



RACP
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The Royal Australasian College of Physicians
**NSW PGY2 Basic Physician
Training Guide**

Adult Medicine and Paediatrics & Child Health

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Contact

The Royal Australasian College of Physicians

Australia

145 Macquarie Street

SYDNEY

NSW 2000

Australia

Tel: (+61) (2) 9256 5444

Fax: (+61) (2) 9252 3310

Email: raccp@raccp.edu.au

New Zealand

5th Floor,

99 The Terrace

WELLINGTON 6011

New Zealand

Tel: (+64) (4) 472 6713

Fax: (+64) (4) 472 6718

Email: raccp@raccp.org.nz

Website: www.raccp.edu.au

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How do I register with the RACP Basic Training Program?

Eligibility criteria to register with the RACP Basic Physician / Paediatric Training program include:

- Completion of a medical degree accredited by the AMC or MCNZ
- Completion of an intern year, the first post-graduate year after a medical degree
- Appointment in a hospital accredited by the [RACP for Basic Training](#)
- Approval for your application from the relevant Hospital Director of Physician / Paediatric Education (see more information below)
- All new registrants including International Medical Graduates (IMGs) must provide evidence of general medical registration

Application Due Dates:

- *Due dates for RACP registration are: 28 February (for the full clinical year) or 31 August (for training commencing mid-year).*

***Late applications will not be accepted from one month after the published deadline.*

To provide additional support for BPT1s in NSW, the RACP and HETI have been working on a joint initiative to train and recruit more Educational Supervisors (ES). This new group of “BPT1 Educational Supervisors (ES)” can provide support in the following ways:

- Advice/guidance regarding Basic Physician / Paediatric training requirements;
- Help with completion of assessments, if your term supervisor or other Advanced Trainees are unavailable;
- Preparation of Mid and Annual Progress Reports for the RACP regarding trainee progression through the program.

Things to keep in mind:

- Trainees intending to undertake physician/paediatrics training need to register with the RACP prospectively (i.e. beginning of their intended first year of RACP Basic Training). This helps to enable awareness of training requirements and forward plan future learning.
- All trainees need to *register prospectively for each year of training* with the RACP annually.
- Registration is separate to the employment processes and does not guarantee a job in the following year(s), nor access to preferred medical terms.

Within this booklet, the first year will be referred to as “BPT1” (Basic Physician Training year 1).

The process to register with the RACP includes:

1. At the start of the year (the year you wish to count as your BPT1 year), make contact with a *BPT1 Educational Supervisor* within your hospital/network. List available on the [RACP website](#).

If you are in PGY3 or above, and recently decided to join Basic Physician Training, these steps are still applicable to you.

2. After discussing your intention to apply with the *BPT1 Educational Supervisor*, create a profile on the RACP website and follow the instructions to submit your [new online application form](#) to commence the application process.
3. Within your RACP application, under the “Educational Supervisor” field **make sure to only nominate the [BPT1 Educational Supervisor](#) that you have spoken to (provided they have agreed to supervise you)**.
4. The [Director of Physician Education \(DPE\)](#) is the RACP approved representative on site, and you should select the appropriate person within the drop down list for that field.
5. Complete the rest of the form to outline your terms for the year. Once you click on ‘submit’, your online application will automatically notify the site DPE and you will receive a confirmation email
6. Check your *BPT1 Educational Supervisor* has informed the DPE of your intention to apply.
7. After your online application is approved by the DPE(s) and processed by the RACP, you will be sent an email with further information and a welcome pack.
8. In the meantime, you can start completing RACP assessments and tools at any point during the above process, using hard copy [Learning Needs Analysis \(LNA\) or mini-CEX forms](#) available from the RACP website.
9. Remember to renew your registration with the RACP every year by 28 February.

FEES for BPT

Please see the RACP website for the updated [training fees](#) and terms & conditions.

New BPT1s in NSW (new applicants with the RACP) will have the option to pay their first year training fee in two instalments.

