



# ED 004 Registrar Extended Skills Post Application Policy and Procedure

## 1. Purpose

This procedure provides information and guidance on the application process to undertake an Extended Skills Post (ESP) (not including GPT4 terms) with Murray City Country Coast GP Training (MCCC).

General practice vocational training with the Royal Australian College of General Practitioners (RACGP) is currently a three-year program consisting of twelve months in hospital posts, eighteen months in general practice and six months in an ESP. The six months of extended skills can be spent in (a) a general practice or (b) a post shown to be relevant to general practice, which improves skills and is of demonstrable or potential benefit to patients. The ESP must be accredited and have a nominated supervisor and a documented teaching and learning plan.

MCCC registrars are required to complete twelve months in general practice prior to commencing an ESP.

Exceptions to this may include applications for hospital-based ESPs, which will be considered on a case-by-case basis and only in circumstances where the experience and educational opportunities offered are consistent with the registrar's learning needs such as the Diploma of Obstetrics and Gynaecology (DRANZCOG) and Diploma of Palliative Care. Posts that would not be consistent with this are those where the registrar has already developed a skill set, e.g. a registrar that has spent a number of hospital terms in a particular discipline e.g. emergency medicine and then wishes to complete another term in emergency medicine. Hospital terms must be completed either prior to commencing in a general practice term or at the completion of 12 months in general practice.

Only in extenuating circumstances can an ESP be done following the completion of 6 months in general practice as this will have a significant impact on participation and completion of the mandatory out of practice education provided by MCCC.

All applications **must** be prospectively approved by the Regional Head of Education (RHE) and the Director of Medical Education and Training (DMET). Applications for ES posts must be lodged at least three months prior to commencement of the placement. Recognition of prior learning will not be given for these posts except in exceptional circumstances (Please see below).

## 2. Scope

This document applies to Australia General Practice Training program (AGPT) registrars on the RACGP Fellowship Pathway with MCCC. It is not applicable to registrars wishing to apply for Advanced Rural Skills Training (ARST) or Advanced Skills Training (AST) posts.



### 3. MCCC Acronyms, Abbreviations and Definitions

Please refer to MCCC [TO 004 Acronyms Abbreviations and Definitions Resource Document](#) for a list of acronyms, abbreviations and definitions used throughout.

### 4. Procedure

#### Extended Skills Posts (Excluding GPT4 terms)

1. Prior to accepting an ES position, the registrar must ensure the post is RACGP training post accredited through written contact with the regional Registrar Education and Practice Support (REAPS) Coordinator, or designated person, a minimum of three months prior to the commencement of the term. It is recommended that registrars commence the process well before this minimum time if possible. (Refer Appendix A.)
2. Note that approval to work in an ESP is not automatic, even if the post is accredited. The applicant must demonstrate the objectives, including personal learning needs, of undertaking a particular post at a particular time in training, in the learning plan.

#### *For an Extended Skills Post already accredited:*

1. Once notified that a post is accredited, the ESP application form, learning plan, and a copy of the position description must be lodged with the regional REAPS Coordinator. The ESP application form is available on the MCCC website.
2. The registrar will be notified in writing by the REAPS Coordinator of the final decision within twelve working days of receipt of the application. Reasons for the decision will be documented in the notification and in the registrar's folder in Pivotal.

#### *For an Extended Skills Post not already accredited:*

1. Approval of the registrar's learning objectives by the RHE will be required prior to the post being accredited. The REAPS Coordinator will notify the registrar in writing of the decision within twelve working days of receipt of this information. Reasons for the decision will be documented in the notification and in the registrar Pivotal folder.
2. The REAPS Coordinator (or delegate) will also notify the registrar in writing of the accreditation status of the post. If the post is not accredited, an accreditation application form will be forwarded to the training post by the REAPS Coordinator.
3. Following approval of the learning objectives, the registrar will need to submit the ESP application form with a position description and learning plan pro forma to the RHE for approval prior to accreditation of the post.
4. Once the registrar's ESP application and supporting position description and learning plan is approved, the post and prospective supervisor must complete the MCCC accreditation forms and return to the REAPS Coordinator within two weeks.



5. The training post will be subsequently contacted within two working days of receipt of the application to arrange an accreditation visit if this is required.
6. MCCC's regional accreditation panel will review the training post accreditation report written by the ME who performed the visit, and, if RACGP Standards and MCCC requirements are met, recommendation will be made to the RACGP regarding accreditation of the post.
7. The applicant and the post will be notified by email within one working day of MCCC's decision. A formal letter will be sent the following week.
8. This process should be completed four weeks of the commencement at the placement.

### **Recognition of Prior Learning for an Extended Skills Post**

1. Recognition of prior learning will not be given for these posts except in exceptional circumstances and only for the Diploma of Obstetrics and Gynaecology and the Diploma of Palliative Care.
2. Approval is not automatic, and the applicant must demonstrate the objectives, including personal learning needs, of undertaking the post at a particular time in training, in the learning plan.
3. The ESP application form, learning plan, and a copy of the position description must be lodged with the regional REAPS Coordinator. The ESP application form is available on the MCCC website.
4. The REAPS Coordinator (or delegate) will also notify the registrar in writing of the accreditation status of the post.
5. If the post is an accredited post, the registrar will be notified in writing by the REAPS Coordinator of the final decision within twelve working days of receipt of the application. Reasons for the decision will be documented in the notification and in the registrar's folder in Pivotal.
6. If the post is not accredited, an accreditation application form will be forwarded to the training post by the REAPS Coordinator. The post and prospective supervisor must complete the MCCC accreditation forms and return to the REAPS Coordinator within two weeks.
7. The training post will be subsequently contacted within two working days of receipt of the application to arrange an accreditation visit if this is required.
8. MCCC's regional accreditation panel will review the training post accreditation application, and, if RACGP Standards and MCCC requirements are met, recommendation will be made to the RACGP regarding accreditation of the post.
9. The applicant and the post will be notified by email within one working day of MCCC's decision. A formal letter will be sent the following week.



### Overseas Extended Skills Posts:

Registrars seeking to undertake ESPs or optional Advanced Rural Skills Training posts in an overseas setting must complete an application form, available from the RACGP. All overseas posts must be prospectively approved by the RACGP Censor in Chief and then sent to the DMET for approval. Registrars should be aware that this may be a lengthy process.

### Appeals Process

Where a registrar disagrees with the decision regarding an ESP, it can be appealed through MCCC's TR 001 Complaints Policy and Procedure. If the registrar is unsatisfied with the result, an appeal can be lodged via an application TRF 128 Appeals form. Further to this through the RACGP state censor.

## 5. Related documents or websites

### MCCC documents

[EDF 004 Registrar Extended Skills Post Application](#)

[TRF 018 Appeals Form](#)

[TR 001 Complaints Policy and Procedure](#)

[TR 018 Appeals Policy and Procedure](#)

### External organisation documents

[RACGP Accreditation of overseas posts](#)

## 6. Document History

### Version Summary of changes

|     |                |
|-----|----------------|
| 1.0 | First version  |
| 2.0 | Second version |
| 3.0 | RPL section    |