



Introduction to the Australian General Practice Training Program (AGPT) and General Practice Training Tasmania (GPTT) the Regional Training Provider (RTP)

Receptionists and Practice Managers are key staff members in any General Practice.

They provide a large part of the service received by patients and are generally the first point of contact with the practice. Receptionists' and Practice Managers' abilities and manner strongly influence the image of the General Practice in which they work. The work of the Receptionist and Practice Manager influences the flow of everyone else's work.

Since supervised work in General Practice is the cornerstone of the AGPT, Receptionists and Practice Managers are a vital part of the training of the doctors in the Training Program.

Doctors undertaking training through the training program are referred to as General Practice Registrars (GP Registrars). The term "Registrar" is taken from the hospital environment, and recognises that these doctors are senior, and are undertaking specialist training in General Practice. The purpose of this handbook is to enhance your ability to assist the work and learning of the General Practice Registrars who work in your General Practice.

GP Registrars in the Training Program are fully registered doctors who have completed their university training and have worked at least one year (often more) in the hospital system. Some of them have also worked in general practice prior to joining the Training Program.

The Training Program is three further years of training (four years for those GP Registrars enrolled in the ACRRM Training Pathway). For most GP Registrars this will be one further year in hospital work, and two years in general practice. However, up to 18 months may be spent in hospitals, and some GP Registrars spend the full three years in general practice. During this time they have provisional vocational registration. At the end of their training, provided they pass the Royal Australian College of General Practitioners' (RACGP) examination, doctors are awarded a Fellowship of the RACGP (FRACGP), and become fully vocationally registered, or fulfill the requirements of the Australian Rural and Remote College (ACRRM) and are awarded the Fellowship of ACRRM (FACRRM).

What is an accredited Training Practice?



An accredited training practice is accredited by the Accreditation Committee of the Tasmanian Faculty of the RACGP, or the equivalent ACRRM committee, to have and to teach a GP Registrar during his or her general practice in the Training Program.



General Practice Term 1 and 2 (GP1 and GP2) Formerly known as Basic and Advanced Terms

Practices are paid a subsidy for having a GP Registrar and the GP Supervisor is paid a teaching allowance for lost consulting time in providing teaching in the GP1 and GP2 terms. GPTT subsidies to the Practice are higher for the GP1 term, \$450 per week, than the GP2 term, \$225 per week, because the GP Registrar may be slower and may consult more often with the GP Supervisors.

For GP1 and GP2 terms, a claim form will be posted to the practice each month requesting details of teaching provided, hours spent consulting and numbers of patients seen. It is important that these numbers are accurately

recorded, because they give the Training Program information as to the extent of the GP Registrar's experience. Some practices extract the information from computer records, others keep a running total on a daily basis. The claim form also requests information about GP Registrar or GP Supervisor's holidays. It must be signed by the GP Supervisor and the GP Registrar and payment is made to the practice on receipt of the completed form by GPTT.

In addition, the GP Registrar will attend educational activities. The GP Registrar may choose which activities he or she attends but must attend a minimum number per term. For a GP Registrar doing a GP1 term, the practice needs to allow for the GP Registrar's "educational release time" of up to 80 hours per 26 week semester, and up to 48 hours per 26 week semester for GP Registrars doing a GP2 term. This is part of the GP Registrar's work time, not "time off", as they are paid to attend.

Most GP Registrars in their GP1 term have never worked in general practice before. Some, however, will have had general practice experience. During the GP1 term, the GP Supervisor is required to provide 3 hours of teaching per week.

GP Registrars doing a GP2 term is more experienced, therefore dedicated teaching time is 1.5 hours per week.

Terms can also be done part-time over a longer period and for these terms a proportionate amount of teaching is required.



Subsequent GP experience

This applies to GP Registrars with more than 12 months GP experience. There is no requirement for formal teaching time, and no subsidy or teaching allowance is paid. Registrars doing Subsequent GP experience are

required to nominate a mentor in their practice who is prepared to supervise, train and give advice and guidance.

External Clinical Teaching visits (ECTVs)

At times during the term, a medical educator employed by GPTT will come to "sit in" with the GP Registrar, in order to observe their consultations and provide them with feedback. GP Registrars in their GP1 and GP2 terms will receive two visits during the term, and GP Registrars doing Subsequent GP experience will be visited once each six months. Each visit will be for a 3 hour session either in the morning or the afternoon.

You can make this a better session by helping to provide an appropriate number of patients (usually 2 per hour in the GP1 term, and 3 per hour in the GP2 term) which will provide sufficient teaching time in breaks between patients.

You should discuss with the GP Registrar and the GP Supervisor how and when the patient will be advised that the GP Registrar has another doctor sitting in, so that the patient has the opportunity to ask that the visiting doctor leave.

It is also helpful if you can keep the GP Registrar and the External Clinical Teacher informed if they are running late.

Please ask the GP Registrar to negotiate with you as to when appointments are made for these visits. ECT visitors are encouraged to discuss with the Practice Manager appropriate times for appointments.

It is helpful if some arrangement can be made during these visits for the visitor to talk with the GP Supervisor for at least 10-15 minutes, perhaps over morning or



afternoon tea, or before or after the session.

The role of the Receptionist or Practice Manager

Usually, the reception staff are the staff members with whom the GP Registrar has most contact. You can, therefore, be a source of support and encouragement. This is always important for someone entering a new practice.



You need to be aware of what bookings are appropriate for each GP Registrar. This will depend on his or her level of experience and the way the practice works. It should be discussed by the GP Registrar and GP Supervisor at the beginning of the term.

