

(Training Practice Accreditation) Standards for Teaching Posts  
and Teachers of Rural and Remote Medicine - Checklist

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**Name of Practice:** \_\_\_\_\_

**Name/s of Supervisor/s:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Date of Visit:** \_\_\_\_\_

**Name of Consortium:** \_\_\_\_\_

**Name/s of Accreditor/s:** \_\_\_\_\_

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# 1. Teaching Supervision and Mentoring

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This standard describes the criteria to be used for the selection and accreditation of Supervisors and Practices with trainees participating in the getGP Program. It focuses on the capacity of individuals to provide quality teaching, feedback and support.

## Criterion 1.1

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The getGP Supervisor must have sufficient qualifications and experience to act as an appropriate Supervisor or Mentor.

### Indicators

The Supervisor and/or Mentor must have a minimum:

- Full and unrestricted registration with the relevant State medical board

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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- Fellowship of ACRRM and or RACGP or equivalent experience or expertise in other specialties recognised by the getGP Board

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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- Vocational Registration (VR)

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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- The principle supervisor shall have no less than five years full time equivalent experience in Rural General Practice.

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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- The ability to act as an appropriate role model, exhibiting a high standard of clinical competence, communication skills and professional values in relation to patient care

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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- A demonstrated commitment to ongoing professional development and participates in *Professional Development Programs*.

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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Recommendations / Comments:

Criterion 1.2

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The Supervisor has demonstrated commitment as a teacher.

Indicators

The Supervisor at a minimum:

- Agrees to maintain an up-to-date and full knowledge of the getGP Training Pathway

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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- Agrees to undertake responsibility for the overall clinical and educational supervision of the registrar's experience in the practice or post

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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- Agrees to comply with the structured educational activity time requirements outlined by getGP.

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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- Agrees to be accessible and available to the registrar either on site, or by telephone in accordance with the requirements outlined by getGP. The mentor must be able to attend should a situation arise requiring backup.

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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- Organises an accredited deputy Supervisor for times when the registrar cannot access the Supervisor, or when the post is split between two practices. If the trainee is undertaking experience in more than one practice, the registrar must have access to a Supervisor in each practice and both practices must be approved by getGP.

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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- Provides an appraisal and an assessment of the registrar in accordance with their stage of learning. For example, in the first 12 months of training the Supervisor undertakes direct observation or review of registrar's taped consultations or web cam (at least once every 3 months) to provide the registrar with feedback on performance and to guide the registrar in self-evaluation of performance

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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- Participates in other teaching or supervision for example Buddy practice ECTV's and Supervisor Workshops.

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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- Organises clinical workload to be compatible with getGP Terms and Condisitons.

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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- Accepts the importance of developing their own teaching skills and agrees to participate in initial and appropriate ongoing Supervisor teacher training and assessor training activities - minimum attendance of 3 days per year at the getGP Supervisor Workshops.

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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- Participates in teaching and supervision evaluation activities.

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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- Agrees to meet with the registrar early in training to discuss and appraise the registrar's previous experience, attitudes to practice, clinical strengths and weaknesses, and consulting, counseling and communication skills in order to assist the registrar to develop a learning plan.

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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- Agrees to comply with the limits placed on the number of registrars a Supervisor can be responsible for at any one time as outlined by getGP.

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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Recommendations / Comments:

### Criterion 1.3

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The Supervisor has demonstrated abilities as a teacher.

#### Indicators

The Supervisor:

- Is familiar with a range of teaching methods and selects appropriately from these to assist the registrar's learning, e.g. small group discussions, case review, audio or videotape review, sitting in on consultations, tutorials, on-line learning

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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- Is aware of techniques in observing patient consultations and other registrar activities; in appraising performance and helping registrars to analyse their performance; in identifying learning opportunities; in providing feedback in a constructive and supportive manner and remediation

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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- In collaboration with getGP, is able to assist the registrar with the development of a learning plan, identifying specific learning goals that are realistic. The Supervisor should use the learning plan to guide the provision of structured educational activities. The Supervisor should assist the registrar to review the learning plan regularly during each 12-month period or on completion of hospital posts. This will include frank discussion on progress to date and possible variation of training to meet new needs as they arise

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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- Is able to assist the registrar as requested, with the documentation of training records for their personal learning portfolio

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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- Knows of, uses and recommends a wide range of educational resources to assist the registrar achieve specific learning goals

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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Recommendations / Comments:

#### Criterion 1.4

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The Mentor is committed to supporting registrars.

