

1.	POLICY TITLE	Category Two and Three (partially comparable) of the Specialist Pathway Program
1.1	Policy number:	ED-E-002.2
1.2	Category:	Educational
1.3	Approval date:	September 2015
1.4	Revision due date:	September 2018
1.5	Unit responsible	Education Services

2. POLICY DECLARATION

This policy describes the eligibility criteria and processes for applying for categorisation as a Category Two or Category Three doctor, and admittance into Fellowship of the Royal Australian College of General Practitioners (the RACGP), via the Specialist Pathway Program (SPP).

This policy is authorised by the CEO.

3. BACKGROUND

The SPP is part of a nationally agreed assessment and registration process developed in conjunction with the Australian Health Practitioner Registration Agency (AHPRA), the Australian Medical Council (AMC), the Australian Government Department of Health and the RACGP. Categories Two and Three of the SPP provide a pathway for International Medical Graduates (IMGs) to obtain Australian medical registration and progress to Fellowship of the RACGP based on an assessment of their previous training and qualification(s) in general practice and completion of the RACGP assessment process.

i) Objectives

The objectives of this policy are to:

- guide applicants and other stakeholders through the processes of applying for categorisation as a Category Two or Category Three doctor; and
- provide details of the stages and requirements that Category Two and Three Candidates must complete to be eligible for Fellowship of the RACGP.

3.1 Definitions

“Applicant” is a doctor who has submitted an application for categorisation as part of the RACGP’s Specialist Pathways Program (SPP).

“Candidate” is a doctor who has gained a successful FICPI outcome and has been accepted into the Specialist Pathway Program (SPP).

“FICPI” means Fitness for Intended Clinical Practice Interview.

3.2 Related Policies, Documents, Legislation & Strategic Priorities

Academic Misconduct Policy

Appeals Policy

Board of Censors’ Decisions Reviews Policy

Special Consideration Policy

Witnessing and certification of documentation policy

All of the above documents are available at: www.racgp.org.au/education/fellowship/fellowship-of-the-racgp/policies/

3.3. Privacy statement

If you are enrolled in the SPP, we collect personal information about you in order to administer your participation in the program. The RACGP privacy statement can be found at www.racgp.org.au/usage/privacy/.

4. BODY OF POLICY

4.1 Rationale for Categories Two and Three of the SPP

The SPP is a nationally agreed assessment process to assist suitably qualified specialist doctors to work in Australia. The RACGP accepts applications from suitably qualified in general practice or family medicine.

Applicants may be categorised as Category Two if they hold qualification(s) considered by the RACGP to be at an equivalent level to an Australian trained advanced trainee in general practice.

Applicants may be categorised as Category Three if they hold qualification(s) considered by the RACGP to be at an equivalent level to an Australian basic trainee in general practice.

Both Category Two and Three Candidates still require further training/supervised practice and assessment.

The RACGP Board of Censors' has reviewed and categorised each qualification that is accepted for Categories Two and Three. They have also taken into consideration the context and characteristics of general practice of the country in which the qualification was completed. Any international qualification gained through "grandfathering" or reciprocal arrangements will not be accepted.

The RACGP may request further information or reject any application that does not provide adequate documentation or meet the stated criteria.

4.2 Qualifications accepted

The current list of Categories Two and Three qualifications is available at www.racgp.org.au/becomingagp/imgaus/specialist-pathway/.

The RACGP may at any time vary the qualifications accepted, or any of the requirements for either Category Two or Three classifications. If new pathways, assessment modalities, or training programs become available in the country in which the training qualification was completed, applications will continue to be assessed against the published RACGP criteria until such time as a full assessment of the merits of the new program has been conducted by the RACGP, and the category classification of the program has been published on the RACGP website.

