

Quick Reference Guide for Mentors

- Do you regularly treat patients who experience problems as a result of their alcohol and other drug use?
- Do others come to you looking for your advice and clinical leadership on how to help treat their patients who use AOD?
- Have you been approached by a GP who has requested that you become their AOD Advanced skills mentor?

Consider becoming an RACGP AOD Advanced Skills mentor

The RACGP is looking for AOD experienced GPs, nurse practitioners, Addiction Medicine Specialists, Psychiatrists, and other health professionals willing to provide mentor support to GPs who are completing the RACGP AOD GP Education Program Advanced Skills Training.

Advanced Skills Mentors will receive reimbursement of \$1,500 (including superannuation and subject to relevant taxation) for the mentor support they provide Advanced Skills participants.

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 10 August 2020, RACGP members from across the country will be able to apply for one of 300 Advanced Skills Training places.

Approved participants will be required to identify a mentor who will assist them to develop and deliver a 20-hour AOD personalised learning plan. Each plan will outline AOD skills / competencies that the participant aims to improve to enhance outcomes for their patients, their local community and RACGP AOD community of practice.

GP participants who complete Advanced Skills Training will receive a one-off payment of \$2,500 upon completion of the program.

Those who agree to become Advanced Skills mentors will receive a one-off reimbursement payment of \$1,500 (including superannuation and subject to relevant taxation) for providing a minimum of 6 hours of personalised mentor support to a participant. To be eligible as an Advanced Skills mentor, an individual must be registered with AHPRA.

What kind of support is required by mentors?

Mentors will be required to:

- support GP participants to develop their personalised learning plan. This would involve providing feedback on:
 - identified AOD advanced skills learning needs prioritised for development based on patient/community need
 - the type of professional development activity that would best meet the identified learning needs
 - identify specific training programs and/or resources that would best meet the identified learning needs.
- deliver a minimum of 6 hours of mentoring support over a 7-month period to be delivered either via face-to-face, videoconferencing or telephone
- Check-in with the participant on a regular basis to discuss their learning activity
- respond to email correspondence in a timely manner
- verify the participant's activity logbook upon completion of their learning plan
- provide the RACGP with a mentor report for quality assurance purposes.



How do I become a mentor?

As part of the application process, the RACGP is asking Advanced Skills applicants to identify a mentor. If a GP participant approaches you to become their mentor, the RACGP asks that you indicate to the participant whether you would be willing to accept this request.

In October 2020 when the AOD Advanced Skills applications are awarded, mentors of successful applicants will be contacted directly by the RACGP. Mentors will be asked to complete an Advanced Skills mentor request form to formally accept your role as the approved participant's mentor.

If you have not yet been approached by a prospective participant but would be willing to become an Advanced Skills mentor, please complete the RACGP [expression of interest form](#).

The RACGP will support participants treating Aboriginal and Torres Strait Islander patients, or practising in custodial medicine or rural and remote areas and are having trouble finding a mentor.

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

Yes. If you have capacity to provide mentor support to up to three (3) Advanced Skills Training participants then you can do. However, the RACGP expects that all mentor support provided to participants is tailored to meet the individual GP participant's learning needs.

I am not a RACGP member. Can I still be a mentor?

Yes. Mentors will come from a range of professions and do not need to be a RACGP member. You must have suitable AOD knowledge and experience related to the participant's identified learning needs and 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. Mentors will be asked by the RACGP to confirm their role as an Advanced Skills Mentor by completing a Mentor Request Form.

Payments will be processed upon the receipt of an Advanced Skills Mentor Report which is required when the participant has completed their Personalised Learning Plan. Mentor reports are completed via the RACGP Advanced Skills Management System.

What steps are involved in supporting a participant to complete Advanced Skills training?

1. Applications for Advanced Skills Training open on **10 August 2020** and close on **6 September 2020**. Applicants will be contacting potential mentors during this time and providing these details to the RACGP.
2. Applicants will be notified of the outcome of their application by **5 October 2020**. The RACGP will contact mentors of approved participants requesting the completion of a Mentor Request Form by **31 October 2020**.
3. Participants will liaise with their mentor to develop their Personalised Learning Plan (PLP). Participants will have until **20 January 2021** to develop and upload their PLP into the Advanced Skills Management System.
4. The RACGP will assess all submitted PLPs for quality assurance purposes. While the PLP is being assessed by the RACGP, participants can commence their planned professional development activity.
5. Mentors will deliver the support identified in the participant's PLP and liaise with participants on the progress of their planned activity.
6. Participants have until **30 April 2021** to complete the activities outlined in their PLP and upload their Activity Logbook into the Advanced Skills Management System.
7. Mentors will receive a request from the RACGP to sign-off the participant's activity Logbook and complete an AOD Advanced Skills mentor report. The mentor report is not an assessment of the participant's performance. The report will be used for quality assurance purposes. The mentor report must be submitted by the **31 May 2021**.
8. Upon completion of the report the RACGP will be able to process the mentor's completion payment.



Can I speak to someone from the AOD project team?

For more information about the AOD GP Education Program visit www.racgp.org.au/aod. If you have a question for the project team please email aod@racgp.org.au.

If you would prefer a member of the team to contact you, please indicate this in your email and when might be a suitable time for the RACGP to contact you.

