

## *Terms and Conditions – Advanced Skills Training*

### **Access to the program**

1. Participants who wish to access Advanced Skills must be an RACGP member currently working as a General Practitioner within Australia.
2. Priority will be given to RACGP members who:
  - a. are practising in rural/remote areas
  - b. are a GP supervisor or;
  - c. work in an area with identified AOD at-risk groups.

At risk groups include:

    - People who are Aboriginal and Torres Strait Islanders
    - People who identify as lesbian, gay, bisexual, transgender, intersex or queer
    - People who have come into contact with the criminal justice system
    - Australian Defence Force peacekeepers, in particular those who have experienced combat
    - People who have experienced trauma
    - People who reside in areas of socioeconomic disadvantage.
3. RACGP members who have completed RACGP AOD GP Education Program Treatment Skills Training are eligible to apply for Advanced Skills.
4. RACGP members who are accepted into Advanced Skills Training cannot include Treatment Skills Training as part of their Advanced Skills 20-hour Personalised Learning Plan.
5. RACGP members who have completed any component of the Australian College of Rural and Remote Medicine (ACRRM) AOD program are not eligible to apply for RACGP Advanced Skills. ACRRM has also received a Commonwealth Grant to deliver an AOD Education Program and members from both Colleges are only eligible to complete one AOD GP Education Program.
6. RACGP members will only be able to complete Advanced Skills once.
7. RACGP members applying as a participant to Advanced Skills Training are ineligible to be an Advanced Skills mentor in the same intake.
8. To apply for Advanced Skills, RACGP members must complete an online application form.
9. Applications are assessed by the RACGP and approved applicants will be accepted to the Program.

### **Sharing of registration and completion data with third parties**

10. To enable both RACGP and ACRRM to meet their contractual requirements, both organisations will be regularly sharing registration and program completion data. Information sharing will be strictly monitored and will not include participants' private information.
11. The RACGP will also share registration and completion data with local Primary Health Networks (PHNs) to enable the effective delivery of targeted marketing and promotions activity.
12. By applying to the AOD GP Education Program, the applicant provides consent for the RACGP to share information with third parties consistent with the purposes of assessing eligibility, delivering and reporting the outcomes of the AOD GP Education Program.

## Completion of the Program

13. To successfully complete Advanced Skills, participants are required to develop and implement an RACGP personalised learning plan and complete at least **20 hours** of AOD related continuous professional development.
14. A completed RACGP Activity Logbook must be submitted to the RACGP by 13 June 2022.
15. To assist with the completion of Advanced Skills, participants will receive a minimum of **6 hours** mentor support in the development and implementation of their professional learning plan.
16. To successfully complete Advanced Skills, participants are required to complete an AOD GP Education Program Evaluation Survey.
17. Advanced Skills is an accredited CPD Clinical Attachment attracting 40 CPD points for the 2020-2022 Triennium. Participants may also be eligible to self-log additional activity included in their Activity Logbook.
18. Participants who successfully complete all the components of Advanced Skills will be eligible to receive a one-off reimbursement payment of \$2,500 (excluding GST and subject to relevant taxation). Payments will be processed within ten (10) business days of confirmation of the completion of your course and verification of your claim and banking details.
19. Participants who do not commence or partially complete the Advanced Skills program will not be eligible to receive any financial payment.
20. Participants will be contacted by the RACGP to nominate a bank account to enable processing of the AOD GP Education Program payment. Participants will also be required to provide supporting documentation verifying the bank details they provide.
21. To withdraw from Advanced Skills, you must notify the RACGP ([AOD@racgp.org.au](mailto:AOD@racgp.org.au)) and your mentor.
22. The RACGP will formally withdraw participants from Advanced Skills Training if reasonable attempts are not made to complete their Activity Logbook and evaluation survey by 13 June 2022.

## Personalised Learning Plan

23. Participants can prioritise their own learning needs based on local patient and community need. The RACGP will review personalised learning plans and if appropriate; recommend suggestions to enhance the educational outcomes for participants.
24. Participants must outline skills / AOD competencies they wish to prioritise in their learning plan. A learning plan must have a minimum of 2 AOD skills/competencies and a maximum of 4 skills/competencies.
25. Strategies to meet the identified skills/competencies must utilise a mix of educational modalities. These can include but are not limited to patient data analysis, mentor or small group case-based discussion, educational courses/training, professional reading, AOD clinical placements.
26. Upon completion of their personalised learning plan, participants must submit an Activity Logbook to the RACGP documenting a minimum of 20 hours continuous professional development.
27. Participants are encouraged to share the outcomes of their learning with other healthcare professionals within their community, with the aim of improving AOD outcomes for local patients.

## Mentor Support

28. It is the responsibility of Participants to identify their own mentor. A mentor does not have to be a general practitioner; however, the mentor must have an AHPRA registration number and have suitable AOD experience and qualifications.
29. The RACGP recommends approaching:
  - a. highly experienced GPs from your area/practice
  - b. Addiction Medicine Specialist
  - c. Psychiatrist or clinical psychologist
  - d. Pain Medicine Specialist

- e. AOD specialist nurse practitioners
  - f. Practitioners with expertise in custodial medicine,
  - g. Practitioners with expertise in an Aboriginal or Torres Strait Islander Community Controlled Health Organisation,
  - h. Practitioners with expertise in rural or remote practice.
30. The RACGP will check that the nominated mentor is registered with AHPRA. If the mentor is unregistered, the participant will need to nominate a new mentor.
  31. Mentors will be required to submit a short evaluation on the 6 hours of support they provided to participants. The evaluation is not a performance appraisal. Mentors will be asked to summarise the support they provided to the participant and share any feedback on Advanced Skills for quality assurance purposes only.
  32. Mentors will be required to verify that the participant has completed the activity as outlined in the participant's Activity Logbook.
  33. Mentors will be reimbursed \$1,500 (incl superannuation and subject to relevant taxation) for a minimum 6 hours of support that they provide.

### **Submitting an Application**

34. When submitting an application for Advanced Skills you declare that:
  - a. You agree to abide by the Terms and Conditions, including the eligibility criteria.
  - b. You meet the Advanced Skills eligibility criteria.
  - c. You will abide by all AOD GP Education Program requirements, as updated from time to time, by the RACGP.
  - d. You consent for your personal information to be shared with ACRRM and PHNs and/or any other third party for the purposes determining your eligibility, managing your application and where required, reporting the outcomes from the AOD GP Education Program.
  - e. The information provided in your application is true and correct.

### **Key Dates**

|                 |   |
|-----------------|---|
| 8 November 2021 | Applications open 9am AEDT  |
| 21 March 2022   | Applications close 11.59pm AEDT   |
| 13 June 2022    | All tasks in program completion phase including completed Activity Logbook due 11.59pm AEST |
| 20 June 2022    | Mentor Activity Logbook verification and survey due 11.59pm AEST                            |