

PRACTICE REFERENCE GUIDE

To the Practice Manager,

A doctor working in your practice/health service has been accepted to the RVTS Training program.

This guide provides you with information about RVTS, the RVTS registrar journey, as well as training requirements and expectations, as formally set out in the **Practice Training Location Agreement**.

The RVTS team looks forward to supporting your doctor towards Fellowship, and partnering with you to assist them on this journey.

ABOUT RVTS

The Remote Vocational Training Scheme (RVTS) is a national training program for doctors seeking General Practice and Rural Generalist Fellowship.

Funded by the Australian Government, RVTS delivers General Practice and Rural Generalist training for medical practitioners in rural, remote and First Nations communities throughout Australia.

RVTS is an accredited vocational training pathway to Fellowship of the Royal Australian College of General Practitioners (RACGP) and/or the Australian College of Rural and Remote Medicine (ACRRM).

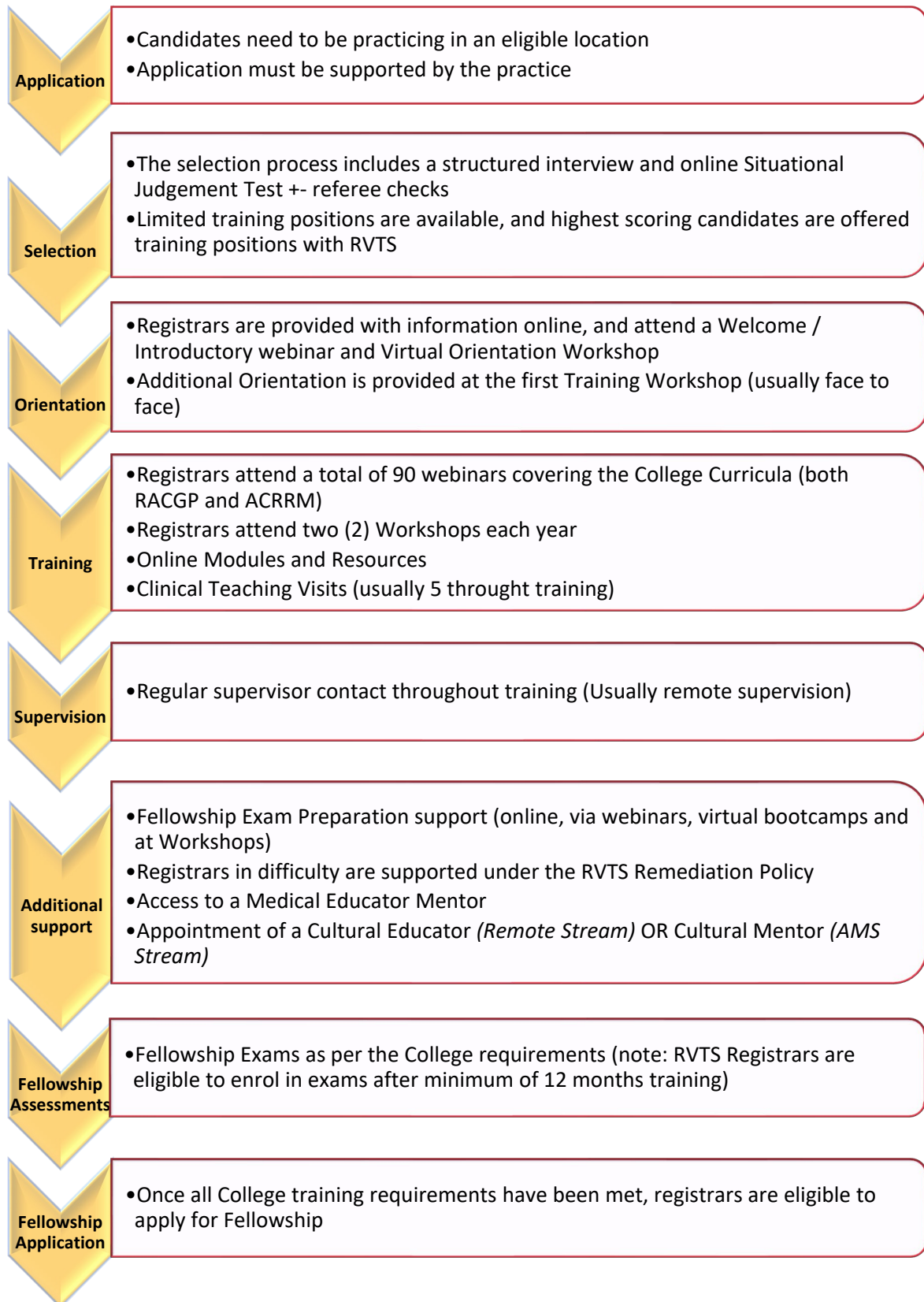
The three-year (RACGP) or four-year (ACRRM) program delivers structured distance education and remote supervision to doctors while they continue to provide general medical services to their community.