#### Indicators

The Mentor:

- Agrees to undertake responsibility for providing professional and personal support and guidance to a registrar as required

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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- Should be familiar with structure of getGP Vocational Training. And the content of the RACGP and ACRRM Curricula.

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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- Is able to assist the registrar with the development of an overall learning plan and assist the registrar to review that plan regularly during each 12-month period

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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- Agrees to maintain confidentiality with the registrar

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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- Agrees to negotiate the following with the registrar: the time commitment, frequency, as well as where and how they should communicate

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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- Has well developed communication and interpersonal skills

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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- Possesses personal attributes suitable to undertaking a Mentorship role including:

- Empathy
- Active listening skills
- Self awareness
- Open mindedness
- Reliability
- Being innovative, resourceful and flexible
- An understanding of their own limitations with the ability to refer on when necessary

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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Recommendations / Comments:

<p>Recommendations / Comments:</p>
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## 2. Practice training posts

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This standard on getGP training posts is concerned with issues surrounding the level of organisation, facilities, policies and resources provided to registrars in the getGP Vocational Training Pathway and the range of clinical learning opportunities provided by the post to meet educational outcomes.

This includes those posts that enable rural and remote doctors to develop the necessary knowledge and skills to be innovative, flexible and resourceful practitioners of the future. Therefore these experiences should occur in the full range and diversity.

### Criterion 2.1

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The training post must be located in the Gippsland region.

#### Indicators

The training post is located in RRMA 3-7 (RRMA 4-7 is desirable) or equivalent ARIA classification.

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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Recommendations / Comments:

### Criterion 2.2

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The training post provides appropriate training resources.

#### Indicators

This includes as a minimum:

- Access to telephone, fax, the Internet and e-mail

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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- Access to a range of clinical resources including key textbooks, relevant journals, electronic databases, training modules, and educational materials

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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- Access to appropriate information technology/information management resources including IM/IT (including using prescribing software to generate prescriptions, and electronically sending and/or receiving clinical information).

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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- Access to contact details for other support resources such as specialists and allied health professionals

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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- Access to digital camera and video recorder equipment would be highly desirable.

Recommendations / Comments:
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### Criterion 2.3

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The training practice has a documented teaching plan.

#### Indicators

This teaching plan includes as a minimum:

- How the post organises the teaching and learning process in particular, how the post ensures teaching and supervision occurs when the nominated Supervisor is off duty or out of town

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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- A description of the post, the patient or practice population, teaching resources, and how the post (practice) works eg management, staffing, appointments, how the practice provides extended continuity of care responsibilities such as hospital work, nursing home visits, rostering and after hours work, and how the practice is involved with the community and other health care providers. For hospital posts this will include roster details, change over, entitlements, educational opportunities and facilities

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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- Clinical, educational and social strengths and opportunities that the practice can offer registrars

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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- How practice based assessment, feedback and summative assessments will be conducted

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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- How the post undertakes and provides opportunities for registrars to be involved in quality assurance, clinical audit and peer review systems

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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- How the post provides opportunities for educational enrichment through visits to off-site premises appropriate to Rural and Remote Medicine such as population health, Aboriginal Health and relevant allied health facilities

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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Recommendations / Comments:

#### Criterion 2.4

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The training practice is suitably equipped with clinical and office equipment sufficient to allow the registrar to practise well and to learn new skills.

#### Indicators

That the training practice facilities contain as a minimum:

- A dedicated patient consultation room for the registrar that is suitably equipped. Ideally this room should be easily accessible to the supervisor's room, facilitating informal discussion of clinical problems and areas of interest as they arise.

