



Australian
National
University



URBAN GENERAL PRACTICE PLACEMENT INFORMATION

for GP supervisors and practice managers

Academic Unit of General Practice
School of Medicine and Psychology
[ANU College of Health & Medicine](#)

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Introduction

This information is for urban GP practices and is advice for practice managers and supervisors about the logistics of year 3 urban GP placements. It is a companion to the Desk top supervisor guide which is directed at supervisors undertaking teaching.

During third year students undertake a 6-week rotation in Canberra General practices and 6 weeks in a rural general practice in the surrounding region during the 19-week Integrated Child and Community Health block. (ICCH). The other 6 weeks is spent in Paediatrics. There are 6 rotations during the year.



Preplacement information

Practices will be asked at the end of the academic year to identify which rotation dates are suitable for students to be allocated in the following year. Then at the beginning of the new year we will confirm via email your allocations for the year for your practice planning.

Prior to each rotation we will email you a confirmation/placement form that includes a student photo, student contact details, dates of rotation etc. Students have been asked to contact your practice prior to commencing their placement. Also noted on the placement form will be any community placements the student must undertake (ACAT/Sexual Health).

Students, in most cases will be allocated to your practice for 6 weeks. Wednesday and Fridays are teaching days at the Canberra Hospital Campus and the student will not attend your practice on these days. Where students are allocated for shorter periods eg. 3 weeks, we will notify you of the times. Dates can be found on the placement form.

Your student will have all the forms they require for their portfolio and are expected to bring them to each session. They are also responsible for submitting all forms to their online portfolio on the ANU website platform called WATTLE including the final supervisor report.

During the placement

We encourage you to have your student sit in with a variety of GP teachers during their placement. However, it is important that they have at least 2 -3 sessions per week with the same supervisor so they have some continuity and can build a learning relationship with them as a mentor. For larger practices choose a different key supervisor for different rotations if your GPs are really keen to be the key supervisor.

Students are also encouraged to complete a number of community selective placements eg. nursing home visits, allied health clinics, pharmacy while at your practice. We encourage you to help them organise these within your local networks and we do ask that the GP supervisor speaks to the student about these visits and address any questions the student may have. The key GP supervisor can sign off on these visits on the student attendance form. These extra placement experiences can be helpful if you don't have an appropriate supervisor for a specific session, as the student can spend the session with a nurse or other allied health practitioner in your practice.

Concerns about your student

If you have any concerns at all regarding your student, please contact us at the Academic Unit of General Practice via the details at the end of this booklet. If you are unsure about the issues or its impact and want advice, please feel free to contact one of our GP academics who can discuss the issue with you confidentially. If students fail to attend your practice as timetabled, please let us know so we can sort out any problems. As always, we appreciate your commitment and contribution to clinical practice teaching for ANU medical students. If you are unsure about anything, please don't hesitate to contact us if you require any further information about the GP program for the students.




At the end of the placement

Incentive Payments – Practice Incentive Payment (PIP)

The Practice Incentive Payment (PIP) - This is a Commonwealth funded incentive payment valued at \$200 per session for teaching a medical student. A supervisor can claim 2 sessions per day (am & pm) only. This equates to \$400 per day.

Prior to your student commencing, we will have sent you a PIP Medicare form stamped and signed by the Australian National University administrator. Remember to ask your student to sign off on this form before their last day in your practice. Please send a copy of the form that you lodge to Donna.Anthes@anu.edu.au for audit purposes.

