

Medical Education Handbook 2006

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01

1. Make the Most of Your Training

1.1 General Practice Vocational Training –Building your future.

We at CoastCityCountryTraining believe that our GP Registrars should look at their training as more than just a conduit to the Fellowship examination - more as a vital journey building the essential steps to lifelong learning in a career in General Practice that caters to the needs of the rich and varied Australian Community. We are acutely aware of the position General Practice holds in the provision of Primary Health Care and hence our responsibility for the provision of appropriate training.

“..The World Health Organisation (WHO) has adopted the position that every developed health system depend on the quality of primary health care for improving health outcomes. This places a heavy burden of responsibility. On the system of training for general practice to deliver a workforce that is competent and effective” (McEvoy P. 2003 ‘General Practice Training A Victim of its own success? BMJ September).

The challenge for those undertaking training in General Practice is to embrace the challenging environment of Primary Health Care and tailor its needs (and opportunities) to build their passion for patient care and the acquisition of their professional knowledge and skills necessary for high level competence in this field of medicine.

Vocational Training provides Registrars with a structure to experience a range of training opportunities in an educationally and financially supportive environment. Your training time with CCCT is a time of opportunities to:

- > engage in peer review and gain one on one feedback from senior colleagues, Clinical Supervisors and Medical Educators,
- > gain a range of procedural skills relevant to your interests and the needs of the community in which you wish to work
- > be trained in Special Skills Posts including Indigenous Health, Anaesthetics, Palliative Care, Medical Research and more depending upon your needs
- > expand current areas of interest and develop new ones
- > work in a variety of geographical locations and practice structures
- > explore potential employers and practice styles
- > develop an understanding of practice management and the organisational demands of a small business,
- > teach medical students and junior colleagues in a vertically integrated model of Medical Education
- > develop networks with local professional bodies i.e. Divisions of General Practice, Regional Medical Associations and Universities
- > engage the local community and be an integral member of a team of health care professionals delivering holistic care and unpinning all this is the opportunity to
- > develop your unique lifestyle priorities and your sense of vocation to Primary Health Care.

The expanded experience in training provides a GP Registrar with the opportunity to develop his or her role as the trusted family doctor. The Registrar is in an enviable position of gaining a deep appreciation of the unique doctor-patient relationship, the enormous privilege and responsibility of the ‘doctor as therapy’, in addition to applying the vast medical knowledge and skills at their disposal in consultation.

The potential for development of skills and insights gained throughout vocational training is limited only by the imagination and passions of the GPR.

Therefore with this paradigm Vocational Training is not to be viewed as the shortest distance to traverse between two points, that of hospital JMO to passing an exit examination, but rather the way to develop appropriate life and professional skills, attitudes and support networks to embrace a cycle of ongoing learning which will sustain the Registrar throughout their career. Correspondingly, the Fellowship exams are not an end-point, rather a right of passage to serve the community as a unique and valued Professional.

The journey has just begun.....

2. General Information

2.1 General Practice Training in Australia.

General Practice Training in Australia is recognised as a world class education system that is regionally-provided and controlled, innovative and intrinsically integrated with other educational activities and institutions. GP Training is delivered by 21 Regional Training Providers (RTPs) across Australia. These RTPs – working closely with the Royal Australian College of General Practice, the regionally based Divisions of General Practice, Universities and the Australian College of Rural & Remote Medicine, provide support to GP Registrars and their Trainers and ensure a training environment that is personalised, localised and develops an integrated lifelong approach to learning.

This CoastCityCountry Training handbook is designed to provide new and continuing General Practice Registrars with information to meet the requirements of the Australian General Practice Training Program as mandated by General Practice Education and Training (GPET) and General Practice vocational training requirements as described by the Royal Australian College of General Practitioners (RACGP) and the Australian College of Rural and Remote Medicine (ACRRM).

General Practice Education and Training (GPET) is the body responsible for coordinating the general practice vocational training based on the RACGP and ACRRM policies and standards for general practice education. GPET promotes regionalisation, and the integration of vocational training through undergraduate and continuing education.

Further information on the AGPTP can be obtained from GPET, RACGP and ACRRM publications and websites. Links to these websites are all available through the CCC Training website.

2.2 CoastCityCountry Training Ltd.

CoastCityCountry Training Ltd is the Regional Training Provider responsible for GP Registrar Training in Southern NSW and the ACT - an area which provides a mixture of urban, regional and rural education opportunities.

CoastCityCountry Training Ltd is committed to providing general practice vocational training that produces GPs who are competent and confident to provide the highest quality primary health care to meet individual, family and community health needs throughout Australia.

The CoastCityCountry Training Program is based on the ACRRM and RACGP curricula. CoastCityCountry Training endeavours to integrate the RACGP and the ACRRM curricula so that CoastCityCountry Training Registrar's can easily meet the requirements of both, providing CoastCityCountry Training Registrar's with greater choice and opportunity.

The RACGP curriculum was included in Registrar induction packs. Rural Pathway Registrars considering following the parallel ACRRM curriculum and seeking a FACRRM as well as the FRACGP should contact CoastCityCountry Training Wagga Wagga (Head Office) for a copy of the ACRRM curriculum and to organise this pathway.

GP Registrars are expected to have read the GPET Handbook 2006.

2.3 Regional Training Provider Responsibilities

All Regional Training Providers, including CoastCityCountry, must ensure that the training they facilitate is consistent with the guidelines, policies and provisions stated in the current GPET Handbook to ensure continued funding from GPET.

This includes:

1. Training that complies with the vocational training standards and requirements set by the RACGP

2. Implementation of the RACGP Training Program curriculum and (where applicable) the ACRRM primary curriculum which define competency requirements, knowledge and skills, for rural and remote medical practice.
3. Regular reporting of registrar progress on the achievement of competency
4. Certification the GP Registrars have met the RACGP Training Program requirements for basic, advanced and subsequent terms and completion requirements.

2.4 CoastCityCountry Training Local Training Groups

Delivery of General Practice education in CCCT is provided via three Local Training Groups. This division of the large Southern NSW and ACT area into three groups allows for the development of a nurturing environment for our Registrars and accurately reflects the diversity of communities and health needs in the region. A regional structure also enables a greater number of stakeholders in general practice and supporters of training to be involved in the design and delivery of training, and ensuring that the unique needs of regional communities are taken into account.

CCCT's three Local Training Groups (LTGs) are:

- > Illawarra/Shoalhaven
- > Murrumbidgee/Riverina
- > SENSW/ACT

The CoastCityCountry Training region encompasses six Divisions of General Practice and three Primary Allocation Centre Hospitals. Academic stakeholders and partners in the delivery of medical education include four universities and two NSW Area Health Services as well as the ACT government.

Divisions of General Practice in the CoastCityCountry Training Ltd region are:

1. ACT
2. Illawarra
3. Murrumbidgee
4. Riverina
5. Shoalhaven
6. South Eastern NSW

Primary Allocation Hospitals in CoastCityCountry Training Ltd region are:

1. Wollongong Hospital
2. The Canberra Hospital (including Calvary Hospital)
3. Wagga Wagga Base Hospital.

The Area Health Services/departments in the CoastCityCountry Training Ltd Region are:

1. Greater Southern Area Health
2. South Eastern Sydney Illawarra Area Health
3. ACT Health

The University stakeholders in the CoastCityCountry Training Ltd Region are:

1. The Australian National University, Canberra
2. Charles Sturt University, Wagga Wagga
3. University of NSW (School of Rural Health) Wagga Wagga
4. The University of Wollongong

3. Overview of the Coast City Country Training Learning Program

CoastCityCountry Training educational delivery is based on the requirements detailed in the GPET Handbook. All registrars will receive this handbook as part of their induction. It is important that you read the GPET Handbook as part of your personal induction follow-up process. This CoastCityCountry Training Handbook supports the GPET Handbook by providing detail about the management and content of the education program offered by CoastCityCountry Training Ltd.

3.1 GPET and RACGP Training Policy and Standards

GPET policy and RACGP vocational training standards describe the general educational and training requirements to be observed by GP Registrars. These are:

1. RACGP 2005 Standards for General Practice Education and Training
2. A minimum of two meetings per year (of at least 30 minutes duration) with the GP Registrar's Medical Educator, Training Advisor or other designated person to review the Learning Plans,
3. Participation in a minimum of 125 hours of dedicated teaching in the practice and a further 125 hours of external educational activities relevant to vocational training
4. Participation in any additional educational activities as required by each training provider as described in Section 7 of this Handbook.
5. Personal study using educational materials, such as curriculum modules, learning packs, videotapes, the RACGP CHECK program, distance educational support [e.g. RACGP distance learning programs, Rural and Remote Education On-line (RRMEO) which is the ACRRM distance based education system etc] and computer based learning modules.

Additional information on these requirements can be found in the Australian General Practice Training Guide for Registrars 2006 and in the RACGP Standards for General Practice Education and Training Requirements for Fellowship 2006, as well as on their respective Websites. Additional Information about RRMEO can be found on the Australian College of Rural and Remote Medicine website.

3.2 Management of the Learning Program

CCCT has an overarching Senior Medical Educator Committee, which consists of the Senior Medical Educators from each LTG. This committee oversees the learning program for the whole region. The program is structured to meet the RACGP curriculum requirements and the individual needs of each LTG.

3.3 Personal Learning Portfolio

It is CoastCityCountry Training's policy that Registrars develop and maintain a personal learning portfolio to provide evidence of learning. The learning portfolio should be an active, living document and kept up to date at all times. It should be available when GP Registrars have meetings with Medical Educators and Training Advisors.

