

## TO 004 MCCC Acronyms, Abbreviations and Definitions Resource Document

### 1. Purpose

To provide a resource document for staff of MCCC, particularly those who are new to the organisation.

### 2. MCCC Acronyms, Abbreviations and Definitions

<b>ACCHS</b>	Aboriginal Community Controlled Health Service (All ACCHS' are AMS' – not vice versa)
<b>ACCHO</b>	Aboriginal Community Controlled Health Organisation
<b>ACEM</b>	Australian College of Emergency Medicine
<b>ACRRM</b>	Australian College of Rural and Remote Medicine
<b>Accreditation Application</b>	The process by which a general practice or other medical service applies for RACGP/ACRRM accreditation as a training post for general practice registrars.
<b>Accreditation Medical Educator</b>	MCCC Medical Educator with responsibilities pertaining to accreditation of training posts.
<b>Accreditation panel</b>	An MCCC team consisting of medical educators, practice support officers, registrar liaison officers, supervisor liaison officers, DMET and CEO, which will make recommendations regarding accreditation.
<b>Accreditation/ Reaccreditation Report</b>	A report and recommendation to the Region Accreditation Panel pertaining to an application for accreditation as a training post.
<b>Accredited supervisor</b>	A doctor who is accredited by the relevant College to supervise AGPT registrars.
<b>Accredited training post</b>	A facility that complies with the standards of the relevant College for training AGPT registrars and that is accredited to provide training.
<b>Active Training Time</b>	Any post completed by a Registrar while in the Vocational Training Pathway including hospital posts, Recognition of Prior Learning (RPL) with time credit, General Practice Term GPT1, GPT2, GPT3, and extended skills. It does not include other electives or Advanced Rural Skills Training.
<b>ADF</b>	Australian Defence Force
<b>AGPR</b>	Application for a General Practice Registrar Placement (provider number)
<b>AGPT</b>	Australian General Practice Training
<b>AGPT Mandatory Elective</b>	RACGP applications where the full 52 weeks of time credit was not approved. The censor may grant up to a maximum of three months' time to be undertaken in general practice.
<b>AGPT Matched Short List Places</b>	Matched Shortlist Places (MSP) is a process that enables an RTO to request the AGPT Selection team to shortlist a particular applicant whom they wish to consider for selection into AGPT. The process is initiated by the RTO and cannot be initiated by an applicant.
<b>AHPRA</b>	Australian Health Practitioner Regulation Agency
<b>AKT</b>	Applied Knowledge Test
<b>ALS</b>	Advanced Life Support

	A course accredited by the Australian Resuscitation council. ALS Level 1 is a one-day course and ASL Level 2 is a two-day course.
<b>AMA</b>	Australian Medical Association
<b>AMG</b>	Australian Medical Graduate
<b>AMS</b>	Aboriginal Medical Service
<b>ARST</b>	Advanced Rural Skills Training
<b>Appeal</b>	An appeal relates specifically to a request to the Department of Health (the Department) to review decisions made by MCCC about a complaint or a registrar's progress through the AGPT program.
<b>Appeals Committee</b>	Independent, representative committee formed to hear the appeal. This will include a Board nominee, Medical Educator (ME) and/or supervisor, and/or a registrar representative.
<b>Applicant</b>	An AGPT registrar wishing to transfer from another RTO to MCCC.
<b>Advanced Specialised Training (AST)</b>	Twelve (12) months' experience in one of eleven ACRRM-specific disciplines. ACRRM only.
<b>ASGC-RA Geographic Class System</b>	A system developed by the Australian Bureau of Statistics (ABS) that allows quantitative comparisons between city and country Australia. The Remoteness Areas (RA) categories are defined in terms of remoteness: the physical distance of a location from the nearest urban centre based on population size. The five RAs are: RA1: Major cities of Australia RA2: Inner regional Australia RA3: Outer regional Australia RA4: Remote Australia RA5: Very remote Australia
<b>ATO</b>	Australian Taxation Office
<b>AWAHS</b>	Albury Wodonga Aboriginal Health Service
<b>BDAC</b>	Bendigo District Aboriginal Corporation
<b>BLS</b>	Basic Life Support
<b>CBD</b>	Case Based Discussion
<b>Core Clinical Training (CCT)</b>	Twelve (12) months' experience in an accredited metropolitan, regional or rural hospital. ACRRM only.
<b>CEO</b>	MCCC Chief Executive Officer
<b>CFET</b>	Colleague Evaluation Feedback Tool CFET provides you with feedback from patients and colleagues
<b>CIO</b>	MCCC Chief Information Officer