Generally, GP1 term GP Registrars should see no more than four patients per hour (3 per hour in the first few weeks). Remember that every patient is a new patient, the work environment is unfamiliar and, usually, so is all the paperwork (prescribing, ordering tests, etc).

The GP Supervisor and GP Registrar will organise dedicated time for teaching. Although it may create difficulties for you, this time needs to be "protected" from extra patients, phone calls, etc.

As a guide, the GP Registrar's ordinary hours of work include:

- (a) normal general practice activities such as –
 - scheduled consulting time (whether seeing patients or not)
 - home, hospital and nursing home visits including travel time
 - administrative time (e.g. writing notes, telephone calls, reports)
- (b) practice based teaching time; and
- (c) educational release time.

If the registrar is employed on a full time basis, the ordinary hours of the registrar shall:

- (a) be 38 hours per week averaged over 4 weeks, of which not less than 27 hours per week averaged over 4 weeks shall be scheduled patient contact time;
- (b) be worked over at least four days per week averaged over 4 weeks;
- (c) be worked in periods of not less than 3 hours and no greater than 12 hours on any one day;
- (d) include formal set aside practice based teaching averaged over 4 weeks of
 - 3 hours each week for GP Registrars in GP1 terms
 - 1.5 hours each week for GP Registrars in GP2 GP terms
- (e) include educational release time averaging
 - up to 80 hours per 26 week semester for GP Registrars in GP1 GP terms and
 - up to 48 hours per 26 week semester for GP Registrars in GP2 GP terms.

27 hours – patient contact time

3 hours - teaching by GP Supervisor

3.5 hours – educational release time

4.5 hours – home, hospital and nursing home visits, including travel time and administrative time

38 hours - TOTAL

Ordinary hours do not include on-call time and meal breaks.



You can teach the GP Registrar many things, which may include:

- Roles of staff in the practice
- Equipment used in the practice - where it is kept, how it is maintained, etc.
- Local resources e.g. pharmacy, x-ray, specialists
- Practice billing e.g. billing, Medicare, appointment systems, practice finances, wages, tax, ordering stock and much, much more
- Practice procedures (especially in the first few weeks) e.g. sterilisation, immunisation methods and storage

You can help the GP Registrar by:

- Keeping him or her informed about appointments made
- Encouraging patients to see the GP Registrar for the first time, and for follow- up of a condition
- Giving background information about patients e.g. their relationships to other patients, recent bereavements, etc.
- Explaining to patients that the GP Registrar is a qualified, registered doctor specialising in general practice
- Getting to know their special interests and experience



- Making other doctors in the practice who have not had exposure to the Training Program aware of the respective roles of the GP Registrar and GP Supervisor

You will receive a large amount of valuable feedback from the GP Registrar's patients and from other staff. This feedback would greatly assist the GP term, but needs to be handled sensitively. Please discuss with the GP Supervisor and the GP Registrar how this information can best be delivered.

Prior to Term Commencement

Before starting the term, the GP Registrar should visit the practice and meet with the practice staff, including GP Supervisors, the Practice Manager and other staff. The GP Registrar's choice of Half Day Releases and workshops should be discussed and negotiated with the practice prior to the start of term.

A new Employment Agreement between GP Registrars, GP Supervisors and the Training Practice for General Practice terms has been drawn up and should be available for practices to use at the beginning of 2009.

Prior to starting in your practice, the GP Registrar will have to apply for a provider number and vocational registration (see Appendix A). If you have a branch practice in which the GP Registrar will be working, they will need one for this practice too. The GP Registrar should already have a prescriber number, and you may also wish to order a quantity of prescription pads with the surgery address. The responsibility for arranging these things is the GP Registrar's but the doctor may appreciate your help, especially if they are doing these things for the first time.

We have attached a list of things you may wish to check have been arranged prior to the Registrar starting work (see Appendix B), and a list of things that the Registrar may need to know within the first two weeks after starting work (see Appendix C).



Summary

Just as every practice and patient is different, so is every doctor. Using the preceding information as a guide, the GP Registrar, the GP Supervisor and yourself can work out how you can best be involved in each GP term.

You can be especially valuable in the first few weeks when even an experienced doctor doesn't know the patients, the practice, the equipment, the local resources or any of the staff.

If you have any queries about this information, or if anything of an administrative nature arises during the term that you wish to discuss with General Practice Training Tasmania, Jo France, the Registrar Training Manager, will be happy to assist you in any possible way. She can be contacted on 6278 1551. Issues concerning clinical matters, teaching, or inter-relationships should in the first instance be raised with the GP Supervisor.

We have prepared a list of Acronyms (Appendix D) for your information.

Good luck, and thanks for the important part you play in the Australian General Practice Training Program.

