

# ACRRM Practice requirements



Quick reference for Training Posts with AGPT, IP and RGTS registrars

## 2-3 months before registrar starts

- Update ACRRM practice profile
- Employment contract and documentation
- Medicare Provider Number (registrar)
- Placement documentation
- Training Post Agreement to ACRRM
- Set up PRODA, HPOS, PSIS, AIR Accounts
- Workcover

## 1 month before registrar start

- IT and practice Software
- Update website with new registrar profile
- Rostering
- Hospital admitting / retrievals

## 1 week before registrar start

- Orientation pack
- Provide policies
- Prepare consult room

## Day 1 of placement

- Orientation**
- Hospital / Retrievals process
- Supervisor to discuss learning needs and **training plan** with registrar

\* **Refer to supervision guidelines:** Supervision is to be tailored to suit the needs of the individual registrar (**Standard 2.1**)

\*\* **Refer to teaching guidelines:** Teaching is to be tailored to suit the needs of the individual registrar (**Standard 3.1**). Prorated as per registrar Full-time Equivalent

\*\*\* Refer to [ACRRM website](#) for regional dates

## Core Generalist Training Time: Primary Care

		1 <sup>ST</sup> SIX MONTHS	2 <sup>ND</sup> SIX MONTHS	3 <sup>RD</sup> SIX MONTHS	4 <sup>TH</sup> SIX MONTHS
		<b>PRACTICE / SUPERVISOR</b>			
<b>Supervision*</b>		< 2 mths: 100% onsite > 2 mths: 80% onsite	50% onsite	25% onsite	25% onsite
<b>Supervisor Report</b>		End of term	End of term	End of term	End of term
<b>Weekly In-practice teaching**</b>		1 hour formal 2 hours informal	1 hour formal 30 min informal	45 min informal	No formal teaching requirement. Informal teaching as required.
<b>Training Practice Report</b>		3 monthly	3 monthly	3 monthly	3 monthly
<b>Practice teaching log</b>		Maintained weekly—submitted to ACRRM upon request (within 7 days)			
		<b>REGISTRAR</b>			
	<b>Registrar placement report</b>	3 monthly	3 monthly	3 monthly	3 monthly
	<b>ACRRM Medical Educator Sessions</b>	Minimum 1	Minimum 1	Minimum 1	Minimum 1
<b>Education requirements (Education release)</b>	<b>National ACRRM Orientation***</b>	Yes	-	-	-
	<b>National Education Program: workshop***</b>	Yes	Yes	-	-
	<b>National Education Program: online</b>	-	-	-	-
	<b>Regional Education***</b>	Yes	Yes	-	-
	<b>Cultural Education***</b>	Yes	Yes	-	-
	<b>REST Course</b>	Refer to <a href="#">ACRRM Fellowship Program Handbook</a>			
	<b>Emergency Courses</b>	Refer to <a href="#">ACRRM Fellowship Program Handbook</a>			
<b>Assessment requirements</b>	<b>MiniCEx</b>	As per registrar training plan—minimum 9 to be completed			
	<b>Multiple Choice Questions</b>	As per registrar training plan—registrar must have met eligibility to enrol			
	<b>Multi-source Feedback</b>	As per registrar training plan—recommended to enrol after >3 months			
	<b>Case Based Discussion (CBD)</b>	As per registrar training plan—recommended to commence cases collection after >3 months Primary Care experience			
	<b>Procedural Skills Log</b>	Entries made as completed and regular discussions with supervisor			