



ACRRM

Practice Support Webinar Series

2025.1

Placement process and Fellowship requirements

Kate Brosnan (Placement Coordinator)

Debbie Forsdike (Practice Support Coordinator)

ACRRM acknowledges Aboriginal and Torres Strait Islander peoples as the custodians of the lands and waters where our members and staff work and live across Australia. We pay respect to their elders, lores, customs and Dreaming. We recognise these lands and waters have always been a place of teaching, learning, and healing.

Placement process

Kate Brosnan

ACRRM Placement Coordinator



Training Post Profiles

Profiles

- Information display in registrar platform
- Important selling point for your practice
- Information collected includes
 - Practice information
 - Accreditation details
 - Community information
 - Extra/Incentives

Accessing on RGHub



- Dashboard
- My Tasks
- Accreditation
- Training Post**
 - Organisation
 - Training Post Profile**
 - Capacity Collection
- Payments Receipts
- Placement Management

Home / Training Post - Training Post Profile

Training Post Profile

Name		MMM	
<input type="text" value="Rhianna's Health Service"/>		<input type="text" value="MMM 5"/>	
Street	State	City	Post code
<input type="text" value="888 Bond Street"/>	<input type="text" value="QLD"/>	<input type="text" value="Bond"/>	<input type="text" value="4170"/>
Area Code*	Phone*	Links to website	
<input type="text" value="613"/>	<input type="text" value="123456789"/>	<input type="text" value="postrhiannahealthservice.com.au"/>	
3 / 5	9 / 15	31 / 100	

Are you registered with PRODA? *

Yes No

Please provide your ORGSITE number

0 / 12

Training Post Bank Details

Account Name	BSB	Account Number
<input type="text" value="Test Account Name"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
17 / 50	1 / 6	1 / 50

Practice Days	Opening Time	Closing Time	
<input type="text" value="Monday"/>	<input type="text" value="08:00 AM"/>	<input type="text" value="05:00 PM"/>	<input type="button" value="🗑"/>
<input type="text" value="Tuesday"/>	<input type="text" value="08:00 AM"/>	<input type="text" value="05:00 PM"/>	<input type="button" value="🗑"/>
<input type="text" value="Wednesday"/>	<input type="text" value="08:00 AM"/>	<input type="text" value="05:00 PM"/>	<input type="button" value="🗑"/>

Rhianna's Health Service

- Dashboard
- My Tasks
- Placement Management
- Training Posts**
- Reports

Training Post Details

MMM: MMM 5	Address: 888 Bond Street Bond QLD 4170
Accreditation Category: Core Generalist Training	Number of Consult Rooms: 0
VMO: Yes	Allied Health Available: Yes

Training Post Information

Rhianna's Health Service opened in 2000 to provide a service to the local community.

Special Skills

- Men's Health
- Pregnancy
- Travel Medicine
- Vaccinations
- Women's Health

Training Post Staff

Practice Manager	Supervisors
Kate Brosnan	

Town Information

POST. This is information about the town.

Extras/Incentives

POST. This is information about what extras / incentives we offer.

Transport Options

POST. This is some information about transport options around the town.



Website

postrhiannahealthservice.com.au

Trading Hours

Monday	8:00 am - 5:00 pm
Tuesday	8:00 am - 5:00 pm
Wednesday	8:00 am - 5:00 pm
Thursday	8:00 am - 5:00 pm
Friday	8:00 am - 5:00 pm
Saturday	8:00 am - 4:00 pm

Training Post Capacity

Capacity Collection

- Open Mon 10 – Mon 24 March 2025
- Collecting for 2025.2 semester only
- Dual accredited training posts must submit to both colleges

Approved capacity released Fri 11 April 2025

- Dashboard
- My Tasks
- Accreditation
- Training Post ▾
- Payments Receipts
- Placement Management ▾

Home / Training Post - Capacity Collection

Capacity Collection

Semester 1

 Opt out of this semester

Current ACRRM Registrars	Current RACGP Registrars *	Additional Capacity *	=	Total Capacity
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		<input type="text" value="0"/>

What employment type is available for registrars? *

Preferred duration of full time registrar placement *

Will you consider taking on a registrar with no experience in General Practice? *

Yes No

Already approved placements in ACRRM System for 2025

Available capacity that not filled by a ACRRM or RACGP registrars

RAGCP placements you have confirmed with RACGP for 2025.2

Autofill: Total of ACRRM Registrars, RACGP Registrars and Additional Capacity

Semester 2

 Opt out of this semester

Current ACRRM Registrars	Current RACGP Registrars *	Additional Capacity *	=	Total Capacity
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		<input type="text" value="0"/>

Approved Capacity

To talk to ACRRM about your approved capacity, please contact placements@acrrm.org.au

