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Short Term Rural GP Placement Information for GP Supervisors and Practice Managers

Rural Clinical School
School of Medicine, Psychology and Health Leadership
ANU College of Health & Medicine

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Thank You

Thank you for taking a 3rd year ANU medical student for clinical supervision in rural general practice. Our students value this opportunity very highly and give us very positive feedback on the experiences and learning that they can participate in.

We have put this short guide together to help you know what the Medical School and the students' expectations are for this placement. Please contact us with any queries or issues that arise.

Thanks again for your involvement!

Professor Amanda Barnard

Head, Rural Clinical School

School of Medicine, Psychology and Health Leadership

ANU College of Health & Medicine



Introduction

This information is for rural GP practices and is advice for practice managers and supervisors about the logistics of year 3 rural GP placements

During the third year 19-week Integrated Child and Community Health (ICCH) semester, students undertake a 6-week rotation in a Canberra General Practice and a 6-week rural general practice rotation in surrounding South-east NSW. The other six weeks is spent in Paediatrics.

The "[GP Supervisor Desktop Guide - A Guide for GP supervisors teaching third year student In the ANUMS Curriculum](#)" (GPS Guide) contains Important background Information and should be read before this document which provides additional Information for the Rural General Practice placement.

Pre-placement information

Practices will be asked in September to identify which rotation dates are suitable for students to be allocated in the following year. We will confirm by December 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. Students have been asked to contact your practice prior to commencing their placement.

Students will be allocated to your practice for six weeks.

Wednesday is our teaching day at the local rural campus (or via zoom) and the student will not attend your practice on Wednesdays. Case Based Learning (CBL) tutorials are also done on Wednesdays (refer topics in GPS Guide page 3).

Your student will have all the forms they require for their portfolio (Items to complete or get signed off as per GPS Guide page 6) 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 nominated supervisor for different rotations if your GPs are really keen to be the key supervisor.

The student can spend sessions with your practice nurse or another allied health practitioner in your practice.

Students are also encouraged to complete a number of community 'selective' placements eg. nursing home visits, allied health clinics, pharmacy visit 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 addresses 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.

Concerns about your student

If you have any concerns at all regarding your student, please contact us at the Rural Clinical School 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 School students.

How to approach your student's rural rotation.

Integrated Child and Community Health (ICCH) Supervisors are asked to:

Discuss with your student their learning needs and general clinical abilities. Establish what their confidence level is in the clinical setting, and review their learning agreement. This will enable involvement of your student in the clinical setting from the beginning of their placement.

Encourage your student to actively participate in the consultation process. This includes history taking, examination, diagnosis and management. The student can also be actively involved when observing you with patients. Ask the student to reflect on a particular aspect of the consultation. For example, have them reflect on and describe how you approach management of a particular problem or patient

Include your student in the broad range of clinical presentations and activities that you experience. Take your student on a house call, hospital or nursing home visit.

Encourage your student to actively participate in a range of practice activities and relevant non-clinical activities such as practice meetings, educational sessions. Involve your students in a range of activities and procedures such as venepuncture, injections, suturing, Pap smears, ECGs etc.

Complete specific portfolio assessments as requested by the student

It is important to **notify the student's academic supervisor (the student will be able to give you his/her contact details)** if there are any **concerns about the student's performance or progress** as early as possible.

Enjoy the opportunity to contribute to the learning of your student.

Student Assessment and feedback items

Students will need your assistance with completing items from their 'Portfolio, namely:

- ICCH Learning Agreement
- GP Consultation - one per rotation
- Geriatric and Paediatric Long Case - one each during ICCH
- ClinEx- six per rotation
- Supervisor Report - one per rotation
- Chronic Illness Assignment - in rotation 2 and 5 only
- Clinical Skills Logbook
- CBL Case notes - one per topic (each week)

Further details of these items are available in the GP Supervisor Desktop Guide (refer page 6). Also included are some sample marking sheets and on page 8 and 9 ClinEx marking guides.

GP Supervisor Desktop
Guide

Supporting GP supervisors

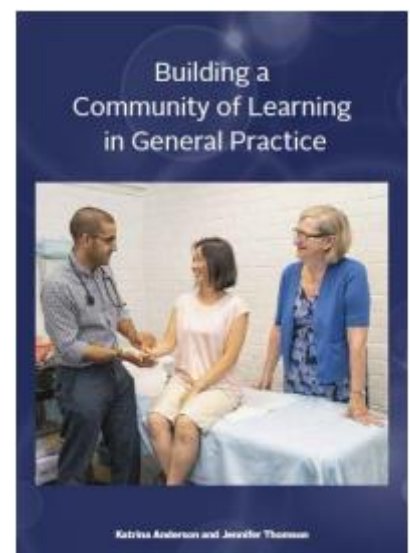
GP supervisor desktop guide

This guide is for GP supervisors to help them with the teaching expectations and tasks during the six-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 - A Practical Guide for GP supervisors and teaching teams is a hard copy book 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. We have sent copies of this book out to our GP practices in 2019. Available online [Building a Community of Learning in General Practice](#).



At the end of the placement

Practice Incentive Payment (PIP)

The Practice Incentive Payment (PIP) is a Commonwealth funded incentive payment for teaching a medical student. A supervisor can claim two (2) sessions per day (AM & PM) only.

Prior to a student commencing, we will have sent the practice a PIP Medicare form stamped and signed by the Australian National University Medical School administrator (page 1 shown in image below).

Each student must sign off on this form before their last day in your practice. Please send a copy of the form that you lodge to rcs@anu.edu.au for audit purposes.

