RACGP

Transition to Fellowship checklist

National Faculty for GPs in Training

Things you should already have done

- ☐ Establish Provider Digital Access (PRODA) account.
- ☐ Register with your relevant state's real-time prescription monitoring system eg Q-Script.
- ☐ Register with other state-based services eg Clinician Assist WA, The Viewer in QLD.
- ☐ Register for local HealthPathways account.
- ☐ Join relevant groups and faculties - SIGs/GPiT faculty.
  - ☐ Join relevant groups and faculties Facebook pages - state faculties, rural faculty, SIGs, GPiT faculty.
- ☐ Find yourself a regular GP.
- ☐ Consider joining General Practice Registrars Australia (GPRA) as they represent New Fellows.
- ☐ Educate yourself on Medicare Benefits Schedule (MBS) compliance.

Before you attain Fellowship

- ☐ Tax setup - set up an ABN and register for GST.
  - ☐ Find a good accountant or learn how to do your BAS/tax returns yourself.
  - ☐ Consider how you will contribute to superannuation and how you will manage your tax.
  - ☐ Develop a system for documenting business related expenses.
- ☐ Bank account setup, now that you may have to pay tax at end of financial year and will need to have money set aside for this - what is the best way to structure this? Talk to your accountant about this.
- ☐ Enquire about indemnity quotes and coverage based on your practice areas.
- ☐ Consider a combination of income protection insurance, total and permanent disability insurance, and life insurance - these are sometimes included in your superannuation coverage.
- ☐ Consider public liability insurance if you are a contractor and this is not covered by your practice in your contract
- ☐ Consider equipment that was provided to you as a registrar that will be taken back - do you need to buy any scopes (ophthalmoscopes/otoscopes/dermatoscopes)? - note these are generally a tax-deductible expense.
- ☐ Consider subscriptions that will expire or new ones you may use – eg the Australian Medicines Handbook (AMH), electronic Therapeutic Guidelines (eTG), and UpToDate.
  - The RACGP offers 10% off AMH and eTG subscriptions for members: https://www.racgp.org.au/running-a-practice/practice-resources/professional-benefits
- ☐ Discuss a new contract with your practice and consider your own requests - working days per week, hours, service fee percentage (standard is 30-35% for a GP Fellow).
- ☐ Ensure Fellowship requirements have been met.
  - ☐ Ensure ALS/CPR is up to date, and in SA, TAS, NT & NSW Working with Children Check.

After you attain Fellowship - once you receive your letter from RACGP

- ☐ Join the New Fellows Committee/Network for your state/territory if there is one.
- ☐ Register for your Fellowship ceremony.
- ☐ Lock in your indemnity coverage.
- ☐ Notify the Australian Health Practitioner Regulation Agency (Ahpra) of specialist registration: https://www.medicalboard.gov.au/Registration/Forms.aspx
    - Note, you do not have to notify Medicare directly - Ahpra will advise Medicare of your change in specialist status.
    - If you are changing employment type, eg from employee to contractor, you will need to change this manually through Health Professional Online Services (HPOS).
    - If you have been in an Extension Awaiting Fellowship (EAF) term, check when your provider number will expire.
    - If you are subject to section 19AB exemption or a 3GA placement, you will need to apply for a new 19AB exemption as a specialist GP.
- ☐ Attend the Early Career GPs Conference and other New Fellow social events.
- ☐ Start monitoring your Continuing Professional Development (CPD) hours and requirements - download the RACGP CPD app.
- ☐ Consider other non-clinical opportunities within the college, eg:
    - Faculty positions
    - Medical education
    - Registrar supervision
    - Future Leaders Program
    - Emerging Leaders Program
    - Mentoring Program