

AGPT ACADEMIC POST PROGRAM

2021

COHORT GUIDE



RACGP

Royal Australian College of General Practitioners

AGPT Academic Post Program 2021: Cohort guide

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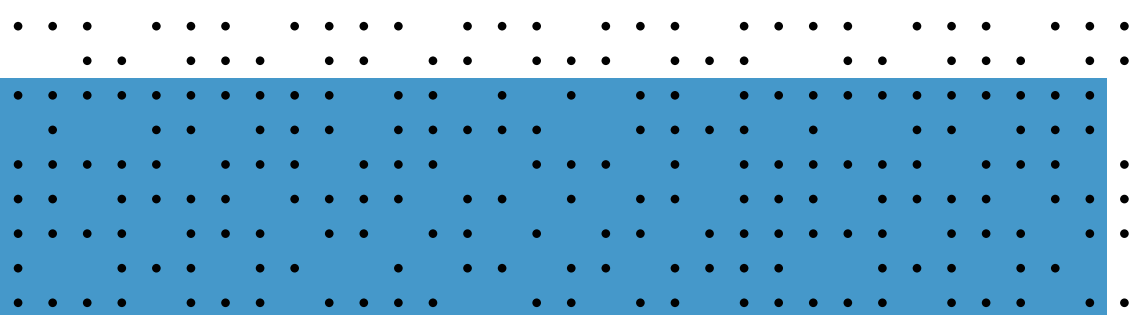
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We acknowledge the Traditional Custodians of the lands and seas on which we work and live, and pay our respects to Elders, past, present and future.

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ACRONYMS AND INITIALISMS

AGPT	Australian General Practice Training
AP Program	Academic Post Program
ASP	Activity Support Provider
EBA	Enterprise Bargaining Agreement
FTE	full-time equivalent
LMS	learning management system
ME	medical educator
PD funding	professional development funding
RACGP	Royal Australian College of General Practitioners
RR funding	registrar research funding
RTO	Regional Training Organisation

1. ACADEMIC POST ROLES AND RESPONSIBILITIES

There are four key stakeholders involved in delivery of the Academic Post (AP) Program: the academic registrar, the RACGP Education Research Unit, the registrar’s university (including university research and teaching supervisor/s and business support staff) and the Regional Training Organisation (RTO). To ensure the program runs as smoothly as possible, it is vital for stakeholders to understand their roles and responsibilities throughout the term.

Following the success of an AP Program application, the initial high-level responsibilities for all key stakeholders are shown in Table 1.

Table 1. Academic Post Program: Stakeholder responsibilities			
Academic registrar	RACGP Education Research Unit	University supervisor	RTO
<ul style="list-style-type: none"> • Applies for program • Accepts offer and returns initial documentation • Reviews salary negotiations between RTO and university • Attends orientation workshop • Signs employment contract with university • Starts academic post 	<ul style="list-style-type: none"> • Sends out offers to successful applicants • Advises universities and RTOs of successful cohort • Liaises with RTOs for contracting • Ensures contracting process completed in time for registrars to receive employment contract by start date 	<ul style="list-style-type: none"> • Receives information about successful registrars from RACGP • Negotiates salary and budget with RTO • Ensures this aligns with university EBA • Keeps registrar informed of process • Ensures all arrangements (salary, employment and logistics) are ready for registrar to begin employment 	<ul style="list-style-type: none"> • Receives information about successful registrars from RACGP • Once budget template is received, liaises with universities about salary and entitlements for each registrar • Ensures budget is returned to the RACGP in a timely manner • Liaises with RACGP for contracting • Advises registrar of negotiations
<p><i>EBA, Enterprise Bargaining Agreement; RACGP, Royal Australian College of General Practitioners; RTO, Regional Training Organisation</i></p>			

2. OVERVIEW

Welcome to The Royal Australian College of General Practitioners (RACGP) Academic Post (AP) Program for 2021. The RACGP looks forward to working with academic registrars and supporting their research projects and training. This guide provides comprehensive information regarding the program and is designed for current academic registrars, university supervisors and RTO staff who are supporting a registrar to complete a post in 2021.

