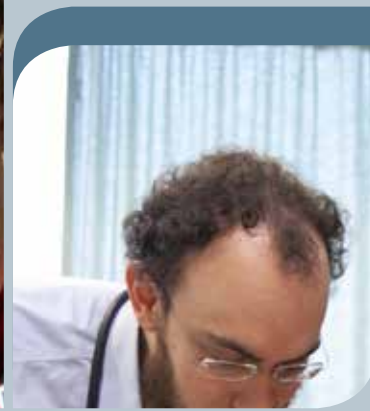




Advanced Specialised Training How to Apply

Guide



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Introduction

Thank you for your interest in an Advanced Specialised Training (AST) Outside of Training Program with ACRRM.

Previously medical practitioners have only been able to train for an AST while enrolled in the ACRRM Vocational Training Program to Fellowship.

ACRRM has now developed a process where medical practitioners can apply to undertake AST outside of Fellowship training in the following disciplines:

- Aboriginal and Torres Strait Islander Health
- Academic Practice
- Adult Internal Medicine
- Emergency Medicine
- Mental Health
- Paediatrics
- Population Health
- Remote Medicine and
- Rural Generalist Surgery.

Qualification

On completion of the AST Program, medical practitioners will be awarded a certificate of completion in Advanced Specialised Training in the respective discipline.

ACRRM also recognises the DRANZCOG Advanced as the standards for AST in Obstetrics & Gynaecology: <http://www.ranzcog.edu.au/the-ranzcog/about-the-diploma.html> and for Anaesthetics, the Joint Consultative Committee for Anaesthetics (JCCA) <http://www.racgp.org.au/yourracgp/organisation/committees/joint-consultative-committees/jcca/>.

Medical practitioners seeking formal qualifications in these two disciplines should contact the relevant committee or college directly.

Eligibility Criteria

To enrol in an AST program medical practitioners must meet the following minimum eligibility requirements:

- Hold general or specialist registration with AHPRA, and
- Have obtained or hold a position in an post accredited or creditable for the relevant AST (see Standards for Teaching Posts: <https://www.acrrm.org.au/teaching-posts>)
- Have completed or enrolled in compulsory courses as applicable to the AST (refer to AST curriculum: <https://www.acrrm.org.au/advanced-specialised-training-curricula> for details)
- Have written a project proposal if undertaking Population Health, Remote Medicine, Academic Practice or Aboriginal and Torres Strait Islander Health. Making sure that Ethics Approval is sought and granted where applicable.
- Eligibility requirements specific to chosen AST as outlined in the curriculum

It is strongly recommended that applicants have undertaken a rotation or other experience in their chosen discipline before they undertake training at an advanced level.

While all AST disciplines require a doctor to have a minimum of two years postgraduate experience ACRRM strongly recommends that doctors have additional relevant experience prior to undertaking an AST in Aboriginal and Torres Strait Islander Health, Adult Internal Medicine or Remote Medicine.

AST Program training requirements

Advanced Specialised Training provides an opportunity for a registrar to extend skills and knowledge beyond the ACRRM Primary Curriculum learning outcomes in a specialised discipline that is relevant to general practice in a rural and remote context. Currently there are eleven options for Advanced Specialised Training.

Teaching Post

Advanced Specialised Training must be undertaken in a post which will provide the appropriate experience and meet the standards in the selected discipline. The post must afford the doctor the opportunity to meet AST curriculum requirements. ASTs may be undertaken in a metropolitan, rural or remote environment, as appropriate for the discipline chosen. Applicants must also identify a supervisor/s who will meet the supervisor accreditation standards. The requirements are detailed in the Standards for Supervisors and Teaching Posts for each AST discipline.

Training for AST must be undertaken in a post accredited by ACRRM against the *AST Standards for Supervisors and Teaching Posts for the respective discipline*.

A list of accredited posts is provided at <https://www.acrrm.org.au/teaching-posts>.

If an accredited post is not available, accreditation may be applied for, forms are available at <https://www.acrrm.org.au/teaching-posts>. Posts that are accredited for Specialist Training in that discipline will generally also be suitable for ACRRM Advanced Specialised Training.

