

FAQ

FREQUENTLY ASKED QUESTIONS



PODCAST



WEBINAR

Preparing the Practice Manager for GP training from 1 February 2023

What changes, if any, will be made to out-of-practice education

RACGP: Out-of-Practice Education will continue as it does now. All Registrars between GPT1-GPT3 will attend a minimum of 125 hours across the three terms (as per current standards for GP training 3rd edition): GPT1 x54, GPT2 x48, GPT3 x24. The 2023 education calendar is under development. The dates will be made available as soon as possible.

ACRRM: The ACRRM out of practice education will see some changes in 2023 as ACRRM will be delivering the education. The education will be blended online and face-to-face learning. Up to 16 days per year (first year of GP training). The calendar of schedule and dates on the ACRRM website soon.

What changes, if any, will be made to in-practice education?

RACGP In-practice education changes are limited. The breakdown of in-practice education is as follows:

- Full-time registrars
 - GPT1: Minimum 3 hours per week – 1 hour protected time per week
 - GPT2: Minimum 1.5 hour per week – 30 minutes protected time per week
 - GPT3: Minimum 30 minutes per week – 30 minutes protected time per week
- Part-time registrars
 - Teaching time will be pro-rata, however 1 hour protected time must be preserved.
 - A series of in practice teaching and education resources is under development by RACGP. The suite will be available to use by practice managers, supervisors, and registrars during in-practice teaching time.

ACRRM In-Practice education will remain the same as per ACRRM accreditation standards, relevant to the registrar's needs.

What practice and supervisor resources does RACGP have available?

The RACGP has developed a suite of resources for practice managers, supervisors and registrars to use during in practice education time.

RACGP has also developed and released an AGPT Practice and Supervisor Handbook. A link has been distributed via the RACGP monthly newsletters.

The RACGP has a College-led training page on their website, which includes a practice specific page. The information is broken down into payments, accreditation, in-practice teaching, out-of-practice teaching. The pages will continue to be updated with information as and when new information becomes available.

What online systems will RACGP and ACRRM be introducing?

RACGP is developing a Training Management System. The Training Management System will use the framework G-Prime which has been used by the RTOs. RACGP is building the training management system to match the RACGP education program. User Acceptance Testing is in progress. Training will be available to all end users once the system has been finalised and rolled out to practices in early 2023. The Training Management system will also be accompanied by a suite of tools, resources, and training materials.

RACGP is developing a Learning Management System. The new Learning Management System will replace RACGP's current GP learning platform. The Learning Management System will house educational resources, modules, learning activities. Practices, Supervisors, and Registrars will have access to the Learning Management System in early 2023.

ACRRM is developing a reporting system for the management of the data relating to your training payments, and accreditation. Supervisors and Training posts will be provided with training and orientation of the system will be provided.

FAQ

FREQUENTLY ASKED QUESTIONS

How will placements be managed in 2023 and into 2024?

RTOs deliver the program up to 1 February 2023. RTOs arrange placements and MPN through 2023.1 - some will place for 2023.2.

RACGP will honour all 2023 placements, and training location obligations. RACGP is planning for 2023.2, 2024 and beyond. The core element of the RACGP placement framework and decision making will be based on the registrar learning needs, registrar training requirements and aspirations and personal needs of the registrar. This will be balanced with practice support, the right practice-registrar fit and ensuring the practice has the ability to select the registrar that fits with the requirements of the practice. RACGP will also be working to ensure the registrar care and support that they provide is optimally used to support the needs of the community.

Bi-College

RACGP and ACRRM are working together to build fair and equitable placement processes – including the placement timeline. Expect more information March/April regarding 2023.2 and 2024 and beyond.

Practice Manager Liaison Officer and Supervisor Liaison Officer Roles will continue.

ACRRM has developed a Placements Portal where a practice can put together a Training Post Profile to promote their post during the placement process. ACRRM will work with RACGP to ensure capacity is mapped correctly and the capacity allocation provide safe and quality training for registrars. Registrars will be able to approach the training practice prior to the placement process, but they will not be able to confirm the placement until it is approved by the college. ACRRM encourages the registrar and training practice to communicate with them ahead of the placement process, aiming for an equitable placement process.

What are the expected changes to accreditation?

Practices accredited currently through the RTOs will be grandfathered across by the Colleges without any need to undertake a new accreditation process. Practices due for reaccreditation in early 2023 will be permitted extension.

Recruitment is currently underway for Regional accreditation teams. The training coordinators in each of the training regions will work with practices to ensure practices attain and maintain accreditation.

The Colleges are working together to develop a nationally consistent process and avoid duplication where possible.

While the RTOs have not been onboarding new practices in recent months leading into the transition, new practices can be accredited – on the proviso they meet training and workforce requirements.

RACGP will be opening an expression of interest process for new supervisors and practices to identify their interest in training.

ACRRM has developed a Training Post Accreditation Portal on their website. The accreditation process will be directly with ACRRM: when a practice is due to reaccredit their practice or is ready for accreditation, they will need to access the accreditation portal on the ACRRM website. When a practice is due for reaccreditation, they will receive a notification for reaccreditation 6 months before their accreditation expires. The notification will contain links to the ACRRM website and ACRRM accreditation portal. ACRRM accreditation staff will be available to assist practices with accreditation.

How do I find out who to contact if I'm having issues?

RACGP will be releasing details in January 2023. Recruitment for 1000 new staff is ongoing with announcements made on a rolling basis.

Each region will continue to have local contacts, i.e. Training Coordinators and Medical Educators.