Academic Post Program purpose

The RACGP AP Program is an AGPT Program training term where registrars learn academic skills through individualised learning plans. The program seeks to ensure registrars have the opportunity to build skills in the areas of research, teaching and critical thinking through 12-month part-time academic post training terms. The post provides exposure to research and teaching in the academic environment and encourages registrars to incorporate academic work into their careers. Mentoring and support for the academic post registrar is provided by each registrar's RTO, nominated university, the RACGP, and staff from the contracted Activity Support Provider (ASP) – an Australian academic department of general practice. The ASP for 2021 will

be the Department of General Practice at Monash University, led by Dr Christopher Barton.

Support during the academic post

The academic post is a challenging but rewarding experience. The RACGP and the ASP staff will provide registrars with support throughout the academic term by telephone, email and via the RACGP online learning platform.

- Registrars who would like advice regarding research matters at any time throughout the post are encouraged to post questions in the discussion section of the online learning platform, which is regularly monitored by the RACGP and ASP staff.
- Registrars who would like advice regarding program logistics (webinars, workshop and travel arrangements) are encouraged to post questions in the discussion forum in the online learning platform for a response from the RACGP.

Registrars, RTO and university staff should direct all other queries to Ms Georgia Franklin, Education Research Coordinator (Academic Posts), at gpedresearch@racgp.org.au or on 03 8699 0418.



3. GENERAL PROGRAM INFORMATION

Funding and finances

Academic post funding

The RACGP provides the RTO with funding for each academic post. The funding includes a registrar employment component (salary plus on-costs), professional development (PD) funding, registrar research (RR) funding and RTO program administration costs as follows.

1. The employment component paid to the university by the RTO is for a salary at lecturer level A classification (0.5 full-time equivalent [FTE]) up to a maximum value of \$77,500 inclusive of the following on-costs:
 - clinical loading equivalent to that of an academic staff member 'with significant responsibility for patient care' at 0.5 FTE
 - statutory on-costs of superannuation at the level stipulated in the university Enterprise Bargaining Agreement (EBA)
 - other on-costs as stipulated by the university EBA, such as workers compensation, annual leave provision and long service leave loading
 - payroll tax (as per the state or territory requirement).
2. RR funding and PD funding total up to \$8000 (excl. GST) held by the RTO for use by the registrar.
3. An RTO administration fee of \$4000 (excl. GST) retained by the RTO.

The RACGP pays the funding in three instalments to the RTO.

Refer to [page 11](#) for further information.

Registrar research (RR funding and professional development PD funding)

The RR funding assists registrars with expenses associated with the registrar's AP Program research project, and the PD funding provides support for professional development activities associated with academic and research training. The total amount available is a maximum of \$8000 (excl. GST). The RACGP includes the full amount in the first milestone payment to the RTO upon execution of the funding agreement, and the RTO manages requests from the registrar to access the funds.

The RTO must not release RR funding and PD funding to the registrar's university. The RTO pays for items approved by the registrar's medical educator (ME), or reimburses the registrar as approved expenditure occurs on receipt of invoices. RTOs are encouraged to advise AP Program registrars of the process for accessing funds within their organisation and the final date for access prior to financial reconciliation.

Registrars are encouraged to submit an indicative budget at the time of application; however, the RACGP provides the RTO with the maximum funding allowances for the RR funding and PD funding, regardless of the value of the submitted budgets. This ensures that funds are available should the registrar identify new research support or professional development needs throughout their academic term.

The RACGP accepts that there may be changes to research funding allocation as the academic registrar's project progresses; therefore, the RTO can approve reasonable changes to approved research funding expenditure providing the expenditure meets RACGP funding guidelines as stipulated in the letter of offer and as below. All expenses must be reasonable to the level of research undertaken.

RR funding and PD funding guidelines

The RACGP provides the RR funding to cover expenses related to undertaking the research project. Registrars may use PD funding for Australian conference expenses, excluding those covered by the RACGP during the AP Program term. The AP Program funding will not cover the cost of attendance at international conferences under any circumstances.

Inclusions:

- expenses related to research, including transcription and research assistant services, data analyst services, travel to undertake research, recruitment expenses, specialist software procurement
- items related to dissemination of research findings, including poster printing, publication costs
- professional development related to academia – research, teaching or education conferences or workshops including registration fees, accommodation and travel (all Australia only); this can include expenses for eligible events taking place the following year as long as expenses are incurred within the stipulated funding period
- university subjects or other courses, books.

Exclusions:

- purchase of research databases, library subscriptions and the like, unless unavailable through the university or RACGP
- regular travel to and from the workplace
- expenses covered by other funding
- expenses incurred beyond the funding period
- money or assets lent or gifted to any person
- items provided by or available through the university, such as equipment (eg audio recorders) and software licences
- expenses related to international conferences and travel.

