

Section A: Introduction and instructions

The aim of extended skills training is to allow the registrar to further their knowledge and skills in an area of interest or in need of development. Extended skills training placement applications for an overseas setting will only be considered for Australian Defence Force (ADF) registrars after completion of their first year of general practice-based training in Australia and will be assessed on an individual basis.

This form outlines the requirements for registrars in an extended skills training placement in an overseas setting, in accordance with the [RACGP Standards for general practice training \(3rd edition\)](#). Please also see [RACGP - ADF guide](#).

The requirements are as follows.

- The nominated training site is able to take registrars.
- There is a designated supervisor and onsite support.
- The designated supervisor must review and complete the declaration.
- The supervisor's current CV and Fellowship documentation may be required.
- The training site has relevant opportunities for learning, appropriate patient demographics, a commitment to teaching and review of the registrar's learning plan.
- The training site is safe for the registrar, including the registrar's living arrangements and health service infrastructure.

Applications submission instructions

Note: applications should be provided to the RACGP for approval prospectively. If the registrar is deployed before submitting the application, include the reasons in this application (page 3) to seek an exemption to apply retrospectively.

1. The application form must be completed by the ADF registrar wishing to undertake an extended skills placement in an overseas setting.
2. The prospective site contact and designated supervisor will complete relevant sections of the application form as requested by the registrar.
3. The registrar will complete the learning plan (Appendix A) in consultation with their local medical educator and/or the designated supervisor.
4. Once complete, the ADF registrar will sign the application form, to indicate that they agree to the mandatory requirements, and submit the form and all associated documentation to their training coordinator.
5. The training coordinator will review the application to ensure the documentation is complete and then forward the application to the regional medical educator with ADF portfolio or as appropriate.
6. The regional medical educator will liaise with the registrar concerning the application and learning plan and complete **section C** of this document.

The regional team or censor may include the National Lead Medical Educator – ADF at any time to clarify eligibility and placement requirements.

7. The medical educator will forward the completed application form and associated documentation to the National Accreditation Unit via adf@racgp.org.au.
8. The National Accreditation Unit will forward the completed application and associated documents to the RACGP censor.
9. The relevant censor will review the overseas extended skills training placement application and associated documents and communicate with the medical educator and training coordinator regarding any queries, complete **section D** and return the completed form to the National Accreditation Unit via adf@racgp.org.au.
10. The National Accreditation Unit will communicate the outcome of the overseas extended skills training placement application to the registrar (cc to the training coordinator) and liaise regarding the summary report following the placement.

11. The National Accreditation Unit will forward a copy of the approved form to the National Lead Medical Educator – ADF to ensure national oversight of all ADF overseas placements.
12. The National Accreditation Unit will maintain a log of all approved overseas extended skills training placement applications and summary reports.

Learning plan and final approvals

A detailed learning plan must be developed by the registrar and submitted with the application. Please see Appendix A.

Within three months of completion of the placement, the registrar must reflect on the placement with their medical educator and prepare a **summary report** on the template provided. The National Accreditation Unit will prompt this report via email to the registrar.

The same learning plan, updated to reflect learning outcomes achieved throughout the placement, must be submitted with the summary report. The report is to be signed by the registrar and the designated supervisor and forwarded to the regional medical educator (with ADF portfolio as appropriate), copied (cc) to the training coordinator.

The regional medical educator will complete section C.

The medical educator will then forward the summary report and associated documentation to the National Accreditation Unit via adf@racgp.org.au. The National Accreditation Unit will forward the completed summary report and associated documents to the RACGP censor to review, complete relevant section and return signed report to adf@racgp.org.au.

The National Accreditation Unit will provide written confirmation of completion to the registrar, copied (cc) to the training coordinator.

The National Accreditation Unit will forward the report and liaise with the National Lead Medical Educator – ADF for oversight.

For all queries on the overseas extended skills training placements, please discuss with your medical educator.

Section B: ADF registrar and supervisor section

Registrar details

Registrar details

Registrar RACGP ID Mobile

Email

Current RACGP training location

Note: the registrar must have completed GPT1 and GPT2 before undertaking any training overseas. A report from the training management system (TMS) must be included for the censor showing the registrar's level of training.

RACGP examination history

Applied Knowledge Test (AKT)

Attempted: Yes No

Passed: Yes No If yes, give year

Key Feature Problem (KFP)

Attempted: Yes No

Passed: Yes No If yes, give year

Clinical Competency Exam (CCE)

Attempted: Yes No

Passed: Yes No If yes, give year

Proposed training site

Details (name and location) of the proposed training site (eg ADF aligned base or HMAS)

Relevant site contact name and title

Telephone

Email

Details of proposed placement

Provide detailed information under each question.

Title of the placement

Dates of proposed training term

If this deployment has commenced, please state the reason the application wasn't submitted prospectively

Placement description / background

Registrar’s role and responsibilities in the placement

Training site environment (including services)

Room Type	Number Available
Consulting / examination room	
Theatre / procedure room	
Other, please specify	
Are the rooms adequate for the registrar’s needs? (Standard 1.3 applies: The practice environment is safe and supports training).	<p style="text-align: center;">Yes No</p> <p>Comments</p>

On site clinical team

Are GPs working at this site?

