

# ADF Garrison Health Centre training accreditation application form and guide

## Section A: Introduction and instructions

Garrison Health is primarily responsible for the delivery and management of quality, safe, efficient and effective healthcare to Australian Defence Force (ADF) personnel within Australia. These health centres ([Garrison Health Centres | ADF Members & Families | Defence](#)) may be accredited for general practice training as 'Special training environments'.

Special training environments (STEs) are posts offering excellent training opportunities but with a limited case mix and different operational arrangements. STEs do not meet the [RACGP Standards for general practice training requirements](#) for comprehensive general practice and must therefore be accredited under specific conditions for GP training.

ADF Garrison Health Centres provide the core features of general practice. Under arrangements with the Department of Health, Joint Health Command (JHC) has the authority to self-accredit the health centres to the relevant RACGP practice standards. The Commander Joint Health is responsible for managing the integrated health workforce and health systems to deliver safe and quality healthcare in the garrison environment. Commander Joint Health monitors clinical standards through a garrison clinical governance structure and the Australian Defence Force Health Quality and Safety Committee.

Registrars must complete GPT1 and GPT2 in a comprehensive civilian general practice prior to training in an ADF Garrison Health Centre. ADF Garrison Health Centres and supervisors are not eligible for payments for hosting a registrar or for completion of professional development.

To be accredited as a Special training environment for GP registrar placement during training, prospective health centres should contact the RACGP [educationaccreditation@racgp.org.au](mailto:educationaccreditation@racgp.org.au) for more information. The relevant regional accreditation coordinator will liaise with the health centre contact and supervisors to progress the accreditation.

The regional teams or regional accreditation coordinators may contact the RACGP national lead medical educator – ADF at any time to clarify requirements.

### Applications process

1. Prospective health centres and/or supervisors complete and sign **Section B** of this application form and submit it to the RACGP regional accreditation coordinator with all required documentation.
2. The regional accreditation coordinator will review the application and associated documentation to ensure it meets requirements and will liaise with the health centre regarding any queries.
3. The regional accreditation coordinator will liaise with the RACGP local team regarding the accreditation of the health centre.
4. A site visit will be arranged. This may be undertaken by the training coordinator, medical educator, medical educator with an ADF portfolio or regional accreditation coordinator as appropriate. A supervisor interview is undertaken by the medical educator (sometimes by phone) and must include a discussion of onboarding supervisor professional development requirements, modules and workshops.
5. The regional accreditation coordinator will complete and sign **Section C** of this application form and agenda and discuss it at the regional accreditation panel. If the relevant state censor is not in attendance, the panel-approved application is forwarded to the relevant state censor.
6. The RACGP relevant state censor will review the application and documentation and liaise with the regional accreditation coordinator for further information or clarification. The censor then completes **Section D**.
7. Following approval by the panel and censor, the regional accreditation coordinator will:
  - Formally advise the health centre and supervisors of the approval
  - Advise the supervisors to commence onboarding modules via *gplearning*
  - Liaise to ensure supervisors are included in regional onboarding workshops
  - Advise the national accreditation unit of the outcome by sending a copy of the completed form to [adf@racgp.org.au](mailto:adf@racgp.org.au) for national oversight.
8. The national accreditation officer will maintain a record of ADF Garrison Health Centre accreditations nationally, liaise with the national lead medical educator – ADF as appropriate and provide a quarterly update of ADF accreditations to the Council of Censors.

9. The regional accreditation coordinator tracks the completion of supervisor professional development onboarding requirements.

Post-accreditation details:

- Accreditation is usually provided for a three year period.
- Reaccreditation of sites is undertaken following the same process on the same form.
- Applications for additional supervisors at an already accredited site, can be made on the ADF Garrison supervisor accreditation application form.

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## Section B: ADF Garrison Health Centre to complete

### Training site information

Training site name

Training site address

Postcode

Email

Telephone

Practice manager/site contact name

Practice manager/site contact email

What are you applying for

☐ Initial accreditation

☐ Reaccreditation

*If you wish to link additional sites as 'branch' sites, please include them below. Supervision must be provided across all sites. Any location where a site requires registrar work should be declared and may require a site visit or work at that location will not contribute to training time.*

**Branch site one name** (if applicable)

Branch site address

Postcode

Branch site email

Branch site telephone

Please indicate how much time the registrar would spend at the branch locations

**Branch site two name** (if applicable)

Branch site address

Postcode

Branch site email

Branch site telephone

Please indicate how much time the registrar would spend at the branch locations

## Training site opening hours

Days	Hours
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

All approved supervisors will be required to adhere to the RACGP Supervisor professional development (SPD) requirements. This includes completion of onboarding modules and workshop, and ongoing SPD as per [RACGP - Supervisor PD](#). Note: Supervisors at ADF Garrison Health centres are not eligible for SPD payments.