A Personal Learning Portfolio folder with examples of all learning and assessment tools will be provided to Registrars at the commencement of training. This folder provides Registrars with the basic building blocks for a personal Learning Portfolio. A Registrar's personal learning portfolio is developed over their time in the training program and should contain:

> Learning Plans

Please note that an initial learning plan will be developed by all 2006 cohort Registrars at the 2006 induction workshop. Further copies can also be downloaded from the CoastCityCountry Training website or learning plans can be maintained on line on the website.

> Formative Assessment Forms.

Section 9.3 outlines the requirement for and required frequency of formative assessment. Completed Formative Assessment forms are kept by CCCT but they are not used for any other purpose than to guide Medical Educators, Supervisors and Registrars in identifying learning needs. Formative Assessment forms should be completed by the Supervisor in conjunction with the Registrar. Medical Educators may also suggest that Registrars use the formative assessment tool to appraise their own performance.

> Up to date Log Book recording the details of your training experience. Log books will be distributed as part of the Learning Portfolio at Induction

> External Clinical Teaching Visit Reports (see Section 9.4) An example of a form used to record visit outcomes is included in the Learning Portfolio.

> Certificates and/or records of attendance at other educational events

Learning in Subsequent terms is expected to be primarily self-directed. Registrars must note their LTGs mandatory requirements detailed in Section 7.0.

> Hospital Assessment Forms

> EMST or equivalent attendance

Mandatory for Rural Pathway Registrars

> The IRIS (training management system) record of attendance at education events and terms completed.

Obtained from the CCCT Administrative Officer.

3.4 Learning Plans

3.4.1 The Importance of Learning Plans

CoastCityCountry is committed to encouraging each of its Registrars to benefit in their education by the development of a continuous personal learning plan. Review and reflection of personal performance in professional life has become a key feature in professional development and is consistent with encouraging deep learning.

There is widespread agreement that encouraging Personal Learning Plans develops an individual in medicine with eventual gains in the quality of health care delivered. This experiential learning is needed to develop judgment as a practitioner rather than simply relying on memorised information. It requires reflection on one's performance in a more objective sense with the ability to modify behavior or practice if necessary.

During the process of medical education from undergraduate through to postgraduate a doctor must progress from a Reporter (of facts etc) to a Manager of Information and an Educator (someone who reads deeply, understand principles and shares learning with others). This set of skills development is known by the acronym "RIME" and was first described by Dr Lewis Pangaro in 1999. (*Dept of Internal Medicine University of Illinois at Urbana-Champaign; College of Medicine; website www.mwd.uiuc.edu*)

If a medical practitioner is able to competently advance through those steps building on the skills, knowledge and attitudes of the previous stages he or she learns to cope with the complex changes and challenges that are encountered throughout a medical career and can organise knowledge to the level of mature, clinical reasoning sufficient to make independent decisions in management. This skill requires substantial development throughout the training program and competency in this is reflected in performance at the FRACGP examination.

GP Registrars need methods to appraise what is being learned, methods to focus learning and a basis to influence learning away from the hospital approach to the holistic approach. A personal learning plan, reviewed regularly can do this. Constructive discussion and review refines information and allows the learner to develop their own way of dealing with information.

To help in this regard GP Registrars are provided with the Learning Portfolio (as above) at commencement of training. This portfolio contains a Master Copy of the learning plan document and as part of this a patient contact log. More detailed information on compiling a learning plan can be found in the Learning Portfolio as well as in Section 9 of this handbook. All GP Registrars should continue throughout their training to make contact with their Medical Educators and GP Supervisors to help refine their learning plans

Registrars wishing to do so, can maintain Learning Plans on the secure CCCT Website. By doing so your Learning Plan is then accessible to your Supervisor and Medical Educator on line.

3.4.2 PAMI

The importance of this process of developing and redeveloping Learning Plans throughout training is reinforced by the GPET policy of “*Performance and Monitoring Intervention*” (PAMI). This is a policy directing Regional Training Providers to develop ways of ensuring that all GP Registrars are able to progress through GP Training in a smooth fashion and any impediments to this process are recognised in a timely fashion so that appropriate intervention can be made.

It is recognized that a GP Registrar may have a variety of factors interfering with progress through training and to this end CCCT has in place mechanisms to ensure regular contact with GP Registrars through the Medical Educators and Training Advisors in each region. Our Local Training Group system allows for each GP Registrar to be well known by a Medical Educator so that rapid attention to both learning and psychosocial needs can be given.

At the request of GPET, CCCT has developed a policy for PAMI and this policy can be viewed on the CCCT website.

4. General Practice Terms

4.1 Flexibility in the General Practice Training Program.

The Australian General Practice Training Program is extremely flexible in its approach to training and CoastCityCountry prides itself in promoting flexibility so that Registrars may develop their own personalised training plan that suits their own needs. The options available to registrars include:

1. **Part time training** with or without acceleration. Part time training is available to all registrars. It may prolong your time in the training program but it will increase the time you have to spend with family, friends or to pursue other interests or leisure activities.
2. **Composite terms**, these terms allow you to combine part time terms so that you can pursue your medical interests such as part time general practice and/or a special skills or academic term.
3. **Academic terms** these may be undertaken full time or part time.
4. **Extended Skills terms** may also be available as full time or part time terms.
5. **Hospital terms** may be completed part time provided that is the contract that you have organised with your hospital employer.
6. **Advanced Rural Skills Posts (ARSP)** are twelve month posts (two terms) that can be done at any point in your training . The most popular option is to complete an ARSP after your general practice terms. Completion of an ARSP may also qualify you to receive a Diploma of Rural Health or FACRRM.
7. **Retrospective Credit** is available to have your hospital time recognised without having to return for more hospital experience and it allows you to do three years of General Practice Training.
8. **Recognition of Prior Learning** is available for you to reduce your training requirements by 12 months, through the completion of the appropriate documents to have your hospital time accredited.
9. Two years **unconditional leave** is available.
10. One year of **Elective time** is also available for you to pursue medical interests that will not count to your training time (like a year spent working overseas)
11. Parental leave is available.

Consider your options and plan your training, talk to your Medical Educator and decide on what is best for you.

4.2 General Practice Terms

A General Practice term comprises two training units within an RACGP accredited teaching program. There are three levels of GP terms – Basic, Advanced and Subsequent (mentor) terms. The Basic and Advance Terms each comprise 26 weeks full-time equivalent. Subsequent (mentor) terms are also of 26 weeks duration but the individual may do either 1 or 2 such terms depending on the overall structure of their program.

More information is contained in the GPET Australian General Practice Training Program Handbook.

During GP Terms, Registrars have access to the GP items on the Medicare schedule provided they have completed the required HIC documentation. Registrars must organise and complete the HIC forms to ensure they have a provider number. These HIC applications are in the Learning Portfolio folders.

Full Time training consists of at least nine sessions per week, each of which is three to four hours in length. A full time training load is worked over at least four days per week with no more than three sessions worked in any twenty four hour period. Scheduled patient contact time is no less than twenty seven hours per week (including nursing home, hospital and home visits). At least half of these full time sessions are worked between the hours of 0800 and 2000 Monday to Friday and 0800 and 1300 on Saturday. A minimum of three sessions per week are worked in a single practice.

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4.3 Requirements during Basic GP Term

Key Requirements during the Basic Term are detailed below:

1. Development of a learning plan in conjunction with the GP Supervisor within 6 weeks of term commencement.
2. Participation in three hours of structured training each week, including 1 hour of protected teaching time with the GP Supervisor except in those weeks where release days are scheduled. Structured teaching can include:
 - > Direct observation and feedback from supervisor (12 hours over three months), or Video / audio taping of GP Registrar consultations and debriefing
 - > Random case review and medical record review
 - > Teaching using medical records
 - > Introduction to practice management processes
 - > Observation of supervisors' consultations, clinical meetings, clinical demonstrations etc
 - > Participation in release days
 - > Participation in formative assessment as below
 - > Compilation of a log book
4. Two ECT visits
5. Compulsory attendance at LTG release days
6. GP Supervisor Formative Feedback signed by both GP Supervisor and GP Registrar - a minimum of two per term.

4.4 Requirements during Advanced GP Term

Key Requirements during the Advanced Term are detailed below:

1. Satisfactory completion of Basic GP Term
2. 1.5 hours face to face teaching, including 1 hour of protected teaching time with the GP Supervisor in weeks other than when release days are scheduled or External Clinical Visits are undertaken.
3. Consultation, formulation and/or modification of learning plan with review of learning objectives for the Advanced GP Term
4. Two ECT Visits
5. Compulsory attendance at all release days
6. GP Supervisor Formative Feedback; signed by both GP Supervisor and GP Registrar, a minimum of one per term

4.5 Requirements during Subsequent GP Term

It is generally in this phase of training that the registrar will prepare for and sit the RACGP exams.

Interaction with GP mentors in this stage of training would include:

- > Consultation, formulation / modification of learning plan for the Subsequent GP Experience Term with mentor against the RACGP examination matrix
- > Discussion, review and debriefing of GP Registrar consultations as required
- > GP Supervisor Formative Feedback signed by both GP Supervisor and GP Registrar, a minimum of one per term

In addition training program requirements include:

1. 1 ECT Visit per subsequent term

Attendance at release days and acquisition of 20 Continuing Professional Development Points or the equivalent of this (see LTG Section 7).

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5. Extended Skills Posts

CoastCityCountry Training offers a range of unique training opportunities to extend the general practice knowledge and skills of registrars that can be undertaken by Registrars as extended skills posts.

Opportunities include:

- > Procedural posts (anaesthetics, mental health, obstetrics, and emergency medicine)
- > Academic teaching and/or research positions
- > Australian Defence Force attachments
- > Rehabilitation Posts
- > Mental health Posts
- > Indigenous Health posts
- > Geriatrics posts

In NSW the availability of extended skills posts is likely to be funding dependent, so maximum prior notice of Registrars' training preferences is critical.