Please PRINT all responses

REGISTRAR DETAILS	APPROVED PLACEMENT
<p>Surname <input style="width: 90%;" type="text"/></p> <p>First Name <input style="width: 90%;" type="text"/></p> <p>Other Names <input style="width: 90%;" type="text"/></p> <p>Mailing Address <input style="width: 90%;" type="text"/> <input style="width: 90%;" type="text"/> <input style="width: 90%;" type="text"/></p> <p>State <input style="width: 20%;" type="text"/> Postcode <input style="width: 20%;" type="text"/></p> <p>Previous provider number (if any) <input style="width: 90%;" type="text"/></p>	<p>ATTENTION: PLEASE TAKE NOTE OF THESE DATES AS IT IS THE RESPONSIBILITY OF THE REGISTRAR TO SUBMIT A NEW FORM SHOULD THEIR TRAINING TIME BE EXTENDED</p> <p>Date From <input style="width: 20%;" type="text"/> Date To <input style="width: 20%;" type="text"/></p> <p>Practice Name & Street Address <input style="width: 90%;" type="text"/> <input style="width: 90%;" type="text"/> <input style="width: 90%;" type="text"/></p> <p>State <input style="width: 20%;" type="text"/> Postcode <input style="width: 20%;" type="text"/></p> <p>Telephone number <input style="width: 20%;" type="text"/> Fax number <input style="width: 20%;" type="text"/></p> <p>Consortium (RTP) name <input style="width: 90%;" type="text"/></p> <p>Consortium (RTP) code <input style="width: 90%;" type="text"/></p> <p>Full time <input type="checkbox"/> Part time <input type="checkbox"/> Hours per week <input style="width: 20%;" type="text"/></p> <p>Outer Metropolitan Program <input type="checkbox"/></p>
<p style="text-align: center;">APPROVED TRAINING PRACTICE DETAILS</p> <p>Please indicate the type of Training Program approved placement (tick appropriate box):</p> <p>Basic Term (GPT1)..... <input type="checkbox"/></p> <p>Advanced Term (GPT2)..... <input type="checkbox"/></p> <p>Subsequent GP Experience (GPT 3)..... <input type="checkbox"/></p> <p>Primary Rural & Remote Training..... <input type="checkbox"/></p> <p>Special skills / Extended Skills with GP services..... <input type="checkbox"/></p> <p>Academic Post (with GP Component)..... <input type="checkbox"/></p> <p>Advanced Rural Skills Post / Advanced Specialised Training with GP services <input type="checkbox"/></p> <p>Elective training with GP services..... <input type="checkbox"/></p> <p>Six month extension awaiting award of Fellowship..... <input type="checkbox"/></p>	<p style="text-align: center;">SUPERVISOR / MENTOR DETAILS</p> <p>Name <input style="width: 90%;" type="text"/></p> <p>Provider Number <input style="width: 20%;" type="text"/></p> <p>Signature <input style="width: 90%;" type="text"/></p> <p>Date <input style="width: 20%;" type="text"/></p>
<p>DECLARATION BY THE REGISTRAR:</p> <p>I have read and understood the information overleaf regarding my access to the General Practitioner Medicare Benefits Items listed in the Medicare Benefits Schedule (MBS), including the Group A1 attendance and relevant procedural items. I understand that access to these MBS items is limited to services provided at the approved training practice nominated in this application.</p> <p>I authorise GPET Limited and my RTP to provide confirmation of my information to Medicare Australia.</p> <p>Signature <input style="width: 40%;" type="text"/> Date <input style="width: 20%;" type="text"/></p>	

This section is to be completed by a Senior or delegated Medical Educator in the responsible training organisation under the auspices of GPET

Name	Signature	Position
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

GPET Certification: I certify that the applicant is an enrolled GP Registrar in the Australian General Practice Training Program and that the details regarding the applicant's approved training placement in general practice on this application form are accurate and correct.

Signature	Date	GPET Position
<input style="width: 95%;" type="text"/>	<input style="width: 20%;" type="text"/>	<input style="width: 95%;" type="text"/>

GPET Ltd Stamp

Appendix B

Things you may need to check before the start of term

- Application for Provider Number for this practice
- Application for prescriber number (Medicare - Pharmaceutical Branch)
- Advise Medicare (Pharmaceutical Branch) that GP Registrar is working in practice, and request 2 blank authority script pads (if required)
- Application form to Medicare for recognition as a General Practitioner (Vocational Registration)
- Tax file number - Employment Declaration form
- Superannuation fund application
- Local Medical Officer form from Department of Veterans' Affairs
- Childhood Immunisation forms (if required)
- Prescription pads
- Write to Hospital for admitting rights (if required)
- Inform X-ray and Pathology groups of new doctor (in order to be added to their stationery)
- Apply for doctor's bag book (if required)
- Check Medical Defence cover. Is procedural cover required?
- Discuss with GP Registrar the arrangements for External Clinical Teaching visits
- Discuss education program

Appendix C

Things you may need to check after the start of term

We would suggest that the practice sorts this check list into "*Things the GP Registrar needs to know immediately*", and "*Things the GP Registrar needs to know within two weeks*".

We would also suggest that you block out specific times within the Registrar's first two weeks (when they are likely to be reasonably quiet) to go through those things on the list that need to be covered. This time can be counted as part of the formal teaching time.

- Appointment system
- Filing and results
- Medical records
- Emergencies
 - How these are dealt with
 - Who goes? Is there a roster? etc
- Forms
 - Prescription pads
 - NHS
 - Authority
 - Veterans
 - Workers' Compensation
- Billing
 - How to keep track and why
 - Who keeps track on time
 - Workers Compensation
 - MVIT Reports etc
- Referrals
- Pathology
 - Medicare forms, courier times
- Home visits
- Lunch break
- Phones
- ECT visits
- Pay
- CV (The Registrar may also be asked to give a short account of their past medical career to highlight their previous experience and areas of special interests.)