	Practice Incentives Program Teaching Payment claim		Student attendance	Obligations																																																																						
<p>When to use this form</p> <p>Use this claim form to notify the Australian Government Department of Human Services of the number of teaching sessions hosted by a Practice Incentives Program (PIP) practice.</p> <p>Important information</p> <p>Health Professional Online Services (HPOS) provides secure and convenient online services for health professionals and administrators.</p> <p>Using your Provider Digital Access (PRODA) account details, you can make claims and update your practice details through HPOS. Changes you make through HPOS are visible and effective immediately.</p> <p>To register for a PRODA account or to find out more about HPOS, go to humanservices.gov.au/hpos</p> <p>If you are unable to claim using HPOS, you can complete this form and fax it to us on 1300 587 696 for manual processing.</p> <p>For more information</p> <p>Go to humanservices.gov.au/pip</p> <p>If you need assistance completing this form, email pip@humanservices.gov.au</p> <p>Note: There may be risks associated with transmitting personal information via unsecured network/emails.</p> <p>Alternatively, you can call 1800 222 032 Monday to Friday, between 8.30 am and 5.00 pm, Australian Central Standard Time.</p> <p>Note: Call charges may apply.</p>	<p>4 Full practice address – main practice address</p> <p>The practice address is the practice location that provides the highest number of services per year.</p> <p>Building name <input type="text"/></p> <p>Unit <input type="text"/> Suite <input type="text"/> Shop <input type="text"/> Floor number <input type="text"/></p> <p>Street number <input type="text"/></p> <p>Street name <input type="text"/></p> <p>Suburb <input type="text"/></p> <p>State <input type="text"/> Postcode <input type="text"/></p>	<p>Universities must complete questions 9 and 10 of the student attendance section for each student.</p>	<p>12 Privacy notice</p> <p>Your personal information is protected by law (including the Privacy Act 1988) and is collected by the Australian Government Department of Human Services for the purposes of the Practice Incentives Program (PIP).</p> <p>Your personal information will be disclosed to the Australian Government Department of Health to enable that department to administer aspects of PIP, including for program compliance purposes, for statistical and research purposes and to inform policy development.</p> <p>Your personal information may be used by the Department of Human Services, or given to other parties where you have agreed to that, or where it is required or authorised by law (including for the purpose of research or conducting investigations).</p> <p>You can get more information about the way in which the Department of Human Services will manage your personal information, including our privacy policy, at humanservices.gov.au/privacy</p>																																																																							
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<p>Practice details</p> <p>1 Practice ID <input type="text"/></p> <p>2 Practice name <input type="text"/></p> <p>3 Australian Business Number (ABN) <input type="text"/></p>	<p>Certification by university</p> <p>You must sign and date this section before the teaching sessions have taken place.</p> <p>6 University name <input type="text"/></p> <p>7 University stamp <input type="text"/></p> <p>8 University representative's full name <input type="text"/></p> <p>University representative's signature <input type="text"/></p> <p><input type="text"/></p> <p>Date <input type="text"/> Contact phone number <input type="text"/></p>	<p>10 Student ID <input type="text"/></p>	<p>Date <input type="text"/></p>																																																																							
<p>PO06.1808</p>	<p>1 of 3</p>	<p>11 Please read this before completing this question</p> <p>The minimum time for each teaching session is three hours. You can claim for a maximum of two teaching sessions per day. Make sure you indicate the number of teaching sessions attended per day.</p>	<table border="1"> <thead> <tr> <th rowspan="2">Date of session</th> <th colspan="2">Number of sessions</th> <th rowspan="2">General practitioner's signature</th> </tr> <tr> <th>1</th> <th>2</th> </tr> </thead> <tbody> <tr><td><input type="text"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td></td></tr> <tr><td><input type="text"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td></td></tr> <tr><td><input type="text"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td></td></tr> <tr><td><input type="text"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td></td></tr> <tr><td><input type="text"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td></td></tr> <tr><td><input type="text"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td></td></tr> <tr><td><input type="text"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td></td></tr> <tr><td><input type="text"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td></td></tr> <tr><td><input type="text"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td></td></tr> <tr><td><input type="text"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td></td></tr> <tr><td><input type="text"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td></td></tr> <tr><td><input type="text"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td></td></tr> <tr><td><input type="text"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td></td></tr> <tr><td><input type="text"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td></td></tr> <tr><td><input type="text"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td></td></tr> <tr><td><input type="text"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td></td></tr> </tbody> </table>	Date of session	Number of sessions		General practitioner's signature	1	2	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>		<p>2 of 3</p>
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14 Practice declaration

The authorised contact person must be authorised by the practice owner(s) and listed in the Practice Incentives Program.

I agree to:

- advise the Australian Government Department of Human Services **at least 7 days** before the relevant point-in-time date of any changes to the practice arrangements.

I declare that:

- the practice meets all the eligibility requirements for the Practice Incentives Program Teaching Payment as set out in the relevant guidelines.
- these teaching sessions were provided by our practice.
- the information I have provided in this form is complete and correct.

I understand that:

- if the Australian Government Department of Human Services is not informed of any changes to practice arrangements, incentive payments may be reduced or recovered and the practice's eligibility for the Practice Incentives Program may be affected.
- the Australian Government Department of Health may conduct compliance audits and the practice may be required to provide information as evidence of compliance with the Practice Incentives Program eligibility requirements. Failure to do so may result in past Practice Incentives Program payments being recovered and/or future payments being suspended or ceased.
- giving false or misleading information is a serious offence.

Owner/Authorised contact person's full name

Owner/Authorised contact person's signature

Date

[Reset form](#)

[Print form](#)

Returning your form

Check that all required questions are answered and that the form is signed and dated.

Fax the completed form to 1300 587 696.

Education Infrastructure Scheme Grant Payment – EISGP

The Education Infrastructure Scheme Grant Payment (EISGP) is a specific payment separate to the PIP payment that is funded by the ACT Government to individual GPs. The student will ask the GP supervising to sign off on a **student attendance form**. This is a separate form to the PIP form. We use this form as an attendance record and at the end of the term we use this to process individual payments to individual GPs from ACT health. The current rate is \$75 per session.

The EISGP payment is not able to be paid to a practice or organisation. It is a direct payment to the individual GP teacher/supervisor for lost time in consultation while teaching. The student will upload this form to ANU - Wattle for processing. The EISGP administrator will organise your teaching payment.

