

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 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.
5. RACGP members will only be able to complete Advanced Skills once.
6. To apply for Advanced Skills, RACGP members must complete an online application form.
7. Applications are assessed by the RACGP and approved applicants will be accepted to the Program.

Sharing of registration and completion data with third parties

8. 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.
9. 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.
10. 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

11. 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.

12. Plan activity must be completed within a period of **seven-months** from the notification by the RACGP that the participant's application to Advanced Skills is successful.
13. An RACGP personalised learning plan activity logbook must be submitted to the RACGP on completion of all activities listed in the personalised learning plan.
14. 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.
15. To successfully complete Advanced Skills, participants are required to complete an AOD GP Education Program Evaluation Survey.
16. As each participant's learning plan will have different learning outcomes, the RACGP will not automatically award CPD points for the completion of Advanced Skills. It is the responsibility of each participant to log their completed CPD with their CPD home.
17. 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 completion of the AOD GP Education Program Evaluation Survey.
18. Participants who do not commence or partially complete the Advanced Skills program will not be eligible to receive any financial payment.
19. Participants will be contacted by the RACGP to nominate a bank account to enable processing of the AOD GP Education Program payment. The RACGP will conduct quality and control audits and randomised participants will be contacted by the RACGP to confirm bank details prior to processing of completion payments.
20. To withdraw from Advanced Skills, cancellations must be made in writing to AOD@racgp.org.au.
21. The RACGP will formally withdraw participants from Advanced Skills Training if reasonable attempts are not made to identify a mentor, develop their personalised learning plan and commence their plan activity before 31 January 2021.

Personalised Learning Plan

22. 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.
23. 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.
24. 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.
25. Upon completion of their personalised learning plan, participants must submit a personalised RACGP learning plan activity logbook to the RACGP documenting a minimum of 20 hours continuous professional development.
26. 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

27. Participants must 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.
28. 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.
29. If requested by the participant, the RACGP can support participants to identify a mentor based on their identified learning needs. This support will be prioritised to those GPs practising in rural and remote areas where local treatment services may be limited.
 30. The RACGP will review the skills and experience of mentors identified by participants and make a recommendation for alternative mentor support if the experience of the identified mentor does not adequately meet the learning needs identified by the participant.
 31. Mentors will be required to submit a short report on the 6 hours of support they provided to participants. The mentor report is not a performance appraisal. Mentors will be asked to summarise the support they provided 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 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

10 August 2020	Applications for Advanced Skills open.
6 September 2020	Applications for Advanced Skills closed.
5 October 2020	Applicants informed of the outcome of their application.
31 October 2020	Mentor confirmed.
20 January 2020	Personalised learning plan due.
30 April 2021	Personalised learning plan activity logbook due.
31 May 2021	Logbook verification and reports due by Mentor.
31 May 2021	Participant evaluation survey due.