5. PROCEDURES

5.1 Stage one: Self categorisation

The Applicant undertakes a self-assessment of their categorisation via the RACGP website at www.racgp.org.au/becomingagp/imgaus/specialist-pathway/. Please note any self-assessment is not binding on the RACGP. Furthermore the provision of any information by the Applicant that is not entirely truthful is dealt with under the Academic Misconduct policy - www.racgp.org.au/education/fellowship/fellowship-of-the-racgp/policies/

5.1.1 Extra requirements for Category Three applicants (not applicable to Category Two applicants)

a) *Pass in the Applied Knowledge Test (AKT)*

All Category Three Applicants are required to enroll in and pass the Applied Knowledge Test (AKT) prior to categorisation. Eligibility is established by provision of the following documents. If necessary, all documents are to be translated into English:

- a certified copy of primary medical degree

- a certified copy of the general practice qualifications (completion of training and/or awards documentation) obtained in the country of practice
- a certified copy of current medical registration.. If the registration is restricted in any way a written explanation must accompany the document. If the information is freely available on the internet a link to the relevant page is also required.
- a current Certificate of Good Standing in the Applicant's country or jurisdiction of practice
- a certified copy of identification documents i.e. passport.

b) Four years general practice experience

All applicants must also be assessed for at least four years full-time equivalent of general practice experience in an overseas country. This requires an assessment of overseas general practice experience. See the Assessment of General Practice Experience Policy for further detail at www.racgp.org.au/education/fellowship/fellowship-of-the-racgp/policies/.

5.2 Stage two: EICS verification of qualifications

The Applicant applies to the AMC (www.amc.org.au) for Educational Commission for Foreign Medical Graduates (ECFMG), International Credentials Services (EICS) verification of their primary medical degree and specialist (secondary) general practice qualification(s). Please see their website for all documentation required for that process.

Applicants are required to provide their AMC and EICS verification number as part the RACGP application process. Once this is provided they can then proceed to complete the application form while EICS verification is pending.

5.3 Stage three: Assessment by the RACGP

To submit an application, Applicants must:

- Log in to RACGP website via www.racgp.org.au/becomingagp/imgaus/your-application/
- Complete the self assessment tool; and
- Pay the categorisation fee.

After payment of the fee, an Applicant will have six months from date of enrolment in the categorisation assessment to complete the assessment. After this time the assessment will be considered abandoned. Once an application is abandoned an Applicant will be required to re-apply to the RACGP.

Applicants must submit the following documentation as part of the assessment process:

- Confirmation letter of the award of the qualification from the issuing body of the secondary (specialist) qualification stating:
 - confirmation of the receipt of qualification, and
 - the pathway followed to gained qualification
- Evidence of current medical registration in the Applicant's current jurisdiction of practice (with an expiry date if applicable). If the information is available online a link to the page is required. If the Applicant's registration is restricted, or the Applicant does not have current registration, an official copy of the restrictions and a written explanation must accompany the document. If there are any current or unresolved complaints against the Applicant, the Applicant must provide full details. In these circumstances further information / explanation may be required.
- Certificate of good standing (or equivalent) from the body that provides medical registration for general practice / family medicine in the Applicant's current jurisdiction of practice. This Certificate must be either (whatever is the lesser):
 - dated within 6 months of receipt of a completed application by the RACGP, or
 - current (if the Certificate has an expiry date on it) at the time of receipt of the completed application by the RACGP.

- If the country where the secondary qualification was gained is not the current jurisdiction of practice:
 - A Certificate of Good Standing or past good standing from the government body that provides medical registration for general practice / family medicine in the country in which the secondary qualification was obtained
 - History of Registration history from the country in which the secondary qualification was gained
- Certified copies of any qualification(s), and their respective Completion of Training certification
- Evidence of participation in continuing professional development / continuing medical education
- Documentary evidence of an offer of a specific position in general practice in Australia, via a letter on practice letterhead from the prospective employer or recruitment agency
 - The letter must outline the name and location of the practice and the specific duties that will be undertaken. Generic position statements will not be accepted
 - The position must be in general practice as defined at www.racgp.org.au/becomingagp/what-is-a-gp/what-is-general-practice/. The RACGP will not categorise an Applicant for the SPP if the intended role is not in general practice
 - The Letter must detail the supervisor. The supervisor must hold Fellowship of the RACGP, or be accepted by peers as an excellent clinician. In this latter situation, written recommendation is required from a local General Practitioner medical educator to whom the clinician is known.
- Current (dated and signed) Curriculum Vitae in approved format, see Appendix 1 below.

Once a completed application has been received, categorisation will commence. During the assessment process further information may be requested. This must be provided in order to complete the assessment.

Final responsibility for the categorisation decision is held by the Council of the RACGP and is based on the recommendation of the Board of Censors.