<b>COO</b>	MCCC Chief Operations Officer
<b>Complaint</b>	A complaint may be related to any dissatisfaction or concern about the conduct or actions of MCCC. Complaints should initially be addressed informally at the local level. If the complainant feels the complaint has not been satisfactorily dealt with, a formal complaint can be made.
<b>COS</b>	Consolidation of Skills
<b>COT</b>	Completion of Training
<b>Core Vocational Training</b>	General Practice Training (GPT) terms 1-4 for FRACGP registrars and Primary Rural and Remote Training (PRRT) terms for FACRRM registrars.
<b>Critical Incident</b>	An incident resulting in serious harm to the patient when there is an evident need for immediate investigation and response (Ref MCCC Policy ED0028 Adverse event, critical incident, serious issue and near miss procedure).
<b>CPD</b>	Continuing Professional Development
<b>CPO</b>	MCCC Chief Performance Officer
<b>CST</b>	Communication Skills Tutor
<b>DHHS</b>	Victorian Department of Health and Human Services
<b>DISQ</b>	Doctor Interpersonal Skills Questionnaire
<b>Diversity if Training Experience</b>	The broad range of experience, including diversity of patient presentations, different role models and consulting styles, and range of different general practice settings and business models, which is typically gained by training in at least two different general practice placements.
<b>DMET</b>	MCCC Director of Medical Education and Training
<b>DoH</b>	Commonwealth Department of Health
<b>DRANZCOG</b>	Diploma of the Royal Australian and New Zealand College of Obstetricians and Gynaecologists
<b>DRANZCOG Adv</b>	Advanced Diploma of the Royal Australian and New Zealand College of Obstetricians and Gynaecologists
<b>EA</b>	Executive Assistant
<b>EAA</b>	Extension Awaiting Assessment
<b>EAF</b>	Extension Awaiting Fellowship
<b>ECTV</b>	External Clinical Teaching Visit
<b>ES</b>	Extended Skills A six-month accredited term, which can be completed in a discipline other than, but relevant to, general practice and which provides registrars with the opportunity to extend the depth and breadth of their knowledge and skills while on the RACGP pathway.
<b>Expression of Interest (EOI)</b>	A process whereby a general practice or medical service indicates an interest in becoming an accredited registrar training post.

<b>Extenuating &amp; Unforeseen Circumstances</b>	<p>Circumstances that were unforeseen and outside a registrar's control at the time of accepting a place in the AGPT program, i.e. they have arisen since the registrar accepted the AGPT offer. Examples of extenuating circumstances may include:</p> <ol style="list-style-type: none"> <li>1. Ill-health (other than minor illnesses).</li> <li>2. Bereavement.</li> <li>3. Acute personal/emotional circumstances.</li> <li>4. Hospitalisation.</li> <li>5. Illness of an immediate family member.</li> <li>6. An involuntary change in a spouse's employment.</li> </ol> <p>It does not include, for example, a change in relationship status from single to partnered or married, or family circumstances (including starting a family and children's schooling).</p>
<b>Extended Skills Post (ESP) RACGP</b>	A six-month accredited term, which can be completed in a discipline other than, but relevant to, general practice and which provides registrars with the opportunity to extend the depth and breadth of their knowledge and skills while on the RACGP pathway.
<b>EST</b>	Extended Skills Term
<b>ETC</b>	Education Training Coordinator
<b>FA</b>	Further Assessment
<b>FACRRM</b>	Fellowship of the Australian College & Rural Remote Medicine
<b>FARGP</b>	Fellowship in Advanced Rural General Practice
<b>FLI</b>	Focused Learning Intervention
<b>Formal complaint</b>	A complaint made on MCCC's Complaint Reporting Form. Formal complaints are recorded on MCCC's Complaints and Resolutions Register and must be shared with the Department on request.
<b>FRACGP</b>	Fellowship of the Royal Australian College of General Practitioners
<b>FTE</b>	Full-Time Equivalent
<b>FWA</b>	Fair Work Australia
<b>Geelong</b>	MCCC's Geelong Office located at 91A McKillop Street, Geelong Vic 3220
<b>GMC</b>	General Medical Council
<b>GPRA</b>	General Practice Registrar Association
<b>GPRs</b>	Registrars enrolled in the AGPT program administered by MCCC in the Western Victoria region
<b>GPs</b>	General Practitioners
<b>GPS</b>	General Practitioners who are accredited as Supervisors within the AGPT program and are engaged by MCCC to provide teaching and supervision of MCCC GPRs
<b>GPSA</b>	General Practice Supervisors Australia
<b>GPT</b>	General Practitioner Training (RACGP's general practice training terminology)
<b>GPT 1, 2, 3, 4</b>	General Practice Term 1 - 4
<b>GPTEC</b>	General Practice Training and Education Conference
<b>HETI</b>	NSW Department of Health Education & Training