In the ACT extended skills opportunities with ACT Health are not confined to those listed above and can be negotiated as required. In other words positions are not necessarily funding dependent, but maximum prior planning is still recommended. Extended Skills Posts opportunities are not limited to those described. Under changes to the RACGP requirements for Fellowship being introduced in 2005, individually tailored terms ranging from full-time procedural training to combinations of General Practice, research, teaching or activities to meet other special learning needs, can be constructed.

For the 2006 cohort of Registrars an extended skills post will be undertaken by every Registrar. Extended skills terms can be based in general practice, hospital, community or other settings. Applications for RACGP approval of terms are available on the CCCT website.

Registrars interested in doing procedural posts during 2006 should contact Head Office of CoastCityCountry Training in Wagga Wagga

6. Aboriginal and Torres Strait Islander Health Opportunities

CoastCityCountry Training is committed to ensuring its GP Registrars have access to Aboriginal and Torres Strait Islander Health training posts and education workshops. Health statistics for the Aboriginal peoples of Australia are still alarming with the average life expectancy at least 20 years below that of the general population.

In each of the Local Training Group areas there are opportunities for GP Registrars to work in dedicated health facilities for this area of health. As well Aboriginal Health forms the basis of a full day of training in one of the Four Day Release programs. This is an important day which is supported by a significant number of Aboriginal Health workers from the region and involves both large and small group work.

CCCT recommends that all GPRs consider spending some of their training time working in an Aboriginal Medical Service and further advice can be gained in this regard from the Senior Medical Educator of each Local Training Group or CCCT central administration.. Currently posts are available in:

1. Canberra
2. Narooma
3. Nowra
4. Wagga Wagga
5. Wollongong

7. Medical Educators and Your Medical Education Program

CCCT has designed its education program and Registrar support processes to exceed the requirements of the *RACGP 2005 Standards for Training Providers*

7.1 Contacts with Medical Educators

The CCCT program is designed to ensure that Registrars have at least two contact sessions with their LTG Medical Educator per GP Training term.

These sessions (often referred to as Training Advice (TA) contacts) are an opportunity for Registrars in General Practice terms to discuss medical education issues such as:

1. Registrar expectations about supervision
2. Learning plans
3. ECT visit reports
4. Training aspirations
5. Extended Skills post opportunities
6. Connection to other Registrars
8. Other factors affecting psychosocial functioning which might impact upon training and how they can be managed

For Registrars undertaking hospital terms TA contacts provide an opportunity to discuss issues such as:

1. Supervision in hospital terms
2. Learning that will be valuable for General Practice
3. Log book and personal learning plans and goals
4. Identifying opportunities of learning of which registrars maybe unaware
5. Planning GP visits in the community
6. Future career planning
7. Connection to other Registrars
8. Stress levels and how they can be managed

7.2 Day Releases

“Day Release” workshops are an important facet of CCCT’s education program. These workshops are held as either single day or two day events at regular intervals in each Local Training Group. As well a common “Four Day Release” Workshop is held for all Registrars in their Basic and Advanced terms. This involve all GPRs in each LTG and are held three times a year; one in each LTG region. These are held in March, May and August and the dates are provided in the Education Calendar at the back of this handbook.

As well as the single or the two day releases each LTG has its own program, hospital education sessions and regular tutorials.

Records of attendance at training days are kept by the LTG’s to meet curriculum requirements which are measured in number of hours of education delivered. These records are reported to GPET (and ultimately the RACGP) via the national IRIS system.

Attendance at events designated as mandatory will ensure that Registrars achieve the required number of hours of medical education to meet the training program requirements.

Attendance at all releases is a mandatory requirement for Basic and Advanced Registrars, while hospital and subsequent (mentor term) Registrars must attend a proportion of these events. Exact attendance requirements are detailed on the next page.

7.3 Hospital Term Mandatory Learning Activities

This category includes all Registrars doing Special Skills and Mandatory elective terms who have not undertaken a Basic General Practice Term.

Attendance requirements for Hospital Term Registrars differ across the LTGs.

Murrumbidgee Riverina.

Hospital Registrars are expected to attend at least 80% of the day releases and weekly teleconference tutorials conducted by this LTG. [The mandatory attendance requirements differ between the Illawarra/Shoalhaven LTG (50%) and the Murrumbidgee LTG (80%) to reflect the greater number of day releases held for GPRs in the Illawarra Shoalhaven LTG.]

SENSW/ACT.

Hospital Registrars are to attend the monthly GP Tutorials delivered by GP Medical Educators and two one day releases per year. They are also encouraged to attend GP related JMO teaching sessions on Tuesday afternoons at The Canberra Hospital.

Illawarra/ Shoalhaven

Hospital Registrars are expected to attend 50% of day releases and weekly teleconference tutorials conducted by this LTG. [The mandatory attendance requirements differ between the Illawarra/Shoalhaven LTG (50%) and the Murrumbidgee LTG (80%) to reflect the greater number of day releases held for GPRs in the Illawarra Shoalhaven LTG.]

7.4 Basic and Advanced Term Mandatory Learning Activities

All LTG one and two day releases and CCCT 4 day releases are mandatory for Basic and Advanced Registrars.

Releases missed in the Basic and Advanced Terms must be made up during subsequent terms or other terms. *Registrars should note that remuneration for attendance at releases in subsequent time is not a condition of GP Registrar employment.*

For Murrumbidgee/Riverina Registrars, the six day-release program is supplemented by weekly tutorials which should be attended either in person or by teleconference. Registrars must participate in at least 80% of teleconference tutorials held weekly throughout the academic year. GP Registrars are required to participate in a roster to present material for discussion at these tutorials.

For the Illawarra/Shoalhaven Registrars the seven day- release program is supplemented by regular teleconferences (27 in 2006) and Registrars are expected to participate in them all.

For SENSW/ACT monthly teleconferences are held for rurally-based Registrars.

The schedules of release dates and the proposed content of the 4 Day releases are included at Attachment A.

7.5 Subsequent, Elective Term and Extended Skills Post Mandatory Learning Requirements

The objective of GP registrar training in the final year of the training program is to develop and refine life-long self directed learning strategies. For this reason only the quantum requirement is defined for Registrars instead of particular education events being defined and mandated.

7.5.1 Requirements Common to all Local Training Groups

Registrars in Subsequent (mentor) terms, mandatory elective terms or special skills posts in their final year of GP are required to meet the requirements common to all LTG as well as those which are specific to their training area.

The common requirements include demonstration of the attainment of the education equivalent of 20 Continuing Professional Development Points through attendance at group 1 activities (See 8.5.6) or 10 hours of lectures or tutorials. Category 2.

These may be obtained by attending an Accredited Educational event which include:

- > Educational activities organised or accredited by the RACGP
- > Educational activities organised or accredited by the ACRRM
- > Educational activities organised by GPET
- > Educational activities organised by the Divisions of General Practice

Registrars in an academic post (in their final year of GP Registrar Training only) may claim up to 5 hours of educational activities related to teaching and supporting junior GP registrars, junior medical officers, and medical students.

7.5.2 Murrumbidgee/Riverina Requirements

Mandatory attendance requirements are as follows:

1. Attendance of at least two, one-day releases, including a presentation at one of these one on one of the learning objectives in a learning plan. The presentation may also be on the completion of an alternative learning activity.
2. Attendance at 50% of weekly evening tutorials including the presentation by the Registrar of two of these tutorials.

Registrars must ensure they are not on call at their practice and or hospital on Thursday evenings so that they can attend these tutorial sessions.

7.5.3 Illawarra / Shoalhaven Requirements

Mandatory attendance requirements are as follows:

1. Attendance at a minimum of two Registrar release days. The Illawarra/Shoalhaven will have 7 single Day Releases in 2006 held in Wollongong and Nowra
2. Attendance of the First Day Release in 2006 release day is mandatory

7.5.4 SENSW/ACT Requirements.

Mandatory attendance requirements are as follows:

1. Attendance of at least two of the one day releases for all SENSW/ACT Registrars that are provided annually.
2. Participation in the monthly teleconferences held for rurally-based Registrars

7.5.5 Educational Event Calendars

Attachment A includes Educational Event Calendars for each LTG and a detailed timetable of the multi-release days for 2006.

7.5.6 Category 1 Activities

Category 1 activities suitable for accruing the required 10 Continuing Professional Development points (see above) include:

Active Learning Module

These modules consist of an interactive educational activity including evaluation. The pre and post-evaluation activities may be either structured questionnaires or Clinical Audits

Clinical Audit Module

Clinical Audits are designed to help participants review aspects of their own clinical performance with the aim of improving patient care. As an internationally recognised quality improvement tool an audit allows individuals to compare their practice with an accepted 'standard' and to develop strategies to modify practice if necessary.

Learning Plans and Portfolio

Internationally learning contracts have contributed to improving learning outcomes at the undergraduate level for the last 35 years

Small Group Learning

Small group learning involves groups of 4 - 10 GPs who utilise peer support, interaction and reflection to enhance their own clinical competence (knowledge, skills and attitudes) and performance

Supervised Clinical Attachments

In this activity the GP leaves their own practice for a limited time to work, under supervision, in another clinical setting in order to learn or update specific skills or areas of knowledge

Detailed descriptions of these modules as well as other Category 1 Activities are available in the RACGP Program Handbook 2005 -2007 (QA &CPD) or from the RACGP Website.

