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INTRODUCTION

Thank you for your interest in the academic post training term. This guide provides comprehensive information for prospective academic registrars and Regional Training Providers (RTP) on the academic post and information on how to apply for the 2015 cohort.

Please see the table of contents on pages 5-7 for full list of inclusions.

General Practice Education and Training Contacts

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<th>Position</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Senior Medical Advisor</td>
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<td><a href="mailto:Louise.stone@gpet.com.au">Louise.stone@gpet.com.au</a></td>
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<td>Program Officer, Education Research and Development Unit</td>
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<td><a href="mailto:Patricia.pirritano@gpet.com.au">Patricia.pirritano@gpet.com.au</a></td>
<td>02 6263 6796</td>
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ACADEMIC POST

Overview

The everyday practice of GPs is based on evidence. GPs and registrars need to be able to filter, critically appraise, interpret and apply the information available to them. The Australian General Practice Training Program (AGPT) seeks to ensure registrars have the opportunity to build their skills in the areas of research and critical thinking through 12 month part time academic post training terms.

Purpose

The academic post is an AGPT training term in which registrars learn academic skills through individualised learning plans with mentoring and support from RTPs, universities and General Practice Education and Training (GPET).

The post aims to provide exposure to research and the academic environment and encourages registrars to incorporate academic work into their careers.

Why do an Academic Post?

During an academic post, registrars develop skills in research, teaching, project work and critical evaluation of research relevant to the discipline of general practice. Registrars undertaking academic posts will find these skills invaluable to the way they practice throughout their careers. Registrars undertaking an academic post will have the opportunity to:

- Contribute to the evidence on which general practice is based
- Gain experience in research and teaching
- Attend funded workshops and conferences
- Disseminate their research in professional journals and at conferences
- Help build the foundation to become a GP academic or Medical Educator. Some academic registrars will use the experience to prepare themselves for further postgraduate study in academic general practice e.g. Masters or PhD

“I wanted to do an academic post because I had never tried research before and wanted to give it a go in a supported environment. I was fortunate enough to find a department and supervisor who would support my area of interest – youth health – so this was very encouraging. The academic post was a great way to break up the week so that I was regularly doing something new and learning new skills. I felt refreshed starting a day in clinic and refreshed again starting a day in university.”

- Dr Deepthi Iyer, AGPT Registrar and 2013 GPET Registrar Research and Development Officer (RRADO)

How the Academic Post Works

The academic post training term has one intake per year and is usually completed part time over 12 months. It includes research and teaching requirements and is usually undertaken within a university department of general practice or rural clinical school.
**Research**

A registrar may choose to complete their own research project or join an existing research project; however if choosing this option a registrar must have a clear role and be accountable for a distinctive part of the existing project. The registrar will need to discuss their research proposal with their Medical Educator (ME) at their RTP and find a suitable general practice academic supervisor at a university before applying. A registrar must have at least one general practitioner academic supervisor in their supervisory team.

Many RTPs will already have relationships with universities in their region, and the registrar’s ME may be able to suggest suitable supervisors. The Registrar Research and Development Officer (RRADO) and Senior Medical Advisor (SMA) can also assist registrars establish connections with potential supervisors in their region or area of interest. Previous academic registrars in the registrar’s RTP may also be able to assist.

Division of time between research and teaching may change from week to week and is dependent on university schedules. Registrars should consider the amount of time allocated in determining the breadth and scope of their research project.

**Teaching**

Registrars may be involved in teaching at a university and/or RTP. This teaching may involve delivery of lectures, facilitating small group teaching, conducting tutorials, assessments, curriculum development and being involved in departmental meetings. Teaching is not expected to include extensive administration work, or tasks that exceed the registrar’s competence e.g. writing high stakes exams.

**Clinical**

Most registrars continue to complete clinical work when undertaking an academic post. If a registrar does not wish to complete clinical work they will need to discuss this with their RTP who will need to seek approval from the state censor.

**Examples of Academic Posts**

- Cross Cultural Training of GP Registrars – Who is Responsible? Assessing the perceptions and Training needs of GP Supervisors in Western Sydney
- Haemochromatosis: Under-Diagnosed by How Much? A Decade of HFE Gene Test Results in Rural and Metropolitan Queensland
- Introduction of a Meningococcal B vaccine into primary healthcare: a survey of knowledge, attitudes and factors affecting immunisation practices among South Australia GPs
- Exploring health literacy around preventative health care in refugee women in Brisbane – a focus on breast and cervical cancer screening
- Screen to puff – selecting adults at high risk of COPD for spirometry in general practice
Academic Post Guidelines

What is an Academic Post within Vocational Training?

Australian universities developed departments of community medicine and general practice more than 20 years ago. Departments of Rural Health and Rural Clinical Schools have been established more recently. Most of these academic departments focus on undergraduate teaching and research in general practice and rural and remote medicine. They are also active outside the university working with primary health care professionals and other organisations in their community.

Eligibility for an Academic Post

Registrars wishing to undertake an academic post must be enrolled in the AGPT program and have completed their first six months of GP vocational training.

Incorporating an Academic Post into your Learning Plan

An academic post is undertaken as a 12 month part-time position. However, in exceptional circumstances registrars may elect to undertake a post over six months full-time. Registrars wishing to undertake a six-month post must have relevant approval from their RTP and College censor before applying.

Academic posts can be undertaken as a part of both college fellowships; FRACGP and FACRRM.

Two categories of academic posts are available;

1. as part of training time with AGPT
2. in addition to fellowship requirements

Academic posts within fellowship

- FRACGP - academic post is approved for extended skills
- FACRRM - academic post is approved for Primary Rural & Remote Training or Advanced Specialised Training
- FARGP – academic post is approved as an Advanced Rural Skills term

Academic post outside fellowship

- Elective - academic post is approved by a registrar’s RTP for elective training

Registrars must have academic posts approved by their RTP’s Director of Training (DoT).
**Academic Post Opportunities**

Academic registrars are given the opportunity to:

- attend educational workshops
- attend and submit an abstract at relevant research conferences
- participate in online study groups with peers

Academic registrars attend two educational workshops during the academic post: the Academic Registrar Orientation Workshop (AROW) and the Academic Registrar Workshop (ARW). Both are funded and run by GPET.

The AROW program usually consists of educational and logistical sessions. The educational sessions help to provide academic registrars with information, skills and tools around starting their research. The logistical sessions provide academic registrars with information on administration, activities and expectations of completing an academic post.

The ARW program is designed for academic registrars to support them in the next stage of their research. Academic registrars attend sessions on research skills, have the opportunity to network, present their work and receive feedback from academics and peers.

Academic registrars are funded to attend the Primary Health Care Research Conference (PHCRC) or another relevant research conference. They are also encouraged to submit an abstract as a professional development activity.

To support academic registrars during their post, the RRADO facilitates a monthly webinar. These online study groups are used to provide educational sessions, networking opportunities and a space to share their work, challenges and experiences with peers.

**Applying for an Academic Post**

**Expression of Interest**

Registrars wishing to apply for an academic post are encouraged to complete and submit an Expression of Interest (EOI) form which can be found on the GPET website. The registrar will then be contacted by the RRADO, who will provide information on the academic post and answer any questions the registrar may have.

*Please note:* by completing the EOI form registrars are not obligated to apply for the post; it is simply a way to gauge interest and provide further information to interested registrars.

**Registrar Research Workshop**

GPET runs a two day Registrar Research Workshop (RRW) each year in July. The workshop is designed for prospective academic registrars to gain information about academic posts. Registrars learn and develop basic research skills which can then be applied to the development of an academic post application form.

The RRW is held concurrently with the ARW; a workshop for the current cohort of academic registrars. Concurrent workshops enable prospective academic registrars to network with the current academic registrars and explore their experiences of completing an academic post. Prospective academic registrars also get the chance to listen to the current academic registrars’ research progress by attending presentation sessions.
GPET fully funds one registrar from each RTP to attend the workshop each year. Registrars will need to speak with their ME at their RTP if they wish to attend. Additional registrars are able to attend if the RTP wishes to fund their placement (maximum of 30 attendees). Registrations for the RRW usually open in May. The registration form can be found on the GPET website and will also be sent out to RTPs.

**Application Form**

The academic post application form requires comprehensive information on all aspects of the registrar’s post including logistical information, learning objectives and the research and teaching proposal. GPET encourages registrars to start completing the application form with assistance from their ME and university supervisor as soon as the application form is available.

The application form is available on the GPET website from June 2014. It is separated into three sections:

- Part A – Academic Post Application
- Part B – Registrar Research Funding (RRF)
- Part C – Declarations

The application form is accompanied by an instruction sheet. Most parts of the application form have a word count in place. Registrars submit their completed application forms to the Education Research and Development Unit (ERDU) via academic@gpet.com.au. Applications for academic posts must be received by **COB on 8 August 2014**.
Selection Criteria

Registrars are encouraged to consider the below selection criteria when completing their application form. This selection criteria is used by the Academic Awards Committee (AAC) to evaluate each application.

Criterion 1 - Demonstrate Benefit to the Registrars Learning and Career Plans
- Is it clearly demonstrated that the academic post is embedded within the registrars learning plan?

Criterion 2 – Quality of Research
- Does the proposal demonstrate a clear research question?
- Has the registrar, in consultation with their supervisor, developed an appropriate research plan?
- Have they demonstrated how their proposed research fits with existing research on their topic?
- Is the research question relevant to Australian general practice? Research may focus on clinical care, general practice education, policy, service delivery, or any other topic relevant to Australian general practice.
- If the registrar is embedding their research in an existing larger project, does the registrar have ownership of their study? Applicants should demonstrate that they have significant involvement in the research design, in the conduct of the research and in the analysis and interpretation of date.

Criterion 3 – Quality of Research – Feasibility Methodology & Ethics
- Can the project realistically be completed in the given time frame?
- Is the methodology appropriate for the research being proposed?
- Have the ethical issues raised by the project design been identified and adequately discussed?

Criterion 4 – Quality Teaching Experience
- Does the application demonstrate how the registrar plans to contribute to the teaching of their academic institution? Teaching should constitute a minimum of 40% of the registrar’s time.
- Does the application demonstrate how many teaching activities will be supervised?

Criterion 5 - Compliance with the Academic Post Guidelines
- How well does the application comply with the academic post guidelines? Please refer to page 11 of this guide.

Criterion 6 - Demonstrated Engagement with Academic GPs & University Departments of General Practice or Rural Clinical School
- Does the supervisory team contain sufficient GP presence?
- Does the academic institution have a general practice focus?
Support during the Application Process

The Senior Medical Advisor and the RRADO from GPET can assist and answer questions regarding the design of the registrar’s research project. The registrar’s ME and university supervisor should also provide assistance with design. The ERDU Program Officers can provide logistical support including registration for Registrar Research Workshop and application form queries. Full contact details can be found on page 8 of this guide.

Selection Process

Academic Awards Committee

The Academic Awards Committee (AAC) is a selected group of GPET and external representatives who provide advice on academic matters as required by GPET.

The main function of the AAC is to assess the suitability of registrar applicants to undertake an academic post.

The committee consists of the following members:

Three GPET representatives:
- Senior Medical Advisor - Chair
- Senior Aboriginal Health Training Advisor
- Registrar Research and Development Officer

One representative from each of the following organisations:
- Australian Association of Academic Primary Care
- Royal Australian College of General Practitioners
- Australian College of Remote & Rural Medicine
- Australian Medical Educators Network - this position should be held by a Senior Medical Educator.

Observers / Secretariat will include:
- Program Officer, Education Research & Development Unit, GPET

Assessment Process

AAC members individually assess and score each of the registrar applications against the selection criteria. Each member puts forward a recommendation to accept, reject or discuss the application further. The AAC then convenes via teleconference to discuss the applications and makes a recommendation to GPET on the applications to be supported.

Outcomes

There are four possible outcomes for an academic post application; accept, resubmit, reject, and appeal.

Accept – the AAC is satisfied with the application and proposed research project. A Letter of Offer will be sent to the registrar to confirm their placement in the 2015 cohort. The Letter of Offer will also include feedback on the research project.
Resubmit – if an application requires changes to be made before the AAC are able to accept it, the registrar will be advised the suggested changes by letter. These changes will need to be implemented and the application re-submitted by the specified date. If the AAC is satisfied that the change requirements have been met, their application will then be approved and a Letter of Offer will be sent out to confirm the registrars’ place in the 2015 cohort.

Reject – the AAC does not recommend the application as suitable for an academic post placement. A letter will be sent to the registrar giving feedback on why their application was unsuccessful.

Appeal - if a registrar wishes to appeal a rejected application they are required to send an email to the AAC Chair stating the reasons why their application should be reconsidered. The registrar’s ME and university supervisor should be copied in to the email. The AAC Chair will then reconsider the application and make a final recommendation. If the Chair is unable to reach a decision, the final recommendation will be made by the whole of the AAC.

Contracts and Funding

Contracts Overview

A Letter of Offer will be sent to successful applicants of the 2015 academic post training term. This is a contract between the registrar and GPET which contains the expectations of accepting and completing an academic post including; attending educational workshops, relevant research conferences and online study groups. The contract needs to be carefully read to ensure the registrar understands their responsibilities. It should then be signed and returned to GPET by the specified date.

On receipt of the Letter of Offer, the registrar’s RTP is sent a Letter of Agreement. To read more about the Letter of Agreement please see page 27 of this guide

Funding

GPET will fund up to 20 registrars per year to undertake an academic post. Professional Development Funding (PDF) and Registrar Research Funding (RRF) are paid to the registrar’s RTP. The terms of remuneration are as follows:

- a registrar’s salary will be equivalent to the registrar’s university “Lecturer level A”
- clinical loading equivalent to that of an academic staff member "with significant responsibility for patient care"
- statutory on costs of 9.5% superannuation and 2% workers compensation
- payroll tax (as per state requirement)

Any costs above the statutory requirement as per university conditions of employment for its academic staff will not be covered by GPET.

Registrar Research Funding

Academic registrar research projects are supported through RRF. Up to $5,000 (ex GST) is granted to the registrar to assist with the cost of undertaking their project. The RRF cost will need to be outlined and included with the registrars’ academic post application.
The request for RRF is approved by the AAC and notification of approval will be provided in the Letter of Offer. If changes to the RRF proposal are required the registrar will need to complete a RRF amendment form.

**Professional Development Funding**

Academic registrar professional development activities are supported through PDF. Up to $3,000 (ex GST) is granted to complete these activities. Professional development activities will need to be discussed with the registrars’ ME and will need to be outlined in their application form. PDF is approved by the AAC and notification of approval will be provided in the Letter of Offer.
SPECIALISED ACADEMIC POSTS

Overview

A ‘specialised academic post’ is defined as a post where there is a defined research project to be completed and some objectives of the term are predetermined. Specialised posts are designed to facilitate accessibility to research opportunities.

There are currently two types of specialised academic posts; Australian Family Physician Publications Fellow and the Australian Indigenous Doctors’ Association Academic Post.

Australian Family Physician Academic Post

Overview

The Australian Family Physician is the official journal of the Royal Australian College of General Practice (RACGP). It is a highly regarded peer-reviewed journal publishing original articles and reviews dedicated to meeting the ongoing educational requirements of general practitioners. This post is a unique opportunity for a registrar to obtain medical editing experience during their training.

A registrar who wishes to undertake the AFP Publications Fellow position is expected to do a research project in addition to editing, however the research project is usually smaller in scope (to allow for the time constraints). AFP Publications Fellows have reduced teaching requirements at university. The teaching component should be negotiated with the university supervisor directly.

A maximum of two AFP positions are awarded by the RACGP per academic intake.

Applying for an AFP Academic Post

Expression of Interest

Registrars wishing to apply for the AFP academic post are encouraged to complete an EOI form which can be found on the GPET website. The registrar will then be contacted by the RRADO, who will provide information on the post and answer any questions the registrar may have.

Please note: by completing the EOI form, registrars are not obligated to apply for the post; it is simply a way to gauge interest and provide further information to interested registrars.

Registrar Research Workshop

GPET runs a two day Registrar Research Workshop each year in July. Please see page 12 of this guide for more information.