The program aims to:

- Facilitate access to vocational training by all doctors across Australia
- Contribute to the recruitment and retention of doctors in Rural, Remote and First Nations communities
- Improve the quality of services available to Rural, Remote and First Nations communities by enabling access to vocational training and ensuring continuity of medical services.

RVTS has been training doctors for over 20 years, and in that time has supported around 500 doctors who have delivered primary health care in over 350 communities.

The Journey to Fellowship for RVTS Registrars



How can your practice assist your RVTS registrar?

The RVTS program supports registrars in their eligible practice of choice for the duration of their training. Support from the practice is essential for RVTS Registrars to be successful in their training.

Many training activities occur out of usual work hours (e.g. evening webinars and weekend virtual bootcamps), while some activities impact registrars during work hours (e.g. Training Reviews and Workshops). It is the registrar's responsibility to liaise with the practice and notify relevant staff of upcoming training activities and requirements that may interfere with normal working hours.

RVTS will communicate important dates to practices regularly. **Additional information about key training requirements with RVTS is provided at [Appendix 1](#).**

Practices can support RVTS registrars by:

- The provision of an effective registrar **orientation into practice**.
- Assisting with arrangements for the Registrar to **attend mandatory training activities**:
 - weekly evening webinars (90 in total over 3 years)
 - twice yearly Training Reviews
 - exam preparation
 - twice yearly attendance at the 5-day workshops over three years.
- Providing a **safe training environment**. Registrars and Practices/Health Services are encouraged to maintain an open dialogue on matters impacting doctor's health and wellbeing, including consideration of fatigue management; workload; workplace health and safety and assessment of the Registrar's ability to manage high risk situations.
- Ensuring an adequate **patient load** across the breadth and depth of General Practice (as far as possible).
- Together with the Registrar, assist in monitoring their **Medicare Provider Number** to ensure it remains current.
- Supporting the organisation of **Clinical Teaching Visits**. These are where an experienced GP provides feedback to the Registrar on their consultation skills. The visit may be either a F2F-CTV, where the visitor attends your Practice and observes the Registrar while consulting, or a Tele-CTV where the visitor observes via the use of Zoom. For Tele-CTVs the Registrar will need the following:
 - a webcam / microphone / speakers on their Practice PC
 - high speed (1mbps or faster) internet access to stream the consult (no recording of the consult will take place)
 - ability to run Zoom on their Practice PC.
- Providing your Registrar with additional **training opportunities** that may be offered within the Practice/Health Service.
- Advising RVTS of any material changes to your practices/health services, which may include:
 - operational, ownership and key staff changes
 - reduced or significantly altered patient load/profile
 - impact on breadth and depth of practice due to natural disaster (flood, fire, etc.)

Reporting Incidents

There is an expectation that the Practice/Health Service maintains a clinical risk management system, including policies and procedures to deal with near misses, adverse events, critical incidents and other serious issues.

Incidents involving an RVTS Registrar in the course of their work require reporting to RVTS. Reportable incidents include adverse events that pose a risk to patient safety or that may affect the Registrar's capacity for clinical practice and/or training.

RVTS encourages all Registrars and Practices to be proactive in bringing incidents to the attention of RVTS. Practices are encouraged to be familiar with the [RVTS Incident Reporting Procedure](#), section 2.3 which notes:

- in the event of an in-practice incident where a Registrar is working the Practice Manager is required to notify RVTS. Any incident that is likely to impact the Registrar's capacity to work, clinical practice and/or training must be reported. The report should be made using the prescribed [incident reporting form](#) as soon practicable. There is an assumption, if relevant to clinical practice, the incident will be managed under the Practice clinical risk management system
- in documenting the initial report to RVTS the Practice Manager will:
 - where specifically involving an RVTS Registrar, discuss the report directly with the Registrar
 - include all relevant information and documentation as attachments to the report
 - sign the documented report
 - submit the report electronically to the RVTS Registrar Training Coordinator and/or Training Support Manager
 - further liaison may be required in processing the report.

