

## MEMORANDUM OF UNDERSTANDING BETWEEN RACGP and ACRRM and GPTA Ltd (t/as GPSA)

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### Partners

This Memorandum of Understanding is between:

**The Royal Australian College of General Practitioners (RACGP)**

A.B.N. 34 000 223 807

AND

**Australian College of Rural and Remote Medicine (ACRRM)**

A.B.N. 12 078 081 848

AND

**GPTA Ltd t/as General Practice Supervision Australia (GPSA)**

A.B.N. 75 108 932 574

### Background

In February 2023 the RACGP and ACRRM ("the Colleges") will commence direct delivery of the AGPT Program. The educational delivery role builds on the Colleges' provision of advocacy and best practice supports for the general practice / rural generalist sector more broadly ("GP" being used in this document to refer to both GP and RG), and many decades of standard setting and assessment for GP education and practice.

The Colleges will appoint Supervisor Liaison Officers (SLOs) to facilitate regional supports for the local delivery of GP training by GP supervisors. The title for this role may change from time to time; however, for the purpose of this document, the current nomenclature ("SLO") will be used to describe all current and future variations thereto.

The SLO position description includes ensuring GP supervisors are effectively supported, acting as a safe and effective conduit for emerging supervisor issues, and working with College management to inform policy, systems and processes to enhance the practice environment for the purposes of GP training.

The key role of GPSA is to represent the interests of the GP supervisors and practices that deliver the bulk of the training for junior doctors under Australia's apprenticeship model of general practice through advocacy, policy, resource development and stakeholder engagement.

Prior to 1<sup>st</sup> February 2023 and throughout the delivery of GP training under the Regional Training Organisations (RTOs), GPSA has facilitated the exchange of knowledge about GP supervisor and training environment issues and opportunities by bringing together the RTOs' SLOs from across the country in bi-annual SLO Network (SLON) meetings.



Throughout the pandemic, face-to-face meetings of the SLON have been replaced with virtual meetings or a hybrid Zoom/in-person model. The Colleges and GPSA have agreed to enter the next period for GP training with a foundation of certainty around the facilitation of continuous SLO engagement and networking opportunities for the benefit of the sector, irrespective of the delivery model(s).

With employment of the country's SLOs by the 2 Colleges instead of 9 RTOs, there is a risk that the SLON structure will not be sustainable without additional framework being developed. GPSA has therefore provided a [Terms of Reference](#) for a newly named "SLO Advisory Council" to take the place of the SLON.

## Contextual Information

This MOU supports collaboration, not an integration of service, and partners will at all times protect their own organisation's integrity.

This MOU is not legally binding and only defines the intentions of the partners to work together as detailed in this document, not the way in which each College interacts with their SLOs as employees of their organisation.

This MOU does not impose any liability on the partners regarding performance or non-performance of obligations. The only remedy for non-performance is termination of the MOU.

This MOU does not create any relationship between the organisations in the nature of a legal partnership, principal and agent, joint venture or fiduciary.

Each organisation agrees that nothing in this Agreement means that its employees, volunteers and other workers are employees, volunteers or other workers of the other organisation and must not represent themselves as such.

## Duration of the MOU

Start date: 1 February 2023

End date: This MOU shall be a continuous agreement to be reviewed annually on the anniversary of commencement.

## Aims of the Partnership

This Partnership aims to:

- a) Provide certainty for the GP training sector around the continuity of the Supervisor Liaison Officer Network (SLON), under the new name "SLO Advisory Council";
- b) Enhance the connectivity of supervisors across Australia;
- c) Create a framework for GPSA's planning and budgeting of SLO Advisory Council meetings;
- d) Create a framework for the Colleges' allocation of time and financial resourcing for the SLO Advisory Council meetings;



- e) Build capacity of each partner to respond to the needs of their SLOs and the members they represent in turn;
- f) Drive a solutions-focused collaboration between the members of the partner organisations.

## Guiding Principles

The Colleges and GPSA are committed to the principles of:

- a) Collaboration based on equity, representation and responsiveness;
- b) Transparency and accountability;
- c) Regular and inclusive communication;
- d) Member confidentiality;
- e) Integrity, respect, dignity, compassion, and honesty; and
- f) Professionalism, being committed to the rule of law, ethical standards, continuous review and improvement to ensure quality and sustainability for the GP training sector.

## Roles and Responsibilities of Partners

Each partner is individually responsible for:

- a) The governance, management and decision making within its organisation;
- b) All relevant insurances; and
- c) All employer obligations to its own employees.

The partners may undertake to:

- a) Share information and resources;
- b) Attend meetings and training;
- c) Contribute to documents and advocacy issues;
- d) Contribute to evaluation and review of specific projects; and
- e) Provide in-kind support to one another.

## Partnership Protocols

General protocols are set out in Schedule 1 to this MOU, relating to:

- a) Communication protocols – preferred methods of communication, first point of contact;
- b) Key meetings;



- c) Timeframes for advance notice of SLO Advisory Council meetings and payment of invoices to cover the corresponding costs;
- d) Protocol for publication of any shared documents; and
- e) Media inquiries.

The Colleges and GPSA agree to comply with, and direct their staff members to comply with, all partnership protocols.