8. The Enhanced Rural Training Framework (ERTF)

In 2005 GPET developed the Enhanced Rural Training Framework in recognition that enhanced rural training is an integral part of the AGPT. This framework provides Registrars with opportunities to develop skills and knowledge to prepare them for practicing in rural and remote communities.

The ERTF can be enhanced at a number of levels, depending on the professional goals, learning needs and clinical interests of Registrars. Regional Training Providers are funded to support Registrar to undertake training and learning experiences. A full description and explanation of the opportunities provided via the framework is available in the booklet "Enhanced Rural Training Framework".

8.1 CoastCityCountry Training and Enhanced Rural Training

CoastCityCountry Training's approach to providing enhanced rural training is summarised below against each of the levels in the ERTF.

Level A: Core knowledge and skills gained in any location

1. Registrars are encouraged to undertake hospital and special skills terms in Regional hospitals
2. Medical Educators ensure that Registrars have sufficient pediatrics and emergency medicine experience in addition to access to other special skills terms (such as obstetrics) necessary to support Registrars in preparation for Rural General Practice.
3. Medical Educators assist hospital Registrars to reflect on the usefulness of their hospital experiences for their preparation for general practice via learning plans.
4. A 4 day Rural Orientation workshop is conducted annually in Wagga Wagga for all CCCT Registrars in Basic and Advanced General Practice terms.

Level B: Core knowledge and skills gained by direct experience in rural and remote locations

1. All Rural Pathway Registrars and General Pathway Registrars in rural terms develop rural learning plans in conjunction with their medical educators.
2. CCCT encourages networking with Divisions and other GPs in rural and regional communities via annual dinners, varying the location of release days and inviting local presenters and enabling rural Divisions to develop relationships with Registrars.
3. CCCT encourages Registrars to undertake advanced training courses such as the EMST and APLS.

Level C: Core knowledge and skills learned in metropolitan, regional or rural/remote settings but applied in a rural and remote context

1. Registrars are encouraged to complete extended skills posts, Advanced Rural Skills Posts and enroll in the FACRRM and Graduate Diploma in Rural General Practice.
2. CCCT continues to develop its capacity to provide a broad range of Advanced Rural Skills Posts across its training region and supports Registrars to undertake these as either extended skills terms or Advanced Rural Skills Posts.
3. Procedural posts are available in Anaesthetics (Wagga Wagga, Bega, Nowra), Obstetrics (Wagga Wagga, Goulburn, Moruya), Emergency Medicine (Wagga Wagga) and in 2006, regional Mental Health posts will be available in Goulburn and Wagga Wagga. A Surgery post is also under development in the Riverina.
4. An Advanced Rural Skills Post in Aboriginal Medicine is available in Wagga Wagga and extended skills and general practice posts in Aboriginal Medicine can also be completed in Canberra, Nowra, Wollongong and Narooma.

8.2 Accessing ERTF Opportunities

To take advantage of the opportunities provided by the ERTF, Registrars must advise CCCT that they wish to “opt in” to the program, each calendar year. CCCT will invite Registrars to do so each year. In 2006 CCCT will take advantage of the additional resources provided by GPET to arrange a number of events for Registrars opting into enhanced rural training, aimed at providing opportunities for Registrars with shared interests to meet together and share experiences. For example CCCT will invite Registrars undertaking procedural posts and interested in procedural posts (Level C training) to meet together.

The most commonly accessed enhanced rural training opportunities are EMST and APLS courses. Registrars wishing to undertake these courses in 2006 and 2007 will need to opt into Level B Enhanced Rural Training.

CCCT recognises that the information above is new and for some confusing, so if Registrars are unsure about their options and the opportunities available to them, please contact the Rural Medical Educator in each Local Training Group.

8.3 Advanced Rural Skills Posts

Registrars choosing to access Level C Enhanced Rural Training and undertake a 12 month Advanced Rural Skills Post may be eligible to enroll in a Graduate Diploma in Rural General Practice (GDR) or Fellowship Australian College of Rural and Remote Medicine (FACRRM). To receive the FACRRM or GDR positions filled by Registrars must be accredited by the RACGP and ACRRM as Advanced Rural Skills Posts (ARSPs).

For the FACRRM all practices and hospital posts in which the GPR trains during their time in the training program must be separately accredited by ACRRM as training posts. Traditionally ARSPs have been done as an optional fourth year of training. However, under ERTF guidelines flexibility in timing can be applied subject to the needs and abilities of each Registrar, as judged by the Senior Medical Educators and approved by the RACGP and ACRRM (via the enrolment procedure).

8.4 RACGP Graduate Diploma in General Practice (GDR)

General and Rural Pathway Registrars can enroll in the GDR. All rural pathway Registrars are eligible to enroll in the GDR General Pathway Registrars are eligible providing they intend to complete 12 months (two terms) in rural general practice (RRMA 3-7) that is, do an extra rural term in addition to the six month mandatory requirement.

Registrars who undertake an additional year of Advanced Rural Skills Posts training will be eligible for incentives available via the General Practice Registrars Rural Incentives Payments Scheme.

The workload required for candidates to complete all the educational requirements for the GDR is 720 hours:

- > 360 Hours ARSP
- > 360 Hours Educational Modules consisting of:
 1. Working in Rural General Practice Module (150 hours)
 2. Emergency Medicine (50 hours)
 3. Self Identified Learning Activities (160 hours)

Candidates demonstrate their progress by maintaining a Learning and Educational Assessment Portfolio.

Advanced Rural Skills Post (ARSP) Curricula are available in:

- > Aboriginal Health
- > Anaesthetics
- > Surgery
- > Adult Internal Medicine
- > Obstetrics
- > Child and Adolescent Health
- > Emergency Medicine
- > Mental Health

Additionally the RACGP Rural Faculty will consider accrediting other ARSPs encompassing experiences of interest to Registrars, on a case by case basis. Terms that have been undertaken in the past include Palliative Care and Working in Rural General Practice.

8.5 Fellowship Australian College of Rural and Remote Medicine (FACRRM)

ACRRM offers the opportunity for Registrars to obtain a Fellowship Australian College of Rural and Remote Medicine (FACRRM).

While recognising that the only current mechanism for attaining an unrestricted provider number under the Medicare system in Australia is the RACGP certification process, in 2005/2006 CCCT intends to achieve ACRRM accreditation as a training provider so that CCCT can incorporate the FACRRM pathway within its training arrangements.

ACRRM provides the opportunity for the certification of skills additional to those required for the FRACGP. The FACRRM's assessment assesses the core knowledge, attitudes and skills of the ACRRM Curriculum. However, the nature of both curricula and the regionalised training environment is such that the RACGP competencies can be acquired on route to the FACRRM.

Registrars are required to complete a minimum of 48 months of vocational training in practices and posts approved by ACRRM in accordance with the requirements of the Fellowship pathway (described above) covering training and examinations. In summary these are:

1. 12 months **Rotating Clinical Training** in a hospital (must include a term in Paediatrics)
2. 12 months **Core Rural and Remote Medical Training** (up to 6 months may include approved hospital or community based experience)
3. 12 months **Advanced Rural and Remote Medical Training** (up to 6 months may include approved hospital, Aboriginal Medical Service or community based experience)
4. 12 months **Specialty Rural Skills Training** (may include but is not limited to accredited Advanced Rural Skills Posts in Surgery, Obstetrics, Anaesthetics, Aboriginal Health, Emergency Medicine, Psychiatry, Adult Internal Medicine, Population Health, Radiology/Ultrasonography, Ophthalmology, or up to 6 months of approved Elective training)
5. Completion of a **Case Report or Project**
6. Satisfactory **Assessment** for all training periods
7. Successful completion of **ACRRM Fellowship Assessment**

9. Assessment during Training

9.1 Formative Assessment Philosophy

Assessment in General Practice training is of two types, formative and summative. Formative assessment is assessment that is part of the learning cycle where behaviour, e.g. consultation skills or learning (professional knowledge) is reviewed so that future performance and learning is modified. Another word for formative assessment is “in-training” assessment.

9.2 Learning Plan with Patient Log Books

As discussed in Section 3 of this Handbook GP Registrars need methods to appraise and focus their learning. In the CoastCityCountry Training program the GP Registrar’s Learning Plan have always been considered pivotal to this process.

A learning plan should not be developed by the GP Registrar in isolation but rather should form part of their continuous learning experience during their CCC Training program. It should be shared with a mentor so that encouragement in achieving the goals can be provided. Mentors include your GP Supervisor as well as your Medical Educator. Your learning portfolio should show evidence of discussion and revision with your mentors.

To develop a learning plan that reflects patient - centered medicine, which is the hallmark of General Practice, the following steps are suggested:

- > Complete the patient log daily or weekly
- > Summarise any patient unmet needs from the various consultations
- > Note your educational needs from the above
- > Create a learning task from the above and document on the learning plan in your portfolio
- > Check this against the training program curriculum
- > Plan the method of achieving the task and
- > Subsequently demonstrate that you have achieved the learning.

At CoastCityCountry the Medical Educators, ECT visitors and GP Supervisors will check regularly how your learning plan is going. It is from this that you might organise your teaching sessions while in practice. You could discuss with your Medical Educator the possibility of presenting one of your learning achievements to your colleagues at a study day or a tutorial. At the end of training the completion interview to obtain the Certificate of Satisfactory Completion will require evidence of ongoing work on learning plan development and achievement of the learning tasks listed in it.

