



# ACADEMIC POST GUIDE

ON YOUR ROAD TO RURAL GENERALIST  
MEDICINE, CHOOSE ACRRM

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Australian College of  
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## Terminology used in this guide

ACRRM	Australian College of Rural and Remote Medicine
AGPT	Australian General Practice Training
RGTS	Rural Generalist Training Scheme
AST	Advanced Specialised Training
DoT	Director of Training
EOI	Expression of Interest
FACRRM	Fellowship of Australian College of Rural & Remote Medicine
Health	Department of Health and Aged Care
ME	Medical Educator
PDF	Professional Development Fund
PHCRC	Primary Health Care Research conference
PRRT	Primary Rural and Remote Training
RMA conference	Rural Medicine Australia conference
RRF	Registrar Research Funding

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# Introduction

ACRRM manages five Academic Posts each year on behalf of the Department of Health and Aged Care. Applications are open to ACRRM registrars training through the Australian General Practice Training (AGPT) and Rural Generalist Training Scheme (RGTS) programs to the ACRRM curriculum.

This guide provides information for those preparing for and completing an Academic Post. It is designed for prospective and current academic registrars and university supervisors who are supporting a registrar to complete an Academic Post.

Registrars undertaking ACRRM-funded Academic Posts must consider how their research project supports ACRRM's Research Priorities:

- Enhancement of Rural Generalist education and training that would ultimately benefit the rural and remote communities
- Rural Generalist Advanced Specialised Training (AST)
- Rural Generalist training and supervision – in all contexts
- Teaching in the practice. Formal, informal and 'by the bedside'
- Competency-based training in the Practice
- Data and information arising from an Multi Source Feedback (MSF)
- Examination of the role of the patient (community member) in teaching undertaken in the practice

## Overview

Evidence is the foundation of everyday general practice. GPs and registrars need to be able to filter, critically appraise, interpret and apply the information available to them. The AGPT / RGTS program and ACRRM seek to ensure registrars have the opportunity to build skills in the areas of research and critical thinking through 12-month part-time Academic Post training terms.

## Purpose

The Academic Post is an AGPT / RGTS training term where registrars learn academic skills through individualised learning plans with mentoring and support from universities and the College.

The Academic Post provides exposure to research and the academic environment and encourages registrars to incorporate academic work into their careers.

## Academic Post Timeline

The Academic Post will be completed part-time over a 12 month period (specific dates should be set by the College and your university). Research, teaching and clinical work activities occur throughout the term period.

## **Timeline**

### **Key Dates**

<b>Milestone</b>	<b>Timeframe</b>
Applications open	May
Applications close	July
Outcomes provided to applicants	September
Letters of offer and funding contracts	October
Commence Academic Post	January/February
Orientation progress report due	31 March
Mid-term progress report due	31 July
Attend Rural Medicine Australia Conference (RMA)	October
Conclude Academic Post	January
Final report due	28 February

# Information for Registrars

## Contracts and Funding

### Contract Overview

The Australian College of Rural and Remote Medicine sends a Letter of Offer to successful applicants of the Academic Post training term. The Letter is a contract between the registrar and the College and outlines the responsibilities and obligations in completing an Academic Post. These obligations include:

- participation in support sessions held throughout the year
- attendance at the Rural Medicine Australia (RMA) and one other approved conference; and
- completion and submission of orientation, mid-term and final reports.

More information about the above activities is provided in this guide.

Please see page 12 to read more about the contract.

## Funding

Funding includes Professional Development and Registrar Research Funding and is paid in three instalments to the University. Funding includes:

- salary equivalent to the registrar's university "Lecturer level A" (0.5 FTE)
- clinical loading equivalent to that of an academic staff member "with significant responsibility for patient care" (0.5 FTE)
- statutory on-costs of 9.5% superannuation and 2% workers compensation
- payroll tax (as per the state/territory requirement)
- registrar research funding to the value of \$5,000 (ex GST)
- professional development funding to the value of \$7,000 (ex GST).

Any costs exceeding the statutory requirement (as per university conditions of employment for academic staff) will not be covered by the College.

### Registrar Research Funding

Academic registrar research projects are supported through the Registrar Research Fund. ACRRM provides up to \$5000 (ex GST) to academic registrars to assist with the cost of undertaking their research project.

Registrar research funding is managed by the College. To access these funds please follow the policies and procedures as set out by the College. Any changes to the research funding budget require approval before expenditures are made.



## Professional Development Funding

Academic registrar professional development activities are supported through Professional Development Funding. ACRRM grants up to a total of \$7,000 (ex GST) to complete professional development activities.

Up to \$4,000 (ex GST) is allocated to covering costs of attending the Primary Health Care Research Conference and the Rural Medicine Australia Conference. Registrars are entitled to use the remaining \$3000 (ex GST) professional development funding as per their application form, and as approved in the Letter of Offer.

Professional development funding is managed by the College. To access these funds please follow the policies and procedures as set out by the College. Any changes to the professional development funding budget require College approval before expenditures are made.

Any costs exceeding the statutory requirement (as per the university's conditions of employment for academic staff) will not be covered by the College.

Funding is paid to the University in three instalments on submission of an invoice.

