



RACGP

Training and system information for supervisors and practice managers

Frequently Asked Questions

Missed the training systems webinar?

Our team talks through the different platforms and RACGP online resources, including both the Training Management System (TMS) and the Learning Management System (LMS) for practice managers and supervisors. [Catch up here](#)

Here's a debrief of queries raised in the webinar. Questions cover:

- general training for supervisors and practice managers,
- the TMS,
- and teaching payments.

If there's a question you'd like to ask, please email agpt.support@racgp.org.au

General

Is there still admin time requirements per week for the Registrars?

This is a requirement of the [NTCER: National Terms and Conditions for the Employment of Registrars](#).

When are the registrar's out of practice education days scheduled?

Education days are set by each region. See the [Education Calendar](#)

Can a registrar have multiple primary supervisors?

A registrar may have multiple supervisors supporting them in the practice, however, each registrar can only have one primary supervisor nominated in the TMS.

The primary supervisor is the supervisor who will take responsibility for completing assessments. A supervisor might be a primary supervisor for one registrar but be a secondary supervisor for another registrar.

Most doctors at our practice do not work full time. We have usually equally shared a registrar between two part time doctors so that one is present every day registrar is at work. Are we both called primary supervisors under your new system?

One of the supervisors needs to be nominated as the primary supervisor. This would be the supervisor who completes assessments and would be the main contact for the RACGP if there were any concerns about the registrar.



How long does it take to get accredited as supervisor and is it open now?

RACGP will be processing new applications from February 2023. Regional teams will prioritise the accreditation of new supervisors that are urgently needed to ensure registrars have adequate and appropriate supervision.

Can I take leave for 2-3 weeks at the time if there is no secondary supervisor? Who could take the responsibility for the registrars?

There must be an accredited supervisor available for registrar all the time. If you can't identify someone or have concerns that there will be inadequate supervision, please contact your local Training Coordinator to discuss your options.

Is phone supervision acceptable when main supervisor isn't on site?

The answer to this question is that it depends on the standard and needs of your registrar and how available the supervisor would be. The supervision

must be appropriate to ensure the registrar can obtain the help they need. Phone supervision is not appropriate for early on in a registrar's training, where the registrar has little experience or competency in managing emergencies or where the supervisor cannot immediately attend if needed.

If you have concerns that there will be inadequate onsite supervision, please contact your local Training Coordinator to discuss your options.

Will Practice Managers have access to the Learning Management System?

At this stage no. We are expanding the content and inclusions and will consider broadening access in future.

What other resources are there available for supervisors and practice managers?

[Onboarding module](#)

[AGPT supervision requirements at a glance](#)

Training Management System (TMS)

How do I access the Training Management System (TMS)?

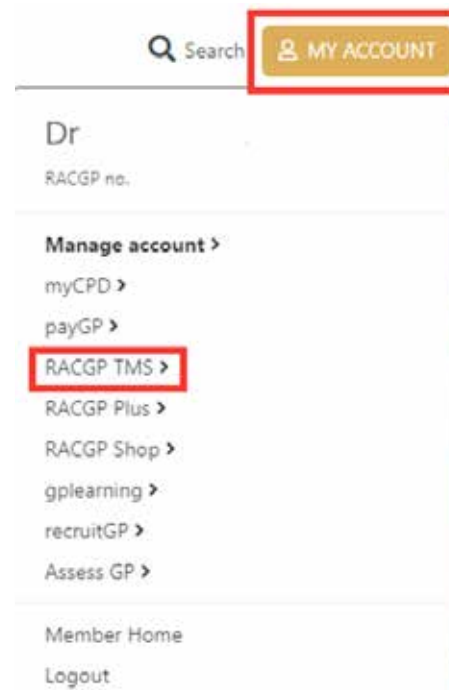
The TMS is available via the RACGP website. Click the Login/Join button in the top right-hand corner of the page. Once logged in, RACGP members can access the TMS by selecting 'RACGP TMS' from the dropdown list under the 'My account' button on the top right.

GP supervisors who are not RACGP members and practice managers will be emailed login details to the TMS.

Will Practice Managers have their own log in, or will they have to use a supervisor's login?

Practice Managers will have their own login by 6 February. If this has not been received contact your local training coordinator to assist you.

You may also contact the General Practitioner Training Support Line 1800 472 247 or tms.support@racgp.org.au



I am not an RACGP member, will I have access to the TMS?

Yes, all accredited supervisors and all accredited practices (practice managers) will have access to the TMS. Contact your local training coordinator to obtain your login details.

Are there instructions available to help us navigate the TMS?

We have developed [guides and demonstration videos](#) to help you get to know the TMS.

I am not listed (as a supervisor or as a practice manager) in the TMS even though I should be. How can I update this?

All the data in the TMS has been imported from your previous Regional Training Organisation. It is not possible for supervisors or practice managers to add or remove supervisors or practice managers. To rectify errors, contact your local training coordinator.

I am both a supervisor and medical educator. Will there be access to separate portfolios for these different roles?

You will have two profiles in the TMS, and will be able to switch between them in the TMS. Typically, ME will be default / primary role, and supervisor secondary.

Once I have logged in, what do I need to complete on the TMS?

At a minimum the practice Medicare Provider numbers should be updated, and the organisation ID entered to enable payments from Services Australia. Any errors in listed supervisors and practice managers should be communicated to your local training coordinator. The contact details of your local training coordinator are listed on the TMS home screen.