The registrar must agree to maintain proper financial records for all expenses claimed as part of the PD funding or RR funding.

The RACGP requires a financial reconciliation report from the RTO by 31 March 2022. Each RTO will set their own date for registrar final access to funds. Registrars should ensure that they know what this date is so that they can plan the use of funds accordingly. RTOs must be able to supply the RACGP with receipts for expenditure at the time of financial reconciliation and/or until the end of the head agreement.

Note: 'expenses' refers to actual expenditure and fees the RTO is legally committed to pay. It is not permissible to retain funds for future expenses.

Expenses incurred for attendance at compulsory activities

The RACGP will cover reasonable travel and accommodation costs incurred for attendance at compulsory AP Program activities, as well as conference registration fees for RACGP-supported conferences. The RACGP arranges all registration, travel and accommodation on behalf of the registrar. Registrars will receive relevant information at the commencement of the academic term and prior to each activity. However, there may be reimbursement for some out-of-pocket expenses (eg parking, mileage, meals), subject to prior approval and submission of receipts with the RACGP expense reimbursement form/s. Registrars will be informed of acceptable expenses prior to the event.

Other funding

Some registrars receive funding from other sources to support their AP Program research activities. The registrar must inform the RACGP of other funding sources and ensure that the RACGP funding is not used to cover expenses covered by other funding sources.

Timelines and reporting

AP Program schedule

Completion of the academic post occurs part time over 12 months, commencing January/February 2021 (Table 2). Specific start dates are set between the registrar, RTO and the university hosting the registrar. Research, teaching and clinical work activities will occur throughout the academic post term. The RACGP and ASP will provide a range of learning activities to guide registrars throughout the term, including webinars, workshops and online learning modules. The RACGP will also support registrars to attend two relevant conferences, chosen by the RACGP.

Table 2. AGPT AP Program 2021: Schedule

Activity	Time frame
Contracting between the RACGP and the RTO	August to September 2020
Contracting between the RTO and university	October to November 2020
Workshop 1 (two-day), location TBC	December 2020 (TBC)
Registrar employment contract with university	January 2021
Commence academic post	January/February 2021
Webinar 1 – held at 7 pm AEDT on a weeknight	Week 3 or 4, February 2021
Orientation progress report due	30 March 2021
Workshop 2 (two-day), location TBC	June 2021 (TBC)
Attendance at one conference (TBC)	Mid-year (TBC)
Mid-term progress report due	30 June 2021
Webinar 2 – held at 7 pm AEST on a weeknight	September 2021
Attendance at second conference (TBC)	Mid-late year (TBC)
Webinar 3 – held at 7 pm AEDT on a weeknight	November 2021
Final administrative and research findings reports due	28 February 2022
Workshop 3 (one-day), location TBC	February 2022
Conclude academic post	February 2022
RTO Financial Reconciliation Report	31 March 2022
<i>AEDT, Australian Eastern Daylight Time; AEST, Australian Eastern Standard Time; TBC, to be confirmed</i>	

Academic post reports

Academic registrars are required to submit four reports: an orientation and initial progress report, a mid-term report, a final administrative and research findings report, and an evaluation report. The registrar's university supervisor and RTO ME must read and sign off all reports excluding the evaluation report. **It is important that registrars allow sufficient time for the sign-off process.** University supervisors must also complete a section of the mid-term and final administrative reports before ME sign-off.

The RACGP uses SmartyGrants to distribute and receive reports. Staff distribute a link to the report form via email four weeks before the report due date. The RACGP will also provide information about the report format on the online learning platform (refer to 'Online learning' in this guide for information about this platform).

Orientation and initial progress report

The orientation and initial progress report is due 30 March 2021. Its purpose is to:

- ensure registrars are on track with their academic post – employment agreement in place, research and teaching commenced
- flag any areas of concern
- identify priority topic areas/resources for the online learning platform.

Mid-term report

The mid-term report is due 30 June 2021. Its purpose is to:

- ensure registrars are on track with their academic post and receiving the support they need
- reflect on experiences as an academic registrar and assist in shaping the project
- help improve the program for future academic registrars
- provide a mechanism for release of mid-term funding to the RTO.