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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- Onsite or immediate access to the equipment listed in Table 1 (excluding hospital posts)

#### Table 1: Essential equipment

- |                                                         |                                                        |
|---------------------------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> Auriscope                      | <input type="checkbox"/> Baby Scales                   |
| <input type="checkbox"/> Contaminated Waste Disposal    | <input type="checkbox"/> Dangerous Drugs Register Book |
| <input type="checkbox"/> Dangerous Drugs Storage        | <input type="checkbox"/> Dermatoscope                  |
| <input type="checkbox"/> Diathermy                      | <input type="checkbox"/> Dressings                     |
| <input type="checkbox"/> Ear Syringe &/or Cerumen Loops | <input type="checkbox"/> ECG (or availability for use) |
| <input type="checkbox"/> Emergency Bag                  | <input type="checkbox"/> Emergency Drugs               |

- |                                                                                                                                                                      |                                                                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Endotracheal Tubes                                                                                                                          | <input type="checkbox"/> Eye Charts & Colour Blind Assessment                                            |
| <input type="checkbox"/> Eye Examination - Staining, Mydriatic, Local Anaesthetic                                                                                    | <input type="checkbox"/> Gloves - Disposable & Sterile                                                   |
| <input type="checkbox"/> Glucometer                                                                                                                                  | <input type="checkbox"/> Guedal Airways ( <i>Preferably disposable</i> )                                 |
| <input type="checkbox"/> Height / Weight Scales                                                                                                                      | <input type="checkbox"/> IV Access                                                                       |
| <input type="checkbox"/> IV Fluids                                                                                                                                   | <input type="checkbox"/> Laryngoscope                                                                    |
| <input type="checkbox"/> Liquid Nitrogen                                                                                                                             | <input type="checkbox"/> Magnifying Loupe                                                                |
| <input type="checkbox"/> Measuring Tape                                                                                                                              | <input type="checkbox"/> Nebulising Air Pump / Mask - Adult & Paediatric                                 |
| <input type="checkbox"/> Ophthalmoscope                                                                                                                              | <input type="checkbox"/> Pap Smear Equipment                                                             |
| <input type="checkbox"/> Patella Hammer                                                                                                                              | <input type="checkbox"/> Peak Flow Monitor                                                               |
| <input type="checkbox"/> Plastering Equipment                                                                                                                        | <input type="checkbox"/> Positive Pressure Oxygen/Bag & Mask                                             |
| <input type="checkbox"/> Pregnancy Testing                                                                                                                           | <input type="checkbox"/> Proctoscope                                                                     |
| <input type="checkbox"/> Refrigerator - Dedicated                                                                                                                    | <input type="checkbox"/> Refrigerator Minimum - Maximum Thermometer                                      |
| <input type="checkbox"/> Sharps Disposal                                                                                                                             | <input type="checkbox"/> Small Cuffs & Large                                                             |
| <input type="checkbox"/> Specimen Collection<br><i>Tourniquet, Syringes / Needles, Transport Swabs, Viral Culture Media, Urine Containers, Paediatric Urine Bags</i> | <input type="checkbox"/> Specula - Aural & Nasal                                                         |
| <input type="checkbox"/> Sphygmomanometer - Standard, Large, Paediatric Cuffs                                                                                        | <input type="checkbox"/> Sterilisation Off Site - <i>Local Hospital/Certified Sterilisation Provider</i> |
| <input type="checkbox"/> Sterilisation On Site<br><i>Dry Heat, Steam Under Pressure, Chemical Standards Check and Records</i>                                        | <input type="checkbox"/> Stethoscope                                                                     |
| <input type="checkbox"/> Suction                                                                                                                                     | <input type="checkbox"/> Suture Instruments & LA                                                         |
| <input type="checkbox"/> Thermometer                                                                                                                                 | <input type="checkbox"/> Torch                                                                           |
| <input type="checkbox"/> Tourniquet                                                                                                                                  | <input type="checkbox"/> Tuning Fork                                                                     |
| <input type="checkbox"/> Urinalysis - BHCG, Blood Protein Glucose Ketones/Multistix                                                                                  | <input type="checkbox"/> Vaginal Specula                                                                 |
| <input type="checkbox"/> X-Ray Viewing Box                                                                                                                           |                                                                                                          |

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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- Has a patient record system including health summary, health screening and recall. Electronic records system would be desirable.

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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- Provides adequate physical facilities for all staff including the registrar

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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- Provides access to professional development for all staff, this includes training specifically orientated to supporting registrars in the practice setting and in the community together with their families when this applies

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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Recommendations / Comments:

Criterion 2.5

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The training practice provides a range of clinical learning opportunities.

