

GPTQ Practice Experience Program (PEP) Participant Guide

Welcome to the GPTQ delivered Practice Experience Program (PEP). GPTQ will attempt to provide you with maximum value for money while meeting the RACGP requirements in supporting you on your progression toward Fellowship.

Key information

1. What is included in your PEP GPTQ program
2. What is not included in your PEP program
3. GPTQ expectations of you
4. GPTQ reporting to the RACGP
5. Additional support options
6. Key contacts

What is included in your PEP GPTQ Program

The RACGP has defined a number of key activities that will be delivered by GPTQ.

These are listed below with a description of how GPTQ will deliver these.

ME Mentoring and review of Progress.

You will be allocated to a Senior Medical Educator (PEP Mentor) with experience in supporting doctors - both overseas trained and Australian Graduates, towards achieving fellowship with the RACGP. You will meet with this Medical Educator initially (during an Induction Interview) to develop a study plan, review the modules allocated to you and ensure you understand how best to prepare for your progress toward fellowship. Your study plan is developed based on your Initial Core Skills Analysis (ICSA) and your Individual Program Requirements (IPR) as assessed by the RACGP. PEP participants are asked to undertake either a 12- or 18-month program, during which time *you are unable to sit for RACGP assessments*. Your PEP Mentor does not provide clinical supervision as part of PEP.

You will then have 6 monthly meetings with this Senior Medical Educator to review all activities undertaken within the GPTQ/RACGP PEP program, review your progress in these activities, and provide guidance on how best to proceed in the upcoming 6-month period. Your PEP Mentor will provide guidance in relation to the activities within PEP as well as options that may be of benefit outside of the PEP process. Any additional activities would be optional and at your own expense.

This Senior Medical Educator/PEP Mentor is required to submit a report to the RACGP each 6 months and on completion of the program, detailing your progress within the PEP activities. All communication with your PEP Mentor should be through the PEP Portal or via pep@gptq.qld.edu.au.

Your online modules on GP Learning

You are required by the RACGP to complete five (5) online modules/six months through GP Learning. These have been allocated to you by the RACGP as part of your Individual Program Requirements (IPR). Each module contains workplace-based assessments and will take up to 30 hours each to complete.

GPTQ will allocate to you a Medical Educator (ME Assessor) who will on a monthly basis, log in and review your online modules, and the assessments you have completed, and provide you with some feedback on the assessments you have performed. This process is to help you in reflecting on the answers you have provided and provide you some additional guidance on how you are progressing in your preparation towards Fellowship.

Assessments for Learning

During each six-month term in PEP, a variety of assessments will occur to help inform your learning.

1. Direct Observation of Practice

GPTQ will organise for either

- a. An experienced General Practitioner (ME Assessor) with training in direct observation to observe you working in your workplace, provide a report on your performance, and feedback on how you could improve your performance. This will include at least 4 patients and be for up to a maximum of 3 hrs. In some circumstances you may be asked to record your consultations for a Medical Educator to view and discuss on a separate occasion.

OR

- b. Organise you to attend a simulation session where you will conduct a series of consultations with professional actors, that is video recorded and then reviewed by yourself and a Medical Educator. You will also be provided with a report on your performance and feedback on how you can improve.

2. Clinical Case Analysis/Case-based discussion

GPTQ will organise for you to submit 2-4 cases to a Medical Educator who will review the cases and then contact you to discuss these cases. They will be using approaches that help you understand the clinical reasoning process that is central for quality General Practice and is assessed specifically in the Key Features Paper. You will be provided with feedback on these cases and suggestions on how to improve your approach to patient care, as well as suggestions for future study.

3. Multi-Source Feedback

GPTQ will support you in undertaking a Multi-Source Feedback Process through the [Client Focused Evaluation Program](#). The cost of the activity will be covered by GPTQ. During the process, 40 patients will complete a Doctor's Interpersonal Skills Questionnaire, and 15 Colleagues will complete a Colleague Focused Evaluation Tool (CFET). You will be then be asked to complete a self-reflection based on the results and discuss this with a Medical Educator. The discussion will inform strategies that will enhance your future performance as a GP. This activity is only required once during your program.

4. Procedural Logbook

The RACGP will provide access to a Procedural Logbook to assist you in identifying the core clinical examinations procedural competencies important for General Practice. This will be available through the PEP portal. Your Medical Educator will review our Logbook every six months.