The RACGP will advise the Applicant of their categorisation. If the applicant is successful in being categorised as partially comparable for the SPP, they will need to then pay for and complete a Fitness for Intended Clinical Practice Interview (FICPI).

Candidates must be a financial RACGP member from the time of joining the Specialist Pathway and throughout their candidature. This applies to all Candidates from 1 January 2016.

5.4 Stage four: Fitness for Intended Clinical Practice Interview (FICPI)

The FICPI is designed to assess the suitability of the Applicant planning to enter Australia from overseas for:

- employment in the specialty of general practice
- conditional medical registration within the RACGP Specialist Pathway
- a specific general practice position.

The FICPI assessment is a recommendation to the Australian Medical Council of the Applicant's fitness for conditional medical registration within the SPP, and for employment in the intended general practice position. The relevant RACGP State Faculty Office will invite the Applicant to attend a FICPI.

5.4.1 Pre FICPI requirements

a) *Gplearning modules*

Complete *gplearning* training modules "GP Pathway module one - introduction to becoming a GP" and "GP Pathway module two – overview of Australian general practice requirements"

b) *Position description*

The position description is to give details of the situation in which the Applicant will be working and details of the supervision the Applicant can expect (see Appendix 1).

c) *Practice Patient demographics*

A printout from the practice management system of the patient demographics is required. This should give the age ranges and gender of the practice population using the BEACH data headings as provided in the practice demographics template in Appendix 2.

An analysis of one doctor's consultations for one week who is doing a role which will be similar to that which the Applicant will be doing is also required. The breakdown of the data should follow the BEACH data headings as provided in the consultation analysis template in Appendix 3.

d) *Orientation Program*

The Applicant is required to complete a 2 week orientation program sourced by the employer. The orientation program must be in line with the position requirements and the professional and cultural background of the Applicant.

The employer is required to submit an orientation plan for the Applicant with the content of the program, the delivery mechanism, documentation of delivery and the scheduled completion times for each component.

A report on completion of the orientation program must be provided to the RACGP together with the 3 month supervisor's report. *The Medical Board of Australia Supervised Practice for Limited Registration – Orientation report*, may be used.

Many rural workforce agencies provide orientation programs. The practice may delegate aspects of their orientation program to a rural workforce agency.

5.4.2 The FICPI interview

The FICPI interview is 90 minutes long. The panel will:

- make independent judgments on the Applicant's capability;
- reach a consensus on the Applicant's risk category and suitability for the practice in question; and
- decide on recommendations to be included in the FICPI report to the AMC and the Applicant.

The Panel will determine the content of the FICPI based on the candidate and the position. The interview may include:

- Discussion of an applicant's skills and history, and their current clinical practice;
- Clinical scenarios with an examiner role playing a patient; or
- Viva style oral examination questions.

The FICPI arrangements are made directly with the RACGP State Faculty where the Applicant's position in general practice is situated.

Applicants may apply to have the FICPI conducted via video conference. This request will be approved if it can be reasonably accommodated by the State Faculty. If conducted via video conference the Applicant will be responsible for finding a suitable venue with acceptable facilities and an invigilator, at their own cost.

The chair of the interview panel will be responsible for submitting the final report to the RACGP. The RACGP will then forward an abbreviated report to the AMC.

Applicants noted as "seriously deficient" or "competence not demonstrated" will not be able to proceed until strategic remediation has been undertaken and they have demonstrated improved likely fitness for practice via a repeat FICPI. The FICPI panel may make a recommendation to the Applicant regarding the form that the remediation may take.

Applicants who fail a FICPI process may represent, at the earliest, within 3 months if they fail to meet the requirements of the practice they elect to work within under the initial supervision arrangements.

If an Applicant can find work within a lower risk practice they may not need to represent for a FICPI. Change to an alternative lower risk practice, which may be via an increase in supervision, may lead to an alternative risk rating for an Applicant.

All Applicants ranging from competence unclear to highly competent will require varying amounts of supervision depending on the risk category of the practice.

The timing of FICPI interviews is normally one month from receipt of completed documentation.

5.5 Stage five: Granting of medical registration

The RACGP panel will advise the AMC of the FICPI outcome. The Candidate must advise the RACGP if they wish to continue and agree to comply with the terms and conditions of the RACGP SPP. The Candidate will then be responsible for obtaining medical registration.