Final administrative and research findings report

The final administrative and research findings report is due 28 February 2022. Its purpose is to:

- follow up on academic achievements
- ascertain whether adequate support was provided and identify any challenges faced throughout the post
- encourage registrars to reflect on their experiences as an academic registrar and identify future career goals
- suggest improvements in the program for future academic registrars
- provide a copy of the registrar's research findings
- provide a mechanism for release of final funding to the RTO.

Evaluation report

The evaluation report is due 28 February 2022. To ensure ongoing evaluation and quality assurance of the program, this report is distributed to registrars at the end of their term to receive feedback on various areas, including:

- application process
- university experience
- ASP support
- RACGP support
- general program experience.

AP Program activities

General information

Academic registrars receive a cohort experience, with regular communication and opportunities to both share and troubleshoot their work in a supportive environment. AP Program activities include webinars, online learning and face-to-face workshops, which are developed and delivered by staff from the contracted ASP. The RACGP will provide registrars with the ASP contact information at the orientation workshop in December 2020. The ASP provides presenters with skills in specific areas such as quantitative and qualitative research, statistics and ethics, as well as former academic registrars, and a range of allied health practitioners and GPs with primary care research expertise.

The ASP will conduct several learning support needs analyses during the year to ensure that support activities are tailored to meet the needs of the group, but topics covered may include:

- introduction to primary care research
- writing good research questions
- critical appraisal of the literature and writing a literature review
- applying for ethics approval
- quantitative, qualitative and mixed methods methodology
- working with stakeholders, including vulnerable and marginalised groups
- recruitment
- data management and analysis
- clinical data analytics
- presenting work to different audiences
- writing abstracts, oral presentations, posters, articles for popular press, academic journals
- planning a research career
- practice-based research networks

- advocacy – getting research into the public and policy domains
- working with supervisors
- getting the most out of an academic post
- what to do when things go wrong.

Participation in webinars, workshops and online learning is compulsory.

Webinars

The RACGP and the ASP staff will co-host three webinars for AP Program registrars in 2021, based on training needs identified by registrars.

The RACGP will contact registrars to provide webinar access information, distribute pre-reading and confirm any preparation required by the registrar.

Online learning

To support academic registrars during their post, the RACGP provides access to an online learning management system (LMS) called Learning Seat. Learning Seat provides administrative and educational information, learning resources, opportunities to ask questions relevant to the cohort, and a forum for registrars to share work challenges and experiences with their peers. Monash University will also be delivering online learning modules using this platform.

At the time of the first workshop, the RACGP will contact registrars to provide access to Learning Seat. During the post, registrars are required to check their registered email and the Learning Seat portal regularly to keep informed of program and activity updates.

Face-to-face workshops

The RACGP and ASP staff co-host three face-to-face workshops during the post. Refer to Table 2 for a schedule of tentative workshop dates. The RACGP and the ASP design the workshops to support academic registrars through the different stages of their research. This provides an opportunity to attend sessions on research skills, network with peers, learn presentation skills and receive feedback from academics and peers. The ASP helps registrars develop their posters and presentations through the learning activities offered during the year.

The RACGP arranges and fully funds attendance, and each workshop will include a group dinner to allow the cohort to network with each other. The RACGP contacts registrars via email to arrange registration, accommodation, flights and other details for the workshops, as well as to obtain any registrar materials or slides to be uploaded for presentations.

Workshop 1

The RACGP will hold the first workshop online in December 2020. The workshop will provide registrars with the opportunity to meet their peers, program staff from the RACGP and ASP staff. During the workshop, the ASP will provide an introduction to research and teaching in academic settings, and RACGP staff will outline general information about program logistics, including administration, activities and expectations.

Workshop 2

The RACGP will hold a second workshop in mid-2021. The date will be confirmed by the start of the academic post year. The workshop will provide an opportunity for registrars to present their research and receive further training in research activities. Registrars must prepare an abstract and research poster for the workshop, and present these to the academic registrar cohort.

Workshop 3

A third workshop will be held at the very end of the AP Program. The one-day workshop will provide a final opportunity for the registrar cohort to meet, and registrars will learn more about research dissemination and writing for publication. They will also have the opportunity to present the findings of their research. The date of this final workshop will be announced in 2021.

Conferences

The RACGP will fund AP Program registrars to attend two research conferences during their post. The selection of the conference will depend on timing and content. The RACGP will announce this via Learning Seat once the 2021 conference schedule is available. In the past, registrars have been funded to attend the Primary Health Care annual conference, the RACGP national conference or the Australasian Association for Academic Primary Care (AAAPC) annual research conference.