The following are optional activities/resources:

1. Supervisor Reports

If you are working under supervision, GPTQ will request a copy of your Work-Performance Report (with all parties' consent). This reporting is optional.

2. Additional GPTQ resources

GPTQ will make available access to:

- a. The GPTQ learning management system including modules used by AGPT registrars in their training program.
- b. An online discussion forum moderated by a GPTQ Medical Educator where sample exam type questions are posted and responses provided with explanations of why the correct answer was chosen.
- c. GPTQ will provide access to Progress Testing, through our education portal. Progress testing involves completing a series of context questions, based on the RACGP curriculum, to assist in your preparation for Fellowship Exams.

A PEP Supervisor and Practice Guide is available and we encourage you to share this with your practice.

What is not in your PEP GPTQ Program

GPTQ, within its contract and funding arrangements with the RACGP will not be able to provide.

- Lectures, workshops or other training activities normally provided to AGPT registrars;
- Individual intensive support;
- Industrial advice or support in relation to employment placements, terms or conditions;
- Guarantee of exam success.

GPTQ Expectations of you

This program is designed to support you in your progression towards Fellowship with the RACGP. Knowledge and skills can only be gained by you, the participant. GPTQ will provide you with guidance or direction in how to learn and what to learn. You are expected to:

- Complete the identified modules allocated to you by the RACGP;
- Put in the time and effort in study and preparation towards your fellowship;
- Participate in the assessments organised for you;
- Engage in the feedback process;
- Respond promptly to all communication;
- Keep GPTQ aware of your:
 - Employment status
 - Contact details
 - Circumstances that may affect your progress in the program.

GPTQ reporting requirements.

GPTQ is required to report to the RACGP on a 6 monthly basis your progress within the program based on your performance in each of the activities listed above.

If it is believed that you are not progressing to an acceptable standard, GPTQ will notify the RACGP of the concerns with recommendations for actions. The RACGP may undertake further assessment activities and recommend remediation activities. Such additional activities will be negotiated between yourself and the RACGP and any remedial activities undertaken will be at your own expense.

GPTQ is also bound under AHPRA legislation and reporting requirements. If GPTQ forms a view that there are significant concerns for patient safety, then the relevant Medical Educator will be required by law to make a report to AHPRA detailing the concerns. This action will only be undertaken if serious concerns are identified and the participant is not willing or able to make changes that result in patient safety being maintained.

Additional support activities.

GPTQ having been involved in Medical Education for many years has links to a significant number of additional education resources that may benefit your progression towards fellowship and quality of care provided to your patients. Unfortunately the funding provided for the PEP is not sufficient to include these in the program offered. Activities may be recommended by your ME Mentor and/or Assessor based on your performance in assessment and needs you and GPTQ identifies. Any such options would be optional and at your own cost.

Potential activities include:

- Professional support with a specialist English Second Language teacher who has worked with overseas trained doctors;
- Career counselling;
- Psychological support;
- BMJ ONexamination MCQ papers;
- One on One Exam Coaching;
- Training for your supervisor in providing exam support/ supervision skills;
- Intensive Communications skills training;
- Remote supervision;
- Clinical Observerships;
- Clinical reasoning workshops;
- Focused education resources.

Timelines

Term	Activity	Description	Timing
1	Induction Interview	Development of a plan for learning based on your ICSA and IPR.	Week 4-8
	Consultation observation	Work-place based (either face-to-face or recorded consultation), or via simulation.	Week 8-12
	Clinical Case Analysis	Two cases/term. Discussion may occur during consultation observation or as a case-based discussion.	Week 8-12
	Multi-source feedback	Patient, colleague and self-reflection through the CFEP.	Week 12- 24
	Progress Interview	Feedback and review of progress	Week 20 -24
2	Consultation observation	Work-place based (either face-to-face or recorded consultation), or via simulation.	Week 8-12
	Clinical Case Analysis	Two cases/term. Discussion may occur during consultation observation or as a case-based discussion.	Week 8-12
	Progress Interview	Feedback and review of progress	Week 20 -24
3	Consultation observation	Work-place based (either face-to-face or recorded consultation), or via simulation.	Week 8-12
	Clinical Case Analysis	Two cases/term. Discussion may occur during consultation observation or as a case-based discussion.	Week 8-12
	Progress Interview	Feedback and review of progress	Week 20 -24

*Terms are for a six-month period.

Key Contacts

Administration Support: <mailto:pep@gptq.qld.edu.au>

RACGP PEP portal – *this will launch 14th January, 2019*