Position

The applicant must be employed in a Senior Medical Officer or registrar position.

Duration

The period of training for all ASTs is a minimum of 12 months, except for Rural Generalist Surgery which requires 24 months training.

AST will usually be undertaken over a continuous period of 12 or 24 months of full-time training. However, it may also be undertaken on an equivalent part-time basis if agreed by employer. The curricula for some disciplines stipulate a continuous 12-month period of immersion in the discipline, whereas curricula for other disciplines may allow for completion over two or more intervals.

Applicants must seek College approval prospectively if they would like to undertake training on a part-time training basis.

A maximum leave period of 6 weeks may be approved during a 12 months training period. Candidates are expected to complete training and assessment within 3 years for Generalist Surgery or 2 years for all other disciplines.

Curricula

Curricula for the following disciplines are available on the ACRRM website:

<https://www.acrrm.org.au/advanced-specialised-training-curricula>.

- Aboriginal and Torres Strait Islander Health
- Adult Internal Medicine
- Emergency Medicine
- Mental Health
- Paediatrics
- Population Health
- Remote Medicine and
- Rural Generalist Surgery.

Academic Practice

The curriculum for Academic Practice AST is under development. Medical Practitioners wishing to undertake training in Academic Practice prior to the curriculum being finalised are required to gain prior approval from ACRRM.

Medical Practitioners are required to develop a proposal that outlines the following features of the post:

- an individual training plan including a set of learning outcomes that demonstrates a clear extension beyond the content of the ACRRM Primary Curriculum for the AST;
- adequate details of the proposed training post;
- adequate details and documents verifying the registration and qualifications of the proposed supervisor; and
- a clear plan of how the discipline will be assessed, and by whom.

Education Support

To enhance the knowledge and skills gained through clinical experience and onsite training it is recommended that candidates undertake an academic program such as a university course to support the acquisition of appropriate theoretical knowledge. The curricula provide suggestions for relevant programs. Some curricula require completion of a specific course or training. See the curricula for further information.

Useful Resources

Applicants should refer to the following resources and policies:

- AST curricula for respective discipline (these will provide links to relevant resources) <https://www.acrrm.org.au/advanced-specialised-training-curricula>
- AST Standards for Supervisors and Teaching Posts <https://www.acrrm.org.au/teaching-posts>
- AST policy <https://www.acrrm.org.au/operational-policies>

Assessment

The ACRRM assessment process has been designed to provide registrars with a valid and reliable assessment of their knowledge, skills and attitudes that comprehensively reflects the educational outcomes of the training program, and is relevant to the rural and remote context.

Doctors are required to obtain a Pass grade in each of the assessments for their chosen AST discipline.

Doctors can get further details of the ACRRM assessment from the [Assessment Handbook](#)

A summary of the AST discipline assessment are given in the table below. These differ depending on the discipline. More details can be found in the respective curriculum. See <https://www.acrrm.org.au/advanced-specialised-training-curricula>.

AST assessment summary table

DISCIPLINE	FORMATIVE ASSESSMENT			SUMMATIVE ASSESSMENT			
	MiniCEX (5 Consultations)	Supervisor Report (at 6 Months)	Project (1500-2000 Words)	StAMPS	Supervisor Report (at 12 Months)	Logbook	Project (4-5000 Words)
Aboriginal & Torres Strait Islander Health		X			X		X
Adult Internal Medicine	X	X	X	X	X		
Emergency Medicine		X		X	X	X	
Mental Health	X	X	X	X	X		
Population Health		X			X		X
Remote Medicine		X			X		X
Surgery		X	X	X	X	X	
Paediatrics	X	X		X	X		

Fees Schedule 2017

Fee Type	Cost	Notes
Application Fee (once only)	\$1322.00 (GST included)	The Application Fee covers the costs of the application, RPL if applicable, desk top accreditation of teaching post and supervisor and enrolment into the program. It is a <u>non-refundable fee</u> .
Administration Fee (annual)	\$1755.00 (GST included)	The administration fee covers, administrative support and records management while on the AST Program. It is a <u>non-refundable fee</u> .
Assessment fees		See https://www.acrrm.org.au/assessment
Membership fees	As per fee schedule	See https://www.acrrm.org.au/membership-categories-and-fees

Please note that the fees listed may be subject to review and ACRRM reserves the right to adjust fees each year.