Withdrawal from BPT

Trainees, who decide to withdraw from the program during their first year, need to notify the RACP in writing using the ‘withdrawal’ form as soon as possible before the end of the year for a full refund (applicable to first year fee only) to be provided.

What are my Basic Training requirements?

Please read the [RACP Program Requirements Handbook for Basic Physician Training](#) to get an overview of your Basic Training requirements.

A new handbook is published prior to each calendar year which applies to all Basic Trainees. In summary the requirements include:

Table 1: Summary of Basic Training Requirements

Program components	Adult Internal Medicine	Paediatrics & Child Health
Requirements across the 3 year Basic Training program	<ul style="list-style-type: none"> Core, non-core terms Locations of training Advanced Life Support course 	<ul style="list-style-type: none"> Required, optional terms Locations of training Advanced Life Support course
Tools and Assessments (for each clinical year)	<ul style="list-style-type: none"> Learning Needs Analysis (LNA) overview Mini-CEX overview Professional Qualities Reflection (PQR) overview 	<ul style="list-style-type: none"> Learning Needs Analysis (LNA) overview Mini-CEX overview
Ward/Service Consultant Reports	<p>Either HETI end of term reports or, RACP Ward/Service Consultant Report</p> <p><i>NSW BPT1s can use the HETI end of term assessment forms to satisfy this requirement.</i></p> <p><i>Keep a copy of your HETI end of term reports and take it to your BPT1 Educational Supervisor to enable them to write your Mid and Annual Progress Reports for the RACP.</i></p>	<p>Either HETI end of term reports or, RACP Ward/Service Consultant Report</p> <p><i>NSW BPT1s can use the HETI end of term assessment forms to satisfy this requirement.</i></p> <p><i>Keep a copy of your HETI end of term reports and take it to your BPT1 Educational Supervisor to enable them to write your Annual Progress Report for the RACP.</i></p>
Mid and Annual Progress Reports	Mid and Annual Progress Report overview	Annual Progress Report overview
Requirements across Basic or Advanced Training	n/a	Developmental & Psychosocial Training

Things to keep in mind:

- PREP Tools must be completed throughout the training year for educational benefit and to avoid the end of year rush when supervisors are likely to be on leave.
- Final closing date for all tools/assessments to be submitted via the [RACP Basic Training Portal](#) is **31 January**, otherwise your training year will **not** be certified (counted).

**One-on-one support over the phone on how to use the Portal is available for trainees from the [RACP Basic Training Unit](#).

Which PGY2 terms are accredited for BPT?

Terms will be approved by the RACP as either 'core' or 'non-core training'. For example:

- Medical terms are generally core
- Surgical terms are generally non-core
- Emergency terms are generally core

Please see the [RACP Program Requirements Handbook for Basic Physician Training](#) for more.

How will I be supervised in my PGY2 year?

The supervisors you will have the most contact with during your BPT1 (PGY2) year will be the:

- Term supervisor
- [Director of Prevocational Education & Training \(DPET\)](#) for your prevocational training requirements
- [BPT1 Educational Supervisor](#) – for guidance on Basic Physician Training requirements

Supervisor role	Role relevant to	Responsibilities include	Activities with you
Director of Prevocational Education & Training (DPET)	HETI prevocational training	<ul style="list-style-type: none"> • Develops, coordinates and promotes clinical training of prevocational trainees in association with others • Supports term supervisors, prevocational trainees and helps solve problems • Provides feedback to term supervisors from term evaluations 	<ul style="list-style-type: none"> • Has more continuous involvement with your training than supervisors who change term to term • Provides a structured education program, such as regular weekly sessions attended by all prevocational trainees • Coordinates assessment, co-signs all end of term assessments along with your term supervisor
BPT1 (PGY2) Educational Supervisor	RACP Basic Training	<ul style="list-style-type: none"> • Provides important supervisory oversight for first year Basic Physician Trainees in the prevocational network • Supports term supervisors and trainees to complete Basic Training assessments 	<ul style="list-style-type: none"> • First point of contact when you decide to commence (register) with the RACP for Basic Training • Has more continuous involvement with your training than supervisors who change term to term • Can provide guidance on Basic Training requirements • Can work with Advanced Trainees to complete RACP assessments • Will provide the RACP with progress report(s) on your training. You will need to show a copy of your HETI end of term assessment forms to him/her
Director of Physician / Paediatric Education (DPE)	RACP Basic Training		<ul style="list-style-type: none"> • Will approve your RACP annual application form at the beginning of each year