Indicators

The training post at a minimum:

- Provides the registrar with a range of clinical experiences and responsibilities that cover the spectrum of illness, conditions and situations usually encountered in rural and remote medical practice, including the opportunity to gain experience in emergency medicine and after hours work. Posts will offer opportunities for special/procedural skills training as appropriate and depending upon availability either locally or off-site. This will depend upon the range of skills and level of experience of the Supervisor and other members of the health care team and the morbidity and mortality profile of the local community

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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- Provides opportunities for the registrar to become familiar with the principles of quality assurance, clinical audit, peer review and to participate in the clinical audit cycle

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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- Provides the registrar with an adequate but not excessive patient workload. As per the practices in accordance with GPET National Terms and Conditions for Registrar Employment.

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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- Provide opportunities for the registrar to take on extended continuity of care responsibilities such as home visits, nursing home visits and hospital visits and other visits outside the practice premises

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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- As a general principle, the teaching post will be staffed by rural or remote doctors who are committed to the principle of continuity of care and support this principle with practice management and education support strategies

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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- Provides the registrar with opportunities to be part of and learn through being a member of, a rural and/or remote health care team with adequate access to nursing, allied health, radiology, pathology and other diagnostic services. There should be adequate access to hospitals and to consultant medical services. Close cooperation with allied health professionals, Aboriginal Health Services and other community services should be encouraged.

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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- There should be adequate access to radiology, pathology and other diagnostic services. Consultant medical services should be available or accessible. There should be access to appropriate neighbouring hospitals. Close cooperation with allied health and social services should be encouraged.

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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Recommendations / Comments:

### Criterion 2.6

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There are structured dedicated teaching times for training and study negotiated between the registrar and overseen by getGP.

#### Indicators

The training post at a minimum:

- Time release (equivalent to 1/2 day a week) is provided for registrars to undertake educational activities including structured external activities, self-directed learning etc according to the requirements for their stage of learning.

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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- Time for opportunistic and structured teaching especially of procedural skills training

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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- Time to attend compulsory training courses e.g. EMST, APLS

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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Recommendations / Comments:

Criterion 2.7

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The training post must have clear and adequate organisational management arrangements.

Indicators

The training post at a minimum:

- It is a requirement that training posts and registrars enter into an appropriate arrangement of employment and learning/training opportunities in accordance with GPET National Terms and Conditions for Registrar Employment

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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- The registrar, supervisor and training post are covered by appropriate insurance

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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- Adequate 24-hour cover is provided for the registrar when they provide 24-hour cover for patients.

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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- The post has reception and/or clinical staff who are informed of the function and needs of the registrar and encouraged to include the registrar in aspects of practice administration and small business management where appropriate

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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- There is a post policy/profile available concerning the appointment system, home visits and responding to emergencies and the supervision of registrars in such situations

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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- getGP should be notified whenever there is a change in the medical personnel of the practice or any other significant change, for example, building alterations or new consulting rooms etc

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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- The availability of practice orientated medical education sessions and programs is advantageous

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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- In accrediting a practice, consideration is also given to other aspects such as the supervisors previous experience in:
  - Either in general practice or other areas
  - Teaching
  - Academic or community interests
  - Special interest or expertise in particular field of medicine

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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Recommendations / Comments:

### Criterion 2.8

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The training post conducts a structured process to evaluate the training within the post that demonstrates how information is gathered, analysed and acted upon to improve the quality of training.

#### Indicators

The training post at a minimum:

- Provides formal feedback on the progress of the registrar to getGP on request.

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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- Consents to the registrar in the getGP training program providing feedback to getGP Director and Medical Educators.

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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- Regularly seeks registrars' views on the quality and suitability of the training environment provided by the post

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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Recommendations / Comments:

Criterion 2.9

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Adequate keeping of medical records.

Indicators

- The practice possesses an adequate patient records system including health screening and recall systems which meets the requirements for practice accreditation

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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- Medical records must contain an up to date health summary for non-transient current patients (these summaries should be legible and complete in at least 75% of case histories at the time of the first application for reaccreditation, in the case of provisional accredited training program practices and for the second application for re-accreditation for fully accredited training practices)

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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- Medical records should contain copies of the supervisor, consultant and hospital referral letters and reports

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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- There must be a separate record, including a health summary for each patient. They should be comprehensive, legible with information easily retrievable. The RACGP record system is regarded as a model, but it is recognised that some practices may have variations of this. A health screening protocol should be included.

Met	<input type="checkbox"/>	Not Met	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
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Recommendations / Comments: