

NTGPE Training Post Accreditation Application Form

NTGPE accredits all training posts and GP supervisors to train GP registrars through the Royal Australian College of General Practitioners (RACGP) and the Australian College of Rural and Remote Medicine (ACRRM), where eligible and unless otherwise notified.

APPLICATION CONTACT PERSON

Name: _____ Position: _____

Phone: _____ Mobile: _____

Fax: _____ Email: _____

TRAINING POST PROFILE

Training Post Name: _____

Please note: It is important that the Training Post / Practice Name and Physical Address is defined as provided to AGPT / Medicare to ensure that Medicare Provider Numbers are processed in a timely manner.

Physical Address: _____

Postal Address: _____

Type of Training Post: ACCHS / AMS ADF NT Department Health Clinic
 Hospital Private Practice Other _____

AGPAL / GPA accredited? Yes _____ No _____

Date of most recent AGPAL / GPA accreditation:

(Please attach relevant certificate)

Training Post opening hours:

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Opening Hours							

Practice sub-specialties:

Please list below any branch practices where registrars may also work during their placement (if applicable):

NTGPE Training Post Accreditation Application Form

TRAINING POST DEMOGRAPHICS

Approximate patient numbers seen per year:

% of patients presenting who are:

0-4 years	5-15 years	16-25 years	26-64 years	65+ years

% of patients identified as Aboriginal or Torres Strait Islander:

TRAINING POST STAFFING

Manager

Name: _____ Phone: _____
 Mobile: _____ Fax: _____
 Email: _____

Non-GP Staff

Role / job	No. of staff currently in the role / job
e.g. Receptionist	e.g. 5

GP Supervisors (to be accredited)

Name(s): _____

Primary GP supervisor: _____

NTGPE Training Post Accreditation Application Form

GP SUPERVISOR ROSTER

Week Day	Morning Session	Afternoon Session	Evening Session
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

How will supervision coverage be provided when GP supervisors are away from the practice or on annual leave (e.g. locums, internal coverage)?

TRAINING POST DESCRIPTION

For new training posts only.

Please provide a description about your training post and what it offers for GP registrar training. This will be used to advertise your training post to our GP registrars on our online placemeNT website.

Examples of other training post descriptions are available on placemeNT at <http://registrar.ntgpe.org/>.

NTGPE Training Post Accreditation Application Form

TRAINING POST TEACHING PLAN

A Training Post Teaching Plan outlines how a training post organises orientation to the post, teaching, learning and supervision of GP registrars. Teaching Post Teaching Plans are linked to your training posts profile page on placementNT for GP registrars to review when selecting their preferred placements.

A completed Training Post Teaching Plan template is required with this accreditation application. This template is available via the link <https://www.ntgpe.org/node/205>.

TEAM SUPERVISION PLAN

A Team Supervision Plan outlines how supervision is covered in a training post that has several GP supervisors, and includes details of who the GP registrar can contact if the lead GP supervisor is unavailable.

A completed Team Supervision Plan template is required with this accreditation application if the training post operates under a team supervision model. This template is available via the link <https://www.ntgpe.org/node/203>.

CHECKLIST FOR PRACTICE ACCREDITATION

The below checklist outlines all documentation that is required to apply for practice accreditation for the training of GP registrars. All applicable documentation is required to be reviewed by the NTGPE Accreditation Committee.

- Completed Practice Accreditation Application Form (Pages 1-3)
- Copy of AGPAL / GPA Practice Accreditation (if applicable)
- For new training posts only:** Completed Practice Description (Page 3)
- Training Post Teaching Plan (Page 4)
- Team Supervision Plan (if applicable) (Page 4)

Please return the completed accreditation application form with any relevant supporting documentation to the NTGPE Accreditation Team.

Email: supervisor@ntgpe.org