

FAQ

FREQUENTLY ASKED QUESTIONS



PODCAST WEBINAR

Before the Registrar Starts

Who needs this employment-related information?

This information has been designed for **practice owners / managers**; however, as the main point of contact for the registrar throughout their training term, and the cornerstone of the registrar's experience in the clinical learning environment, these processes, structures, and principles are equally important for **GP supervisors**.

What timeline should the employment and training preparation process follow?

The process should begin 2-3 months out from the employment of a GP registrar and continue to 4 weeks in, following their arrival. The full checklist of tasks and documents, across the timelines, can be found on the GPSA website, [Before the Registrar Starts](#) and [downloaded here](#)

What should be discussed during the initial interview?

- The contract you intend to use, which means before the interview, preparing for and understanding the employment terms and training conditions for the registrar.
- What days the registrar will work if not working 5 days per week – may include discussion on how the Saturday roster works if required to work Saturday.
- Ask if the registrar has any particular areas of interest
- How the clinic sets up dedicated teaching sessions – you may include details of how the clinic asks the registrar to keep entries of teaching sessions, etc.

What numbers does the registrar need to provide before starting?

- Provider Number
- Prescribing Number
- Individual Health Identifier Number
- APHRA Number
- Medical Indemnity
- Tax File Number
- Personal Bank Account Details
- Superannuation Details



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What are the common Medicare forms relevant to the registrar's commencement?

- Online claiming provider agreement (HW027)
- Provider registration for Electronic Funds Transfer payments (HW029)
- Bank account details for Online Claiming (HW052)
- General practitioner 90 day pay doctor cheque scheme (HW074)
- Practice Incentives individual general practitioner, nurse practitioner or health professional details (IP003)
- Practice Incentives change of practice details (IP005)
- General Practitioner Aged Care Access Incentive Payment banking details form (IP011)

These documents are available for download at:
<https://gpsupervisorsaustralia.org.au/before-the-registrar-starts/>



What supervisor-specific preparations need to be made for the registrar's training?

Understand supervisor commitment	Understand the obligations and responsibilities of supervision. (See GPSA's Guide on Best Practice for New Supervisors)
Prepare training caseload	Ensure the registrar will be supported with patient numbers, complexity of cases, and not be overburdened. (See GPSA's guide on Practice-Based Teaching).
Plan for protected teaching time	Plan learning sessions to ensure neither registrar nor supervisor are placed under pressure to meet teaching / learning commitments. (See GPSA's Guide on Helping Your Registrar to Plan their Learning)
Establish guidelines for availability to registrar	Ensure the registrar understands they cannot know everything, and that they are expected to ask questions. The supervisor needs to make it comfortable for them to do so, establishing a workable system for the registrar to contact them or a suitable substitute in their absence/ when they are unavailable.
Refine ways of delivering feedback	Explore ways to deliver feedback in a constructive manner. (See GPSA's Guide on Giving Effective Feedback)

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What is an easy way to complete the monthly reporting to the training organisation?

Set the registrar up as a patient in the clinic's software (eg: registrar first name).

Using the registrar's "patient" file, ask them to:

1. Document all teaching sessions and dates with supervisor.
2. List all topics discussed.
3. Record all questions that can wait until next teaching sessions.

This electronic portal enables all supervisors to see where the registrar is up to, and areas of need to address. It is also a comprehensive record of their learning journey.

EXAMPLE OF RECORDED TEACHING SESSION

17 June 2015 – Teaching with Supervisor No 1:

1. Scoliosis – diagnosis, management
If Cobbs angle >10 = scoliosis.
If > 25 likely benefit from brace before growth spurt
2. AF Patient and anticoagulation – case study
Complex Pt with AF and 89 years old. High risk of stroke – D/w
supervisor whether or not to start NOAC
3. Allergies – when to refer to immunologist. GP
Management inc anti-histamines, steroids.

This detailed teaching report can be directly added to RCTI for the training organisation.

Resources



All GPSA resources are available [here](#)

- Before the Registrar Starts <https://gpsupervisorsaustralia.org.au/before-the-registrar-starts/>
- Prepare Your Practice <https://gpsupervisorsaustralia.org.au/prepare-your-practice/>
- Before the registrar starts – checklist <https://gpsupervisorsaustralia.org.au/download/15452/>