9.3 Practice-based Formative Feedback

At CoastCityCountry formative assessment is undertaken in each of the Local Training Groups. The Formative Feedback Form is available for use by Registrars (for self assessment) and Supervisors for Registrar Assessment. The mandatory formative feedback requirements for Supervisors and Registrars are set out below:

1. Basic Term: 2 Supervisor Formative Feedback Forms (mid term and end of term) to be completed by the Supervisor with the Registrar
2. All Other General Practice Terms: 1 Supervisor Formative Feedback Form for each six months of training to be completed by the Supervisor with the Registrar
3. Hospital Terms: 1 PGMC Assessment form per hospital rotation

Medical Educators may also require Registrars to undertake self assessment. The Supervisor Formative Feedback Form is included in the Personal Learning Portfolio, where it is described further and they can be downloaded from the CoastCityCountry Training website.

9.4 Formative Feedback ECT Visits

Formative Assessment also includes the RACGP and GPET mandated External Clinical Teaching (ECT) visits. Each registrar will receive as part of the learning cycle, a minimum of five External Clinical Teaching (ECT) visits while in general practice training terms as per the GPET National Standards. To understand the scope of an ECT visit a copy of an ECT visit template can be downloaded from the CoastCityCountry Training website though the actual form used may differ from LTG to LTG.

9.5 RACGP Formative Assessment Evidence Requirements

From 2006, the RACGP’s Revised Training Standards require that in addition to demonstrating experience and the passing of the exam, Registrars must also provide to the State Censor evidence that key tasks have been completed. The required evidence is listed below:

- > A Learning Plan/s which clearly demonstrates reflection and review at six monthly intervals during training.
- > a log of key capabilities referenced to the College curriculum and signed by their trainer;
- > a log of educational events attended during training signed by a representative of the RTP;
- > five feedback reports from medical educators - each report pertaining to 3 hours of observed consultations;
- > evidence of completion of Aboriginal health module;
- > certificate of competency in management of trauma and advanced life support;
- > the educational program for the 6 months of extended skills training and certificate of satisfactory completion signed by the supervisor.

9.6 Submitting Learning Plans for CCCT Review

In addition to Registrars providing this evidence to the RACGP Censor at the time of completion, CCCT is also required to observe that Supervisors are involved in the Learning Plan review process. For this reason, CoastCityCountry Training Learning Plan development processes and associated timelines are designed to ensure that Registrars meet the RACGP requirements and that Supervisors part in Learning Plan review is observed.

REGISTRARS ARE REQUIRED TO PROVIDE CCCT WITH A COPY OF THEIR LEARNING PLAN BY WEEK 6 OF EVERY TRAINING TERM.

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10. Summative Assessment

Summative is that assessment that takes place at the end of training. It gives candidates a grade or a mark and is usually used as a statement of achievement or competence.

10.1 Enrolment in the RACGP Exam

Summative assessment is undertaken by means of the RACGP Examination at the completion of training. GP registrars must have completed two years of active training including basic and advanced GP terms to be eligible to enrol for the RACGP examination. Satisfactory completion of the vocational training program requirements and successful completion of the RACGP examination enables eligibility for the award of Fellowship of the Royal Australian College of General Practitioners (FRACGP) and recognition by the Health Insurance Commission (HIC) as a General Practitioner.

To be eligible for enrolment in the exam Registrars must complete two years of active training, including Basic and Advanced GP terms by the closing date of enrolment in the RACGP examination.

Prior to the closing date for exam enrolment Registrars need to obtain a letter from their Local Training Group administration which states that they have completed Basic and Advanced terms and a CPR course. The RACGP will not accept enrolments that are not accompanied by this letter.

10.2 Recognition of Prior Learning Policy and Procedures

CoastCityCountry Training recognises that there will be doctors who apply for the Training program who have existing knowledge and skills that meet some of the RACGP competency requirements. These competencies can be recognised by applying for either Recognition of Prior Learning (RPL) or Retrospective Credit (RC)

Registrars seeking recognition of competencies must:

1. Collect all the hospital term reports for the terms for which recognition is sought
2. Consult with their LTG Medical Educator to discuss which avenue is appropriate
3. Forward their application to their medical educator for review and feedback
4. Submit their application (with supporting comments from their medical educator) to the CEO any time after the commencement of their training but not until at least half way through their first term

The Recognition of Prior Learning Application form can be downloaded from the CoastCityCountry website.

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11. Completion Procedures for Registrars

The completion process is critical as the award of Fellowship of the Royal Australia College of General Practitioners is based on more than the GP Registrar passing the FRACGP Examination.

Before Registrars will have been deemed to have completed the Australian General Practice Training Program and be allowed to work unsupervised, CoastCityCountry Training must ensure they have meet the following requirements:

1. That the GP Registrar is eligible for a Completion Certificate. This Certificate demonstrates that a GP Registrar has satisfactorily participated in CoastCityCountry Training educational activities. A Completion Certificate is issued after a completion interview between the GP Registrar and their Medical Educator. This interview must be organised in the last 6-8 weeks of their term. The interview is to ensure that the educational requirements of the program have been met. These educational requirements are detailed in each GP Registrar's Personal Learning Portfolio.
2. That the Registrar passes the FRACGP examination
3. That Medical Educators have advised the CEO of the satisfactory completion of the GP Registrar's training enclosing Registrar's Assessment Portfolio. The CEO will forward a letter, the portfolio and a CoastCityCountry Training Completion Certificate to the NSW Faculty of the RACGP where it will be assessed and when accepted, signed by the College Censor.
4. The NSW Faculty will validate the completion documentation and send a letter and signed certificate to the completing Registrar
5. Registrar completes the Fellowship Application Form and submits it to the RACGP independently to their completion interview with their Medical Educator.

GP Registrars who have satisfactorily gone through the completion process and are awaiting Fellowship remain GP Registrars until their FACGP is confirmed. CoastCityCountry Training Ltd automatically seeks a six month extension of their training related VR status from the HIC until FRACGP is confirmed.

Every component described above must be also completed to meet HIC requirements for independent GP practice.

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12. Re-Enrolment Policy and Procedures

Re-enrolment policies will differ from year to year. The re-enrolment process for 2006 will be advised to Registrars.

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13. Rural Training Requirements

GP registrars joining the Rural Pathway need to undertake all of their general practice placements in rural locations in RRMA 4 – 7 locations. (See Section 14 & 15)

GP Registrars joining the General Pathway must complete 6 months in a RRMA 4 – 7 locations, but can undertake as much of their training as they wish in RRMA 4-7 locations.

General Pathway Registrars choosing to do rural terms part time are permitted to complete their rural commitment over a six month period (the rural commitment is not extended pro rata). However a Registrar cannot at the same time work in another urban practice. The intent for part time Registrars is that all of their available time is spent in a rural area

13.1 Rural Exemptions

Rural Exemptions from Rural or General Pathway rural requirements are rarely given. Registrars seeking a rural exemption based on personal circumstances must arrange an interview (via their medical educator) with the CEO.

14. Rural, Remote and Metropolitan Area Classifications

The Rural, Remote and Metropolitan Area (RRMA) classifications describe the areas of medical practice within Australia according to city status, population, rurality and remoteness.

Rural Pathway registrars undertake the majority of their training in RRMA 4 – 7 locations which are the smaller rural and remote areas of medical practice. The locations are describe in the table below.

Metropolitan Areas	RRMA 1	Capital cities and large metropolitan areas
	RRMA 2	Other metropolitan centres with populations > 100,000
Rural Zone	RRMA 3	Large Rural Centres Urban centre population 25,000 – 99,000 eg. Wagga Wagga NSW; Shepparton Vic; Lismore NSW
	RRMA 4	Small Rural Area Urban centre population 10,000 – 24,999 eg. Cooma NSW; Armidale NSW; Albany WA; Mt Gambier SA
	RRMA 5	Other rural centre Urban centre population <10,000 eg. Swan Hill Vic; Bateman's Bay NSW; Gundagai NSW
Remote Zone	RRMA 6	Remote centre Urban centre population >5,000 eg. Mount Isa QLD; Alice Springs, NT; Kalgoorlie WA
	RRMA 7	Other remote centre Urban population <5,000 eg. Kununurra WA; St George Qld; Strahan Tas

15. CoastCityCountry Training RRMA Classifications

The following table lists the RRMA classifications for centres with accredited (or soon to be accredited) Practices and Supervisors/Mentors currently used by Coast City Country Training.

Murrumbidgee/ Riverina	SENSW / ACT	Illawarra/Shoalhaven
RRMA 3 Wagga Wagga Tarcutta (4 see SME or CEO)	RRMA 1 Canberra Queanbeyan Defence – CAMU	RRMA 2 Wollongong Kiama Gerrigong Shellharbour
RRMA 4 – 7 Coolamon Cootamundra Griffith (not available 2006) Gundagai Junee Leeton Lockhart Narrandera Tumbarumba (not available 2006) Tumut (3 practices) West Wyalong Riverina Medical and Dental Aboriginal Corporation Wagga Wagga	RRMA 4 – 7 Batemans Bay Bega Bungendore Cooma Eden Goulburn Jindabyne Merimbula Pambula Yass Young	RRMA 4 – 7 Berry Bomaderry Calala Bay Culburra Beach HMAS Albatross Milton Nowra Sanctuary Point Shoalhaven Heads Vincentia
Aboriginal Medical Centres Riverina Medical and Dental Aboriginal Corporation (Wagga Wagga)	Aboriginal Medical Centres Winnunga Nimmityjah (Canberra) Katungal (Narooma)	Aboriginal Medical Centres Illawarra Aboriginal Medical Centre
Aboriginal Medical Centres Riverina Medical and Dental Aboriginal Corporation (Wagga Wagga)	Aboriginal Medical Centres Winnunga Nimmityjah (Canberra) Katungal (Narooma)	Aboriginal Medical Centres Illawarra Aboriginal Medical Centre Wollongong Aboriginal Medical Service Nowra

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16. Registrar Feedback and Program Evaluation

CoastCityCountry Training is committed to the design and delivery of a Medical Education Program of the highest quality which aligns with the requirements and standards outlined by the RACGP and the GPET Quality Assurance Accreditation Framework for Training Providers.