Other conferences

If registrars wish to attend additional Australian conferences, they may, with approval from their RTO, use their professional development funds to cover these costs. Note: the academic post funding must not be used to fund international conferences.

Compulsory attendance at support activities

Academic registrar attendance at support activities is compulsory. Registrars are encouraged to ensure they have leave approved from their clinics to attend these activities. Approval to be absent may be granted, but only in exceptional circumstances. The registrar must discuss the circumstances with their ME and, if the ME is supportive of the request, email the RACGP for approval.

4. CONTRACTING

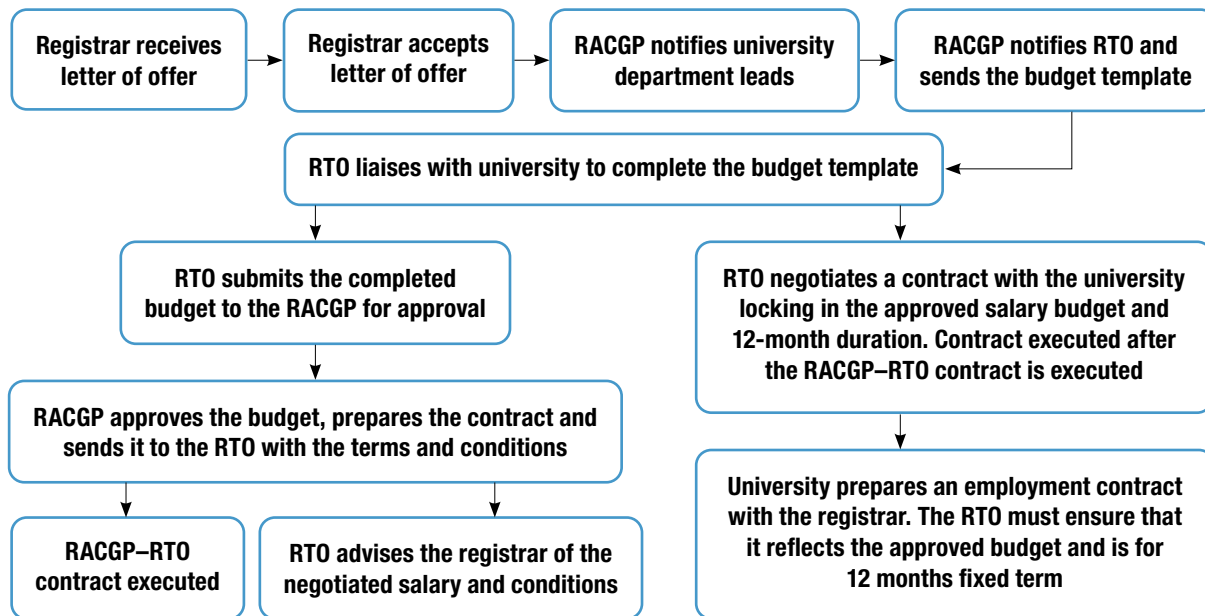


Figure 1. Contracting process

RACGP, Royal Australian College of General Practitioners; RTO, Regional Training Organisation

Registrar Letter of Offer

Successful applicants for the 2021 AP Program receive a Letter of Offer from the RACGP by August 2020. Acceptance of the Letter of Offer constitutes an agreement between the registrar and the RACGP. The Letter of Offer outlines the registrar’s responsibilities and obligations in completing their post. These obligations include:

- adherence to commencement and completion dates
- weekly time commitment
- attendance at AP Program workshops
- participation in AP Program webinars, and online learning and discussion groups
- attendance at conferences funded by the RACGP
- completion and submission of registrar reports
- requirement to liaise with the RACGP in the event of needing take leave from the program.

The AP Program 2021 activity schedule is in Table 2. Registrars will receive further information regarding activities once they commence the post. The RACGP requires registrars to promptly advise if

they anticipate difficulties attending any of these activities. The RACGP will arrange and fund all reasonable and necessary travel costs associated with attending any required program activities. Registrars should not book travel to attend activities without first consulting the RACGP.

The RACGP recommends registrars consider the activity schedule when negotiating their employment contracts for clinical placements, including requests for professional development leave to attend activities where possible, as well as advising their employer early of any leave requirements.