5.6 Stage six: Commencement of work

The FICPI outcome is valid for 12 months and Candidates must commence work in general practice in Australia within this time. If a Candidate cannot commence within 12 months they must contact the RACGP and another FICPI may be required. In any case, all applicants need to maintain contact with the RACGP within 3 months of notification of intention to comply and each 3 months thereafter until the Candidate commences work in the nominated practice.

After commencing work the Candidate should email the RACGP confirming that they have commenced practice.

5.6.1 Change of Practice

If a Candidate changes their intended place of practice between sitting a FICPI and commencing work, they must notify the College.

They must then send all the documentation listed in 5.4.1 above to the RACGP, who will forward the updated practice information to the original FICPI panel who will advise if the new position is may be approved on the papers, or if a new FICPI may be required. A fee will be charged for this assessment.

If the position is approved, the RACGP will advise AMC.

5.7 Stage seven: Post commencement requirements

After commencing work, the Candidate is required to:

- a) Complete emergency management training which fulfils the criteria below. Candidates are required to submit guidelines for the course completed (the RACGP's Clinical Emergency Management Program Intermediate workshop www.racgp.org.au/cem covers these requirements, and cardiopulmonary resuscitation (CPR)).
 - recognise and manage medical emergencies in general practice, including acute coronary syndrome, acute asthma and anaphylaxis
 - demonstrate skills in organisational leadership, including effective communication and team management
 - demonstrate effective skills in management of scene safety
 - demonstrate competence in airway management and effective ventilation technique
 - demonstrate skills in effective cardiopulmonary resuscitation
- b) Have satisfactory reports from the supervisors and/or medical educators which will include gathered data on Doctors' Interpersonal Skills Questionnaire (DISQ) outcomes, learning plan completion and any other requirements deemed necessary
- c) Register and participate in the RACGP's Quality Improvement and Continuing Professional Development (QI&CPD) program
- d) Complete the following work requirements:

Category Two Candidates: must complete 6 months full time equivalent general practice experience in the twelve month period following the date the Successful Applicant commences work in Australia.

Category Three Candidates: must complete 12 months full time equivalent general practice experience in the twelve month period following the date the Successful Applicant commences work in Australia.

e) Complete the following examination requirements:

Category Two Candidates: must pass the AKT, KFP and OSCE within 2 years of commencing work in Australia.

Category Three Candidates: must pass the KFP and OSCE within 2 years of commencing work in Australia.

5.7.1 Eligibility for the examination

Eligibility prerequisites include:

- (i) Current medical registration in the Specialist Pathway Program
- (ii) Completion of RACGP learning modules 1, 2, & 3
- (iii) Participation in supervision as specified in the learning plan(s), including formative assessments if required
- (iv) Current financial membership of RACGP

5.7.2 Remediation Program

If the Applicant sits and does not pass the RACGP Examinations, the RACGP will request a remediation program be developed by the Candidate in consultation with the Candidate's supervisor(s). This will involve a joint review and update of the Candidate's Learning Plan, and identification of supervision tasks, learning activities, and resources which are intended to support the Applicant to prepare for sitting the examination a further time. The RACGP may more actively monitor the Candidate's progress through the remediation program.

5.7.3 Termination

The Candidate can present for segments of the RACGP Examinations at any time during their two year participation in the Specialist Pathway Program.

The RACGP will monitor the enrolment in and outcome of the Candidate presenting for the examination, and notify the candidate of the timelines in which the Candidate should complete the requirements for the program.

If the Candidate fails to complete the requirements within the required time frame, the RACGP will inform the Candidate they are no longer enrolled in the Specialist Pathway Program, and advise the AMC of this outcome.

5.8 Stage eight: Completion of requirements, certificate ordering and graduation

Once a Candidate has completed all requirements set out in paragraph 5.7 above they are eligible to apply for Fellowship of the RACGP. The form will be made available to the Candidate, who may complete the requirements and then forward the documentation to the relevant RACGP State Faculty. The State Faculty will liaise with the RACGP SPP Liaison Officer to sign off on satisfactory completion of requirements.

The application will then be forwarded for ratification. The achievement of Fellowship is required for the doctor to be eligible for Specialist Medical Registration.