Appendix D

GENERAL PRACTICE TRAINING TASMANIA

ACRONYMS

ACLS	Advanced Cardiac Life Support
ACRRM	Australian College of Rural and Remote Medicine
ADT	Assessment During Training
AGPT	Australian General Practice Training
AHS	Aboriginal Health Service
AICD	Australian Institute of Company Directors
AME	Approaches to Medical Emergencies
AMSA	Australian Medical Student Association
ASSP	Academic Special Skills Post
ATSI	Aboriginal and Torres Strait Islander
BLS	Basic Life Support
CEO	Chief Executive Officer
COMET	Collaboration for On Line Medical Education and Training
CTA	Clinical Teaching Assistant
DHHS	Department of Health & Human Services
DISQ	Doctors Interpersonal Skills Questionnaire
DOHA	Department of Health & Ageing
DOT	Director of Training
ECTV	External Clinical Teaching Visit
EPD	Emergency Procedures Day
ERFT	Enhanced Rural Training Framework

FACRRM	Fellowship of the Australian College of Rural and Remote Medicine
GPACT	General Practice Advisory Council of Tasmania
GPCAP	General Practice Clinical Assessment Panel
GPET	General Practice Education and Training
GPR	General Practice Registrar
GPRIME	General Practice Registrar Information Management and Education
GPS	GP Supervisor
GPSLO	GP Supervisor Liaison Officer
GPW	General Practice Workforce
HLO	Hospital Liaison Officer
IMG	International Medical Graduate
IRIS	Interaction Registrar Information System
LGH	Launceston General Hospital
LP	Learning Plan
MCQ	Multiple Choice Questions
MCT	Medical Council of Tasmania
ME	Medical Educator
MET	Medical Emergency Training
NWRH	North West Regional Hospital
PESCI	Pre-employment Structured Clinical Interview
PGPPP	Prevocational General Practice Placements Program
PMIT	Post graduate Medical Institute of Tasmania
RACGP	Royal Australian College of General Practitioners
RCS	Rural Clinical School
RLO	Registrar Liaison Officer

ROVE	Rural Outreach Vocational Education
RPL	Recognition of Prior Learning
RTP	Regional Training Provider
RVTS	Remote Vocational Training Scheme
SME	Senior Medical Educator
TAC	Tasmanian Aboriginal Centre
VTASC	Vocational Training Accreditation Sub-Committee

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Academic Registrar Post

This is an opportunity to receive funding for training and to contribute in a positive way to this area of research, teaching, professional service and leadership.

Visit: <http://www.agpt.com.au>. – Academic Training

Accommodation Subsidy

An accommodation subsidy of \$110.00 per night is available from GPTT for attendance at training educational events on presentation of receipts.

AMA Tasmania (Australian Medical Association)

The AMA is the peak professional association for doctors and its mission is to advance their professional interests as well as the health of the community. As such, the scope of its activities includes medico political, industrial, legislative and public health issues. AMA publications include the *Medical Journal of Australia* and *GP Network News*.

The AMA has about 28,000 members, including almost 6000 doctors-in-training, from interns and residents to senior registrars. For AMA membership, contact your state branch or phone 1300 133 655. Also see - www.ama.com.au.

Australian College of Rural and Remote Medicine (ACRRM)

As from 2008 the Fellowship of the Australian College of Rural and Remote Medicine (FACRRM) is offered to all registrars in the Australian General Practice Training program for vocational recognition.

ACRRM's online learning platform Rural and Remote Medical Education Online is available to ACRRM members and registrars whose RTP has an institutional membership.

Visit their website for more details: www.acrrm.org.au or Contact ACRRM at GPO Box 2507, Brisbane QLD 4001.

Our local contact for ACRRM is Dr Nick Cooling, our Director of Training. His email is: nick.cooling@gppt.com.au.

All Registrars who are training towards a FACRRM need to join ACRRM at the start of their training

Australian General Practice Training (AGPT)

Our funding body

Web: <http://www.agpt.com.au/>

Australian Medical Publishing Co – free publications available to registrars

Registrars are eligible to obtain free copies of Medical Observer and Australian Doctor: magazines which are released every week regarding the current political GP environment and they also contain a lot of clinical information. Also Modern Medicine, a monthly peer reviewed journal is available at no charge.

Contact Details:

Locked Bag 3030

Strawberry Hills, NSW 2012

Ph: 02 95626666

Web: <http://www.ampc.com.au> Email: ampcodirect@ampco.com.au

Also visit www.gpra.com.au for more information on free publications for registrars.

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The Editor

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Deakin ACT 2600 – phone: 0262826755

<http://www.australianprescriber.com>

Email: info@australianprescriber.com

Bush Crisis Line and Support Services - Free Call 1800 805 391

The Bush Crisis Line is a 24-hour confidential telephone support and debriefing service for remote and rural health practitioners and their families. It is staffed by qualified psychologists with remote and cross-cultural experience and it is toll free and available from anywhere in Australia.

Divisions of General Practice in Tasmania

All GP Registrars undertaking GP Terms are recommended to contact (or join) their Division. They will send relevant resources & include you in their events mailing list.

General Practice Tasmania

Level 1, 86 Murray Street, Hobart 7000 Phone: 03 6224 1114

Email: info@gptasmania.com.au Web:

<http://www.gptasmania.com.au>

General Practice South

Ground Floor, 31 Tower Rd, New Town 7008 Phone: 03 6208
7300

Email: gpsouth@gpsouth.com.au Web: <http://www.gpsouth.com.au>

General Practice North

Level 2, 25 York Street, Launceston 7250 Phone: 03 6331 9296

Email: contact@gpnorth.com.au Web:

<http://www.gpnorth.com.au>

General Practice North West

Level 1, 49-51 Cattley Street, Burnie 7320 Phone: 03 6432 1440

Email: ehales@gpnw.com.au Web:

<http://www.gpnw.com.au>

General Practice Workforce

Suite 5, 7 High Street, Launceston 7250

Phone: 03 6334 2355

Email: pbarns@gpworkforce.com.au Web: <http://www.gpatlas.org.au>

Educational Activities and Portfolio

Invitations to GPTT seminars and workshops will be sent to GP Registrars' by email via GPRime. It is **important to register for these workshops** as numbers are limited.

There will be a six monthly meeting with your Medical Educator where your Portfolio will be reviewed and Learning Plans developed.