## Contacts for partner organisations

GPSA: Ms Carla Taylor, Chief Executive Officer  
E: [ceo@gpsa.org.au](mailto:ceo@gpsa.org.au) P: 0448 636 646

RACGP: Ms Georgina van de Water, Chief General Practice Training Officer - Profession Led Training  
E: [Georgina.VandeWater@racgp.org.au](mailto:Georgina.VandeWater@racgp.org.au) P: 03 8699 0078

ACRRM: Ms Marita Cowie AM, Chief Executive Officer  
E: [m.cowie@acrrm.org.au](mailto:m.cowie@acrrm.org.au) P: 07 3105 8200

## Variations to or termination of the MOU

The MOU can be terminated by any partner by providing three (3) months' notice in writing.

The MOU can be varied by agreement between the partners and will be documented in an exchange of letters signed by all partners.



## Executed as a deed

on this day: May 2, 2023

Signed, sealed, and delivered in accordance  
with s127 of the Corporations Act 2001 (Cth)

On behalf of **GPTA Ltd t/as General Practice  
Supervision Australia** by:

  
\_\_\_\_\_  
Signature of Director

  
\_\_\_\_\_  
Signature of Director / Secretary

Dr Kevin Arlett  
Name of Director

Carla Taylor, Company Secretary  
Name of Director / Secretary

On behalf of **The Royal Australian College of  
General Practitioners** by:

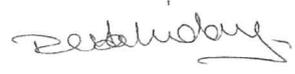
  
\_\_\_\_\_  
Signature of Director

  
\_\_\_\_\_  
Signature of Secretary

Dr Larissa Roeske  
Name of Director

Amanda Semertzian  
Name of Secretary

On behalf of **Australian College of Rural and  
Remote Medicine** by:

  
\_\_\_\_\_  
Signature of Director

  
\_\_\_\_\_  
Signature of Director / Secretary

Dr Daniel Halliday  
Name of Director

Marita Cowie  
Name of Director / Secretary



## Schedule 1

### *Key Contact details*

GPSA:	Ms Carla Taylor, Chief Executive Officer E: <a href="mailto:ceo@gpsa.org.au">ceo@gpsa.org.au</a>	P: 0448 636 646
RACGP:	Ms Georgina van de Water, Chief General Practice Training Officer - Profession Led Training E: <a href="mailto:Georgina.VandeWater@racgp.org.au">Georgina.VandeWater@racgp.org.au</a>	P: 03 8699 0078
ACRRM:	Ms Marita Cowie AM, Chief Executive Officer E: <a href="mailto:m.cowie@acrrm.org.au">m.cowie@acrrm.org.au</a>	P: 07 3105 8200

### *Roles and Responsibilities*

In addition to the general roles, responsibilities and principles set out in the MOU, GPSA undertakes to:

- Coordinate and facilitate four (4) meetings of the SLO Advisory Council per calendar year
- Oversee the election of a Chairperson from the membership of SLOs
- Develop a networking platform for the Advisory Council members to encourage communication amongst members between the formally scheduled meetings
- Perform the secretariat function for the Advisory Council and ensure meetings are conducted in accordance with the corresponding Terms of Reference
- Work collaboratively with the Advisory Council members to identify opportunities for improvement and solutions for the GP training environment that may be overlooked within the intra-College communication channels / systems
- Share findings and outcomes within 7 business days of the scheduled Advisory Council meetings with the Key Contacts.

In addition to the general roles, responsibilities and principles set out in the MOU, the RACGP undertakes to:

- Provide contact details for RACGP SLOs to GPSA for SLO Advisory Council correspondence, meetings and secretariat support in accordance with RACGP Privacy Policy.
- Support SLOs to attend SLO Advisory Council meetings within their nominal fractional appointment.
- Provide financial support for flights, accommodation, meals and transfers to attend face to face meetings (1 per annum) as set out in the SLO Advisory Council Terms of Reference and in accordance with related RACGP travel policies.



In addition to the general roles, responsibilities and principles set out in the MOU, ACRRM undertakes to:

- Provide contact details for ACRRM SLOs to GPSA for SLO Advisory Council correspondence, meetings and secretariat support in accordance with ACRRM Privacy Policy.
- Support SLOs to attend SLO Advisory Council meetings within their nominal fractional appointment.
- Provide financial support for flights, accommodation, meals and transfers to attend face to face meetings (1 per annum) as set out in the SLO Advisory Council Terms of Reference and in accordance with related ACRRM travel policies.

### ***General protocols***

The partners will ensure they communicate frequently and directly about any issues, concerns, successes and progress of the Partnership. The contacts listed in this MOU will be the first points of contact for all discussions relating to the Partnership (this does not include other day to day Partnership activities).

The partners will hold regular partnership meetings, occurring at least quarterly.

These meetings will be attended by the Key Contacts and any other representatives of the partner organisations involved in the coordination, communication and knowledge translation relating to the SLO Advisory Council.

### ***Publication of shared documents***

Each partner can publish shared documents or content with the approval of the other partner, including relevant acknowledgement of the other partner in the development of that content.

### ***Media enquiries relating to the partnership or its work***

Each partner may take media enquiries about the partnership or its work.

The partners will develop key messages to form the basis of media appearances about the partnership or its work.

The partner receiving the media enquiry must make reasonable efforts to contact the key contact(s) of the other partner to notify him/her about the media enquiry.