1. **Registrar Handbook**

This handbook outlines the training, assessment and administrative requirements all registrars must complete to be admitted to Fellowship of the Royal Australian College of General Practitioners.

2. **Requirements for the Vocational Training Pathway**

Registrars undertaking vocational training must:

1. Complete training in either an Australian General Practice Training (AGPT) program or the Remote Vocational Training Scheme (RVTS), both of which are recognised by the RACGP. When all requirements are satisfactorily completed the, Regional Training Provider (RTP) certifies Completion of Training (COT).
2. Successfully complete training in the early management of trauma and advanced life support (ALS)
3. Demonstrate they are competent to deliver unsupervised general practice anywhere in Australia by successful completion of the College exams

2.1 **Vocational training**

The RACGP writes the curriculum, sets the standards and together with AGPT accredits RTPs to deliver vocational general practice training. Registrars who complete an RACGP accredited training program and fulfil all other requirements for Fellowship, will be eligible for admission to FRACGP.

Two organisations coordinate the selection of medical practitioners into general practice training in Australia; AGPT, and RVTS. Regional training providers (RTPs) deliver the training program.

Registrars apply to GPET for entry to the program. Please see AGPT or RVTS for further information.

2.2 **ALS**

ALS may or may not be undertaken as part of the training program. The RACGP sets the standards for the ALS program. For all ALS requirements please refer to the attached companion document.

2.3 **The College exams**

The exams may be attempted prior to the completion of training in line with the requirements below. For all information regarding the Exams, please see the exam handbook.

2.3.1 **Eligibility to enrol in the exams**

AGPT registrars who have completed six active training units may enrol in the Advanced Knowledge Test (AKT) exam. Two of the training units must be GP term 1 (GPT1, also known as the basic term). Registrars who will have completed eight active training units by the date of the OSCE exam in a particular cycle (e.g. 2013.1) may enrol in the KFP and OSCE exams in that same cycle. Units must include:

(i) Two basic units – GPT1;

(ii) Two advanced units – GPT2; and

(iii) Four other units – these units may be hospital training, special skills, extended skills, subsequent time (GPT3), optional elective or mandatory elective. Recognition of prior learning (RPL) may contribute up to four units.

If the required eight active training units are not completed by the date of the OSCE exam, the results of those exams will be withheld. Please note that all registrar enrolments will be subject to sign off from the senior medical educator of their RTP.

RVTS registrars are eligible to enrol in the College exam following satisfactory completion of 12 months in the RVTS. Evidence of completion must be available upon request.
All registrars must seek permission to enrol in the RACGP assessments from their Regional Training Provider (RTP) Chief Executive Officer or authorised Senior Medical Educator. All registrar enrolments will be checked with the RTP. If the required units have not been completed by the time the applicant has enrolled, the registrar does not meet the eligibility criteria and cannot proceed.

All registrars are expected to hold current medical registration throughout the assessment process. Registrars may be required to submit evidence that they have medical registration as per the Australian Health Practitioner Regulation Agency website www.ahpra.gov.au (including those whose registration renewal application is being processed).

Current financial membership of the RACGP is an eligibility requirement for all registrars.

For all examination information, please see the exam resources page at www.racgp.org.au/exam.

2.4 Applying for Fellowship

Registrars who have completed the College Examinations can access the application form from their results statement when they log in to the RACGP website.

Registrars send their completed application forms to their RACGP State/Territory Faculty Office. Fellowship applications can take up to six weeks to process from the date your completed application is received.

This application must be accompanied by a Fellowship portfolio that includes:

- Completion of Training worksheet
- Documentary evidence of completion of Paediatrics requirements
- Documentary evidence of completion of Aboriginal health module
- Documentary evidence of Advanced Life Support / Rural Emergency Skills Training
- GP Vocational Training Programs Requirements Certificate certifying satisfactory completion of the training program and signed by the supervisor.
- GP Vocational Training Programs Exit interview documentation
- A correctly completed application form, including support from a current Member of the RACGP, and payment of registration fees.

Once registrars have been admitted to Fellowship they are eligible to receive 150 category 1 points as part of the QI&CPD Program. For further information regarding the QI&CPD Program, please see www.qicpd.racgp.org.au.

When registrars are admitted to Fellowship they receive Medicare forms for inclusion on the Fellows List. It is their responsibility to finalise the application with Medicare.
This companion document clarifies the processes associated with certification of competency in management of trauma and ALS.

**Registrars must hold current Cardiopulmonary Resuscitation (CPR) at the date of applying for Fellowship**

Demonstration of current CPR requires evidence of successful completion of a basic CPR course that meets the Australian Resuscitation Council (ARC) guidelines. Certification or recertification must occur within 36 months of date of Application for Fellowship, and that CPR providers must be accredited by the ARC (www.resus.org.au).

Whilst not a requirement for application for Fellowship, the RACGP recognises that CPR skills are used frequently and for this reason require refreshing on a regular basis. The Australian Resuscitation Council Guidelines recommend that updates should be completed at least annually.

**Registrars must complete training in the early management of trauma and advanced life support (ALS). ALS is a requirement for a registrar to complete vocational training**

This requirement addresses two components relating to ALS courses:

- course content
- course accreditation.