A review of your training activities takes place when you apply for re-enrolment. Each year's training requirements are to be completed before your re-enrolment is accepted.

Emergency Courses – external to GPTT

These courses are funded through a reimbursement from GPET for GP Registrars in the Rural Pathway.

(1) Emergency Life Support (ELS) Course

Contact Details: Sandra Guider, ELS Course National Manager

Telephone: 02 6766 9119 Fax: 02 6766 9117

Email: elscourse@bigpond.com

(2) Early Management of Severe Trauma (EMST)

Contact: Ms Kathleen Hickey, Program Manager

Royal Australasian College of Surgeons

Ph: 03 9249 1297 (Leanna Pane – Course Co-ordinator (TAS))

Email: kathleen.hickey@racs.edu.au Web: www.surgeons.org

(3) Advanced Paediatric Life Support (APLS)

Ms Sandra Willis

National Course Co-ordinator, APLS Australia and New Zealand

Ph: 03 9345 6158 Fax: 03 9345 5938

Email: williss@cryptic.rch.unimelb.edu.au

General Practice Registrars Australia (GPRA)

The GPRA was established 30 years ago to support registrars and advocate for their education and training needs. In 2004 the organisation changed its name from the General Practice Registrars Association to General Practice Registrars Australia. However, its responsibilities remain much the same.

Your main contact with the GPRA will be with the Registrar Liaison Officer (RLO) although you can also contact GPRA directly. Your RLO will help you at a local level, but can also take issues to the GPRA at a national level.

To keep you up to date with all relevant information, the GPRA issues a monthly e-newsletter. GPRA nominees sit on the AGPT board and the RACGP Council and National Rural Faculty. It represents the 1500 or more GP registrars in training. About 91 % of all GP registrars are GPRA members.

Membership is free. You can join online at <http://www.gpra.com.au>

GPRime - GP Registrar Information Management & Education

GPRime is an on-line system for:

- keeping track of the completion of education requirements
- registering for educational events
- web based submission forms for reports and feedback
- individual portfolio, learning planner and learning needs analysis tool
- educational resource sharing
- links to quality GP educational sites

Any queries about GPRime can be directed to Robyn Rose, the GPRime Administrator at robyn.rose@gptt.com.au.

GP Supervisors

GP supervisors are experienced GPs who supervise GP registrars in their private practices to provide them with a comprehensive educational experience. They share not only their clinical knowledge and skills, but also expose GP registrars to broader aspects of general practice such as practice and staff management.

All training practices and supervisors are accredited in order to guarantee a high quality educational experience - they are all different. Because your GP supervisor is also usually your employer, there is scope for disagreement over conditions such as working hours or pay. The National Minimum Terms and Conditions for Basic and Advanced GP Terms - an agreement between the National GP Supervisors' Association and the GPRA - is a starting point for such negotiations. The GP supervisors' association recommends trying to resolve any disputes directly with your GP supervisor, before bringing in a third party.

Historically, GP supervisors have provided their skills in relative isolation from one another. However, training providers have introduced a GP Supervisor Liaison Officer position.

General Practice Support Program

This is a free service offered by the RACGP for all GP Registrar members. It provides advice to help cope with life's stresses - including personal, health and work issues. **Phone: 1300 366 789**

GP Term Attachments

- Currently General Practice Training Tasmania (GPTT) allocates GP Term 1 (formerly Basic) and GP Term 2 (formerly Advanced) GP Terms taking into consideration the GP Registrar's individual educational needs.
- GPTT uses carefully selected, experienced training practices.
- GP Registrars are able to choose their practice for GP Term 3 (formerly Subsequent Time) training. Training practices are listed on our website.

GPTT contacts:

Chief Executive Officer Dr Frank Meumann	03 6278 1551	frank.meumann@gptt.com.au
Assistant CEO Ms Cheryl Blizzard	03 6278 1551	cheryl.blizzard@gptt.com.au
Director of Training Dr Nick Cooling	03 6278 1551	nick.cooling@gptt.com.au
Administration support		
Ms Cheryl Street – <i>Executive Administrator</i>	03 6278 1551	cheryl.street@gptt.com.au
Ms Robyn Rose – <i>Education Manager</i>	03 6278 1551	robyn.rose@gptt.com.au
Ms Jo France – <i>Multimedia & Publications</i>	03 6278 1551	joanne.france@gptt.com.au
Mr Tim Grimsey – <i>Events Co-ordinator</i>	03 6278 1551	tim.grimsey@gptt.com.au
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Ms Samantha Morris – <i>Administration</i>	036278 1551	alyce.mcdermott@gptt.com.au
Medical Educators		
Dr Marianne Catchpole (South)	03 6278 1551	marianne.catchpole@gptt.com.au
Dr Jane Cooper (N/W) - <i>Regional Coordinator</i>	03 6498 7600	jcooper@optomeyes.com.au
Dr Helene Curtis (South)	-	hmcurtis@bigpond.net.au
Dr Helen Dixon (North) - <i>Regional Coordinator</i>	03 6327 2947	helen.dixon@bigpond.com.au
Dr Kristy Fitzgerald (South)	03 6278 1551	kristyf@bigpond.com
Dr Miranda Hudson (NorthWest)	03 6431 6511	gabeshuster@hotmail.com
Dr Rohan Kerr (South)	03 6278 1551	rohan_kerr@hotmail.com
Dr Nik Magnus (South)	-	nikmagnus@gmail.com
Dr Beth Mulligan (North)	0419 321 240	beth.mulligan@dhhs.tas.gov.au
Dr Megan Rathbone (North West)	03 6442 2201	megan.rathbone@southcom.com.au
Dr Neeti Verma (North West)	-	hverma7@hotmail.com
Dr Jenny Williams (South)	03 6229 3434	jwilliams@edoctas.com
Dr Felicity Wivell (North)	03 6331 1088	wiv@tpg.com.au
Dr Vivien Wright (South)	03 6278 1551	vivien.wright@gptt.com.au
Registrar Liaison Officers Dr Alison Turnock (Sth) Dr Andrew Rees (North)		allison.turnock@gmail.com andrew.rees@internode.on.net
IMG Support & Northern Office Manager Ms Surmani Rose	03 6334 5186	surmani.rose@bigpond.com

HECS Reimbursement Scheme

To promote careers in rural medicine those who have graduated post 2000 are eligible to apply and receive some HECS reimbursement.