Recognition of Prior Learning

Applicants may apply for Recognition of Prior Learning (RPL) if they have qualifications, experience or training relevant to that discipline.

Policy

Recognition of Prior Learning acknowledges experience, training and assessment that applicants already possess which may exempt them from clinical training or assessment.

- For experience to count towards training it must be in a post accredited by ACRRM or in a post that the applicant can demonstrate would meet ACRRM AST Standards for Supervisors and Teaching Posts.
- Overseas training or experience completed in New Zealand, Canada, Ireland, the United Kingdom or the USA may be considered. Experience gained in other countries is considered on a case by case basis.
- The position must be at an appropriate level i.e. registrar or Senior Medical Officer
- Applicants must be able to provide evidence of satisfactory performance in the post they would like considered towards training.
- Must provide evidence to show that skills are current in the discipline for which recognition is being sought.

Evidence Required

All RPL applications must be supported by independent, verifiable documentation relevant to each period of experience, training or assessment for which recognition is being sought.

- Certified copies of original certificates for medical qualifications and courses
- Certified copies of original training records and assessment reports
- Verification of employment through providing one of the following:
 - Hospital record of employment including rotations covered;
 - Statement of service or
 - Letter demonstrating clinical privileges at a local hospital (if applicable) or
- Verification of Clinical Experience using the ACRRM proforma
- Confirmation of satisfactory performance in clinical work through one of the following:
 - Supervisor report
 - Reference, or
 - Verification of Clinical Experience proforma

Recognition of Prior Learning Outcome

Applicants assessed as having met all training requirements for the AST discipline will be able to proceed to assessment.

All applicants will be required to undertake assessment as detailed in the AST curricula unless the College deems a comparable assessment has been undertaken.

Membership

Applicants are required to be a member of ACRRM whilst enrolled in the AST program. An application may be made online at <https://www.acrrm.org.au/membership-college>

Counting training activities towards the AST

For activities to count towards the AST Program, doctors must:

- maintain medical registration with AHPRA
- be actively training in an accredited post
- be up to date with program fees and
- maintain ACRRM membership

Maintenance of procedural skills and ACRRM membership

ASTs are time limited qualifications and must be maintained through ongoing professional development.

Application Process

Applications for enrolment in the AST Program are open all year round. Once a complete application has been submitted to the college for review, applicants can expect their outcome within 2- 4 weeks.

Preparation

Prior to applying applicants are required to:

- Ensure that eligibility requirements are met
- Familiarise themselves with the training and assessment requirements as detailed in the curricula
- Secure a position at the level of registrar or SMO in a facility that is accredited or would meet the standards for accreditation
- Have identified a suitability qualified senior medical practitioner who has agreed to provide supervision
- Have enrolled in or completed any courses or training required (detailed in AST curriculum)
- Have identified a project and prepared a project proposal if undertaking an AST that requires this as a summative assessment (Aboriginal and Torres Strait Islander Health, Population Health or Remote Health ASTs)
- Have written a CV using the prescribed template and
- Compiled certified evidence.