Application Form

Registrars interested in undertaking the AFP post are required to submit a standard academic post application form to the ERDU. A separate EOI will be available on the GPET website from July 2014 and will need to be submitted to the RACGP for the AFP component.

Registrars who submit an EOI to the RACGP should include this information on their application form and outline how their post will be structured in both ways: with the AFP work factored into their post and without. If a registrar is only interested in doing an academic post with the AFP Fellowship (i.e. the application would be withdrawn if not accepted for AFP) this should be noted in the application.
The academic post application form requires comprehensive information on all aspects of the registrar’s post including logistical information, learning objectives and the research and teaching proposal. GPET encourages registrars to start completing the application form with assistance from their ME and university supervisor as soon as the application form is available.

The application form is available on the GPET website from June 2014. It is separated into three sections:

Part A – Academic Post Application

Part B – Registrar Research Funding (RRF)

Part C - Declarations

The application form is accompanied by an instruction sheet. Most parts of the application form have a word count in place. Registrars submit their completed application forms to the ERDU via academic@gpet.com.au. Applications for the academic post will need to be received by COB on the 8 August 2014.

Selection Criteria

Registrars are encouraged to consider the selection criteria (please see page 14) when completing their application form. This selection criteria is used by the AAC to assess each application.

Support during the Application Process

The Senior Medical Advisor (SMA) and the RRADO from GPET can assist and answer questions regarding the design of the registrar’s research project. The registrars ME and university supervisor should also provide assistance with design. The ERDU Program Officers can provide logistical support including registration for Registrar Research Workshop and application form queries. The ERDU full contact details can be found on page 8 of this guide.

Selection Process

Academic Awards Committee

Applicants are assessed by the AAC along with the other academic post applications (please see page 15). If a registrar is applying for both the AFP post and the standard academic post the committee will assess both training term models to ensure they will meet requirements.

Assessment Process

For details on the assessment process please see page 15 of this guide

Outcomes

Applicants are notified by GPET on the outcome of their academic post application first; for outcomes of application forms please see page 15 of this guide. A publications fellow is then selected by the RACGP from the successful applicants who have submitted an EOI to the RACGP.
Contracts and Funding

Contracts Overview

A Letter of Offer will be sent to successful registrars who have applied for an AFP post and standard academic post. After RACGP have made their selection, a revised Letter of Offer will be sent to the successful registrar.

This is a contract between the registrar and GPET which contains the expectations of accepting and completing an academic post including; attending educational workshops, conferences and online study groups. The contract needs to be carefully read to ensure the registrar understands their responsibilities. It will then need to be signed and returned to GPET by the specified date.

Once the Letter of Offer has been returned, GPET will send out a Letter of Agreement to the registrar’s RTP. To read more about the Letter of Agreement please see page 27 of this guide.

Funding

GPET will fund the AFP post directly to the RTP as per a standard academic post (please see page 16).

Registrar Research Funding

AFP academic registrars are entitled to RRF (please see page 16).

Professional Development Funding

AFP academic registrars are entitled to PDF (please see page 17).

Australian Indigenous Doctor’s Association Academic Post

Overview

The Australian Indigenous Doctors’ Association (AIDA) has partnered with General Practice Education and Training (GPET), Coast City Country General Practice Training (CCCGPT), Winnunga Nimmityjah Aboriginal Health Service (Winnunga) and the Australian National University (ANU) to deliver an Academic General Practice Training Post to be based at the AIDA Secretariat in Canberra.

The AIDA Academic Post is an identified training term. It is the first of its kind, providing a unique professional development opportunity for Aboriginal and Torres Strait Islander registrars to develop their skills in the areas of primary care, policy development and academia.

The post includes policy research and teaching requirements, along with clinical work in an Aboriginal Health Service. The AIDA post ensures that Aboriginal and Torres Strait Islander doctors are given the opportunity to contribute to policy research relating to Aboriginal and Torres Strait Islander communities.