GP Clinical Placements Attendance Form

Practice Incentive Payment (PIP) & Education Infrastructure Support Grant Payment (EISGP)
Academic Unit of General Practice, ANU Medical School

Student name: _____ Uni ID: _____
Signature: _____ Date: _____

	Date	Session (am or pm) Min 3 hours	GP Supervisor Please print your full name Only one supervisor per session maximum two sessions per day	Practice Information: Include all GP placements/ GP selectives eg CALMS USE a separate form for each practice	GP Signature *Registrars, allied health professionals, nurses etc should sign for their teaching sessions example only
	04/08	PM	Dr Jamie Smith	Companion House	
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Total Sessions:

PRACTICE AND STUDENT SHOULD RETAIN A COPY FOR THEIR RECORDS
Upload this form into Wattle dropbox 'Attendance Forms - Urban GP'
by end of week 6 of your rotation

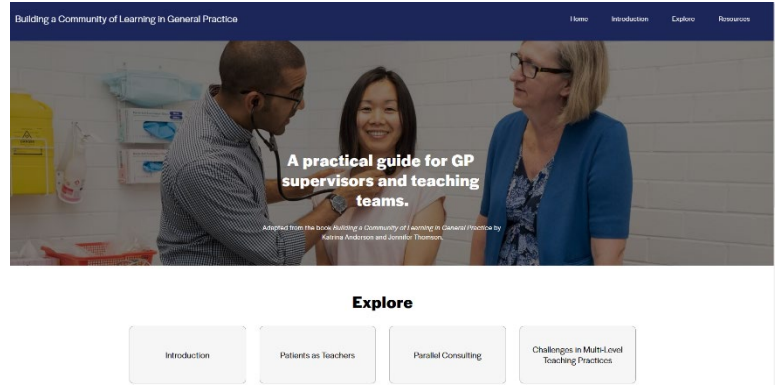
Supporting GP supervisors

GP supervisor desktop guide

This guide is for GP supervisors to help them with the teaching expectations and tasks during the 6 week placement. If you haven't received a copy please request one and we will email it to you. It can also be found on our website.

Building a Community of Learning in General Practice

Building a Community of Learning in General Practice is a website written by A/Prof Katina Anderson and A/Prof Jennifer Thomson to assist with teaching medical students and integrating them into the learning within your practice. It has lots of tips on engaging your learners and is designed to assist supervisors and practice managers to integrate teaching within their practice by engaging the whole practice team. The link to this website is below.



<https://www.buildingacommunityoflearningingeneralpractice.com.au/home>

Key Step guides and SMP teaching materials

Students are trained in the basics of history taking and examination during the first two years. Supervisors often ask us what they have been taught and so we have uploaded a number of these key step guides to our data base which is called CHILLDB. The link below allows you to see a variety of key step guides and other material that is used to support student teaching. These materials are copyrighted to the SMP and so are password protected and the following guide will help supervisors access them.

You will need to log on as **GP Supervisor** and your password is **Guest\$1**.

<https://ais.chillidb.com/AUGP/CORE/System/login.aspx>

Once you are logged in to ChilliDB:

1. Hover over the **Document Register** – in the top left-hand corner - click on **Search**;
2. The screen will show a **Simple Search** function. If you know a document Key Word – enter that word. Otherwise just hit **Enter** for a list of all documents;
3. Select and **click** on a Document title;
4. At the next screen – **Click** on the underlined Document title;
5. The document should then be able to be opened.
6. Once you've downloaded the document you can either **Click** on the **Back Arrow** to access more documents or simply **Logout** (top right-hand side of the screen).

Please note the mix of videos of Clinical Skills Examinations as taught in years 1 & 2 can be found on number 30 on list. Once you press on the Vimeo Link you will also need the Password: Clinical!

AUGP Education and Events calendar

Teach the Teacher Events

The AUGP runs a number of Teach the Teacher events through the year to support supervisors in their teaching.

At the beginning of each teaching year, we will run an introductory workshop which will cover the current teaching expectations and assessment expectations for the academic year. This is for new supervisors and a refresher for experienced supervisors. Then during the year, we offer a variety of other workshops from 2 hour sessions to one day sessions to enhance supervisor professional development.

We will send out an event calendar early on in the year and it can also be accessed on our website [General Practice Teaching at the School of Medicine and Psychology](#)

Feedback and Evaluation

At the end of the rotation, we ask the key supervisor to provide overall feedback to the student orally and by filling out their term assessment report. This report is given to the student to upload to their learning portfolio. If there were significant concerns about the student's performance clinically or professionally, we also ask that you contact us so that we can help the student with their learning before their next rotation. Professional behaviour expectations around punctuality, courtesy and respect are important parts of the learning experience for students.



Supervisors are very keen to also find out what students think about their experience at their practice. We encourage you to ask the student for direct oral feedback before they leave the practice about how their learning could have been enhanced. Students also have opportunities to share with academic tutors their experiences.

At the end of the rotation we get students to give written feedback via a survey. The surveys are collected anonymously but so as to protect student confidentiality and enable honest feedback we collate them so that you will receive an aggregated collection of feedback about your practice every three years.

Finally

It can be rewarding and challenging in a busy general practice to have students. However, hosting students in your practice is also a way to build sustainability for the future of your practice. Many of our ANU students have gone back to practices that they loved in their urban GP rotation once they have undertaken fellowship training. It is wonderful to have ANU alumni now training the next generation.

Please don't hesitate to contact us at the Academic Unit of General Practice.

Key Contacts

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