Registrars are asked to commit themselves to participating in the evaluation process, recognising that quality feedback will result in improvements to the quality of the education program and the processes which support it.

In 2006 the evaluation process will include a combination of:

1. Seeking feedback on each medical education event at the time of delivery
2. Independent analysis of qualitative and quantitative feedback gathered from exit interviews when Registrars are leaving the program.
3. Independent analysis of qualitative and quantitative feedback gathered from a purpose designed national survey sent to each Registrar by GPET.

Similar evaluation exercises will also be undertaken with Supervisors and Medical Educators.

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17. CoastCityCountry Training Contacts

You may have queries about either the administration of training or about your education program. These queries are dealt with by different groups within CCCT.

Any questions about your education program or your in-practice learning should be directed to your medical educator in your local training group.

Murrumbidgee/ Riverina	SENSW / ACT	Illawarra/Shoalhaven
Senior Medical Educator 1/185 Morgan Street Wagga Wagga NSW 2650 PO Box 5242 Wagga Wagga NSW 2650 Ph 02 6923 5440 Fx 02 6923 5430 cccocoast@bigpond.com	Dr Katrina Anderson ACT Academic Unit of General PO Box 254 Jamison ACT 2614 Ph 02 6252 4509 Fax 02 6251 4165 Mob 0408 809 765 katrina.anderson@calvary-act.com.au	Dr Saroja Gunasekera CCC Training Level 8 Block C, Wollongong Hospital Wollongong NSW 2500 Ph 02 4229 8675 Fax 02 4229 5241 Mob 0402 022 309 cccocoast@bigpond.com

For information about Local Training Group activities the following contacts should be used.

ME Administration 1/185 Morgan Street Wagga Wagga PO Box 5242 Wagga Wagga NSW 2650 Ph 02 6923 5440 Fax: 02 6923 5430 riverina@ccctraining.org	ME Administration Academic Unit of General Practice PO Box 254 JAMISON ACT Ph: 02 6252 4504 Fax: 02 6251 4165 kerrin.schmidt@calvary-act.com.au Yasmin.Birchall@calvary-act.com.au	ME Administration Level 8, Block C Wollongong Hospital Wollongong Wollongong NSW 2500 Fax: 02 4229 5241 cccocoast2@bigpond.com
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Any questions about **allowances, practice placements, Health Insurance Commission Forms, exam enrolment and all appeals and complaints** should be addressed in the first instance to:

The Administration Officer
CoastCityCountry Training Ltd
1/185 Morgan Street
Wagga Wagga NSW 2650
PO Box 5242
Wagga Wagga NSW 2650
Telephone: 02 6923 5400
Fax: 02 6923 5430
cccadmin@bigpond.com

Coast City Country Training's Appeals and Complaints Policies are at Attachment C to this Handbook.

Attachment A

Illawarra/Shoalhaven LTG Educational Activities 2006 diary

Location	Basic Registrars (must attend all releases)	Advanced Registrars (must attend all releases)	All Registrars (including hospital and subsequent)
Illawarra **	9 February	9 February	9 February
Wagga Wagga*	14,15,16,17 March	14,15,16,17 March	
Illawarra	11 April	11 April	
Canberra*	24, 25, 26, 27 May	24, 25, 26, 27 May	
Illawarra	22 June	22 June Sections	
Illawarra	20 July	20 July	
Illawarra*	9,10,11,12 August	9,10,11,12 August	See Mandatory Requirement Section 7
Illawarra	7 Sept	7 Sept	
Illawarra	19 October	19 October	
Illawarra	16 November	16 November	
Illawarra	14 December	14 December	

* Denotes combined releases for all LTG's ** Compulsory for all.

Riverina/Murrumbidgee LTG Educational Activities 2006 diary

Location	Basic Registrars (must attend all releases)	Advanced Registrars (must attend all releases)	All Registrars (including hospital and subsequent)
Wagga Wagga	2 Feb 2 Feb		
Wagga Wagga*	14,15,16,17 March	14,15,16,17 March	
Wagga Wagga	27 April	27 April	
Canberra*	24, 25, 26, 27 May	24, 25, 26, 27 May	
Wagga Wagga	6 July 6 July		
Illawarra*	9,10,11,12 August	9,10,11,12 August	See Mandatory Requirement Section 7
Wagga Wagga	21 September	21 September	
Wagga Wagga	9 November	9 November	
Wagga Wagga	8 December	8 December	

* Denotes combined releases for all LTGs

In addition mandatory weekly teleconference tutorials will be held from Thursday 9 February 2006 and continue until 15 December 2006 excluding weeks where other education events are programmed.

Attachment A

SENSW/ACT LTG Educational Activities 2006 diary

Location	Basic Registrars (must attend all releases)	Advanced Registrars (must attend all releases)	All Registrars (including hospital and subsequent)
Canberra	16-17 February	16-17 February	16-17 February
Wagga Wagga*	14,15,16,17 March	14,15,16,17 March	
Canberra	7 April		
Canberra*	24, 25, 26, 27 May	24, 25, 26, 27 May	
Batemans Bay	15 16 June	15 16 June	15 16 June
Illawarra*	9,10,11,12 August	9,10,11,12 August	
Bega	26-27 October	26 27 October	26 27 October
Canberra	10 November	10 November	10 November

Releases are mandatory for Basic and Advanced Registrars. Releases will be held in Canberra and surrounding rural areas. Attendance by subsequent Registrars at the June, September or October releases will count toward their mandatory educational activity. DINNER events will be held with each two day release.

Combined 4 day releases for all LTGs

Location	Basic Registrars (must attend all releases)	Advanced Registrars (must attend all releases)	All Registrars (including hospital and subsequent)
Wagga Wagga	14,15,16,17 March	14,15,16,17 March	See Mandatory Requirement Section 7
Canberra	23,24,25,26 May	23,24,25,26 May	
Wollongong	9,10,11,12 August	9,10,11,12 August	

The mandatory 4 day releases on the diary dates above will cover topics including

Wagga Wagga	Canberra	Wollongong
<ul style="list-style-type: none"> • Indigenous Health • General Procedures • Rural General Practice • Immunisation • Ophthalmology • Dermatology • Geriatrics • Advance Life Support Course • ENT • Resuscitation stations 	<ul style="list-style-type: none"> • Family Planning • Ethnic Health and Working with Interpreters • Difficult Consultations • Self Care in General Practice • Managing Chronic Conditions • Chronic Pain Management • Re-habilitation 	<ul style="list-style-type: none"> • Counseling Skills • Practice Management (General, Accounting, Legal, Medical Report Writing) • Adolescent Health • Drug and Alcohol • Mental Health and potentially • Evidence Based Medicine Seminar • Aged Care

Attachment A

GP Supervisor and Medical Educators Workshops Diary 2006

COMBINED COASTCITYCOUNTYTRAINING LTGS

24 - 26 February 2006 Murramarang Resort

ILLAWARRA / SHOALHAVEN

Saturday 24 June 2006 Combined for GP Supervisors and Medical Educators
 Saturday 28 October 2006 GP Supervisors Workshop

RIVERINA/MURRUMBIDGEE

GP Supervisors

Saturday 14 October 2006 GP Supervisors Workshop

Medical Educators Bi-monthly Teleconferences 1300-1400

9 February 10 August
 13 April 12 October
 8 June 7 December

SENSW/ACT

Saturday 24 June 2006 GP Supervisors Canberra
 Saturday & Sunday GP supervisors Merimbula
 4-5 November 2006

Monday 27 March Medical Educators
 Friday 15 September Medical Educators

Attachment B

Extended Skills Posts Available in 2006 – 2007

PROCEDURAL POSTS

Shoalhaven (Nowra)

Anaesthetics 12 months term only

Wagga Wagga

Mental Health Proposed January 2006

Anaesthetics 12 months term only

Obstetrics / Advanced Obstetrics

Emergency Medicine

Surgery

Proposed for Riverina region

Moruya

Obstetrics

Goulburn

Obstetrics/Advanced Anaesthetics

Advanced proposed for January 2006

Mental Health

Proposed January 2006

Anaesthetics

12 month term only Proposed January 2006

Bega

Anaesthetics

12 month term/2 year half time

Griffith

Surgery

Proposed January 2007

Obstetrics

Proposed January 2007

Wollongong

Rehabilitation and Aged Care)

Drug and Alcohol)

Anaesthetics)

Palliative Care)

Paediatrics)

Emergency Medicine)

Aboriginal Health)

Obstetrics and Gynaecology)

*All placements tailored to the needs of the
 GP Registrar and Area Health Service*

Canberra

Rehabilitation and Aged Care)

Drug and Alcohol)

Anaesthetics)

Palliative Care)

Paediatrics)

Emergency Medicine)

Obstetrics and Gynaecology)

Cardiology)

ICU)

Other areas by negotiation

Attachment C

CoastCityCountry Training Limited Policies

The following policy documents support the design and implementation of the CoastCityCountry Training Medical Education Program. These policies can also be accessed via the Coast City Country Training website.

1. Local Training Group Allocation and Transfer Policy and Procedures

1.1 Allocation to Local Training Groups

The existence of three autonomous geographically based LTGs within CoastCityCountry Training Limited reflects the view of the Board that the communities in each region have unique needs that are best met by LTGs taking responsibility for ensuring that GP Registrar Training is responsive to those specific needs. For rural areas in CoastCityCountry region these needs include workforce related issues, a reflection of how difficult it is to attract General Practitioners to these areas. While the delivery of a quality Training Program which educates and supports Registrar's is the CoastCityCountry highest priority it also recognises the importance of making sure that Registrars are distributed as evenly as possible across the entire training region.