Academic work (including policy research and teaching) are to be undertaken at AIDA in conjunction with the ANU, developed with the support of an ANU supervisor and guided by AIDA’s policy research agenda. Clinical work is undertaken at Winnunga Nimmityjah Aboriginal Health Service. The AIDA post falls within the portfolio of Coast City Country GP Training (CCCGPT).
While the location of the AIDA post is fixed, registrars from any RTP are encouraged to apply. A temporary transfer will be arranged by GPET if required. CCCGPT will cover relocation costs from the registrar’s current location to the ACT and provide a rental subsidy of up to $22,500 for the 12 month period. If the post extends past 12 months, additional rental subsidy will be applied.

**Applying for an AIDA Academic Post**

**Expression of Interest**

Registrars wishing to apply for the AIDA academic post are encouraged to submit an EOI form which can be found on the GPET website. The registrar will then be contacted by an AIDA representative, who will provide information on the AIDA post and answer any questions the registrar may have.

*Please note:* by completing the EOI form registrars are not obligated to apply for the post; it is simply a way to gauge interest and provide further information to interested registrars.

**Registrar Research Workshop**

GPET runs a two day Registrar Research Workshop (RRW) each year in July. To read more about this workshop please see page 12 of this guide.

GPET fully funds registrars that are interested in applying for the AIDA academic post to attend the workshop. GPET will also fund the registrars’ to attend the Primary Health Care Research Conference (PHCRC).

**Site Visits**

GPET will organise for each prospective AIDA academic registrar to attend site visits at the partnering organisations for the AIDA post: AIDA, Winnunga, ANU and CCCGPT. These site visits will take place during PHCRC and will allow registrars to familiarise themselves with locations and meet members from each organisation.

**Application Form**

The AIDA academic post application form requires comprehensive information on all aspects of the registrar’s post, including logistical information, the research project, teaching proposal and learning objectives. GPET encourages registrars to start completing the application form as soon as it is available. Support is available from all organisations involved in the AIDA post and through the RRW to assist in completing the form.

The application form is available on the GPET website from July 2014. It is separated into three sections:

Part A – AIDA Academic Post Application

Part B – Registrar Research Funding (RRF)

Part C - Declarations

The application form is accompanied by an instruction sheet. Most parts of the application form have a word count in place. Registrars submit their completed application forms to the ERDU via...
Applications for the AIDA academic post must be received by COB on 8 August 2014.

**Selection Criteria**

Registrars are encouraged to consider the selection criteria (please see page 14) when completing the AIDA academic post application form. This selection criteria is used by the AIDA Academic Post Selection Committee (AAPSC) to assess each application.

**Support during the Application Process**

The Senior Medical Advisor, Senior Aboriginal Health Training Advisor (SAHTA) and the RRADO from GPET can assist and answer questions regarding the design of the registrar’s research project. The CCCGPT ME and ANU university supervisor should also provide assistance with design. The ERDU Program Officers can provide logistical support including registration for RRW and application form queries. The ERDU full contact details can be found on page 8 of this guide.

Registrars can also contact Louise Cooke from AIDA aida@aida.org.au

**Selection Process**

**AIDA Academic Post Selection Committee**

The AIDA Academic Post Selection Committee (AAPSC) is a selected group of representatives from the AIDA post partnering organisations. The function of the AAPSC is to assess the suitability of registrar applications to undertake the AIDA Academic Post.

The committee consists of the following members:

Two GPET representatives:
- Senior Aboriginal Health Training Advisor
- Senior Medical Advisor

One representative from each of the following organisations:
- Australian Indigenous Doctors’ Association
- Coast City Country General Practice Training
- Winnunga Nimmityjah Aboriginal Health Service
- Australian National University Department of General Practice

Observers / Secretariat will include:
- Registrar Research and Development Officer, GPET
- Program Officer, Education Research Development Unit, GPET
- Senior Policy Officer, AIDA

**Assessment Process**

AAPSC members will individually assess and score each of the registrar applications against the selection criteria. Each member puts forward a recommendation to accept, reject or discuss the application further. The AAPSC then convenes via teleconference to discuss the applications and makes a recommendation to GPET on the applications to be supported.
Outcomes

There are four possible outcomes for an AIDA academic post application; accept, resubmit, reject, and appeal.