Appendix 1: Position Description Template

POSITION DETAILS (as relevant)

Position No:

Position Title:

Reports To:

Division:

Award:

Location (of Medical Practice, and Health Facility if VMO required):

Hours of Work (including on call / call back requirements):

MAIN PURPOSE OF POSITION

Precisely describe the work it is intended that the Applicant will do and why (outcome). Begin with an action verb (e.g. advise, manage, and deliver).

Example: Provide whole person, comprehensive, coordinated and continued medical care for individuals, families and communities through the xxxxxxxxxx private medical practice.

POSITION REQUIREMENTS

This section should indicate the knowledge, skills and experience, which are essential for the effective and competent performance in this position.

List Mandatory selection criteria:

- Antenatal care
- Intra-partum care
- Minor surgical care
- Palliative care
- Emergency management of major trauma in first few hours of care
- Care for prison population
- Indigenous health care
- Simple radiology skills

Specific reference should be made to the following core competency areas:

1) Qualifications

Specify what knowledge, skills and experience and postgraduate training the Applicant is required to have. For example, beyond usual general practice competency, evidence of training, recent practice and skill in intra-partum care or anaesthetics. These qualifications will have to be acceptable to medical registration jurisdictions.

Eligible for registration with AHPRA

2) Clinical

Describe the range of clinical situations and population groups (including children) that the Applicant would, in normal circumstances, be expected to deal with proficiently.

The Applicant is required to have basic life support skills.

List the technical procedures that the Applicant is expected to perform competently.

Advanced life support skills should be mentioned in the clinical situations (e.g. expected to be on the cardiac arrest team), if required.

Add any other clinical task that the doctor may be required to undertake

Add any other clinical knowledge, skill or experience that the doctor may be required to have.

Are there any exceptional challenges the Applicant may be expected to deal with?

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Add any highly desirable selection criteria

3) Research and Teaching

Identify key tasks that the Applicant may be required to comply with in this area.

4) Supervision of other staff

Indicate whether the Applicant is expected to supervise other doctors, and if so, how senior or junior are those doctors and the numbers of doctors at any one time. Supervision of nursing and administrative staff may also be required.

5) Other responsibilities

Indicate that, in addition to the core competency standards, the Applicant is expected to comply with relevant legislative, policy / protocol requirements as they relate to:

- *The supervision requirements as set out by AHPRA, and the RACGP*
- *The Area Health Service's Performance Management Policy*
- *Occupational, health and safety requirements as an employee*
- *The Area's Code of Conduct*
- *Medical indemnity.*
- *Provider Number*

Provide any other information that you think would help others in understanding the nature and scope of the position. For instance, the Applicant may be required to provide reports for workers' compensation cases, solicitors and insurance companies; to perform home visits; to attend nursing home patients and other aged care facilities, etc.

LOCAL BACKGROUND AND ENVIRONMENT

(This section intends to provide the wider context where the position is located. It will assist all parties concerned i.e., employer, applicant, relevant Department of Health, Colleges and state Medical Board, in gaining a clearer understanding of the overall context of the position).

Describe the role and objectives of the General Practice/ Department/ Unit in which the position is located. Include a general description of the hospital i.e., rural, urban, number of beds and the general range of medical services provided that are accessible to the general practice.

Indicate the facilities available, such as:

- *Radiology / Radiography - indicate what reporting services are available onsite and what the hours of service are for each. Also indicate what offsite imaging services, if any, must be used and what their availability is.*
- *Pathology / technician - indicate what reporting service is available onsite and what the hours of service are for each.*
- *Hospital facilities including visiting practitioners, consultants' fields of expertise i.e. the spectrum of work undertaken at the hospital, consultants available locally or visiting, even if not directly related to the identified position.*

Indicate the name of the usual networked tertiary referral hospital.

Indicate the time it would normally take to transfer a patient to the usual referral hospital and the nature of that transport.

Indicate whether the doctor will take part in an after-hours GP or other rosters and at what level of responsibility. Outline the onsite staffing of the hospital after hours.

Provide an overview of the demographics and where the practice is located.

What other infrastructure and resources are available to the practice?