## Proposed supervisor information and availability

The RACGP understands that ADF environments, including health centres, can have fluid teams due to deployments and other ADF commitments and that supervision is provided via a group arrangement. Each registrar will have a designated supervisor. The designated supervisor will take primary responsibility for ensuring clinical supervision is provided and liaise with other supervisors regarding the allocation of teaching (as appropriate) and completion of workplace-based assessments.

## Proposed supervisor name (1)

		Military	Civilian
Ahpra number	RACGP – ACRRM membership number		
Mobile	Email		
Are you currently under investigation or the subject of disciplinary action?		Yes	No
Have you been removed from the register for any misconduct, health or performance reasons under any jurisdiction at any time in your career?		Yes	No
Are there proceedings under any jurisdiction against you?		Yes	No
Are you currently subject to any conditions, limitations or restrictions from any jurisdiction?		Yes	No
I agree to meet the supervisor responsibilities and contribute to the training environment requirements detailed below.		Yes	No
Signature	Date		

**Proposed supervisor name (2)**

		Military	Civilian
Ahpra number	RACGP – ACRRM membership number		
Mobile	Email		
Are you currently under investigation or the subject of disciplinary action?		Yes	No
Have you been removed from the register for any misconduct, health or performance reasons under any jurisdiction at any time in your career?		Yes	No
Are there proceedings under any jurisdiction against you?		Yes	No
Are you currently subject to any conditions, limitations or restrictions from any jurisdiction?		Yes	No
I agree to meet the supervisor responsibilities and contribute to the training environment requirements detailed below.		Yes	No
Signature	Date		

**Proposed supervisor name (3)**

		Military	Civilian
Ahpra number	RACGP – ACRRM membership number		
Mobile	Email		
Are you currently under investigation or the subject of disciplinary action?		Yes	No
Have you been removed from the register for any misconduct, health or performance reasons under any jurisdiction at any time in your career?		Yes	No
Are there proceedings under any jurisdiction against you?		Yes	No
Are you currently subject to any conditions, limitations or restrictions from any jurisdiction?		Yes	No
I agree to meet the supervisor responsibilities and contribute to the training environment requirements detailed below.		Yes	No
Signature	Date		

**Proposed supervisor name (4)**

		Military	Civilian
Ahpra number	RACGP – ACRRM membership number		
Mobile	Email		
Are you currently under investigation or the subject of disciplinary action?		Yes	No
Have you been removed from the register for any misconduct, health or performance reasons under any jurisdiction at any time in your career?		Yes	No
Are there proceedings under any jurisdiction against you?		Yes	No
Are you currently subject to any conditions, limitations or restrictions from any jurisdiction?		Yes	No
I agree to meet the supervisor responsibilities and contribute to the training environment requirements detailed below.		Yes	No
Signature	Date		

**Proposed supervisor name (5)**

		Military	Civilian
Ahpra number	RACGP – ACRRM membership number		
Mobile	Email		
Are you currently under investigation or the subject of disciplinary action?		Yes	No
Have you been removed from the register for any misconduct, health or performance reasons under any jurisdiction at any time in your career?		Yes	No
Are there proceedings under any jurisdiction against you?		Yes	No
Are you currently subject to any conditions, limitations or restrictions from any jurisdiction?		Yes	No
I agree to meet the supervisor responsibilities and contribute to the training environment requirements detailed below.		Yes	No
Signature	Date		

Please add an additional sheet for any additional accredited supervisors.

### Supervisor roster

Please provide the rostered hours of proposed supervisors and allocation of clinical supervision responsibilities. For each session where a registrar would (usually) be rostered, please add the supervisors (usually) rostered..

Days	Morning	Afternoon	Evening
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

**Branch sites** - Please describe how appropriate supervision will be provided when the registrar is rostered to work at a branch site

### Health centre information

As an AGPT training site, there is an expectation that registrars will meet the requirements for full-time or part-time training as applicable. For full-time training, a minimum of 27 hours per week must be in face-to-face, rostered, patient consultation time. For part-time training, rostered consulting hours must be at least 14.5 hours per week. The RACGP understands that ADF health centres are special training environments with different rostering arrangements. Please advise the RACGP if there are any concerns meeting this requirement. We will liaise with the site and registrar to manage training time appropriately.