Table 2: Supervision roles - first year of Basic Physician Training (PGY2)

Trainees who progress into years BPT2 and 3 in the [BPT Network](#) will also be overseen by other Supervisory roles, such as the Network Director of Physician Training (NDPT) for [Adult Medicine](#) and [Paediatrics](#).

Other administrative support available to you:

- [RACP Basic Training Unit staff](#) – can be phoned or emailed with any questions you have regarding the application process, the online portal, [educational policies](#) and [Basic Training requirements](#)
- [RACP NSW Medical Support Officer \(MSO\)](#) – they can provide one-on-one support on how to use the online portal and what you need to complete for the RACP

What are my responsibilities as a NSW PGY2 (BPT1)?

Table 3: Training timeline by month – NSW PGY2s Trainee Responsibilities

Month	Rotations / Terms	No. of weeks	HETI Prevocational Activities	RACP Basic Training Activities ADULT INTERNAL MEDICINE	RACP Basic Training Activities PAEDIATRICS & CHILD HEALTH
January				<p>PGY2s must contact the RACP BPT1 (PGY2) Educational Supervisor (ES) in your site/prevocational network and let them know you intend to join the Basic Training Program.</p> <p>28 February – closing date to register with RACP.</p> <p>Your ES will let the Director of Physician Education (DPE) at the site or within the network know so they can approve your application to the RACP.</p>	
February	Term 1 February to April	10 weeks	<p>Week 1 - Term Orientation</p> <p>Week 5 – Mid-term formative appraisal</p> <p>Week 10 – End of term summative assessment</p>	<p>28 February – closing date to register with RACP.</p>	<p>28 February – closing date to register with RACP.</p> <p>Download and print a hard copy Learning Needs Analysis (LNA) form to write out your learning plan for the term.</p>
March				<p>Download and print a hard copy mini-CEX form.</p> <p>Ask your term supervisor (or supervising Advanced Trainee) to observe you and fill in your mini-CEX form.</p>	<p>Download and print a hard copy mini-CEX form.</p> <p>Ask your term supervisor (or supervising Advanced Trainee) to observe you and fill in your mini-CEX form.</p>
April	Term 2 April to June	11 weeks	<p>Week 1 - Term Orientation</p> <p>Week 5 – Mid-term formative appraisal</p> <p>Week 10 – End of term summative assessment</p>	<p>Access the Basic Training Portal to:</p> <ul style="list-style-type: none"> • Enter in your mini-CEX from Term 1; • Create a Learning Needs Analysis (LNA) for Term 2. 	<p>Access the Basic Training Portal to:</p> <ul style="list-style-type: none"> • Enter in your LNA and mini-CEX from Term 1; • Create a new LNA for Term 2.
May				<p>Complete your second mini-CEX and enter it into your</p>	<p>Complete your second mini-CEX and enter it into your Portal.</p>