Practice requirements for RVTS registrars

Training locations are approved by RVTS to confirm that it is a suitable location for Vocational Training. Practices will be asked to:

- provide evidence of Practice Accreditation (e.g. evidence of AGPAL Accreditation)
- complete the RVTS 'Training Position Approval' documentation

Benefits to your Practice/Health Service:

In addition to retaining the services of your doctor for the duration of their training with RVTS, your practice benefits from the association with RVTS in multiple ways:

- registrar training and support facilitates improved patient care for your community
- registrar access to A1 Medicare rebates (RVTS is a recognised 3GA program under the *Health Insurance Act 1973*)
- RVTS Registrars are supported by a collegiate peer network of doctors across the country working in similar work environments
- RVTS support and training may increase the likelihood of Registrars remaining at your Practice longer term which, in turn, provides continuity of care to your community.

Feedback:

RVTS welcomes feedback on your registrar's progress at any time and appreciates the opportunity to discuss any concerns you may have during their time with RVTS.

You can further support your registrar by providing feedback on areas of strength and identifying opportunities for improvement.

From time to time, registrars will be asked to provide feedback on their practice environment, and, if required, RVTS will liaise with practices to address any concerns raised by registrars.

RVTS is committed to supporting practices and maintaining regular engagement and 6 monthly 'RVTS Information Webinars for Practices'.

Who to contact at RVTS:

The designated Registrar Training Coordinator (RTC) is the first point of contact for Registrars and their Practices. Medical Educator Mentors and other staff will be called upon as required.

Registrar Training Coordinator: [\[insert name\]](#)
Telephone: 02 6057 xxxx (Direct) 02 6057 3400 (RVTS Office)
Mobile: XXX
Email: [\[insert email\]](#)
Website: www.rvts.org.au

Appendix 1:

Additional information about key training requirements with RVTS is noted below.

Activity	Details
Clinical Teaching Visits (CTVs)	All CTVs are to be arranged by RVTS and are to take around 3.5 - 4 hours. Ideally each consult is booked for 15 minutes followed by a 15 minute gap for discussion and feedback. Registrars are required to have 3 CTVs during their first year of training and 2 CTVs during their second year. Additional CTVs may be arranged if required. Patient Consent forms are to be completed on the day and the Practice Manager completes a declaration form upon completion of the CTV confirming that this was done.
Emergency Medicine courses	Registrars are required to complete 2 approved EM courses during their training. RVTS reimburses course cost upon receipt of evidence of successful completion.
Handbooks, forms and policies	These are available on the RVTS website. Most will be found in the Resources tab https://rvts.org.au/resources . Contact the RTC if you have any further queries.
Leave	Registrars are required to apply for leave from RVTS if they will be away in excess of 4 weeks annually e.g. maternity leave, sick leave. Any leave beyond 4 weeks must be added on to a Registrar's training time to meet College requirements.
Marketing	We would welcome copies of any published articles from your local area which refer to our Registrars or Supervisors.
Medical Indemnity	It is the responsibility of the Registrar to ensure RVTS has a current copy of their medical indemnity cover on file.
Provider Numbers	RVTS coordinates all Provider Numbers for eligible locations. It is the responsibility of the Practice/Health Service and Registrar to ensure continuity – action at least 6 weeks prior to expiry.
Training Position Approval	This form is to be completed by the Practice. It provides RVTS with detailed information about the Practice/Health Service (training location) to ensure that Registrars complete their training in an approved location.
Training Reviews	Two (2) Training Reviews are held each year and are scheduled during work hours. They are conducted via Zoom and involve a discussion between the Registrar their Supervisor and RTC. The Practice will need to support the Registrar by blocking out 5approx. 1 hour for each Review.
Weekly Webinars	Held on a designated weeknight (Thursday in 2023) from 8.00pm – 9.00pm NSW time. Participation in the dedicated program of weekly webinars throughout the duration of the program is mandatory for all Registrars.
Workshops	Face-to-face workshops are held for one week, twice per year. Attendance is compulsory for all Registrars. RVTS 23.1 Workshop (Sydney) 6 – 10 March 2023 and RVTS 23.2 Workshop (Brisbane) 18 - 22 September 2023. Some financial assistance may be available to fund the cost of locum services for eligible locations – refer to the Educational Workshop Attendance Grant Policy on RVTS website.

Document control:

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