Please provide a list of the clinical services available within your facility

In a few words, please outline what training and skills opportunities your training site can provide

What number of rooms are available?

Days	Morning
Consulting/examination rooms	
Theatre/procedure rooms	
Other, please specify	

Patient population / demographics

Patient population demographics (Age range and percentages of presentations)

Number of patients seen per day

Range of health presentations seen at the training site

Number of patients registrar would be expected to see per day

For reaccreditation sites – Please note any changes to the training site including changes in supervisors (eg where supervisors are no longer active)

## The training environment agreement

Please confirm your agreement to the statements in each section by ticking the boxes as appropriate

### The training site practice environment is safe and supports training.

*RACGP Standards - Criterion 2.2.2.1*

The registrar will be provided with a comprehensive orientation program at the commencement of the placement prior to seeing patients, which, at a minimum should include:

- Introduction to all staff
- Training on practice-based systems (eg. computer system and recall systems)
- Overview of all relevant procedures within the training site such as referral, admission to hospital, after-hour arrangements, follow up of patients, infection control, management of medication and vaccines, disposal of waste and awareness of the location of all relevant resources, including reference materials, medications and equipment
- Awareness of the process for dealing with problems, critical incidents and adverse events

A completed comprehensive orientation should include all sites (eg. branches). The RACGP has an [in practice orientation and checklist](#) available.

- The training site can provide an appropriate working environment for the registrar, including adequate consulting space and clinical and office equipment to enable them to consult on a one-on-one basis with the patient in a private, confidential setting.
- The training site is able to provide the registrar with access to appropriate information technology, including internet access in the consulting room for consulting and educational purposes.
- The registrar will have access to relevant resources in relation to clinical care.

Yes      No

### The registrar is provided with a safe working environment

*RACGP Standards - Criterion 1.3.1.2, 1.3.2.2, 1.3.2.3, 2.2.2.2, 1.1.1.4*

- If adverse events (including incidents) occur or problems arise, there are processes in place to address these during and after the event and all parties are aware of the processes to be followed.
- The training site and supervisor will notify the RACGP as per the Adverse event and critical Incident reporting and management guidance document.
- Registrar's safety and well-being will be effectively managed including fatigue management and safe working hours.
- The supervision team will provide pastoral support for the registrar.
- The training site has a process/policy for the identification and management of any potential conflicts of interest.

Registrars will be provided with an adequate workload, commensurate with their level of training and competence.

- Registrars will be allocated a maximum of four patients per hour, with a minimum average of at least two patients per hour.
- Workload will be matched to the competence of the registrar.
- The service demands of the training site will not be excessive, and the structuring of duty hours and on-call schedules will consider the needs of patients, continuity of care and educational needs of the registrar.

Yes      No

### Quality supervision is provided

*RACGP Standards – Criterion 1.2.2.1, 1.3.2.3*

The training site and supervisors agrees to ensure that administrative components in relation to the training program (including assessments) are completed with care and diligence, within the specified timeframes.

The proposed supervision team members have an effective working relationship. Their roles and responsibilities will be clearly articulated in the clinical supervision plan and in-practice teaching plans developed as components of the accreditation process and prior to a registrar placement.

- There is a planned approach to supervision and teaching.
- The supervision team will provide the level of supervision required for the registrar's competence and level of training.
- The members of the proposed supervision team have the knowledge, skills and attributes to support and develop the registrar.
- It is expected that the training site should be able to function adequately without the registrar present, for instance when they attend educational activities. There is adequate administrative staff to support all the clinical staff in the training site, including when the registrar is present.

Yes      No



## Appropriate supervision

*RACGP Standards – Criterion 1.1.1.2, 1.1.1.3, 1.1.2.1*

Supervision will be matched to the individual registrar's level of competence and learning needs in the context of their training site.

- Learning opportunities and clinical competence for the registrar will meet patient safety requirements.
- The supervisor will assess the registrar's ability to manage high-risk situations within the context of the training site, level of supervision and their current stage of training.
- Supervisors are on site during the registrar's working hours as appropriate to the registrar's level of training and competence.
- The clinical supervision plan will include –
  - how to access clinical supervision for timely assistance.
  - how the provision of onsite supervision is appropriate to the registrar's level of supervision and training requirements
  - the process for the registrar to access supervision when the supervisors are offsite or on leave. When offsite, a supervisor is available by phone, other reliable electronic means, or has a plan for alternative support to be available to the registrar
  - the process for emergency onsite assistance to be available when the supervisor is remote or offsite
  - the training site's internal communication strategies.