ACRRM will have regional teams to support your practice and supervisors.

ACRRM is currently recruiting the regionally based Rural Practice Support Officers, which will be available to support your practice. ACRRM also has resources available on the website, event opportunities and FAQs available. The ACRRM website is continuously being updated with new information.

ACRRM is recruiting regionally based Supervisor Liaison Officers to support supervisors. ACRRM education will be provided consisting of education, webinars and networking.

ACRRM has a team of local and national support teams available to support the practice and supervisors.

FAQ

FREQUENTLY ASKED QUESTIONS

What do I need to do to ensure we are ready for February 2023?

ACRRM

Check your accreditation status to make sure your practice is accredited ready to take on registrars, remembering that the RTOs are managing placements for 2023.1.

Ensure your practice has a PRODA account set up and follow the Department of Health and Aged Care (DOHAC)/ Services Australia instructions to set up for practice and supervisor payments under the National Consistent Payment framework (NCP).

Get ready to support your registrar by reviewing resources available on ACRRM and GPSA websites.

RACGP

Review the Supervisors handbook available at the link listed below.

Confirm your registrar has received their Medicare Provider Number.

Register for PRODA and confirm your account has been set up ready to receive the Practice Subsidy and Teaching allowances via Services Australia.

What is staying the same?

ACRRM and RACGP

- Accreditation standards
- Supervision requirements
- Teaching requirements
- Training requirements
- Assessment requirements

What is changing?

ACRRM

- ACRRM will deliver an education program, specific to each region. An education release will be associated with that.
- ACRRM is developing a reporting system for the management of the data relating to your training payments, the accreditation. Supervisors and Training posts will be provided with training, education and orientation of the system will be provided.
- Training Practice reports will be required to be submitted every 3 months and practice teaching logs are required to be maintained weekly, but submitted upon request.
- Payments administered nationally by Services Australia through the National Consistent Payments framework and validated by ACRRM.

RACGP

- Payments for teaching allowances and practice subsidies will be paid through Services Australia and based on data provided to them for training activity recorded with the RACGP.
- A new training management system has been implemented. Whilst this may be different to systems the RTOs have used previously the requirements for reporting and reviewing registrars etc will be very familiar.
- Each practice and Supervisor will have a dedicated



FAQ

FREQUENTLY ASKED QUESTIONS

Training Coordinator to support them navigating the training program with the RACGP. We have retained many of the RTO employees so it is likely that you will already know your training coordinator. They will be reaching out to you directly in the first few weeks of February to introduce themselves and to provide you with their direct contact details.

- Some procedures and processes will be different and the training coordination team will be available to help support you becoming familiar with these.

How will payments be made?

Payments will be made through the Services Australia Payment

system PRODA. DOHAC, together with Services Australia, is working to have all training participants registered for the payment system.

The Colleges will be responsible for the validation of the payment advice to Services Australia and hence will be your port of call where you have concerns regarding the payment rates or timing of payments.

Information on registration has been provided to training participants by the RTOs and communications will continue to ensure all appropriate sign on and registration is completed prior to the system going live on 1 January 2023. The Department will continue to communicate through GPSA and other stakeholders including PHNs, AAPM, etc. The

communication will include links to registration modules that provide step by step information and the Services Australia Helpdesk contact details.

It is typically the practices who will need to register – or, more accurately, who will need to LINK their existing organisation registration on PRODA / HPOS; however, there are instances where supervisors will need to register should the practice agree for their payments to be made directly rather than via the organisation.

Once registered, participants will need to return to provide banking details.

What are the steps for practice registration with PRODA?

STEP	GOAL	COMMENTS / NOTES
Step 1	Set up your organisation in PRODA	This is NOT necessary for most practices as you will already be registered as an organisation in PRODA, so don't try to duplicate an existing account. Having all the correct details for your (current) Organisation PRODA account is key to accessing the organisation register.
Step 2	Link your Organisation to HPOS	This is crucial: linking to HPOS allows you to unlock the Organisation Register and get the green Organisation Register tile on the HPOS home screen so you can continue to Step 3.
Step 3	Record details in the Organisation Record	It is only once your organisation is linked that you can record details of your organisation.
Step 4	Record details in the Organisation Site Record	With your Organisation Record complete, you can record the details of the site(s) at which your organisation operates.
Step 5	Enter Bank Account details	Services Australia will release the date for practices to access HPOS and enter their bank account information once ready.

FAQ

FREQUENTLY ASKED QUESTIONS

What needs to occur for Nationally Consistent Payments teaching payment registration?

Supervisors should speak to their practice to work out how payments will be made to you. If payments are being made to your practice and then to you, no action is required from you.

If payments are being made directly to you, you will need to register for an individual PRODA account by completing the following:

Step 1. Register for an Individual PRODA account

Step 2. Access HPOS as an Individual

Step 3. Enter your banking details in HPOS so that payments can be made to you through the payment system from early 2023.

Further information

GPSA

[FAQ Training Support Payments for Supervisors and Practices](#)
[2023 Nationally Consistent Payments](#)

ACRRM

www.acrrm.org.au/college-led-training

T: 1800 223 226

Emails:

practicesupport@acrrm.org.au

postaccreditation@acrrm.org.au

placements@acrrm.org.au

DoHAC

<https://www.health.gov.au/resources/publications/national-consistent-payments-framework>

Email: AGPTTransition@health.gov.au

RACGP

[AGPT Practice and Supervisor Handbook](#)

[AGPT Practice specific updates](#)

Email: Ellen.Mills@racgp.org.au

T: 08 8267 8323