What employment type is available for registrars? *

Applications/Interviews

Registrar Application

- Opens Mon 28 April (Offer Hiatus week is 28 April - 4 May)
- Applications display in RGHub
- Applications include a summary registrar profile (reach out to registrars for full CV/Resume)
- Contact registrars directly to organise interviews

Registrar Applications in RGHub

The screenshot shows a web browser window with the URL `rghub.acrrm.org.au/placement-management/registrar-preferencing`. The page features the ACRRM logo in the top left and a user selection dropdown in the top right showing "ACRRM Test Company". A left-hand navigation menu includes "Dashboard", "Accreditation", "Training Post", "Payments Receipts", and "Placement Management", with "Registrar Preferencing" highlighted under the latter. The main content area is titled "Placement Management" and "Registrar Preferencing", listing "Rhianna Padget" and "Ekta Kapoor". The profile for Rhianna Padget is displayed, including her name, ID "61 040", a masked phone number "XXXX", and email "r.padget@acrrm.org.au". Below this is a "Personal Summary" section with a text input field containing "This is a summary". The "Career History" section contains two empty dropdown menus. The "Education Level" section has "Degree" and "Post Graduate" buttons. The "Skills" section includes "Honest", "Confidential", "Team Orientated/Team Work", and "Other" buttons. The "Languages" section has a "Chinese" button.

ACRRM

ACRRM Test Company

Home / Placement Management

Placement Management

Registrar Preferencing

Rhianna Padget

Ekta Kapoor

Rhianna Padget
61 040 XXXX
r.padget@acrrm.org.au

Personal Summary

This is a summary.

Career History

Education Level

Degree Post Graduate

Skills

Honest Confidential Team Orientated/Team Work Other

Languages

Chinese

Registrar Interview/offers

- Interviews start Monday 28 April (Offer Hiatus week is 28 April - 4 May)
- Offers can commence from Monday 5 May 2025
- ACRRM doesn't get involved in interview and offers
- Complete an ACRRM Placement confirmation form once an offer is accepted and send to ACRRM Regional team

Where to find Placement Confirmation Form

- Dashboard of RGHub
- ACRRM Website
- Contacting ACRRM Regional Training Teams

On RGHub



Rhianna's Health Service ▾

K Kate Brosnan ▾

- Dashboard
- My Tasks
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- Placement Management ▾


Welcome, Kate

Accreditations

ACRRM Accreditations

Type: Training Post
Category: Core Generalist Training
End Date: 23 Feb 2025

Fetching your tasks...



Placement Confirmation Form

Complete this form with your registrar/s and submit to your ACRRM regional training team.

[Complete Placement Confirmation Form](#) >



On ACRRM Website



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Training Forms

Download

- [Application for Approval to Undertake an ACRRM AST Post](#)
- [Case Log Proforma](#)
- [Curriculum Vitae Proforma](#)
- [Financial Hardship Policy Application](#)
- [Individual Training Placement Application](#)
- [Leave from a College Program Application](#)
- [Placement Confirmation Form](#)
- [Plan and Progress Report Advanced Specialised Training](#)
- [Practice Teaching Log Proforma](#)
- [Registrar Placement Report](#)
- [Registrar Training Plan](#)
- [Remediation Form](#)
- [Serious Issues Reporting Form](#)
- [Supervisor Report - AST Clinical Supervisor \(for registrars starting AST prior to 2021\)](#)
- [Supervisor Report Core Generalist Training](#)
- [Training Post Orientation proforma](#)
- [Training Post Supervision Plan proforma](#)

Online

- [Reconsideration, Review and Appeals](#)
- [Withdrawal from College Program](#)

2025.2 Medicare Deadline

- The ACRRM Medicare Provider Number Application form must be returned to ACRRM for endorsement and lodging with Services Australia by:

Monday 2 June 2025

- Forms that are received after this date cannot be guaranteed to be processed in time to have a MPN active at time of 2025.2 commencement