Yes      No

## Supervisor professional development

*RACGP Standards – Criterion 1.2.2.2*

Supervisors and the supervision team are skilled and participate in regular quality improvement and professional development activities relevant to their supervisory role.

Supervisors agree to complete required designated professional development as per RACGP requirements, including new supervisor requirements prior to the placement of a registrar.

The supervisory team will develop and maintain a professional development (PD) plan for the training site supervisory team that reflects the development needs of the team and the needs of the supervisors within the team.

Yes      No

## Registrar review and assessment

*RACGP Standards – Criterion 1.1.1.1, 1.1.2.1, 1.1.1.3, 1.1.2.1, 1.3.2.2, 2.3.1.1*

The supervisor will assess each registrar's competence at the start of the placement to the placement and progress is monitored throughout the training term.

The proposed designated supervisor agrees to:

- communicate any concerns or issues regarding the registrars to the RACGP early
- ensure registrars understand what is expected and how they are performing against expectations.
- plan and document each registrar's learning at the commencement of term based on their individual learning needs and document reviews throughout each term
- complete competency assessments (including direct observation) within required time frames
- provide robust constructive feedback within the assessments and formally communicate feedback on registrar progress to them throughout the term.

Yes      No

## Education and training / teaching

*RACGP Standards – Criterion 2.2.1.1, 2.2.1.2*

Supervisors will provide structured, protected in-practice teaching time during the week, appropriate to the registrar's level of training.

- The training site will develop and maintain an in-practice teaching plan that outlines when teaching will occur and who will provide the teaching.
- The in-practice teaching plan will reflect the learning needs of the registrar in the context of the site and includes the learning activities to be undertaken.
- The plan will include how the effectiveness of the learning activity will be measured.

Yes      No

## Document checklist

Please ensure the following documents are included in your application

- Proposed supervision plan
- Orientation plan
- For each new supervisor applicant - Current CV and Fellowship documentation

## Declarations

Please tick to confirm

I / We understand and agree to comply with all requirements of the RACGP Standards for general practice training as they apply to training sites and supervisors.

I / We agree to comply with the *RACGP Requirements for training sites and supervisors* (as applicable for Special training environments).

I / We agree to inform the RACGP of any changes in circumstances within the training site including changes to supervisor availability.

I / We agree to provide a safe environment for the registrar and to promptly notify the RACGP of any event that is likely to adversely affect the standing of the centre, its supervisor(s), practice manager, the training program or the RACGP in any way.

By signing this document, you are acknowledging that you have read and understand the application process and requirements and accept and will comply with all requirements as stated above.

## Site contact name

Signature

Date

# Section C: Regional accreditation coordinator to complete and confirm

## Application and document review / additional RACGP regional and local comments

Name of ADF Garrison Health Centre

RACGP region

Date application received

Accreditation

Reaccreditation

Accreditation period

to

Attachments received

Proposed supervision plan

Orientation plan

Supervisor Ahpra checks (full and unrestricted)

Supervisor Fellowship confirmation

Supervisor CV (within the last 12 months – if applicable)

Comments following review of application and documents, consultation with the RACGP local team, regional accreditation panel and medical educator with ADF portfolio as appropriate.

Additional comments following site visit and supervisor interview

Regional accreditation coordinator

Regional accreditation coordinator signature                      Date

Please forward this completed report to the relevant RACGP censor.

## Section D: Censor completion checklist

### Assessment of application (RACGP censor)

The censor reviews the application form and the regional accreditation coordinator comments  
Censor general comments/notes regarding the proposed training site, learning opportunities and anticipated supervision

### Further information to be requested

Application complete  
  
Yes              No

If no, what additional information is required? What information requires clarification?

### Approval for ADF Garrison Health Centre accreditation as a Special training environment

The censor has reviewed this application. This site is:      Not approved      Approved

Approved until date (usually 3 years from the approval date – noting that the usual provisional accreditation will apply for new training sites or supervisors)

Please add further comments if required for the approval letter OR  
if not approved, what needs to happen to enable the site to be accredited?

State censor name

Signature

Date

Please forward this completed approval form to the relevant regional accreditation coordinator

### Office use only

Regional accreditation coordinator to forward the completed form to [adf@racgp.org.au](mailto:adf@racgp.org.au) for national oversight.

Regional accreditation coordinator to notify the training site of their application outcome (with cc to [adf@racgp.org.au](mailto:adf@racgp.org.au))