Accept – the AAPSC is satisfied with the application and proposed research project. A Letter of Offer will be sent to the registrar to confirm their placement in the 2015 cohort. The Letter of Offer will also include feedback on the research project.

Resubmit – if an application requires changes to be made before the AAPSC are able to accept it, the registrar will be advised the suggested changes by letter. These changes will need to be implemented and the application re-submitted by the specified date. If the AAPSC is satisfied that the change requirements have been met, their application will then be approved and a Letter of Offer will be sent out to confirm the registrars’ place in the 2015 cohort.

Reject – the AAPSC does not recommend the application as suitable for an academic post placement. A letter will be sent to the registrar giving feedback on why their application was unsuccessful.

Appeal - if a registrar wishes to appeal a rejected application they are required to send an email to the AAPSC Chair stating the reasons why their application should be reconsidered. The registrar’s ME and university supervisor should be copied in to the email. The AAPSC Chair will then reconsider the application and make a final recommendation. If the Chair is unable to reach a decision, the final recommendation will be made by the whole of the AAPSC.

Contracts and Funding

Contract Overview

A Letter of Offer will be sent to the successful applicant of the 2015 AIDA academic post training term. This is a contract between the registrar and GPET which contains the expectations of accepting and completing the AIDA academic post including: attending educational workshops, conferences and online study groups. The contract needs to be carefully read to ensure the registrar understands their responsibilities. It will then need to be signed and returned to GPET by the specified date.

On receipt of the Letter of Offer, the registrar’s RTP is sent a Letter of Agreement. To read more about the Letter of Agreement see page 27 of this guide

Funding

GPET currently fund one registrar per year to undertake the AIDA academic post. Professional Development Funding (PDF) and Registrar Research Funding (RRF) are paid to CCCGPT. The terms of remuneration are as follows:

- a registrar’s salary will be equivalent to the registrars university “Lecturer level A”
- clinical loading equivalent to that of an academic staff member "with significant responsibility for patient care"
- statutory on costs of 9.5% superannuation and 2% workers compensation
- payroll tax (as per state requirement)
- Winnunga clinical rate
Any costs above the statutory requirement as per university conditions of employment for its academic staff will not be covered by GPET.

**Registrar Research Funding**

Academic registrar research projects are supported through Registrar Research Funding (RRF). Up to $5,000 (ex GST) is granted to assist with the costs of undertaking their project. The RRF cost will need to be outlined and included with the registrars’ AIDA academic post application.

The request for RRF is approved by the AAPSC and notification of approval will be provided in the Letter of Offer. If changes to the RRF proposal are required the registrar will then need to complete a RRF amendment form.

**Professional Development Funding**

Academic registrar professional development activities are supported through professional development funding (PDF). Up to $3,000 (ex GST) is granted to complete these activities. Professional development activities will need to be discussed with the registrars’ ME and will need to be outlined in their application form. PDF is approved by the AAPSC and notification of approval will be provided in the Letter of Offer.
REGIONAL TRAINING PROVIDER INFORMATION

How Does the Academic Post Works?

To read about how the academic post works please see pages 9-10 of this guide.

Guidelines

To read the academic post guidelines please see page 11 of this guide.

Contracts and Funding

Contract Overview

A Letter of Agreement will be sent to the academic registrar's RTP once the Letter of Acceptance has been returned by the academic registrar. To read more about the Letter of Offer please see page 16 of this guide.

The Letter of Agreement is a contract between the RTP and GPET which contains the expectations of having a registrar in the academic post training term. This contract needs to be carefully read through to ensure the RTP understands their responsibilities. It will then need to be signed by the RTP Chief Executive Officer (CEO) and returned to GPET by the specified date.