Month	Rotations / Terms	No. of weeks	HETI Prevocational Activities	RACP Basic Training Activities ADULT INTERNAL MEDICINE	RACP Basic Training Activities PAEDIATRICS & CHILD HEALTH
				Portal .	
June	Term 3 June to September	10 weeks	Week 1 - Term Orientation Week 5 – Mid-term formative appraisal Week 10 – End of term summative assessment	Access the Basic Training Portal to: <ul style="list-style-type: none"> • Create a new LNA for Term 3 or 4; • Create a Professional Qualities Reflection to reflect on one event. 	Access the Basic Training Portal to: <ul style="list-style-type: none"> • Create a new LNA for Term 3.
July				Complete your third mini-CEX and enter it into your Portal .	Complete your third mini-CEX and enter it into your Portal .
August			NSW Health annual recruitment for the BPT Networks	31 August: due date for Mid-Year Progress Report Provide a copy of all your HETI term report forms to your BPT1 (PGY2) Educational Supervisor (ES). Ask your ES to fill in a RACP Mid-Year Progress Report for you. They can do this through their own login to the Portal. Once they submit the Mid-Year report, you will have the opportunity to comment on it.	No mid-year progress report required for Paediatric Basic Trainees
September	Term 4 September to November	10 weeks	Week 1 - Term Orientation Week 5 – Mid-term formative appraisal Week 10 – End of term summative assessment	Access the Basic Training Portal to: <ul style="list-style-type: none"> • Create your second Professional Qualities Reflection to reflect on another event. 	Access the Basic Training Portal to: <ul style="list-style-type: none"> • Create a new LNA for Term 4.
October				Complete your fourth mini-CEX and enter it	Complete your fourth mini-CEX and enter it

Month	Rotations / Terms	No. of weeks	HETI Prevocational Activities	RACP Basic Training Activities ADULT INTERNAL MEDICINE	RACP Basic Training Activities PAEDIATRICS & CHILD HEALTH
				into your Portal .	into your Portal .
November	Term 5 November to February	11 weeks	Week 1 - Term Orientation Week 5 – Mid- term formative appraisal Week 10 – End of term summative assessment		
December				<p>Provide a copy of all your HETI term report forms to your BPT1 (PGY2) Educational Supervisor (ES).</p> <p>Ask your ES to fill in a RACP Annual Progress Report for you on the Portal.</p> <p>Once they submit the Annual Report, you will have the opportunity to comment on it.</p>	<p>Provide a copy of all your HETI term report forms to your BPT1 (PGY2) Educational Supervisor (ES).</p> <p>Ask your ES to fill in a RACP Annual Progress Report for you on the Portal.</p> <p>Once they submit the Annual Report, you will have the opportunity to comment on it.</p>
January				<p>31 January: final due date for remaining tools/assessments to be submitted into the portal.</p> <p>Make sure you submit everything by 31 January, otherwise your training year will not be counted.</p> <p>If your Supervisor needs extra time to complete your progress report, please send a request to the RACP for an extension.</p> <p>Remember to register for next year's training with the RACP by 28 February.</p> <p>31 January: final due date for remaining tools/assessments to be submitted into the portal.</p>	

Trainee/Training Support

The following resource is available for DPETs and clinical supervisors to support prevocational trainees who may be experiencing difficulties during their training:

- [HETI: Trainee in Difficulty](#) – a management guide for Directors of Prevocational Education and Training.
This is a practical handbook designed to help Directors of Prevocational Education and Training (DPETs) deal with prevocational trainees who are experiencing difficulties
- [RACP Training Support](#) - Training Support staff work closely with trainees, supervisors and College committees to coordinate support for trainees experiencing difficulties.

Other Resources for Trainees and Supervisors

Table 4: Resources for Trainees & Supervisors

HETI Resources

- [About HETI and the Prevocational Training Program](#)
- [Australian framework for Junior Doctors via CPMC website](#)
- [List of NSW Prevocational Training Hospital Networks](#)
- [List of NSW Basic Physician Training Hospital Networks](#)

RACP Resources

- [List of Sites across Australia accredited by the RACP for Basic Training](#)
- [About the RACP and Physician Training](#)
- [Program Requirements Handbook for Basic Physician Training](#)
- [Education Policies](#) relevant to your training which include:
 - Progression Through Training Policy
 - Flexible Training Policy
 - Recognition of Prior Learning
 - PREP Program Tool policies
- [List of BPT1 \(PGY2\) ES' in NSW](#)
- [List of DPEs](#) (national)

Contact Information

For more information about the Basic Physician/Paediatric Training program, please contact:

RACP Basic Training Unit:

Phone: (02) 9256 5454

Email: prep_bt@racp.edu.au

Or your local [BPT1 \(PGY2\) Educational Supervisor](#).