Fellowship Requirements

Supporting ACRRM registrars in placement

4 Years Full Time Program

3 Years

Core Generalist Training

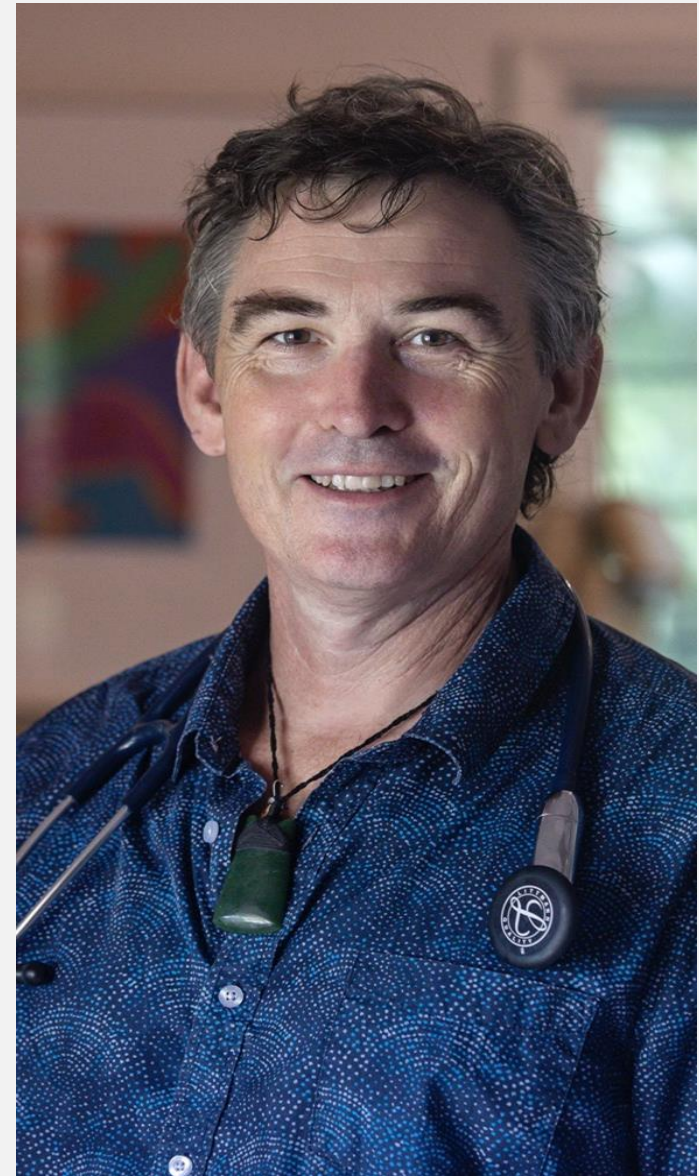
1 Year
(2 Years Surgery)

Advanced Specialised Training



Advanced Specialised Training (AST)

- **Aboriginal and Torres Strait Islander Health**
- **Academic Practice**
- Adult Internal Medicine
- Anaesthetics
- Emergency Medicine
- Obstetrics and Gynaecology
- Mental Health
- Palliative Care
- Paediatrics
- **Population Health**
- **Remote Medicine**
- Surgery



Core Generalist Training and Time (CGT)

3 years minimum full-time training in an MMM 2-7 undertaking at least:

- 6 months* full-time Primary Care setting
- 3 months full-time Emergency Care
- 3 months full-time Secondary Care
- 12 months full-time Rural and Remote Practice (MM4 – 7)

As well as core clinical experience, knowledge and skills in

- Anaesthetics, Paediatrics, Obstetrics

*PC requirement is 12 months for registrars commencing 2025.2 and thereafter



ACRRM Fellowship Education Program (AFEP)

The ACRRM Fellowship Education Program covers key learning areas of the ACRRM Rural Generalist Curriculum and includes:

Orientation (including orientation to primary care)

- **state based face-to-face workshop**

Cultural Education

- **state based face-to-face workshop**

AFEP Semesters A, B, C & D

Semesters A and B

- online self-directed learning, discussion forums, live webinars, MCQs
- **three-day virtual workshop**
- **state based face-to-face workshop**

Semesters C and D

- online self-directed learning program, and include MCQs

[Click here](#) for more information about the topics covered within the education program.



Emergency Courses

- Rural Emergency Skills Training (REST)
- Advanced Life Support (ALS2)

Assessment - CGT

- [Mini-CEX's](#) – primary care
- Multi Sources Feedback (MSF) – primary care
- Multi Choice Questionnaire (MCQ)
- Case Based Discussion (CBD) – primary care
- Structured Assessment Multiple Patient Scenarios (StAMPS)
- CGT Logbook

Click [here](#) to view scheduled assessment dates

[Assessment forms](#)

[Supervisor resources](#) – includes online modules for assessment familiarization and formative assessment forms



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

Education requirements (Education release)

Assessment requirements



Home / About Us / Governance / Regional teams

Regional teams

NSW/ACT NT QLD SA TAS VIC WA

ACRRM has regional support teams in place to guide and advise our registrars and support our supervisors, practice managers and training posts. Our team include regional directors of training, training network coordinators, training program advisors, medical educators, cultural educators and mentors, registrar liaison officers and supervisor liaison officers.

Contact your regional training team below:

[Find your regional team](#)

🔍 Search...



Practices

[Training Practice](#)

[Registrar Employment](#)

[NTCER](#)

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[Employment Templates](#)

[GPCLE](#)

Next webinar:

Interviews and the NTCER; funding

Wednesday 26 Mar 2025 at 1:30PM AEST

[Register here](#)

Find out more



acrrm.org.au



1800 223 226



Practicesupport@acrrm.org.au

