

Director of Prevocational Education and Training Application

Key role and responsibility

The role of a Director of Prevocational Education and Training (DPET) with a Regional Training Provider (RTP) is to lead the education and training of prevocational trainees in general practice. In performing this role the fundamental responsibility is to ensure patient and prevocational trainee safety at all times.

Application Form

The applicant needs to return:

1. DPET application form
2. Curriculum vitae

The form consists of 4 parts, which must all be completed.

- Applicant details
- Selection criteria
- Roles and responsibilities
- Endorsement by RTP CEO.

Appointment process

The application form and the curriculum vitae is sent to the Clinical Education and Training Institute (CETI) Medical Division (IMET).

The Prevocational Training Council (PvTC) will review the application and notify the applicant and the regional training provider of its decision.

The PvTC can make the following decisions:

- endorse the appointment
- request further information
- not endorse the appointment.

Privacy statement

The details you have supplied to CETI will be used in the following manner:

- By the PvTC to assess the DPET application
- By the PvTC and Prevocational Accreditation Committee (PAC) to contact the DPET about matters related to the prevocational education and training
- To provide DPET contact details to prevocational trainees who make representations to CETI about education and training issues within the region.
- To provide DPET with contact information about other DPETs.

If you have any question regarding the privacy policy, please contact CETI Medical Division on (02) 9844 6551.

Checklist

1. Have all the questions in the application form Part 1 to Part 4 been answered?
2. Have all parties signed the application form?
3. Has the curriculum vitae been attached to the application?

Definitions

ACRRM

Australian College of Rural and Remote Medicine

Clinical Education and Training Institute (CETI)

The Clinical Education and Training Institute leads, facilitates and builds sustainable capacity to improve health and achieve better health through education, training and development of a clinical workforce that will meet the healthcare needs of the people of New South Wales. One of CETI's core functions is to set standards and accredit institutions for prevocational education and supervision and coordinate clinical training networks.

Director Prevocational Education and Training (DPET)

A medical practitioner nominated by the hospital or Regional Training Provider, and approved by CETI. The DPET leads the clinical education and training of prevocational trainees. They act as an advocate for trainees.

Feeder hospital

An accredited hospital that releases prevocational trainees to fill a training post in general practice.

General practice

An organisation that provides primary, continuing, comprehensive, whole patient care to individuals, families and their communities.

General Clinical Training Committee

A hospital based committee that provides advice on matters relating to the delivery of prevocational medical education and training. Its purpose is to support the mission of CETI.

GP supervisor

A recognised general practitioner with delegated responsibility from a Trainer to supervise and train a prevocational trainee.

Network

A group of facilities (general practices, hospitals and RTPs) linked for the purpose of training. The network optimises the quality of training available at each site and facilitates equitable distribution of trainees across the network. The networked training program provides trainees with equity of access to high quality education and training that meets the requirements of the standards setting organisation to ensure high quality patient care and safety.

Network Committee for Prevocational Training (NCPT)

The committee that governs and manages the Prevocational Training Program in the Network.

RACGP

Royal Australian College of General Practitioners

Regional Training Provider

An organisation that provides general practice education and training within a specific geographic region and funded by General Practice Education and Training Pty Ltd (GPET).

GP registrar

A registered medical practitioner who is enrolled in a general practice training program approved by the RACGP to achieve fellowship

PGY1 (Postgraduate Year 1)

The first year of workplace training undertaken by a prevocational trainee following the completion of medical

school or AMC graduation. The year is also referred to as internship.

PGY2 (Postgraduate Year 2)

The second year of prevocational training after completion of PGY1.

Prevocational Education and Training Program

The training program for prevocational trainees provided in partnership by the hospital, regional training provider and general practice. It provides experiential learning, clinical based training, an in-service program and professional development opportunities.

Prevocational Accreditation Committee (PAC)

The CETI committee delegated with the responsibility to manage, advise and make decisions on the accreditation of all NSW and ACT prevocational trainee terms and the facilities that provide them.

Prevocational trainee

A medical officer in the first or second postgraduate year (PGY1 or PGY2) of clinical practice.

Prevocational Training Committee (PTC)

A RTP supported committee that provides advice on matters relating to the delivery of prevocational medical education and training.