1.2 The Preference and Allocation System

At the time of their interview with CoastCityCountry Training Limited, Registrars must indicate their Local Training Group preferences. They must also sign a statement reflecting their understanding that they may not be allocated to their LTG of first choice. At the time of indicating their LTG preferences Registrars will also be advised how the allocation process to distribute Registrars across the region will be carried out. This process may differ from year to year but full disclosure of the process will be made.

1.3 Transfers between Local Training Groups

Applications for transfers between Local Training Groups should be forwarded to the CEO. The CEO will then contact Medical Educators in the affected LTGs to discuss what action might be taken in each case. The key principle that will be applied to consideration of any request for transfer is whether the Registrar's circumstances have changed since joining CoastCityCountry Training's Medical Education Program. This enables the consideration of compassionate circumstances as well as other situations that may arise. In making a determination the CEO will also consider whether the Registrar making an application has met any undertakings they might have made to CoastCityCountry Training Limited at the time of their acceptance to the Training Program.

For example, an important component of CoastCityCountry Training's selection process is consideration of a Rural Pathway Registrar's willingness to relocate their family to a regional or rural area for the duration of the training program. If such an undertaking is made and not acted upon, and separation becomes the basis for a compassionate request for transfer, Registrars cannot assume that their request will be viewed favourably.

1.4 General Pathway Registrars and Rural Terms

General Pathway Registrars may undertake rural terms outside of the boundaries of their allocated Local Training Group at the discretion of LTG Medical Educators and the CEO without a transfer between LTGs taking place.

This flexibility is included in this policy to encourage Registrars to train in the more remote areas of the Region and to cover the circumstances where an accredited rural practice is not available in the LTG to which the Registrar belongs. Using this policy, training can take place elsewhere without disrupting the continuity of the Registrar's relationship with their Medical Educator.

Attachment C

Specifically a General Path Registrar maybe asked to undertake a rural term in another LTG:

- > If delay of the rural placement for the Registrar until a practice is available will create a bottleneck effect for the following term, making it difficult to place Rural Pathway Registrars.
- > If accreditation of a new practice to meet the short term need of a General Pathway Registrar is considered unnecessary given the potential for further use of that practice versus the financial cost of accreditation.
- > If a Registrar expresses an interest in undertaking a rural term in the Western area (Griffith and west) of the Riverina/Murrumbidgee LTG or on the Far South Coast (Bega southwards) of the Southern NSW/ ACT LTG.

1.5 Remediation and Specialised Supervision Requirements

Should remediation or additional supervision of a specific nature be required and the best Supervisor to undertake such supervision is in another LTG, a term or remediation period can be undertaken without a transfer taking place. Once again this is aimed at protecting the continuity of the Registrar's relationship with their Medical Educator.

1.6 Requests for Registrar Transfer to CoastCityCountry Training from other Regional Training Providers

The key principle that will be applied to consideration of any request for transfer to CoastCityCountry from another Regional Training Provider is the same as that applying to transfer between LTGs. The principle is whether or not the Registrar's circumstances have changed since joining the Registrar Training Program offered by another Regional Training Provider. Once again this enables the consideration of compassionate circumstances as well as other situations that may arise.

In making a determination the CEO will consider whether the Registrar making an application is likely to have met the standards applied to other Registrars entering the training program via the CoastCityCountry interview process. When applications for transfers between Regional Training Providers are received by the CEO, the CEO will consider whether allocation of that Registrar to a practice can be accommodated given the overall picture of practice availability for the term in question. The CEO will then contact Medical Educators in the affected LTG to jointly determine whether the transfer should take place.

2. Registrar Appeals and Complaints Policy

If a Registrar is not satisfied with a decision regarding their medical education (provided by CoastCityCountry) or an administrative/procedural matter, CoastCityCountry Training Limited acknowledges the right to appeal or complain about a decision.

2.1 Appeals versus Complaints

The distinction between an appeal and a complaint is an important one. Appeals apply where Registrars believe a duly promulgated policy or process of CoastCityCountry Training Limited or GPET has not been applied correctly. Examples of grounds for appeal might include the application of the LTG transfer policy or a decision made with respect to Financial Assistance Guidelines. (Attachment D) Where a policy or process has been correctly applied but a Registrar simply disagrees with the decision a complaint could be lodged. Examples of a complaint might be where a Registrar disagrees with a practice allocation for a term. Recognising that CoastCityCountry Training is still a young company and that policies and processes are being developed in a gradual manner, where a policy or process has not been promulgated addressing an issue of concern to a Registrar it will be treated as an appeal.

2.2 The Appeals Process

In the first instance Registrars should contact their Registrar Liaison Officer for advice, before making an informal approach to the subject (person) with whom they have an issue. If the issue cannot be resolved via an informal approach the Registrar should proceed with putting their issue in writing and consult with the CoastCityCountry Administration Officer as to whether the issue will be processed as a complaint or an appeal.

Attachment C

Appeals will be processed in the following manner:

1. Where appeals relate to a Registrar's GP Supervisor and the quality or manner of supervision, appeals will be dealt with in the first instance by the LTG Medical Educator. The Medical Educator will consult with the CoastCityCountry Training Supervisor Liaison Officer to ascertain how the issue might best be resolved. Mediation will be provided as appropriate.
2. If the Registrar is dissatisfied with a decision or action of a medical educator they can appeal in writing to the CEO.
3. Where appeals relate to decisions made by medical educators the CEO will in the first instance refer these to the Medical Education Committee. The committee will seek the views of the Registrar. The RLO where appropriate, and the medical educator who is the subject of the complaint/appeal.
4. Where appeals relate to administrative or other procedural decisions made by the staff of CoastCityCountry the CEO will seek to resolve the appeal.

2.3 The Complaints Process

Complaints will be dealt with by the CEO who will consult with others as appropriate.

If a process or policy has been properly applied the likely outcome is that the complaint will be noted and acknowledged but no further action taken unless the complaint clearly shows that a policy or process needs to be changed.

The only exception to this will be where a complaint is made against a decision made by the CEO. All such complaints will be passed to the Chairperson of the Board of CoastCityCountry Training Limited who will acknowledge the complaint appropriately.

2.4 Exceptions to this Policy

This policy does not apply to appeals/complaints about the terms and conditions of contracts negotiated between Registrars and the practices in which they work.

If Registrars have concerns about the terms and conditions of their employment they should contact their RLO and/or seek advice from their medical educator. Talking with other Registrars about their situations may also help to clarify such issues.

The best way to avoid such issues arising is to seek advice from the RLO, medical educators or other Registrars before entering into negotiations for your Basic Term.

Registrars should also familiarise themselves with the provisions of "The General Practice Training Program National Minimum Terms and Conditions for Basic and Advanced GP Terms". This document is available of the GPRA website.

2.5 Biannual Review

The CEO will provide biannual summaries of complaints and appeals registered with the CEO to the Board of CoastCityCountry Training Limited.

3. Supervisor Appeals and Complaints Policy (Incorporating Reporting of Registrar Conduct and/or Suitability)

If a Supervisor is not satisfied with a decision made by CoastCityCountry Training Limited regarding an administrative or procedural matter, CoastCityCountry Training Limited acknowledges the right of the Supervisor to appeal or complain about a decision to the CEO and/or Board of CoastCityCountry Training Limited.

CoastCityCountry also recognises that first and foremost the Supervisor has a responsibility to patients and the community in which they practice. It acknowledges that at times this may result in a situation where supervisors will request that a Registrar leave a practice.

This policy is written in three parts:

1. Appeals Process
2. Complaints Process
3. Reporting of Registrar Conduct and/or Suitability

Attachment C

3.1 Appeals versus Complaints

The distinction between an appeal and a complaint is an important one. Appeals apply where Supervisors believe a duly promulgated policy or process of CoastCityCountry Training Limited or GPET has not been applied correctly. Examples of grounds for appeal might be where a supervisor believes they have not been adequately trained or updated for the supervision task.

Where a policy or process has been correctly applied but a Supervisor simply disagrees with the decision a complaint could be lodged. Examples of a complaint might be where a Supervisor is unhappy about the process of Registrar allocation in a given term.

3.2 The Appeals Process

In the first instance Supervisors should contact their Supervisor Liaison Officer for advice, before making an informal approach to the subject (person) with whom they have an issue.

If the issue cannot be resolved via an informal approach the Supervisor should proceed with putting their issue in writing and consult with the CoastCityCountry Administration Officer as to whether the issue will be processed as a complaint or an appeal.

Appeals will be processed in the following manner:

1. Where appeals relate to a Supervisor's concerns about the support and training being received as supervisors, they will be dealt with in the first instance by the LTG Medical Educator. The Medical Educator will consult with the CoastCityCountry Training Supervisor Liaison Officer to ascertain how the issue might best be resolved. Mediation will be provided as appropriate.
2. If the Supervisor is dissatisfied with a decision or action of a medical educator they can appeal in writing to the CEO.
3. Where appeals relate to decisions made by medical educators the CEO will in the first instance refer these to the Medical Education Committee. The committee will seek the views of the Supervisor, the SLO where appropriate, and the medical educator who is the subject of the complaint/appeal.
4. Where appeals relate to administrative or other procedural decisions made by the staff of CoastCityCountry the CEO will seek to resolve the appeal.

3.3 The Complaints Process

Complaints will be dealt with by the CEO who will consult with relevant others as appropriate.

If a process or policy has been properly applied the likely outcome is that the complaint will be noted and acknowledged but no further action taken unless the complaint clearly shows that a policy or process needs to be changed.