Salary and entitlements

AP Program registrars are entitled to receive a salary at lecturer level A classification (0.5 FTE) up to a maximum value of \$77,500 inclusive of the on-costs listed under academic post funding. This amount varies according to the relevant EBA for the specific university. Registrars are encouraged to request a copy of the EBA so that they understand the basis of their employment contract.

The RTO is responsible for negotiating the salary entitlements on behalf of the registrar – refer to section 5.

5. INFORMATION FOR REGISTRARS

Applying for leave from the AP Program

The RACGP will grant academic registrars leave from the AP Program for a period of up to four weeks only in the case of extenuating and unforeseen circumstances and in the case of Category 1 leave as provided for under the AGPT Program Leave Policy, and as per the *Fair Work Act 2009* (Cwth). Academic registrars wishing to take leave should read the RACGP '[Guide to applying for leave from the Academic Post Program](#)'. Registrars and MEs are encouraged to contact the RACGP at gpedresearch@racgp.org.au to discuss the application process. Please note that application for leave does not guarantee approval, and each application will be assessed on a case-by-case basis.

Completing the AP Program with reduced concurrent clinical training

The RACGP [Academic Posts Policy](#) has recently been updated to increase flexibility in the concurrent clinical component of the AP Program. All registrars undertaking an academic post can apply to complete the concurrent clinical component of the academic term part time, with the decision to be made at the RACGP's discretion. To allow for the academic post to be undertaken part time, the RACGP may reduce or waive the concurrent clinical requirement.

To be eligible, the registrar requires:

1. satisfactory completion of two years FTE active training time, including all of GPT1 and GPT2
2. approval from their RTO Director of Training or equivalent to reduce their concurrent clinical training in line with the registrar's proposed learning plan
3. approval from their proposed university supervisor to reduce their concurrent clinical training in line with the learning objectives of the academic post.

Funding acknowledgements

It is a requirement that registrars use the following wording to acknowledge funding and support for any publications or presentations arising from the research undertaken during the academic post:

This research project is supported by The Royal Australian College of General Practitioners with funding from the Australian Government under the Australian General Practice Training Program.

Please note, the RACGP and Department of Health logos should not be used by registrars on any material or presentations. Registrars should liaise with their university supervisor to ensure that they use the correct templates for all presentations, as well as the agreed authorship list.



6. INFORMATION FOR REGIONAL TRAINING ORGANISATIONS

Role of the medical educator

The ME nominated in the registrar’s academic post application form provides guidance and support to the registrar at the time of the application to select a university supervisor and a suitable research project. The ME is also responsible for advising the RACGP regarding:

- the academic post fit within the registrar’s learning plan
- the registrar’s eligibility for the post and which term the academic post will fulfil (ie extended skills post, elective or Advanced Rural Skills Training)
- any leave or reduction to clinical training required for the registrar
- assurance that any required extensions of training have been secured to accommodate the post as a training term.

RTO contracts and funding

Budget template

As soon as the registrar accepts the academic post Letter of Offer, the RACGP emails a notification letter to the RTO’s ME and finance contact, and provides a budget template. The ME and finance contact are responsible for ensuring that the relevant RTO staff member liaises with the university to obtain the correct figures for the registrar salary and on-costs according to the relevant EBA. The budget template must be signed by the RTO and relevant university finance contact to ensure all parties are in agreement with the amounts budgeted. The RACGP expects the registrar will receive the maximum amount permissible under lecturer level A classification (0.5 FTE) up to a maximum value of \$77,500 inclusive of on-costs.

The completed budget template must be emailed to the RACGP for approval. If it is not approved, the RACGP will contact the RTO to request justification for the costs or provide the RTO with an opportunity to resubmit the budget with modifications. Once the RACGP approves the budget, it is signed and a final copy is sent to the RTO. The signed accepted budget forms item D of the funding agreement between the RACGP and the RTO. Once the RACGP approves the budget, the RTO is expected to provide the registrar with the salary information.

Please note, the RACGP expects that the registrar will be paid to the value of the approved budget. Any discrepancies reported at the time of financial reconciliation will require justification.

Contract overview

As soon as the budget is returned and approved, the RACGP prepares the RACGP–RTO funding agreement for review by the RTO, including the terms and conditions referred to in the contract. The length of time for the contracting process varies. Therefore, the RACGP encourages RTOs to commence negotiations with the university for the RTO–university funding agreement at the same time. Refer to ‘RTO and university contract overview’ and Figure 1.