Prevocational Training Council (PvTC)

The Prevocational Training Council is the peak advisory body to CETI on policy and standards for the training program for prevocational trainees employed in the NSW Health system.

Provisional accreditation

An accreditation status granted by the PAC for a limited period to a general practice and its associated term. It has demonstrated that the education, training, supervision and support structures are in place and meet the Standards.

Proviso

A stipulation that must be met in order for a facility or term to be accredited.

Term

The term is located within the general practice and represents the prevocational trainees' work, as defined in the term description. It is also referred to as a placement or training post.

Term description

The term description is a document that orientates the trainee to the term. It specifies the teaching and clinical responsibilities, practice requirements, education and training, supervision, workload, trainee support and roles and responsibilities of the PGPPP partners.

Training post

A training post is a position located in general practice where prevocational trainees receive education and training.

Trainer

The Trainer is a general practitioner with designated responsibility for orientation, supervision, clinical training and performance assessment of prevocational trainees in the clinical setting. The Trainer meets the trainer requirements of their respective College.

Application Form – Director of Prevocational Education and Training

Question / Information to collect

Response selection

Part 1 - Applicant Details

Applicant name	
Position	
Regional Training Provider	
Street address	
Postal address	
Telephone	
Fax	
Email	

As DPET, what area in the region will you be supporting?

What PGPPP practices are located in this area?

Are you currently registered with the Medical Board of Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been removed from the Register?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you under investigation or subject to disciplinary proceedings?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you a member of the following colleges: a. ACRRM b. RACGP	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you a Fellow of the following colleges: c. ACRRM d. RACGP	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you an accredited Trainer: c. ACRRM d. RACGP	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No

Details of General Practice where you undertake clinical practice

Name	
Address	
Phone	
Hours worked per week	

Part 2 - Selection Criteria

(Indicate how you meet the criteria)

Qualifications, appointment and experience at a level to communicate authoritatively with Trainers

A commitment to improving the quality of prevocational education and training

An interest and willingness to develop expertise in prevocational education and training and an understanding of the importance of continuing professional development

An understanding of the principles and elements that underpin a prevocational training program

Established collaborative links with administration and medical staff at feeder hospital and practices

A commitment to the CETI mission and the ability to explain CETI's goals

Availability to visit the practices regularly and when needed

Part 3 - Roles and responsibilities

Role

The role of the Director of Prevocational Education and Training is to lead the education and training of prevocational trainees. In performing this role the fundamental responsibility is to ensure patient and trainee safety at all times.

Responsibilities

The role's specific responsibilities are to

1. Strengthen prevocational education and training by:
 - a. supporting a professional development culture
 - b. developing, coordinating and promoting the prevocational education and training in association with the Regional Training Provider, Prevocational Training Committee, General Practices and Trainers
 - c. ensuring trainees receive effective orientation, training and supervision
 - d. assisting the practices maintain their CETI accreditation
 - e. participating in the education and training of prevocational trainees
 - f. promoting professional responsibility and ethics among prevocational trainees.
2. Support, consult and communicate regularly with prevocational trainees about education and training including their performance.
3. Act as an advocate for the prevocational trainees education, training, supervision and welfare.
4. Look after the personal and professional welfare of prevocational trainees particular those with special needs.
5. Liaise with those involved in prevocational education and training including:
 - a. Prevocational trainees
 - b. Trainers and GP supervisors
 - c. Practice staff
 - d. Feeder hospital and its DPET
 - e. Regional training provider staff
 - f. CETI.
6. Regularly attend meetings including the General Clinical Training Committee, Network Committee for Prevocational Training and Prevocational Training Committee.
7. Support and communicate with Trainers and be a resource for GP supervisors.

I <input type="text"/>	agree to undertake the roles and responsibilities outlined above.
Applicant Signature	<input type="text"/>
Date	<input type="text"/>

Part 4 - Regional Training Provider Chief Executive

<input type="text"/>

supports the appointment of the above applicant to the position of Director of Prevocational Education and Training and agrees to support them in the role.

Name	<input type="text"/>
Signature	<input type="text"/>
Date	<input type="text"/>

Please print file
once completed

PRINT FORM

SAVE FILE