Advanced Skills Intake 3
Application Guide

Application guide

To apply for Advanced Skills Intake 3, follow the steps outlined in this Application Guide.

There are 8 components you must complete before you have successfully submitted your application. **All 8 components must be completed by 11.59pm AEDT 21 March 2022.**

- Complete the pre-check
- Accept the training Terms and Conditions
- Enter your details
- Nominate your mentor
- Reflect on the needs of your local community and your strengths
- Review the Personalised Learning Plan (PLP) resources and instructions
- Develop your PLP
- Submit your application

STEP 1   **Complete your Pre-check**

Log in to the RACGP Website

Visit the AOD GP Education Program – Training Applications page and click Apply for Advanced Skills Training

Look for *AOD Advanced Skills Intake 3* and create an application on the Advanced Skills Training Learning Management System – Survey Monkey Apply (SMA)

Start the pre-check, you'll receive an outcome as soon as you complete the pre-check activities.

STEP 2   **Accept the Terms and Conditions**

Read through the Terms and Conditions, click *I agree to the above Terms and Conditions*, electronically sign the form and click mark as complete.

Once you've passed your pre check, you'll be able to proceed to the application form.

If your pre-check was unsuccessful, based on your answers you don't meet the eligibility criteria to apply for Advanced Skills Intake 3. For more information on eligibility, see Advanced Skills Training Terms and Conditions.

STEP 3 & 4   **Application Form - enter your details and nominate your mentor**

As part of the Advanced Skills application process, your mentor will need to accept payment via the RACGP's payGP system. This allows the RACGP to pay your mentor for the support they provide you. Your mentor must complete this paperwork before your Advanced Skills application is approved by the RACGP.

The RACGP will use your mentor's contact details as provided in your application and support your mentor through the process of completing their paperwork. If your mentor experiences ongoing difficulties regarding their paperwork, the RACGP will notify you as soon as possible so you can nominate a new mentor.

Mentors must accept their paperwork by **21 March 2022** to allow members to complete their application.

STEP 5   **Reflect on the needs of your local community and your strengths**

Reflect on the types of patients you see in your practice who use AOD by completing a set of four questions. This includes the common substances, common comorbidities, the challenges your patients face and the challenges you face in supporting them.

STEP 6   **Review the Personalised Learning Plan (PLP) resources**

Review the instructions and resources for developing your own Personalised Learning Plan (PLP), reflecting on your local community and your strengths as entered under Step 5.

STEP 7   **Develop your Personalised Learning Plan**

1. Develop your PLP by selecting at least 2 learning priorities (maximum of 4) and then identifying a performance indicator for each learning priority. Your PLP must outline a mix of professional development activities and must include a minimum of 20 hours of activities. Your plan must also include 3-4 hours of discussion with your mentor.
2. For each learning priority, select (tick) the activities you'll undertake to achieve this learning priority.
   When a box is ticked, application fields will appear for you to enter details of your chosen activities.
   Included below is a copy of this part of the application, so you can see what to expect. In this example we've ticked Online modules/courses, Professional reading (includes clinical guidelines) and Case reflection (preparing and discussing with mentor).

Repeat these two steps for learning priority 2.

If you'd like to add a third or fourth learning priority, follow the prompts.

Develop your Personalised Learning Plan

AOD Application Form

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Task 6 of 6

Develop your PLP

You're now going to build your PLP. Please refer to the instructions and resources provided in Task 6 (on the previous page).

The core requirements of your PLP are as follows:

- Your plan must have at least 2 learning priorities
- For each learning priority you will develop a performance indicator

  Examples include: ASK my patients who are young people to build rapport and take a more complete social history; Provide ADVICE to my patients who are using methamphetamines recreationally to minimise harm; SUPPORT other GPs who are in my practice to deliver whole-person care to patients experiencing chronic pain.

- Your plan must outline a mix of professional development activity
- Your plan must include 3-4 hours of discussion with your mentor
- Your plan must outline a minimum of 20 hours of activity.

LEARNING PRIORITY 1

I would like to improve how I

```
---                                          ▼
```

Performance Indicator

Please build a performance indicator from the options below.

I will be able to more effectively: `---        ▼`

Who are/have:

So that:

Select the activities you'll undertake to achieve this learning priority:

☑ Online modules/courses

☐ Webinars

☑ Professional reading (includes Clinical guidelines)

☑ Case reflection and review (preparing and discussing with mentor)

☐ Clinical placement/ on site learning

☐ Other activity

Online modules/courses

Hours

List module/courses here:

Professional reading (includes Clinical guidelines)

Hours

List module/courses here:

Case reflection and review (preparing and discussing with mentor)

Hours

Learning Priority 1 Total hours: 0.00

STEP 8   **Submit your application**

Once you complete your personalised learning plan, make sure you click mark as complete.

PREVIOUS   SAVE & CONTINUE EDITING   MARK AS COMPLETE

A preview of your application will appear. When you're ready to send your application to the RACGP, click the navigation panel on the top left-hand side of the page and click on Submit.

You must submit your application by 21 March 2022 (11.59pm AEDT).

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AOD Advanced Skills Intake 3
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ID: AOD-00000000

✓ 📄 AOD Pre-Check

✓ 📄 AOD Application Form   ›

2 of 2 tasks complete

Last edited: Nov 2021 11:58 AM (AEDT)

REVIEW   SUBMIT

Deadline: 21 Mar 2022 11:59 PM (AEDT)