

### *Steps to Advanced Skills Training completion*

#### **Applications to Advanced Skills Training open on 10 August 2020**

- Step 1** From the [RACGP website](#), click on Apply Now. You will be signed into the RACGP Advanced Skills Management System and are required to complete a pre-application eligibility checklist.
- Step 2** If you meet the eligibility criteria, you will be able to complete an Advanced Skills Training application. The application will require some reflection. You can save your application and complete it at a later point.

#### **Applications to Advanced Skills close on 6 September 2020**

- Step 3** Approach a healthcare professional (registered with AHPRA) who you would like to support you as your Advanced Skills mentor. Consider someone in your practice, a GP in your region, contacting your local AOD service provider, psychologist, or your Primary Health Network / HealthPathways for their recommendation.

#### **Applicants will be informed of the outcome of their application by 5 October 2020**

- Step 4** The RACGP will contact successful applicants to request the details of their Advanced Skills mentor. The RACGP will contact your identified mentor to request that they accept the mentor role and the Program's Terms and Conditions.

#### **Mentors must accept their role as Advanced Skills mentor and the Terms & Conditions by 31 October 2020**

- Step 5** Download a copy of the Advanced Skills Personalised Learning Plan (PLP) and develop your PLP in collaboration with your mentor. A wide range of resources will be available to assist you with this process.

#### **Participants must upload their Personalised Learning Plan by 20 January 2021**

- Step 6** Commence your PLP activity. The RACGP will conduct quality assurance checks of each PLP to ensure that mentors are involved, that the activity is balanced and suits the participant's identified priorities. Participants will be notified when their quality assurance check has been completed.
- Step 7** Participants can log their activity online via the RACGP Advanced Skills Management System. Participants can upload their activity on a regular basis, or do a bulk upload at the completion of their PLP.

#### **Participants must complete their PLP Activity and online Activity Logbooks by 30 April 2021**

- Step 8** Mentors will be notified to verify the participant's Activity Logbook and complete their mentor report. This report is not an assessment of the participant but an opportunity to reflect on the Advanced Skills Training as a whole.

#### **Mentors must verify the participant's Activity Logbook and complete their mentor reports by 31 May 2021**

- Step 9** Participants are required to complete a program evaluation survey. Participants can complete their survey once their Activity Logbook has been uploaded to the Advanced Skills Management system.

#### **Participants must complete their program evaluation survey by 31 May 2021**

- Step 10** Participants and mentors will need to ensure that they respond to the RACGP's payment details request form to enable the RACGP to process your completion payment.

Participants will receive a \$2,500.00 reimbursement and mentors will receive \$1,500.00 (including superannuation) and subject to relevant taxation.

**For more information visit [www.racgp.org.au/AOD](http://www.racgp.org.au/AOD) or email the Project Team at [aod@racgp.org.au](mailto:aod@racgp.org.au).**