1. 50% of the total funded amount at the commencement of the training term *and* on receipt and approval of:
  - a signed copy of the Letter of Agreement
  - an approved copy of the budget template
  - an invoice
2. 40% of the total funded amount on receipt and approval of:
  - a signed copy of the mid-term report from both the academic registrar and their University Supervisor
  - an invoice
3. 10% of the Total funded Amount on receipt and approval of:
  - a signed copy of the final research findings report from the academic registrar and their University Supervisor
  - a completed reconciliation template
  - an invoice

Registrar Research Funding and Professional Development Funding are held by the College and should be made available to the registrar at the beginning of the post as expenses are incurred. This funding is **not to be released to the university** in any instalments of funding.

## Reconciliation

At the end of an Academic Post, the University is required to submit an itemised reconciliation of expenses and receipts for costs incurred during the Academic Post for Registrar Research and Professional Development Funding. The reconciliation is due within 30 days of the Academic Post end-date and may be submitted with the final reports.

Any funding not expended in either of these categories is to be returned to ACRRM.

## Academic Registrar Activities

### **Mentoring, support and educational information**

Academic registrars are linked with experienced researchers who provide support sessions throughout the year. These sessions will provide educational information and networking opportunities. Researchers also support Academic registrars to prepare papers and posters for the two conferences as outlined below.

# Conference Attendance

## Rural Medicine Australia (RMA) Conference

Academic registrars are expected to attend the RMA conference and are asked to submit an abstract for a paper or poster.

The RMA conference is delivered by ACRRM and Rural Doctors Australia (RDA). It is held annually in October over three days. The locations differ each year.

In addition to RMA, Academic registrars are required to attend one other approved conference such as:

- Primary Health Care Research Conference (PHCRC)
- AMA National Conference

Registrars must seek prior approval from ACRRM to attend a conference not listed.

## Academic Post Reports

Academic registrars are asked to complete three reports whilst completing an Academic Post: an orientation report, a mid-term report, and a final research-findings report.

The purpose of the orientation report is to:

- ensure registrars are on track with their post
- ensure registrars received sufficient on-boarding support.

The purpose of the mid-term report is to:

- ensure registrars are on track with their post and are receiving the support they need
- reflect on experiences as an academic registrar and assist in shaping the project
- help improve the program for future academic registrars
- provide a mechanism for mid-term funding to be released..

The purpose of the final research findings report is to:

- provide a copy of the registrar's research findings
- ensure adequate support was provided and identify any challenges faced throughout the post
- encourage registrars to reflect on their experiences as an academic registrar and assist them in shaping their future goals
- suggest improvements in the program for future academic registrars
- provide a mechanism for final funding to be released..

University Supervisors must contribute to, and sign, the mid-term and final research findings reports. The registrar's medical educator must sign off all Academic Post reports.

**Completed and signed reports must be submitted to the College by: see timeline table page 6 & 7**

Reporting templates are available in the funding agreement.





# Information for Universities and Supervisors

## Role of a University Supervisor

The University Supervisor is expected to work with the prospective academic registrar to develop a research proposal as part of the Academic Post application. This may include a suitable individual project or involvement in a larger project, where the registrar has a clear and independent role. The Supervisor is expected to provide advice on the appropriate scope and breadth of the research project, the applicability to General Practice, feasibility and timeline.

Once the registrar's research and teaching proposal has been accepted, the University Supervisor is expected to meet regularly with the registrar to monitor progress of research, allocate appropriate teaching tasks, provide guidance and feedback on research and teaching, and involve the registrar in daily departmental activities. The Supervisor is required to contribute to and sign the mid-term and final research findings reports.

## Funding and Contracts

### Contract Overview

The College enters into a contract with the University regarding employment of the academic registrar.

The registrar's Medical Educator will arrange a time to meet with the academic supervisor to discuss the academic registrar's employment conditions. This may happen in person, via teleconference or videoconference. The registrar will accompany the Medical Educator to this meeting as they will undertake an active role in this process of negotiation.

The academic registrar will undertake a fixed term 12 month contract. As this is a fixed term contract, ACRRM will not cover severance costs.

### Funding

Salary funding including Professional Development Funding and Registrar Research Funding is provided to the University under contract with ACRRM. Funding includes:

- A registrar's salary will be equivalent to the registrar's university "Lecturer level A" at 0.5 FTE
- Clinical loading is equivalent to that of an academic staff member "with significant responsibility for patient care" at 0.5 FTE
- Statutory on-costs of 10.5% superannuation and 2% workers compensation
- Payroll tax (as per the state or territory requirement)
- Registrar Research Funding \$5,000 ex GST
- Professional Development Funding up to \$7,000 ex GST
  - **N.B.** This funding includes \$4,000 ex GST to be used towards the attendance fees, flights, accommodation and travel expense costs associated with attending the RMA conference and a conference aligned with primary health care and / or research (requiring pre-approval by ACRRM)

Negotiations exceeding this salary range will NOT be met by ACRRM and will therefore be at the expense of the university.

ACRRM will release salary funding to Universities in three instalments as per page 13.

ACRRM releases Registrar Research Funding and Professional Development Funding to the registrar in the first instalment of funding. The College holds these funds and is responsible for making them available to the registrar from the beginning of the post as per the College's reimbursement policies.

It is the responsibility of the academic supervisor to liaise with the university's human resources department to ensure that all arrangements are in place prior to the commencement of the academic registrar's contract. **It is essential that the academic registrar is not disadvantaged, and as such receives their salary on commencement.**

## Contact Information

If you any questions regarding any information provided in this guide, please contact the ACRRM Training Team via email [training@acrrm.org.au](mailto:training@acrrm.org.au) .