GPET Expectations of the RTP

- complete an Academic Post Budget template
- provide written confirmation of salary and entitlements to the Registrar on approval of the budget by GPET
- prepare itemised invoices for payment by GPET for the registrars’ funding
- manage the registrars Registrar Research Funding (RRF) and Professional Development Funding (PDF) expenditure. Including changes from the original application
- submit an itemised reconciliation including receipts of the costs incurred during the academic post for RRF and PDF expenditure.
- the RTP agrees to negotiate an agreement with the registrar's university to support this Academic Post placement
- the RTP will collect and review mid-term and final reports from the registrar and university supervisor and submit copies to GPET. Any issues identified in these reports is to be actioned by the medical education team

Funding

GPET will fund up to 20 registrars per year to undertake an academic post. Professional Development Funding (PDF) and Registrar Research Funding (RRF) are paid to the registrar's RTP. The terms of remuneration are as follows:

- a registrar's salary will be equivalent to the registrar's university "Lecturer level A"
- clinical loading equivalent to that of an academic staff member "with significant responsibility for patient care"
- statutory on costs of 9.5% superannuation and 2% workers compensation
- payroll tax (as per state requirement)
Any costs above the statutory requirement as per university conditions of employment for its academic staff will not be covered by GPET.

Funding is paid to RTPs in three parts

1. **40% of the total funded amount on receipt and approval of:**
   - a signed copy of the Letter of Agreement
   - an approved copy of the budget template
   - an invoice for this amount

2. **30% of the total funded amount on receipt and approval of:**
   - a signed copy of the mid-term report from both the Academic Registrar and their Academic Supervisor
   - an invoice for this amount

3. **30% of the Total Funded Amount on receipt and approval of:**
   - a signed copy of the final report from both the Academic Registrar and their Academic Supervisor
   - an invoice for this amount

**Budget Template**

Along with the Letter of Agreement the RTP will receive a state-specific budget template, which includes the state regulated statutory on-cost entitlement percentage (payroll tax, superannuation and workers compensation). The RTP is required to submit a budget template with their proposed funding structure for the registrar.

The RTP will need to negotiate the registrar’s entitlements with the registrar’s university; the registrar will need to be included in this process. The budget template will then need to be submitted to GPET, along with the signed Letter of Agreement by the specified date. The budget template is then approved or declined by the General Manager Programs (GMP). If declined, the RTP will be notified and asked to provide reasoning behind the costs and given the chance to re-submit. When approved, the RTP will be sent a final copy of the agreement signed by both GPET and the RTP.

**Registrar Research Funding**

Academic registrar research projects are supported through RRF. Up to $5,000 (ex GST) is granted to the registrar to assist with the costs of undertaking their project.

Funding is paid up front to the RTP. Registrars will need to confirm their RTP’s policies to access these funds. The RRF costs will need to be outlined in the registrar’s academic post application form.

**Professional Development Funding**

Academic registrar professional development activities are supported through professional development funding (PDF). Registrars are granted $3,000 (ex GST) to complete these activities. The PDF is paid up front to the RTP as a part of the funding. Registrars will need to confirm their RTPs policies to access these funds.

Professional development activities will need to be identified and discussed by the ME and academic registrar and outlined in the registrars academic post application form.
Reconciliation

At the end of an academic post, RTPs are required to submit an itemised reconciliation and receipts of costs incurred during the academic post for RRF and PDF expenditure. The reconciliation will be due within 30 days of the academic post end date and may be submitted with the final invoice.

Any funding not expended in either of these categories is to be returned to GPET within 30 days of the reconciliation submission. An invoice will be provided by GPET for this amount. A reconciliation template will be sent to RTPs on receipt of the registrar’s final reports.

Role of the Medical Educator

The ME is expected to provide guidance to the prospective academic registrar in selecting a university supervisor, advising on a suitable research project and signing off the academic post application form. Once the registrar’s research and teaching proposal has been accepted the ME is expected to ensure the registrar has signed a fair contract with their university, ensure that the registrar is paid for their work in a prompt manner, and continue guidance on the research project along with the registrar’s main university supervisor.

Role of the University Supervisor

The university supervisor is expected to work with the prospective academic registrar to develop a research application for a suitable individual project or as part of a larger project, where the registrar has a clear and independent role. The supervisor is expected to provide advice on the appropriate scope and breadth of the research project, the applicability to general practice, feasibility and timeline. Once the registrar’s research and teaching proposal has been accepted, the university supervisor is expected to meet regularly with the registrar to monitor progress of research, allocate appropriate teaching tasks, provide guidance and feedback on research and teaching, and involve the registrar in daily departmental activities. The supervisor is required to complete and submit mid-term and end of term reports.