This scheme aims to promote careers in rural medicine and increase the number of doctors in rural and regional Australia in the longer term.

Participants in the Scheme who undertake training or provide medical services in designated rural and remote areas of Australia will have one fifth of their HECS Medical fees reimbursed for each year of service.

For further information visit -

<http://www.health.gov.au/internet/wcms/Publishing.nsf/Content/work-rural-hecs>

General Practice Helpline on 1800 667 677 or

Email gp.education@health.gov.au

Information Technology Policy

It is expected that all GP registrars will use current information technology to conduct their clinical work, communicate with GPTT and to enhance their learning. GPTT has introduced minimum standards for GP registrars for their own IT resources and their application.

GPTT will provide targeted training in IT skills to GP registrars.

GPTT encourages registrars to utilise the no cost on line portal MedEServ or GP Learning (available to registrars who are members of the RACGP) to meet many of their on-line learning needs.

It is expected that registrars will be competent in the use of:

- (a) Medical Director (or equivalent)
- (b) email and internet

- communication with GPTT (include opening attachments)
 - on line literature searches
 - on line learning portals (eg MedEServ)
- (c) CD ROMs
- (d) DVD

All registrars are expected to access email on at least a weekly basis. GPTT will communicate most information regarding educational events and other program details to registrars and supervisors by email.

Leave Forms

You are entitled to a minimum of two weeks paid annual leave per 6 months full-time training during your GP terms. This is arranged with your practice supervisor and there is no need to advise the Training Program of your leave.

If you intend to take leave for longer periods a Leave Application Form must be completed prior to taking leave.

The Training Program may approve a period of elective training and/or leave of absence to a combined maximum of three years. Not more than two years may be taken as leave of absence.

An additional 12 months parental leave per child may also be applied for.

Medicare Australia

Medicare Australia is responsible for many of the government's health programs. As a health professional, your first contact with Medicare is likely to be when applying for a Medicare provider number. Additional provider numbers must be obtained for each new practice location. As approvals for provider numbers will not be backdated, all applications must be submitted 3-4 weeks in advance of starting at each new practice location to guarantee access to Medicare benefits.

Medicare administers other general practice programs such as the PIP and the general practice immunisation incentives scheme. At the end of your training, Medicare will issue you with the certificate of eligibility for vocational registration.

Contact the Medicare office in your state. Phone 132150 or see www.medicareaustralia.gov.au.

Medicare Access

Registrars are able to access the GP items on the Medicare Schedule during formally approved training placements.

Application for Recognition as a General Practitioner Australian GP Training Program

This is an application for access to General Practitioner Medicare Benefits Schedule Items (Category A1 consultations) during the period you are in the approved general practice placement nominated on the form. *You must apply separately to Medicare for a Provider Number for your placement.*

Applications must be signed by both the GP Registrar and the GP Supervisor and sent to Robyn Rose at General Practice Training Tasmania, 206 New Town Road, New Town, 7008 for approval of the placement before the commencement date on the form, **i.e. forms cannot be backdated**. It will then be sent on to Australian General Practice Training (AGPT) Canberra, who will fax it through to Medicare.

We require up to 10 working days to process applications for recognition.

Your recognition as a general practitioner is limited to attendances provided at the approved practice for the time period specified in this form.

It is your responsibility to ensure that a new application form is completed each time you:

- Move to a new approved practice.
- Remain in the nominated practice for longer than specified on the form.
- Work in a branch of the approved practice.
- Commence a new training year.

Medical Educators

Medical Educators are experienced GPs employed by GPTT to help you to develop the skills needed in general practice. We aim for GP registrars to have a designated Medical Educator throughout their training.

After initial discussions with your Medical Educator upon selection and in orientation workshops, you will have regular contact to refine your learning plan and training requirements. Medical Educators can clarify expectations of the GP terms and help you in negotiating those with your GP supervisor. Also, they will be available to you during educational activities such as day releases and workshops, and may encourage you to step up to new challenges, such as facilitating a workshop or small group.

Medical Educators also have other duties, such as ensuring the training program adheres to college standards, helping with placements and developing policy.

NPS (National Prescribing Service)

An independent, non-profit, educational organization supporting quality general prescribing in Australia. It is highly recommended that you join their free mailing list:

Level 1

31 Buckingham Street

Surry Hills NSW 2010

Phone: 0296994499 Web: <http://www.nps.org.au>

Email: info@nps.org.au

Outer Metropolitan Registrar Program

GP Registrars in the General Pathway, commencing training from 2003 are required to undertake a six month placement in a designated outer metropolitan area. The GP Registrar will be reimbursed an amount of \$3,000 per six month placement.

Part-time Training

Registrars who are unable to engage in full-time training are able to apply to train part-time.

Registrars are required to work a minimum of three sessions per week (10.5 hours) in the same practice. No more than two sessions may be counted in any 24 hour period. At least half the sessions worked must be between 8.00am and 9.00pm Monday to Friday and 8.00am to 1.00pm on Saturday.

