

# Mentor Guide and Frequently Asked Questions

## What is Advanced Skills Training?

The RACGP AOD GP Education Program is a Commonwealth funded program designed to help GPs address AOD use in their community. From 8 November 2021, RACGP members will be able to apply for a place in Advanced Skills Training Intake 3.

Approved participants are required to identify a mentor who'll assist them to develop and deliver a 20-hour AOD Personalised Learning Plan (PLP). Each plan will outline AOD learning priorities the participant aims to improve to enhance outcomes for their patients, their local community and RACGP's AOD community of practice.

Advanced Skills Mentors will receive a one-off reimbursement payment of \$1,500 (including superannuation and subject to relevant taxation) for providing a minimum 6 hours of personalised mentor support to a participant. To be eligible as an Advanced Skills mentor, an individual must be registered with AHPRA and have suitable AOD knowledge and experience related to their participant's identified learning needs.

## Steps involved in supporting a participant to complete Advanced Skills training

- Applications for Advanced Skills Intake 3 open 8 November 2021 and close 21 March 2022. Applicants will be contacting potential mentors during this time and providing these details to the RACGP.
- Once an applicant submits their mentor's details, the RACGP will contact the mentor to ask them to complete their online Master Services Agreement and Statement of Works.
- Participants will work with their mentor to develop their Personalised Learning Plan (PLP). Participants will have until 21 March 2022 to develop and upload their PLP into the Advanced Skills Management System (Survey Monkey Apply – SMA).
- Successful applicants will then go on to complete the activities outlined in their PLP.
- Mentors will deliver the support identified in the participant's PLP and liaise with participants throughout their training.
- Participants have until 13 June 2022 to complete all activities outlined in their PLP and log their completion in their logbook on the SMA platform.
- Mentors will receive a request from the RACGP to sign off on their participant's logbook and to complete their Advanced Skills Training Mentor Evaluation Survey (to be submitted by 20 June 2022).
- Once the Mentor Evaluation Survey is complete, the RACGP will process the mentor's completion payment.

### What does 6 hours of mentor support look like?

- 15 - 30 minutes completing your Master Services Agreement/Statement of Works to formalise your mentoring role with the RACGP.
- 1-2 hours dedicated to helping your participant develop their Personalised Learning Plan (PLP)
  - Support with identification of learning outcomes
  - Ideas for activities to include in their PLP
  - Reviewing/providing feedback on their PLP
- 3-4 hours of 1:1 discussion (face-to-face, telephone or videoconferencing)
  - What they've learned from educational activity / professional reading
  - Case review discussion
  - What can the participant do differently
  - Your recommendations/top tips based on the participant's needs
  - Remember to balance the discussion around substance specific clinical management and the core consultation skills needed in general practice.
- 30-60 minutes final review
  - Reviewing participant's activity logbook
  - Completion of Mentor Evaluation Survey (5-10 min online survey)

### What is the Mentor Evaluation Survey?

This survey is a reflection of a mentor's experience in the program.

Full list of the questions:

- Briefly describe how you contributed to the development of your Mentee's Personalised Learning Plan (PLP).
- How would you best describe the impact your Mentor support had on your Mentee's AOD knowledge and skills?
- Did you find the role of being an Advanced Skills Mentor Satisfying? (Multiple choice)
- Did the material provided by the RACGP adequately prepare you for being an Advanced Skills mentor?
  - Please feel free to suggest what might have been more helpful, or what was helpful.
- What did you enjoy most about being an Advanced Skills Mentor?
- What did you find most challenging about being an Advanced Skills Mentor?
- To what extent did being an Advanced Skills Mentor meet your expectations? (Multiple choice)
- Do you have any other suggestions for the RACGP about its AOD Advanced Skills Training Program?

### Key dates

- 8 November 2021** Applications open 9am AEDT
- 21 March 2022** *Mentor* deadline: complete Master Services Agreement and Statement of works  
*Participant* deadline: applications close 11.59pm AEDT
- 13 June 2022** *Participant* deadline: all tasks in program completion phase including completed Activity Logbook due 11.59pm AEST
- 20 June 2022** *Mentor* deadline: activity Logbook verification and survey due 11.59pm AEST

### Can I mentor more than one AOD Advanced Skills GP participant?

Yes, you can mentor up to three Advanced Skills Training participants as long as you have capacity to provide individualised mentor support to each participant. The RACGP expects that all mentor support provided to participants is tailored to meet the individual GP participant's learning needs.

### I'm not a RACGP member. Can I still be a mentor?

Yes. Mentors will come from a range of professions and don't need be RACGP members. Mentors must be registered with AHPRA.

### How will I be paid?

Mentors will receive a one-off reimbursement payment of \$1,500 (including superannuation and subject to relevant taxation) per participant they mentor. To receive payment, mentors will need to complete their Master Services Agreement and Statement of Works online via the RACGP's payment system PayGP before 21 March 2022. Once their participant has completed all training requirements (deadline 13 June 2022) and the mentor has submitted their Mentor Evaluation Survey (by 20 June 2022), the RACGP will be able to process the mentor's completion payment.

### Can I mentor someone without receiving a reimbursement payment?

No. You'll be providing a service on behalf on the RACGP so you must be reimbursed. The RACGP is unable to provide any exceptions to this.