The only exception to this will be where a complaint is made against a decision made by the CEO. All such complaints will be passed to the Chairperson of the Board of CoastCityCountry Training Limited who will acknowledge the complaint appropriately.

3.4 Complaints About Registrar Conduct and/or Suitability

CoastCityCountry recognises that first and foremost the Supervisor has a responsibility to patients and the community in which they practice. It acknowledges that at times this may result in a situation where supervisors will request that a Registrar leave a practice and in some cases, where conduct needs to be reported to the NSW Medical Board.

3.5 Supervisor Action

Supervisors are requested to consult with the medical educator in their region at the first signs that a Registrar is not coping with their general practice term or where a Supervisor is concerned about the suitability of the Registrar for General Practice.

Should an incident require that the Registrar be reported to the NSW Medical Board, in addition to taking the appropriate action in accordance with NSW Medical Board policy, Supervisors are also requested to:

1. Advise the CEO of CoastCityCountry Training in writing that such action has been taken
2. Advise the Registrar that such action has been taken

Attachment C

CoastCityCountry Training recognises that in these situations Supervisors will follow legal advice provided to them and that such advice might include not disclosing details to a third party. For this reason it seeks only to be informed that action has been taken even if the details of the complaint cannot be provided.

3.6 CEO Action

Following receipt of advice from a Supervisor that a Registrar has been reported to the NSW Medical Board the CEO will contact the Registrar and request that the Registrar sign a release form in which they agree that the issues before the Board can be discussed with the CEO of CoastCityCountry Training Limited. After discussion with the NSW Medical Board the CEO will:

1. Arrange for an interview with the Registrar, attended by the CEO and Medical Educator to determine the immediate future for the Registrar, including ongoing placement, confirming the Registrar's ability to cope with the situation, and determining the form of additional supervision where required.
2. Identify where the Registrar requires or seeks medical treatment or assessment, and place the Registrar on indefinite leave until health issues are resolved to the satisfaction of the Medical Educator.
3. Seek the advice of the CoastCityCountry Training Limited Board.

3.7 Ongoing Supervision

In these circumstances CoastCityCountry Training Limited recognises the need to balance the principle of natural justice for the Registrar with its commitments to supervisors and patients. Therefore, if a Registrar seeks to continue in the training program until a decision is made by the NSW Medical Board, CoastCityCountry Training will ensure that the Registrar is closely supervised regardless of the GP Training Term they are undertaking.

The CEO will provide biannual summaries of complaints and appeals registered with the CEO and matters before the NSW Medical Board, to the Board of CoastCityCountry Training Limited.

3.8 Biannual Review of This Policy

The CEO will provide biannual summaries of complaints and appeals registered with the CEO and matters before the NSW Medical Board, to the Board of CoastCityCountry Training Limited.

4. Privacy Policy

The purpose of this document is to outline CoastCityCountry Training Limited's privacy policy, explain how it will affect our clients and how their personal details are used and protected. The Privacy Act and the National Privacy Principals (NPPs) apply to the collection, use and disclosure of an individual's personal information relating to companies or businesses.

4.1 What is personal information?

Personal Information is any information relating to an individual that is held in a record by an organisation, such as your name and address.

4.2 What is sensitive information?

Sensitive information is personal information such as health information and information about personal attributes such as ethnic or racial origin, membership of organisations such as trade unions, religious or political affiliations.

4.3 How and why CoastCityCountry collects your personal information?

Information is usually collected by phone, email, fax, questionnaire and at personal meetings. The information gathered is necessary to assist CoastCityCountry in its function of providing training programs and services.

CoastCityCountry needs your consent in order to use your information, in accordance with the Privacy Act and the NPPs. In some instances, if you do not provide consent, we may be unable to assess or process your information to provide you with the programs or services you require.

Attachment C

4.4 Protection and security of your personal information

CoastCityCountry maintains the confidentiality and security of your personal information by restricting access to those staff and service providers required to provide management and administration services. A range of security measures is also in place designed to prevent the misuse, unauthorised access, modification or disclosure of your personal information.

4.5 Disclosure of your personal information to other parties

It will be necessary for CoastCityCountry to disclose your personal information to certain third parties in the managing and administering of your vocational training program. Examples of the types of organisations to which we may disclose your information include:

1. Medical Educators under contract to CoastCityCountry in each Local Training Group (LTG) and our pGP Supervisors for the purpose of implementing your training program
2. Organisations undertaking compliance reviews of the business or reviews of the accuracy or completeness of the information
3. Organisations providing: maintenance of our information technology systems; printing of our standard documents and correspondence; financial transaction services
4. Exchange of information with authorised institutions such as General Practice Education and Training, General Practice Education Australia, Royal College of Australian General Practitioners; Australian College of Rural & Remote Medicine; General Practice Supervisors' Association; General Practice Registrars' Association; NSW Health Department's Rural Doctor's Network
5. Local Training Group Members
6. Board of Directors of CoastCityCountry Training Limited

CoastCityCountry endeavours to ensure that any individual or organisation to which it discloses your personal information, has appropriate privacy protocols in place. Where you wish to authorise any other parties to act on your behalf, or to receive information, please notify us in writing.

CoastCityCountry does not supply, sell or rent its clients' information to any unrelated third parties for the purpose of those third parties marketing their products or services to you. However CoastCityCountry will disclose your personal information in circumstances where it has statutory obligations or is required by law to do so.

4.6 What to do if you have a Privacy Complaint

CoastCityCountry is committed to resolving your privacy complaint as quickly as possible and has procedures in place to help resolve any problems or complaints efficiently. Its aim is to assist you by reaching a satisfactory solution as soon as possible.

CoastCityCountry may also exercise its right to deny access to particular information in certain circumstances, such as when legal proceedings may have commenced. If access to your personal information is denied, CoastCityCountry will explain the reasons why.

4.7 Quality of your information

CoastCityCountry relies on the correctness of the information you supply. Please contact CoastCityCountry if any of your personal information is incorrect, has changed or requires updating. This includes your name and address, phone numbers, bank account details and email contact address. GP Registrar may keep these details up to date on our website.

4.8 How long is your personal information kept?

Your personal information is kept as long as it is required to provide the training services that you receive via CoastCityCountry. It will then be archived in our filing system for a further fifteen years.

If you have any questions about privacy, wish to access your information, or are concerned about privacy at CoastCityCountry Training Limited please email the CEO at ccctraining@bigpond.com. You will be contacted within 24 hours of your email being received.

Attachment D

Financial Assistance Guidelines 2006

The Board of CoastCityCountry Training Limited has agreed that Coast City Country Training Ltd will pay \$5,000 per year (Rural Stream), \$2,500 per year (General Stream) and \$4,000 per year (General Stream Wagga Wagga), in two equal six monthly installments.

This allowance will be paid subject to the following conditions:

- > Terms must be undertaken in the Consortium area
- > Rental assistance is not being provided by a hospital or practice.
- > Part-time Registrars will be paid on a pro rata basis
- > Registrars delaying their term dates by one month or more will also be paid on a pro rata basis.
- > Registrars leaving the Consortium or choosing to take leave from the Training Program are required to reimburse Coast City Country Training Ltd.

Registrars undertaking hospital terms outside of the Consortium will receive an allowance of \$1,000 in two installments.

Where rental assistance is being paid/provided by a hospital or a practice an appropriate allowance will be determined after consultation with the Registrar.

This six monthly allowance of \$2,500, \$1,250 or \$2,000 is expected to assist with:

- > Rental Subsidy
- > Accommodation and travel to and from educational releases
- > Registration fees for meetings and conferences
- > Becoming an associate member of RACGP if access to their education program is required.

Please note that these monies are to assist with but not necessarily fully cover the above expenses.

Relocation Allowance

In addition Registrars will be paid up to \$800 relocation allowance in a calendar year on production of legitimate receipts which include an Australian Business Number (ABN), for the incurred relocation costs. The ability of the Consortium to meet a greater proportion of removal costs will be reviewed in November each year.

Internet Allowance

An internet allowance of \$20 per month will be paid to each Registrar in December each year subject to evidence that an internet connection is in place. A higher rate may be paid to those who connect to Broadband.

Completion of FPA Certificate

Coast City Country Training Ltd will Reimburse Registrars the cost of completing the FPA modules not delivered during day releases. Payment will be made to the Registrar on presentation of a Tax Invoice and FPA certificate to a maximum of \$770.00 including GST.

Emergency Life Support Course Reimbursement

Coast City Country Training Ltd will Reimburse Registrars the cost of completing ELS, APLS & EMST courses. Payment will be made to the Registrar on presentation of a Tax Invoice and course certificate.

Additional Assistance

Where Registrars seek additional support for training related items application should be made in writing to the CEO.

Glossary

ACRRM	The Australian College of Rural & Remote Medicine
APLS	Advanced Pediatric Life Support
ARSP	Advanced Rural Skills Posts
CCCT	CoastCityCountry Training Ltd
CHECK	RACGP's Continuous Home Evaluation of Clinical Knowledge
ECT	External Clinical Teaching visits
ELS	Emergency Life Support
EMST	Early Management of Severe Trauma
FACRRM	Fellow of the Australian College of Rural & Remote Medicine
FRACGP	Fellow of Royal Australian College of General Practitioners
GPEA	General Practice & Education Australia
GPET	General Practice Education & Training
LTG	Local Training Group
LTP	Regional Training Providing (sometimes called Local Training Provider)
RACGP	Royal Australian College of General Practitioners
RIMS	Registrar Information Management Systems (record of attendance at mandatory education events)
RRMA	Rural Remote & Metropolitan Area
RRMEO	ACRRM's distance based education system
RTP	Regional Training Provider

Notes