<b>HMO</b>	Hospital Medical Officer
<b>Home RTO</b>	The Regional Training Organisation in which the applicant is currently training.
<b>Hospital Experience Assessment</b>	Refers to applicants who have satisfactorily completed their hospital-based training in order to meet their Colleges' prevocational training requirements and who and commence their required general practice terms (GPT) or primarily rural and remote training (PRRT) at the start of the training term.
<b>Host RTO</b>	The Regional Training Organisation to which a registrar wishes to transfer to.
<b>IA</b>	Initial Assessment
<b>ICT</b>	Information and Communication Technology
<b>IMG</b>	International Medical Graduate
<b>In difficulty</b>	A formal label given to a registrar who has been identified through the monitoring and review of training progress, or feedback from anyone involved in the registrar's training, including the registrar him/herself, as having a performance concern, or a difficulty with the potential to impact on performance in any of the domains described in the Registrar Assistance Support Framework.
<b>IPIF</b>	Integrated Planning and Innovation Forum
<b>JCCA</b>	Joint Consultative Committee on Anaesthesia
<b>KFP</b>	Key Feature Problems
<b>KPI</b>	Key Performance Indicators
<b>Lead Supervisor</b>	A nominated and accredited GP in each training post responsible for completion of all training requirements pertaining to the registrars within that post.
<b>Learning Plan</b>	A document within which a learner records identified learning needs, ways in which they intend to meet those learning needs, and the outcomes of undertaking those educational activities. Maintaining planned learning during training is required by both the Royal Australian College of General Practitioners (RACGP) and the Australian College of Rural and Remote Medicine (ACRRM).
<b>LME</b>	Lead Medical Educator (holds a Portfolio)
<b>MBS</b>	Medicare Benefits Schedule
<b>MCCC</b>	Murray City Country Coast GP Training A regional training organisation accredited by RACGP and ACRRM to provide general practice training of registrars.
<b>MCCC Appeals Panel</b>	A panel of three members as outlined in TR0018 MCCC Appeals Policy & Procedure.
<b>MCCC Executive</b>	The Chief Executive Officer (CEO), Director of Medical Education and Training (DMET) and Chief Operations Officer (COO).
<b>MCCC Executive Review Panel</b>	Which will include The Chief Executive Officer (CEO), Director of Medical Education and Training (DMET), and if required another member of Executive depending upon the complaint.
<b>MCQ</b>	Multiple Choice Questionnaire
<b>ME</b>	Medical Educators engaged by MCCC to manage and deliver the out of practice education program and to provide a range of supports to MCCC GPRs
<b>MeL</b>	MCCC e-Learning
<b>MiniCEX</b>	Mini-Clinical Evaluation Exercise

