

Section A: Introduction and instructions

This document is utilised to reflect on and confirm experiences and learning from an approved ADF overseas extended skills training placement. The aim of the extended skills term placement is to allow the registrar to further their knowledge and skills in an area of interest or in need of development. Completion of this summary report provides the final stage of approval for a placement and confirms inclusion of the placement as training time.

Summary report submission instructions

Within three months of completion of the overseas extended skills placement, the registrar must reflect on the placement with their medical educator and prepare this summary report.

The National Accreditation Unit will prompt this report via email to the registrar.

The report must be accompanied by an updated learning plan reflecting on the experience and learning opportunities undertaken during the placement. To be accepted as part of training time, all documentation must be submitted to the RACGP for consideration and approval.

1. The registrar completes the summary report template below.
2. The registrar accesses their retained copy of Appendix: A Learning plan completed as part of the placement application and updates to reflect learning outcomes.
3. The supervisor reviews and signs Appendix A: Learning plan to confirm the learning experiences.
4. The registrar submits the updated learning plan and summary report to the training coordinator and regional medical educator (with ADF portfolio) as appropriate
5. The regional medical educator completes Section C.

Regional teams and censors may include the National Lead Medical Educator – ADF at any time to clarify eligibility and placement requirements.

6. The ME forwards the summary report and associated documentation to the National Accreditation Unit via adf@racgp.org.au.
7. The National Accreditation Unit will forward the completed summary report and associated documents to the RACGP censor to review, complete relevant section and return signed report to adf@racgp.org.au.
8. The National Accreditation Unit will provide written confirmation of completion to the registrar, with cc to the training coordinator.
9. The Accreditation Unit will forward the report and liaise with the National Lead Medical Educator – ADF for oversight.

Section B: ADF registrar Summary Report Template

Registrar details

Registrar name

Registrar RACGP ID

Mobile

Email

RACGP Training region

Training site and designated supervisor details

Title of training site

Actual training placement dates

 to

Designated supervisor name

RACGP / ACRRM membership no.

Please refer to the original application for the proposed placement in relation to description, role, responsibilities, working hours, patient population, accommodation etc.

Reflect and comment on how the actual experience varied from the proposed post.

Have you discussed and reflected on the placement with your local Medical Educator? ☐ Yes ☐ No

Registrar signature

Date

Registrar to submit this summary report with their updated and signed learning plan to the Regional Medical Educator with cc to your training coordinator.

Section C: Regional Medical Educator (with ADF portfolio)

SUMMARY REPORT and updated Learning plan review and comments

Date summary received

Placement dates (weeks)

Number of weeks

to

Medical educator comments regarding the placement

Medical Educator comments on the updated learning plan / outcomes and experiences

Regional Medical Educator Name

Date

Signature

The ME will forward the completed summary report and associated documentation to the National Accreditation Unit via adf@racgp.org.au. The National Accreditation Unit will forward the completed summary report and associated documents to the RACGP censor.

Section D: Censor Completion Checklist

The Censor reviews the Summary report and updated Appendix A learning plan

Attachments received (Yes or No)

☐ Y ☐ N

Finalised Term Dates

Comments regarding the placement and updated learning plan

Approval and messages to the registrar

To be included in the formal outcome letter

The censor has undertaken review of this application and associated documentation.

This placement is:

☐ Approved for training time

☐ Not approved for training time

Please add further comments if required for the approval letter or if not approved, what needs to happen to enable the placement to be approved?

State Censor Name

Date

Signature

Please return this completed report and any attachments to adf@racgp.org.au, who will provide written confirmation of completion to the registrar, with cc to the training coordinator and update the national oversight log.