Supporting Documentation

Supporting Documentation	Evidence Required	Who
Proof of identity	<ul style="list-style-type: none"> Passport OR Birth certificate. 	Non ACRRM Fellows
Evidence of name change	<ul style="list-style-type: none"> Certified copy of Deed Poll or Marriage Certificate). 	If applicable
Proof of Australian permanent or temporary residency or citizenship	<ul style="list-style-type: none"> Passport with evidence of citizenship or permanent residency Citizenship certificate Letter from Dept. of Immigration & Citizenship confirming permanent residency status or If you are an Australian citizen - passport or birth certificate 	Non ACRRM Fellows
Evidence of current medical registration in Australia	<ul style="list-style-type: none"> Copy of current AHPRA registration card or certificate or Proof of listing on www.ahpra.gov.au in the Register of Practitioners 	All
Doctors with conditions on their registration	<ul style="list-style-type: none"> Certificate of Good Standing (or equivalent) from AHPRA 	If applicable
Primary Medical Degree	<ul style="list-style-type: none"> Certificate 	Non ACRRM Fellows
Postgraduate qualifications, Medical qualifications	<ul style="list-style-type: none"> Certificate or letter of successful completion 	If applicable
Professional development (PDP) (Statement which outlines all PDP completed)	<ul style="list-style-type: none"> ACRRM Activity statement or RACGP QI&CPD statement 	If not doing ACRRM PDP
Evidence of Employment	<ul style="list-style-type: none"> Hospital record or Statement of Service or Letter from employer confirming length of employment or Letter stating clinical privileges at a local hospital or Verification of Clinical Experience using the ACRRM proforma 	Those applying for RPL
Proof of satisfactory performance for each post	<ul style="list-style-type: none"> Verification of Clinical Experience using the ACRRM proforma Supervisor Report Referee Report 	Those applying for RPL
Current Curriculum Vitae (using CV template)	<ul style="list-style-type: none"> Chronological career history for the chosen AST including qualifications obtained, Practice history (including dates, position title, facility (including name and address), Roles and responsibilities 	All
General Current Curriculum Vitae (not required to be on CV template)	<ul style="list-style-type: none"> Chronological career history including qualifications obtained, Practice history (including dates, position title, facility (including name and address), Roles and responsibilities 	All
Teaching post and supervisor	<ul style="list-style-type: none"> Details of teaching post and supervisor if already accredited by ACRRM for AST or Completed application of accreditation 	All
Courses required for AST	<ul style="list-style-type: none"> Proof of completion or enrolment in courses 	If applicable
Project	<ul style="list-style-type: none"> Project proposal for Aboriginal or Torres Strait Islander Health, Population Health or Remote Medicine project 	If applicable

Certification of Supporting Documentation

Applicants must submit certified copies of original documents. If documentation is not in English, then a verified English translation must be provided. **Please note that documents certified by medical practitioners are not accepted.**

Certification of original documents can be made by one of the following authorised officers:

- A Justice of the Peace (JP) (copies certified by a JP must include a registration number and the state in which they are registered as a JP. If no registration number is available, then JPs must provide their full name and address);
- A Commissioner for Declarations;
- A bank manager or credit union branch manager;
- A barrister, solicitor or patent attorney;
- A police officer in charge of a police station, or of the rank of sergeant or higher;
- A postal manager; and/or
- A pharmacist.

The authorised officer must certify each document by writing '*I certify this is a true copy of the original document sighted by me*' and sign it on the same page of the document. If the certifying officer is not a JP, then he or she must also include the following details: name, address, contact telephone number, profession or occupation or organisation and date certified.

Submitting your Online Application Form

Once the application form has been submitted you cannot make any further changes or additions online.

Once submitted, you will receive an automatic message indicating that your application has been received. A copy of your completed application form will be emailed to you. Please contact the Vocational Training Team if you do not receive these notifications.

Application Fee

The application fee of \$1322.00 (**GST Inclusive**) covers the costs of the application, RPL if applicable, desk top accreditation of teaching post and supervisor and enrolment into the program. It is a non-refundable fee.

You will be able to pay this invoice:

- online,
- over the phone via credit card,
- direct deposit or by
- cheque / money order.

Your application will be processed once payment is received. ACRRM will issue you with a receipt of payment.

Confidentiality

ACRRM treats all information submitted confidentially. Applicants are advised that a copy of the full application (CV, and details of medical board registration and supporting documents) will be sent to ACRRM Medical Educators and the College Censor to review suitability for the AST program and determine RPL.

Help

If you require assistance, please contact the Vocational Training Team, Monday to Friday 8.30am to 5pm on (07) 3105 8200 or email training@acrrm.org.au