Part-time GP Registrars may apply for “acceleration” of training time which takes into account that the amount of education you are required to undertake is the same as full-time GP Registrars. Discuss this with your Medical Educator.

Royal Australian College of General Practitioners (RACGP)

You need to be a financial member of the College to sit the FRACGP -

<http://www.racgp.org.au>

Phone: 1800 331 626

RACGP

1 Palmerston Court

SOUTH MELBOURNE VIC 3205

Membership to the College as a registrar includes:

AFP (Australian Family Physician), Check, Guidelines for Preventative Activities in General Practice ‘red book’, GP review, Friday Fax and College Fax, library resource centre, RACGP website and AFP online, member discounts on college publications, member discounts at college conferences and college products.

RACGP Examination

Registrars will be eligible to enrol following eight active units (2 years full-time) of training.

This may include any units for which Recognition of Prior Learning (RPL) has been granted.

This time includes two basic and two advanced GP term units.
Contact the RACGP for an application package.

However, now the RACGP exam is “uncoupled” (can be undertaken in separate parts), you may take the AKT exam (=MCQ) after 6 active units if your Medical Educator judges you are adequately prepared. This means the AKT could be sat
after completing your Basic GP Term with RPL approval for your previous hospital experience.

Also you need to have completed a Basic Life Support course within 1 year of applying for the exam. These BLS courses are offered by GPTT, Red Cross or St Johns.

RACGP Fellowship Application

What you need to do after you have completed the RACGP exam to apply for your FRACGP.

Step 1

When you pass the RACGP exam you will be sent an “Application for Fellowship” by the Tasmanian office of the RACGP.

Step 2

Complete this form including the section on Completing GP Training. If you are uncertain as to when you complete training check with the GPTT office (call Robyn Rose on 6278 1551).

Step 3

Send Application for Fellowship form to the RACGP (206 New Town Road, New Town).

Step 4

The RACGP will contact the GPTT and obtain an official statement declaring completion of training. To achieve this GPTT will conduct an *Exit Interview*. This will involve a 20 minute telephone interview between the GP registrar and the Director of Training.

Step 5

GPTT will send to the RACGP (Tasmania) your Completion of Training Report. The RACGP will then send your Fellowship Application to the State Censor then to the National Censor for approval. Following Censor approval your Fellowship Application goes to the next RACGP Council meeting for ratification.

Step 6

Your notification of Fellowship will be sent to you in the mail by the National Office of RACGP.

Notes:

Step 5 can take up to 8 weeks. If you wish to **continue or resume** working in general practice after completion of training, but before you are officially notified of your FRACGP, you will still need to be vocationally registered. GPTT can assist with this process by applying for up to a 6 months extension of your provider number.

RACGP Library <http://www.racgp.org.au/library>

- provides access to one of Australia's leading general practice collections
- journal service: access to free online journals
- information request: subjects searched for you with the information sent to you
- loan service: books, videos, CDs, references, journal issues
- require a membership number to login - ph 03 8699 0519.

Recognition of prior learning (RPL)

- You must have at least one year post-intern hospital experience.
- You must have obtained experience in terms which meet the RACGP/ACRRM criteria.
- Provide evidence (an essay done on GPRime) that you have achieved the RACGP/ACRRM training objectives, and complete an application form.
- This will shorten training by up to 12 months.
- It is highly recommended you apply for RPL in the first few months of training.

Regional Training Providers (RTPs)

There are 20 RTPs responsible for delivering training to GP registrars in Australia. RTPs have developed from partnerships between organisations, including University Departments of General Practice, Divisions of General Practice, Area Health Services and Rural Health Units. The only RTP in Tasmania is General Practice Training Tasmania.

Training Providers employ administrative staff, Medical Educators, Registrar Liaison Officers and GP Supervisor Liaison Officers. RTPs organise educational releases, hospital and general practice placements. Also most are keen to offer support with more general issues, including help in getting established in a new region.

RTPs are involved in enhancing the teaching skills of Medical Educators and GP Supervisors, and expanding the number of accredited training practices and training posts they can offer.

Registrar Liaison Officers (RLO)

The RLO is a GP registrar employed by the RTPs to facilitate communication between GP registrars, the RTPs and others. Their duties include representing GP registrars at RTP meetings, helping new GP registrars negotiate the training in RTPs, such as ensuring the Training Program adheres to College standards, helping with placements and developing policy.

Relocation Reimbursement

Relocation reimbursement covers removalist expenses for you to take up residence. To be eligible you must move to a rural location to undertake training in your Basic or Advanced GP terms. The maximum amount available is \$2,200 over the duration of your training with the Training Program.

Remuneration during training

During hospital training, registrars are paid according to the RMO/HMO award in their state.

During Basic and Advanced GP terms **Registrars are employed** by the teaching practices. General Practice Training Tasmania (GPTT) provides employment guidelines to practices and registrars. The GPRA, GPSA and AMA have developed National Minimum Terms and Conditions. An updated copy can be obtained from the website: <http://www.gpra.org.au>.

This document is also available on GPRime.

Registrars assume responsibility for negotiating their own terms and conditions during GP Term 3 (formerly Subsequent GP time).

Retrospective credit

You must have at least one year of post-intern hospital experience.

You may apply for up to four hospital units provided training has taken place in accredited hospital posts and documentary evidence can be provided of hospital experience.

This **does not** shorten training time.

Registrars who have received retrospective credit for some or all of their previous hospital experience must undertake mandatory elective units (M units) of up to 12 months. M units may be taken in general practice.