Where do we get organisation ID?

The organisation ID comes from the PRODA Organisation Profile once set up.

How do I update my practice profile?

Guides to [setting up your practice profile](#) and viewing your practice profile.



How will registrar worked time, teaching activities, or patient numbers be entered into the TMS

There is no longer a requirement to record registrar hours worked, registrar leave, numbers of patients seen by the registrar or teaching activities. This has only previously been a requirement in some RTOs. The presumption is that the hours are being worked and the teaching time is being completed unless we are informed otherwise. These requirements are not being monitored via the TMS.

We have doctors working under different programs – PEP, FSP, RVTS. Do we use the RACGP TMS for them as well?

The TMS platform is only for the RACGP AGPT registrars.

Will I be able to use the RACGP TMS system to report on my ACRRM registrars?

No. ACRRM and RACGP systems are separate.

Will Supervisors have access to Therapeutic Guidelines?

Yes, electronic Therapeutic Guidelines (eTG) will be available via the TMS in the Quick Links and Subscriptions (at the top left of the page).

Payments for Teaching

Do we need to list bank account details for each of our supervisors or will the organisation's bank details be enough?

So that we can organise for teaching payments to be paid by Services Australia to your practice, we only need your practice's PRODA Organisation Site ID.

If payment is being made directly to supervisors, we also require the supervisor's Medicare provider number.

We will send these details to Services Australia each time we submit a payment request. They will then make the payment using the bank account details registered with your organisation PRODA account (for any payments to the practice), or the supervisor's individual PRODA account (for payments made directly to the supervisor).

If I select to have the teaching payment directly to the supervisor, can the payment be made to multiple supervisors?

Currently the TMS only allows for payment to one supervisor, the primary supervisor, for each registrar placement. The only circumstance where multiple supervisors can be paid directly by Services Australia is where a practice has multiple registrars. Then it is possible to have a different supervisor allocated to each registrar.

Where there is only one registrar in a practice, even if you select to have the teaching payment paid directly to the supervisor, the TMS only allows one supervisor (the primary supervisor) to be paid.

If you have multiple supervisors and only one registrar, payment should be to the practice and then distributed to other supervisors.

Can only one supervisor be paid for the registrar even if another supervisor engages in teaching with the registrar?

There is a fixed amount of teaching payment allocated per registrar per placement per full time equivalent determined by the National Consistent Payments. How this is divided between supervisors in the practice once it is received by the practice is a matter between supervisors and the practice. If it

is decided that the payment from Services Australia goes directly to a supervisor, instead of the practice, only one supervisor can receive it. They would then have to negotiate with any other supervisors for that amount to be shared.

How does the payment to supervisors via the practice impact payroll tax?

The payment of supervisors by the practice is not a change from current circumstances where payments have been made by your Regional Training Organisation to your practice. We cannot give advice regarding payroll tax implications and recommend seeking advice from a trained tax accountant. The RACGP is currently advocating strongly for a national solution to the current payroll tax concerns.

The cut-off date for registering for payments was 21/1, is that being extended?

The Department of Health continue to contact all remaining practices regardless of this date.

If the teaching payment is being made to the practice, should supervisors also have banking details registered for other payments?

No, there is no need for a supervisor's banking details to be recorded in the TMS at this stage.

Payments for Supervisor Professional Development

What is the payment to supervisors for Professional Development activities

The payment is \$150 per hour.

Are there limits on the funding of Professional Development?

RACGP will fund up to 16 hours of supervisor professional development for new primary supervisors and up to 4 hours for new secondary supervisors. Ongoing supervisor will be able to claim up to 8 hours of professional development. Please see [Supervisor Professional Development payments fact sheet](#) for more information.

Supervisor Training

When will training modules be available for new supervisors?

The Foundations of GP Supervision modules are currently available online in gplearning. However, our preference is always for face-to-face learning where possible. Your regional team will be running supervisor workshops and webinars for new supervisors throughout the year. If you are a new supervisor, it is best to contact them in the first instance before starting on any of the Foundations of GP Supervision modules

Existing supervisors may wish to complete the online modules for their own supervisor professional development. They may also form a basis for review of supervision in your practice

Is there compulsory training and attendance for already accredited Primary or Secondary Supervisor?

No. There is no compulsory training for already accredited supervisors in 2023. In recognition of the work that supervisors need to undertake to prepare themselves for RACGP GP training including attending webinars, reviewing onboarding modules, familiarising themselves with the TMS, and the workplace-based assessment program the RACGP will be providing a 4-hour payment to primary supervisors and a 2-hour payment to secondary supervisors with a registrar in 2023. This payment is planned to occur in March.

Do you have a timeframe for non RACGP supervisors accessing the content on gplearning?

Supervisors who are not RACGP members will need to contact transition@racgp.org.au and request a gplearning account. The account may take up to one week to be created.

Non-members can then be enrolled into the Foundations of GP Supervision course and access this as soon as they have their account.

At this stage non-members will not be able to access the CPD accredited content that registrars have access to.

Does the secondary supervisor have to be a trained supervisor?

From 2023, all supervisors need to undertake training to become a supervisor. The training for secondary supervisors is less than the training required for primary supervisors

Can you change from secondary to primary supervisor after a period of time?

Yes, you can. Secondary supervisor would need to complete the remaining training to be accredited as a primary supervisor.