<b>MMM</b>	Modified Monash Model
<b>MSF</b>	Multi Source Feedback
<b>MW</b>	MCCC's Metro West Office located at 369 Royal Parade, Parkville Vic 3052
<b>NACCHO</b>	National Aboriginal Community Controlled Health Organisation
<b>NE</b>	MCCC's North East Office located at 111-113 Hume Street, Wodonga Vic 3690
<b>NTCER</b>	National Terms and Conditions for the Employment of Registrars 2017-2018
<b>NW</b>	MCCC's North West Office located at 10 Forest Street, Bendigo Vic 3550
<b>Offer of Training</b>	The official document a candidate receives to be offered a training place with MCCC.
<b>Orientation</b>	The formal process conducted by the supervisory team at a training post for a registrar new to that post, by which the registrar receives information and training about the post's working and training environment.
<b>OSCE</b>	Objective Structured Clinical Examination
<b>OTD</b>	Overseas Trainer Doctor
<b>Outer Metro Location</b>	An outer metro area of a capital city as designated by the Department of Health (via the DoctorConnect website).
<b>Out of Practice Webinar</b>	An online group educational event that is part of out-of-practice education and is considered a face-to-face activity for the purposes of the document.
<b>PALS</b>	Pastoral and Learning Support
<b>PALS Support Panel</b>	A panel consisting of the Director of Medical Education and Training (DMET), lead PALS ME, a Medical Educator (ME), regional PALS ME's, a registrar representative and a supervisor representative. Regional Managers may also be co-opted into these meetings as required. The panel will meet quarterly to review registrars who are on focused learning intervention plans and remediation with suspension from training time terms.
<b>PC StAMPS</b>	Primary Curriculum Structured Assessment using Multiple Patient Scenarios
<b>PD</b>	Professional Development
<b>PHN</b>	Primary Health Network
<b>PLO</b>	Practice Liaison Officer
<b>PM</b>	Practice Manager
<b>Practice Readiness Assessment</b>	Refers to applicants who have satisfactorily completed their hospital-based training in order to meet the Colleges' prevocational training requirements and who can commence their required general practice terms (GPT) or primary rural and remote training (PRRT) at the start of the training year.
<b>Program Management Staff</b>	MCCC employed staff who are involved in management, administration and support of and within the AGPT program



<b>Primary Rural and Remote Training (PRRT)</b>	Twenty-four (24) months' experience in ACRRM accredited rural or remote posts, including hospitals, general practice, community and other posts. Some posts may be designated as restricted where they do not offer all the features of a complete package of training experience as required by the ACRRM curriculum. Restricted posts are limited to six (6), twelve (12) or eighteen (18) months of training time out of the total twenty-four (24) months of PRRT. ACRRM only.
<b>PPRT 1, 2, 3, 4</b>	Primary Rural and Remote Training Terms 1 - 4
<b>PSO</b>	Program Support Officer (Administration Officers)
<b>RA</b>	Remote Area
<b>RACGP</b>	Royal Australian College of General Practitioners
<b>RCTI</b>	Recipient Created Tax Invoice A monthly report submitted by GPT1-3 training posts recording registrar patient consultation number, teaching hours and content and workshop attendance.
<b>RCA</b>	Random Case Analysis
<b>Regional Preference</b>	The internal region within MCCC in which a registrar wishes to train: Metro West (MW), North East (NE), North West (NW) or South West (SW).
<b>Registrar Assistance Support Framework</b>	A document that provides a framework for the Medical Educator involved with supporting a registrar in difficulty to identify the registrar's area of difficulty and the options available for support. It additionally suggests options for progress monitoring and details the cost of available interventions.
<b>Registrar Placement</b>	Refers to the process for matching a registrar with a general practice for a given term.
<b>Regular Continuing Professional Activities</b>	<p>The regular or customary conferences and professional development activities that fall in a calendar year within Australia. For example, professional development run by or sponsored by MCCC (e.g. VicTas), the General Practice Training &amp; Education Conference (GPTEC), and the RACGP Conference for General Practice and the ACRRM's Rural Medicine Australia Conference. This will be dealt with in this policy.</p> <p><b>Other professional development activities</b> are covered under the HR Policy/Procedure: HR008 Learning and Professional Development Policy &amp; Procedure.</p> <p>These will include events such as GPME.</p> <p>As part of the annual performance review for all Medical Educators, selected activities proposed by the Medical Educator and directed activities proposed by the DMET will be discussed as part of the planning process for the individual and the program. These are also covered under the HR Policy/Procedure: HR008 Learning and Professional Development Policy &amp; Procedure.</p>
<b>Remediation with suspension of training time</b>	The process used to attempt to correct serious identified weaknesses that cannot be readily corrected in the normal course of training. This will follow the current AGPT Remediation Policy and includes suspension of training time.
<b>RDAA</b>	Rural Doctors Association of Australia
<b>RDN</b>	Rural Doctors Network
<b>REAPS</b>	Registrar Education and Practice Support Coordinator