Content and processes related to both components of this requirement are detailed as follows:

**Course content**

The requirements relating to ALS course content are detailed for clarification:

- basic CPR:
  - assessment of DRABC(D)
  - mouth to mouth ventilation
  - mouth to mask ventilation
  - external cardiac massage

- advanced CPR:
  - management of airway using bag and mask
  - inserted airway (e.g. Guedel’s or nasopharyngeal)
  - knowledge of use of suction and MacGill’s forceps to clear airway
  - defibrillation

- early management of trauma:
  - identify potential neck injury in trauma patient
  - stabilisation of neck using a stiff collar

- All components require:
  - use of ARC guidelines and protocols
  - assessment of competency using observation of clinical performance in simulated scenarios

The content requirement for ALS competency is also detailed in the RACGP Checklist for Requirement V.12 (Appendix II).

**Course accreditation**

The component of the standard relating to ALS course accreditation states:
These may be undertaken using a pre-existing course, e.g. early management of severe trauma, ALS or rural emergency skills training, or may be undertaken internally by the RTP within their educational program. Internal programs should be accredited prospectively by RACGP Education Services.

From 1 July 2011, the processes associated with ALS course/courses assessment will be as follows:

A formal process of accreditation by the RACGP is not required. The RTP will retain the responsibility for assessing ALS courses to ensure that any course used for training meets the required standards.

Any ALS course that the registrar proposes to undertake must meet the requirements as outlined in the RACGP Guidelines for Assessment of ALS Course (Appendix I) and RACGP Checklist for Requirement V.12 (Appendix II).

Requirement V.12 may be met by completing more than one course. For example, a registrar may undertake a course that addresses basic and advanced CPR only and may undertake another course run by the RTP to address the other components of the requirement.

It should be noted that the requirements for V.12 outline the minimum basic skills for the competent management of common acute serious illness and trauma presentations. Registrars are encouraged to expand on these skills where possible.

**Procedure for RTPs**

Prior to the registrar undertaking an external ALS course or an ALS course provided by the RTP the following procedure must be undertaken.

- In both cases, the RTP is responsible for obtaining information in writing from the course organiser and assessing that the course meets the RACGP Guidelines for Assessment of ALS Course (Appendix I). This information must be documented and retained by the RTP for review as part of RTP accreditation.

- The RTP CEO or Medical Educator completes and signs the declaration in the RACGP Checklist for Requirement (Appendix II) for each registrar. This document forms part of the registrar’s record and must be submitted to the RACGP at completion of training.
Guidelines for Assessment of ALS Course

RTPs are required to ensure the following details are obtained in writing from the course organiser. The details should include the following:

1. course details
   - name of course
   - name of organisation conducting course
   - contact details for course coordinator
   - availability of course
   - cost of course
   - existing accreditation e.g. ARC

2. course structure
   - duration of course
   - format or framework of course
   - teaching techniques - theoretical sessions, clinical simulations, etc.
   - assessment techniques – theoretical and /or practical assessment
   - criteria for certification - standards required for successful completion

3. course content
   - pre-reading materials
   - pre-requisites
   - details regarding specific skills covered

4. competency
   - procedures for assessment of competency of the various course components
   - observation of clinical performance in simulated scenarios

5. course completion processes
   - evaluation procedures
   - review processes
   - re-certification processes and frequency.

The information supplied is compared against the checklist in Appendix II and a database is kept by the RTP. All documentation regarding the course must be kept on file should it be requested for auditing purposes.

**Evaluation procedures:** It is recommended that the RTP collects feedback from registrars undertaking the course as this will enable the RTP to monitor the quality of the course over time. Such feedback must be kept on file should it be requested for auditing purposes.
### RACGP Checklist for Requirement (ALS)

#### Registrar Name: _______________________________________________________________

<table>
<thead>
<tr>
<th>Clinical component</th>
<th>Requirement</th>
<th>Details (course name)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Basic CPR</strong></td>
<td>Assessment of DRABC(D)</td>
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<td></td>
<td>Mouth to mouth ventilation</td>
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<td></td>
<td>Mouth to mask ventilation</td>
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<td></td>
<td>External cardiac massage</td>
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<td></td>
<td>Assessment of competency</td>
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<td></td>
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<tr>
<td></td>
<td>CPR trainers meet ARC guidelines:</td>
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</tr>
<tr>
<td></td>
<td>• Current accreditation to teach CPR</td>
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<td></td>
<td>• Hold a current CPR certificate</td>
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<td>• Trained in structure and maintenance of manikins</td>
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<td></td>
<td>• Familiar with ARC guidelines regarding cross infection and disinfection protocols</td>
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<td>• Completed Workforce trainer Category 1 training</td>
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<tr>
<td><strong>Advanced CPR</strong></td>
<td>Management of airway using bag and mask</td>
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<td>Inserted airway (e.g. Guedel’s or nasopharyngeal)</td>
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<td></td>
<td>Knowledge of use of suction and MacGill’s forceps to clear airway</td>
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</tbody>
</table>
Declaration

I ................................................................. of
........................................................................ RTP do declare that
........................................................................... a registrar within our training program has

   successfully completed a course in Advance Life Support according to the requirements of the

   RACGP and as outlined in the checklist above.

Signed.................................................................

Date.................................................................