EMPLOYER / GENERAL PRACTICE DETAILS

General Practice operating hours

List the types of non GP health professionals at the practice

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Current number of staff

Is the practice accredited under the RACGP minimum practice standards?

Who does the Applicant report to?

Who will be employing the Applicant?

Draw or attach an organisational chart showing the doctor's supervisor, the positions reporting directly to the supervisor, and the positions reporting directly to the doctor, if applicable.

Does the practice have students or GP registrars?

SUPERVISOR DETAILS

Principal supervisor: (name)

Qualifications	Institution	Country	Year

Teaching experience

Role	Name of Facility	Dates from to
Current role		// to //
Previous roles		
Accredited AGPT GP trainer?		

Does the supervisor currently supervise other Applicant's, registrars, junior doctors or students at the practice?

If yes, how many of each?

Describe the availability of the supervisor to the Applicant including how many hours per day and how close in proximity the supervisor will be to the Applicant?

Co-Supervisor(s): (name)

Qualifications	Institution	Country	Year

Teaching experience

Role	Name of Facility	Dates from to
Current role		// to //
Previous roles		
Accredited AGPT GP trainer?		

Does the Co-supervisor currently supervise other Applicant's, registrars, junior doctors or students at the practice?

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If yes, how many of each?

Describe the availability of the Co-supervisor to the Applicant including how many hours per day and how close in proximity the Co-supervisor will be to the Applicant?

The supervision program for the Applicant must be attached to the Position description with details of normal and after-hours schedules that will be routinely available.

An example template of the RACGP requirements for supervision including feedback and supervisor reporting requirements is attached.

SUPERVISION ARRANGEMENTS FOR THE APPLICANT

*Provide the following information regarding supervision requirements of the General Practitioner for both **normal** and **after-hours** practice as the Applicant moves through the placement. This should be based on the RACGP supervision requirements.*

- *Immediate, e.g. a colleague present at all times in the same practice*
- *A colleague working in the same practice but not present at all times*
- *Within the precincts of the local district*
- *Within a half an hour's travel by road*
- *By telephone*

The schedule for and type of supervision that will be provided including the feedback schedule and processes in place to identify the need for remediation (if required).

PERFORMANCE MONITORING

Who will be responsible for reports on the *Applicant's performance in their position?*

VERIFICATION

This section verifies that the Applicant and supervisor have read the above position description and are satisfied that it accurately describes the position.

The Applicant agrees to be assessed against the described position.

The position holder/ Applicant agrees to work in accordance with the requirements of the position and accepts to comply with policies and procedures of the Area Health Service / General Practice.

POSITION HOLDER / Applicant

Signature.....

Date.....

This section verifies that the supervisor has provided an accurate position description.

SUPERVISOR

Signature.....

Date.....

For further information about this position, please contact:

Name:

Title:

Tel:

Fax:

Email:

Appendix 2: Practice Patient demographics template

Practice Demographics		
Age group Years	BEACH percentage	Percent of Practice patients
0 - 4	7.1%	
5 - 14	6.5%	
15 - 24	9.3%	
25 - 44	23.4%	
45 - 64	27.5%	
65 - 74	12.5%	
Over 75	13.7%	

Practice Demographics		
Gender	BEACH percentage	Percent of Practice patients
Male	43%	
Female	57%	

Appendix 3: Consultation analysis template

Consultation audit 1 week		
ICPC Chapter heading	BEACH percentage	Percent of Practice patients
General	24.4%	
Blood	0.8%	
Digestive	6.6%	
Eye	1.8%	
Ear	2.6%	
Cardiovascular	7.0%	
Musculoskeletal	11.1%	
Neurological	3.4%	
Psychological	5.1%	
Respiratory	13.8%	
Skin	10.4%	
Endocrine	4.1%	
Urological	1.7%	
Pregnancy	2.3%	
Female genital	3.3%	
Male genital	0.8%	
Social	0.7%	

Consultation audit 1 week		
Age group Years	BEACH percentage	Percent of Practice patients
0 - 4	7.1%	
5 - 14	6.5%	
15 - 24	9.3%	
25 - 44	23.4%	
45 - 64	27.5%	
65 - 74	12.5%	
Over 75	13.7%	

Consultation audit 1 week		
Gender	BEACH percentage	Percent of Practice patients
Male	43%	
Female	57%	