Yes No

Outline the onsite clinical team: number of staff and range of disciplines

Registrar Accommodation. Please detail type of accommodation provided

Patient population / demographics

Patient population demographics (Age range and percentages of presentations)

Average number of patients seen at the training site per day

Range of health presentations seen at the training site

Number of patients registrar would be expected to see per day

Teaching and learning opportunities

Designated supervisor details and availability

The designated supervisor is

on site? remote? (eg. in Australia)

Designated supervisor name

RACGP / Australian College of Rural and Remote Medicine (ACRRM) membership number

Is the designated supervisor already RACGP accredited for ADF overseas deployments?

Yes No

If yes, move to section titled 'Onsite clinical support'.

If no, complete the following details. You must provide your CV and Fellowship documentation.

Ahpra number

Qualifications

Phone contact details

Email address

Military Civilian

Special areas of interest

Onsite rostered hours if applicable

Days	Hours
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Designated supervisor applicant declaration

Tick as appropriate and provide current documents confirming qualifications (FRACGP) and experience (eg CV).

- Yes No 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 all RACGP requirements for extended skills placements in the **RACGP Standards for general practice training (3rd edition)** and to assist the registrar to meet their learning plan for this term (Appendix A).

Onsite clinical support

Provide details of onsite clinical support (eg doctor who is not a Fellow of the RACGP). If the designated supervisor is onsite, this may be an additional support.

Doctors name

Aphra number

Qualifications including RACGP/ACCRM number if applicable

Phone contact details

Email address

Military Civilian

For what percentage of the registrar’s rostered time will onsite support be available?

Education and assessment

This section is to be completed by the designated supervisor.

What education topics do you plan to guide the registrar through?

What strategies are planned to guide training for the registrar?

How will registrar education be assessed?

Designated supervisor declaration regarding this placement

Please tick as appropriate

<input type="checkbox"/>	<input type="checkbox"/>	I will provide supervision for the registrar relevant to their experience and the clinical setting.
<input type="checkbox"/>	<input type="checkbox"/>	I have reviewed the registrar learning plan and agree to provide the requisite educational activities to the registrar in the placement.

Designated Supervisor Name

Date

Signature of Supervisor

Relevant site contact declaration

The training site agrees to develop (as required) and implement policies and procedures, which ensure that service requirements are compatible with the training requirements of the registrar.

Name and title of site contact

Date

Signature of site contact

Registrar document checklist and signature

Please ensure the following documents are included with the completed and signed application

- Detailed learning plan (Appendix A)
- TMS report outlining registrar training
- If required, supervisor CV and Fellowship documentation

Registrar name

Date

Signature of Registrar

Registrar to submit this application and associated documents to the training coordinator. The training coordinator will review the application to ensure the documentation is complete and forward to the relevant medical educator.

Section C: Regional Medical Educator with ADF portfolio

Application and document review / additional comments / review of training progression (TMS)

Date application received

Placement dates

Number of weeks

to

Registrar will have completed GPT1 and GPT2 prior

Yes No

Civilian practice time

Confirmation of exam status

Yes	No	AKT – Attempted
Yes	No	AKT – Passed
Yes	No	KFP – Attempted
Yes	No	KFP – Passed
Yes	No	Clinical Exam – Attempted
Yes	No	Clinical Exam – Passed

Attachments

Registrar learning plan (Appendix A) reviewed
TMS report outlining registrar training attached
Supervisor RACGP accredited for ADF overseas deployments confirmed
OR
Supervisor CV and Fellowship documentation and Ahpra status confirms unrestricted registration

Comments following review of application and documents, including learning plan

Declaration

I support this registrars overseas extended skills training placement application

Name of registrar

ADF extended skills placement location (training site)

Anticipated due date for summary report submission and learning plan review

Regional medical educator name

Date

Signature of medical educator

The medical educator will forward the completed application form and associated documentation to the National Accreditation Unit via adf@racgp.org.au. The National Accreditation Unit will forward the completed application and associated documents to the RACGP censor.

Section D: Censor assessment and approval checklist

The censor will review the application form, all associated documentation, learning plan and medical educator comments.

Time in general practice training (must have completed 12 months of general practice training).

- | | | |
|-----|----|---|
| Yes | No | 12 months general practice training completed |
| Yes | No | Civilian practice (time, commentary) |
| Yes | No | ADF health facilities (time, commentary) |

Supervisor is appropriately qualified

- | | |
|-----|----|
| Yes | No |
|-----|----|

Supervision arrangements are appropriate and include onsite support

- | | |
|-----|----|
| Yes | No |
|-----|----|

Learning opportunities

Does the registrar learning plan have the potential to extend the registrar skills

- | | |
|-----|----|
| Yes | No |
|-----|----|

Comments and considerations

Including registrar safety and wellbeing, working environment, living arrangements, access to personal and professional support, supervisory arrangements

Further information to be requested

Application complete?

- | | |
|-----|----|
| Yes | No |
|-----|----|

If no, what information is required?

Approval and messages to the registrar

To be included in the formal outcome letter.

This placement is approved

Yes No

Add comments if required for the approval letter. If not approved, what needs to happen for the placement to be approved?

State censor name

Date

Signature of state censor

Please return this completed report and any attachments to adf@racgp.org.au, who will provide written confirmation of completion to the registrar, copying (cc) to the training coordinator, and update the national oversight log.