Rural Incentive Payments Scheme (RRIPS)

The Registrars Rural Incentives Payment Scheme (RRIPS) provides financial incentives for general practice registrars working in areas classified under the GPARIA. This is an area classification developed by the National Centre for Social Applications at Adelaide University. The GPARIA categories range from A-E, with E representing those locations identified as those most in need of retaining doctors. The level of payments under the new RRIPS will be on a sliding scale with the lowest incentive being in Category A and the highest incentive in Category E.

Further information and application forms can be obtained by calling the Medicare Australia RRIPS Helpline on 1800 010 550 or by visiting the Medicare website: <http://www.medicareaustralia.gov.au/>.

Further information may be gained by visiting:

[http://www.health.gov.au/internet/wcms/publishing.nsf/Content/2E64885C8564E410CA2572AB00151221/\\$File/maptas.jpg](http://www.health.gov.au/internet/wcms/publishing.nsf/Content/2E64885C8564E410CA2572AB00151221/$File/maptas.jpg).

Rural Rental Subsidy

A rural rental subsidy of \$110.00 per week is paid for rental assistance to those registrars who are maintaining two places of residence to enable them to complete their rural Basic, Advanced and remediation GP terms. This is paid monthly upon receipt of a signed claim form, together with the rental receipt.

Rural Training Requirements

It is a condition of entry to the Program that all registrars will commit to undertake at least six months of their training and education in a rural location.

Scholarship and Research Fund (RSRF) Grants

AGPT maintains a funding pool called the "Registrar Scholarship and Research Fund" (RSRF). Despite its name, this no longer funds scholarships. However, applications for research funding are welcomed. There are two rounds of intake per year for RSRF grants. See: <http://www.agpt.com.au> for details.

Scholarship Fund - GPTT

You may wish to apply for funding to; attend a conference as a participant or to present a paper, conduct research or undertake a unique educational experience. Apply by completing the form online through GPRime.

Application closing dates will be 1 May 2009 and 1 November 2009.

GPTT Special Skills Posts (these are a category of extended skills training)

	Description	Status	Location	Contact details
Expedition Medicine	Equips registrars with skills to provide support to expeditions – includes field trips, DEM, travel medicine clinic,	Active	Hobart	Tim Grimsey Tel 62781551 tim.grimsey@gptt.com.au
Palliative Care	Working on the Whittle ward in Hobart and some community based consultations	Active	Hobart	Ms Ann Allenby Tel 62202400 ann.allenby@dhhs.tas.gov.au
Community Paediatrics	Inpatient paed, community & outpatient paed & adolescent & GP paed. Opportunity to complete Dip Child Health	Active	Geelong	Dr Christine Sanderson Tel 03 52216535
Urban Aboriginal Health	Working in the Hobart AMS undertaking clinical work with individual patients and families	Active	Hobart	Dr Scott McEwan Tel 62313527
Population Health	Project work, immunization clinics and public health advisory functions	Active	Hobart	Dr Nick Cooling Tel 62781551 nick.cooling@gptt.com.au

1. The Special Skills posts listed are either solely provided for GPTT registrars or there is an arrangement where GPTT registrars are highly considered for the posts.
2. Registrars can seek other Special Skills posts interstate, associated with other RTPs. They include a wide variety of areas including sexual health, refugee medicine, drug & alcohol, rehabilitation, aboriginal health & sports medicine.
3. GPTT will support applications to the Colleges to accredit any special skills post in Tasmania if it has relevance to general practice. See your Medical Educator for further advice
4. The posts tend to be of 6 months duration and can occur at any time of training.
5. All GP Registrars with an FRACGP endpoint are required to complete an extended skills post - this could be a special skills post.

Terms and Conditions

Refer to the GPRA website for the Minimum National Terms and Conditions: <http://www.gpra.com.au>.

Please note that GP Registrars must be an employee of the teaching practice.

Textbook Discounts

The Medical Society Bookshop at the University of Sydney NSW 2006

Phone: 02 9351 2482 Fax: 02 9351 6197

Email: bookshop@medsoc.usyd.edu.au

www.medsoc.usyd.edu.au is offering GP registrars significant discounts on medical textbooks recommended by GPTT (see our website for list).

If the booklist is on an official GPTT letterhead (available from our GPTT office in Hobart) registrars are eligible for the 8% ETSS rebate (in addition to the 15% discount automatically given by the bookshop).

The ETSS rebate was introduced to recompense students when the GST was introduced. In addition to the booklist registrars need to fill out a student declaration form (obtainable from us or downloaded from www.textbooksubsidy.gov.au)

Transfer to another RTP

GP Registrars are able to transfer to another RTP if certain conditions are met. The Transfer Application form is available on GPRime.

See also the AGPT Transfer policy:

<http://www.agpt.com.au/praxis.php/content/view/301>

Travelling Allowance

Travelling allowance - a reimbursement of travel costs in accordance with distance travelled to attend training educational events is available. A claim form is included in your portfolio and also in the information packs for each educational event.

Web site

GPTT – www.gptt.com.au

Good place to start if you have any questions about GP training in Tasmania – also gives an up to date list of training events.

Workplace Safety

All registrars are advised to disclose and discuss any medical condition which might place them or their patients at risk. This is particularly important in view of the work patterns of registrars in different hospital rotations and GP attachments. Different shifts, rosters, after hours and on call duties are all aspects of work which registrars need to be aware of and manage effectively.

Discussions with supervisors and MEs will enable appropriate strategies for management of the work environment to minimize the potential harm to themselves or patients.

Please contact your ME or supervisor if you have any concerns about how your health could affect your safety or your patient's safety in the workplace.

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