Practice Incentives Program Teaching Payment claim (IP006)

When to use this form
Use this claim form to tell us the number of teaching sessions hosted by a Practice Incentives Program (PIP) practice.

Important information
Health Professional Online Services (HPOS) provides secure and convenient online services for health professionals and administrators.
Using your Provider Digital Access (PRODA) account details, you can make enquiries, claims and update your practice details through HPOS. Most changes you make through HPOS are effective immediately.
To register for a PRODA account or to find out more about HPOS, go to servicessaustralia.gov.au/hpos
If you are unable to claim using HPOS, you can complete this form and fax it to us for manual processing.

For more information
Go to servicessaustralia.gov.au/PIP
If you need assistance completing this form, call 1800 222 032 Monday to Friday, 9:30 am to 5 pm, Australian Central Standard Time.
Call charges may apply.
or
Email PIP@servicessaustralia.gov.au
There may be risks with sending personal information through unsecured networks or email channels.

Filing in this form
You can complete this form on your computer, print and sign it.
If you have a printed form:
• Use black or blue pens.
• Print in BLOCK LETTERS.

Practice details

1 PIP Practice ID
2 Practice name
3 Australian Business Number (ABN)

4 Full practice address – main practice address
The practice address should be the practice location that provides the highest number of services per year.
Building name
Unit Suite Shop Floor number
Street number
Street name
Suburb
State Postcode

5 Practice phone number
()
Practice fax number
()
Practice email

University certification
You must sign and date this section before the teaching sessions have taken place.

6 University name
The Australian National University

7 University stamp
Certified as correct on behalf of the Australian National University by The Dean, ANU Medical School

8 University representative's full name
Nancy DAW
University representative's signature
Nancy DAW
Date 13 / 7 / 2022 Contact phone number (02) 6125 7187

1 of 3

There is also the Rural STR Clinical Placement Attendance form for students to log all sessions at all venues while on placement. The Rural STR Attendance form page 1 header is shown below and an example of a completed form is shown on the next page.

Rural STR Clinical Placement Attendance Form
Rotation 1 2022

This information will assist the University in recording your placement sessions and collecting PDP points for GPs who are ACRRM members. **Please ensure this form is completed fully and regularly during your placement.** On the front page, you need to list the name of the GP(s), their practice and/or whoever else provides supervision during your rural placement. On the following pages, you must indicate daily session activities for every session.

Student Name: Mary Jane BROWN Uni ID: 1001001

Please fill in details of your main supervisor and other GPs who supervised you at each practice during your placement.

GP Given Name	GP Surname	Practice Name	ACRRM No.
Fred	Smith	Young District Medical Centre	
Don	Brown	Young District Medical Centre	
Sally	Friend	Boorowa Street Medical Centre	

Use Only

EXAMPLE OF A COMPLETED RCS PA FORM

Below is an example of how to fill out a Rural Clinical Placement Attendance Form. Note that while some sessions may be supervised by a specialist or other practitioner rather than one of the GPs you list, you should still indicate the supervisor's name and specialty (see Wednesday After-Hours Session for an example).

Student Name: Mary Jane BROWN	Uni ID: 1001001
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Please fill in details of your main supervisor and other GPs who supervised you at each practice during your placement.

GP Given Name	GP Surname	Practice Name	ACRRM No.
Fred	Smith	Young District Medical Centre	91110067
Don	Brown	Young District Medical Centre	92221178
Sally	Friend	Boorowa Street Medical Centre ACAT	---
George	Bell	Young District Medical Centre	
Ann	McIntosh	Young Radiology radiologist	
Malcolm	Thompson	Young Hospital surgeon	

For every session, insert a supervisor name and tick at least one Session Type Category.

Date	Session Time	Name of GP, Specialist, Other Allied Practitioner, etc.	Session Type							Absences – please describe (e.g. illness, approved leave, etc.)
			Rooms GP/hospital rounds/NH Aged Care with practice GP	Booms	Community visits	Hospital-ward, ED, OT, Non-practice GP or Specialist	Teaching Sessions	Self-directed Study		
Mon 15/2/22	AM	<i>F. Smith</i>	✓							
	PM	<i>D. Brown</i>	✓							
	A/H									
Tues 16/2/22	AM	<i>F. Smith</i>	✓							
	PM	<i>D. Brown</i>	✓							
	A/H									
Wed 17/2/22	AM	<i>F. Smith</i>						✓		
	PM									
	A/H	<i>A McIntosh (radiology)</i>			✓					
Thurs 18/2/22	AM	<i>S. Friend (ACAT)</i>			✓					
	PM	<i>G. Bell (Registrar)</i>	✓							
	A/H	<i>M. Thompson</i>				✓				
Fri 19/2/22	AM	<i>F. Smith</i>	✓							
	PM									✓ at home sick
	A/H									
Sat 20/2/22	AM	<i>D. Brown (ED)</i>	✓							
	PM									
	A/H									
Sun 21/2/22	AM									
	PM									
	A/H									

Feedback and Evaluation

At the end of the rotation we ask the key supervisor to provide overall feedback to the student verbally and by filling out their term assessment report. This report is given to the student to upload to their learning portfolio. A sample report is found in the GPS Guide on page 11).

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 so as to protect student confidentiality and enable honest feedback. We collate them and feedback to you at our end of year face-to-face meetings.

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 rural GP rotation once they have undertaken fellowship training. It is wonderful to have ANUMS alumni now training the next generation.

Please don't hesitate to contact us at the Rural Clinical School.

Contacts

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medicalschoool.anu.edu.au/study/rural-careers-placements