The RACGP contract with the academic registrar’s RTO obligates the RTO to:

- provide written confirmation of salary and entitlements to the registrar on approval of the budget by the RACGP
- negotiate an agreement with the registrar’s university to support their AP Program placement
- ensure the registrar has signed a fair contract with their university
- ensure the registrar’s salary commences at the start of the academic term
- support the registrar throughout their term, in partnership with the registrar’s main university supervisor
- manage the registrar’s access to RR funding and PD funding expenditure within the guidelines for funding
- ensure that as required, the registrar’s ME reviews, contributes to and signs off the academic registrar reports
- promptly alert the RACGP if any issues arise that may jeopardise the successful completion of the post
- address any issues identified in academic registrar reports
- submit an itemised expense reconciliation on conclusion of the post, including the RR funding and PD funding expenditure and final salary cost.



Invoicing

The RACGP requires RTOs to issue and send tax invoices to the RACGP to receive the milestone payments. The RACGP pays funding to the RTO in three instalments:

1. 50% of the employment component plus full RR funding, PD funding and RTO administration costs – on execution of the signed funding agreement
2. 40% of the employment component – on receipt and approval of a signed copy of the mid-term report from the academic registrar, university supervisor and ME
3. 10% of the employment component less unspent funds* on receipt and approval of
 - a signed copy of the final research findings report from the academic registrar and their university supervisor
 - a completed budget template, and
 - a completed reconciliation template.

Financial reconciliation

At the end of an academic term, the RTO must submit an itemised reconciliation of expenditure for the RR funding and PD funding, as well as any underspend on the salary component. Reconciliation is due by 30 March 2022 and RTOs are required to send it by email to gpedresearch@racgp.org.au. The RACGP undertakes to review and respond to the reconciliation within two weeks of receipt so that the RTO may issue an invoice for the final milestone payment. Receipts for all expenditure must be available on request.

**Unspent funds include underspend on the salary component and the RR funding and PD funding.*

7. INFORMATION FOR UNIVERSITIES AND SUPERVISORS

Role of a university supervisor

The RACGP expects that, from the initial academic post application, the university supervisor who signed the declaration worked with the academic registrar to develop their research proposal and will continue to support the registrar throughout the academic term as a research supervisor. The research may be an individual project or involvement in a larger project, where the registrar has a clear and independent role. The RACGP expects the research supervisor to provide advice on the appropriate scope and breadth of the research project, its applicability to general practice, its feasibility and timelines.

The RACGP expects the university supervisor to meet regularly with the academic registrar throughout the post, monitor the progress of their research, allocate appropriate teaching tasks, provide guidance and feedback on research and teaching, and involve the registrar in regular departmental activities. The supervisor is also required to contribute to mid-term and end-of-term reports. The RACGP expects that there might be an additional university supervisor for teaching, and that this role can be different to that of the research supervisor. All academic registrars should receive consistent and ongoing support from their university supervisors throughout their academic terms.

RTO and university contract overview

Once the registrar accepts the offer of an academic post:

1. the RTO negotiates the registrar's entitlements with the university for a fixed-term, 12-month contract to cover the academic post term
2. the RTO submits the budget to the RACGP by September 2020 for approval
3. on approval of the budget, the RTO informs the registrar in writing of their entitlements
4. the RTO–university contract is prepared.

As soon as the RACGP accepts the budget, the RTO is encouraged to immediately liaise with the university regarding the RTO–university contract so that it can be executed as soon as the RACGP–RTO contract is executed. It is the responsibility of the RTO and university supervisor to ensure that the registrar:

- receives a contract that reflects the RACGP approved budget
- is promptly informed of their employment conditions
- is paid on commencement of the post.

As this is a fixed-term contract, the RACGP will not cover severance costs. The RACGP does not require a copy of the training provider–university funding agreement.

University obligations

The RACGP expects the university will:

- promptly negotiate the RTO–university contract
- ensure that the registrar has signed a fair contract and their salary commences at the start of the academic term
- support the registrar throughout their term, in partnership with the registrar's ME
- ensure the registrar's supervisor reviews, contributes to and signs off as required the academic registrar reports
- promptly alert the RTO if any issues arise that may jeopardise the successful completion of the post, including any requests for leave in unforeseen or extenuating circumstances or Category 1
- address any issues identified in academic registrar reports.



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