	A staff member based in each regional office who is responsible for supporting training posts, supervisors and registrars.
<b>Registrar/GP Registrar/GPR</b>	Registered medical practitioner enrolled with the AGPT and working towards vocational registration of a specialist general practice training college.
<b>REST</b>	Rural Emergency Skills Training A comprehensive emergency medicine course with a focus on the skills needed in a rural setting. Completing this course is mandatory requirement for ACRRM registrars.
<b>RFDS</b>	Royal Flying Doctor Service
<b>RG</b>	Rural Generalist
<b>RHE</b>	Regional Head of Education The senior medical educator in each regional office.
<b>RIDE</b>	Registrar Information Data Exchange
<b>RLO</b>	Registrar Liaison Officer A registrar who is employed by MCCC to provide representation to MCCC on behalf of the registrar group.
<b>RM</b>	Regional Manager The manager based in each of the four MCCC regional offices.
<b>RME</b>	Registrar Medical Educator
<b>RPL</b>	Recognition of Prior Learning RPL acknowledges the experience, training and assessment that applicants have already undertaken, which may provide exemptions from training time, assessment or other training components as required by the Colleges.
<b>RPL with time credit</b>	Reduces the total time in the Vocational Training Pathway by the amount of time recognised (up to the maximum on one year, as per the RACGP definition).
<b>RRMEO</b>	Rural and Remote Medical Education Online
<b>RTO</b>	Regional Training Organisation (from 2016)
<b>RTP</b>	Regional Training Provider (until end 2015)
<b>RWAV</b>	Rural Workforce Agency Victoria
<b>Serious Issues</b>	Any issues as defined by ACRRM Training Organisations: Standards 2016 (page 15).
<b>SJT</b>	Situational Judgement Test
<b>SLO</b>	Supervisor Liaison Officer A supervisor who is employed by MCCC to provide representation to MCCC on behalf of the supervisor group.
<b>SLRG</b>	Supervisor Liaison Representative Group
<b>SMET</b>	Senior Medical Educator Team
<b>StAMPS</b>	Structured Assessment using Multiple Patient Scenarios
<b>Stakeholder</b>	A person or organisation with an interest in MCCC. Key stakeholders are: registrars enrolled on the AGPT program, accredited GP supervisors, and other training post employees. This definition excludes MCCC employees.
<b>Standard</b>	The specific College requirements for training post and supervisor accreditation.
<b>Statement of Service (SOS)</b>	These are letters obtained from the hospital which should detail disciplines successfully undertaken, to and from dates, duration and leave taken.



<b>SW</b>	MCCC's South West Office located at 49 Kepler Street, Warrnambool Vic 3280
<b>TA</b>	Training Advisor an MCCC employed Educator (Medical Educator or Supervisor) allocated to a GP Registrar at the commencement of their training who meets with them regularly to provide advice and monitoring of their overall training pathway and progress
<b>TARM</b>	Training Advisor Review Meeting
<b>Therapeutic Relationship</b>	The relationship between a health care professional and a patient.
<b>TOM</b>	Training Operations Management
<b>Training Facility</b>	An MCCC accredited general practice which delivers training to GPRs
<b>Transfer Category</b>	The AGPT Transfer Policy 2017 lists three categories of transfer: <b>Category 1:</b> Transfers between RTOs or training regions. <b>Category 2:</b> Transfers between pathways. <b>Category 3:</b> Australian Defence Force registrar transfers.
<b>TSO</b>	Training Support Officer
<b>VACCHO</b>	Victorian Aboriginal Community Controlled Health Organisation
<b>Whole Program Transfer</b>	Refers to a transfer that includes all the general practice training terms and may also include hospital terms.
<b>Workshop</b>	The face-to-face component of out-of-practice education.
<b>WSC</b>	Workshop Coordinator

## 1. Related documents or websites

Many MCCC policies, procedures and templates refer to this resource document to reduce the need for inclusion of listings in all such documents.

## 2. Document History

### Version Summary of changes

1.0	First version
2.0	Revision