Application Guidelines
August 2019

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1. **Introduction**

1.1 The Government’s health workforce agenda is seeking to address structural and financial barriers that impinge on the capacity of individual health professionals to increase their skills, through training, to enhance the provision of services required by their communities.

1.2 The initiative to support General Practitioners (GPs), in rural and remote areas, to complete the procedural training program in obstetrics is intended to help overcome workforce shortages and increase the availability of maternity services in those areas.

1.3 These Guidelines are intended to provide an overview of the program, the application process and funding requirements (which may vary). The provision of funding to successful applicants will be regulated by a separate funding agreement.

2. **Background**

2.1 The Maternity Services Review report *Improving Maternity Services in Australia*, delivered in February 2009, identified the need to improve access to maternity services for women in rural and remote locations. There was little incentive for rural GPs to undertake additional training to broaden their skills base so that they can provide more comprehensive services to their communities.

2.2 The initiative targets existing GPs in rural and remote areas and, accordingly, limits support to GPs practising in MMM 3-7.

3. **Aim**

3.1 The aim of the Program is to improve access to obstetric services for women living in rural and remote communities by supporting GPs to attain procedural skills.

4. **Application Process**

4.1 Applications will be sought through a competitive selection process. The application period will be 6 weeks.

4.2 An application form will be available on the RANZCOG website for those GPs wishing to apply for support. The application form will seek information on a range of matters, such as:

- GP Fellowship status;
- Medicare Provider Number;
- State or territory medical board registration;
- Location of principle clinical practice (MMM 3-7);
- Demonstrated need for a GP with procedural qualifications in obstetrics or anaesthetics in the applicant’s geographic area; and
- Current visa held by non Australian citizens.

4.3 Applications may be made by DRANZCOG holders wishing to undertake DRANZCOG Advanced training.
5. **Selection Process**

5.1 An Assessment Panel will consider matters related to the eligibility and assessment criteria and ranking of applicants as outlined in these Guidelines (but subject always to the requirements of DoH).

5.2 Applicants wishing to apply for Support will need to satisfy the following eligibility criteria:

   a. They are a medical practitioner who has achieved Fellowship of the Royal Australian College of General Practitioners (RACGP) and/or The Australian College of Rural and Remote Medicine.
   
   b. The physical location of their principle clinical practice is in an MMM 3-7.

5.3 Only applicants who fully meet the eligibility criteria will be considered for Support.

5.4 The Assessment Panel will then categorise eligible applicants, in priority order. The first ranking of eligible applications will be on the basis of rurality/remoteeness with focus on MMM 3-7 as a priority (ie Modified Monash Model Geographical Classification will be used to determine rurality / remoteness) for their current practice; and the Need for obstetrics or anaesthetics skills in the GP’s geographic area of practice.

Additional rankings and assessments will be undertaken for the purposes of determining the successful applicants to be offered Support, based on the funds available.

6. **Conditions of the Program**

   a. Successful Applicants are required to (without limitation):
      
      a. Complete the DRANZCOG Advanced Training Application Process GP (Diploma) Trainees;
      
      b. Enter into a funding agreement with RANZCOG;
      
      c. Provide a progress report annually; and
      
      d. Be involved in evaluations on the program (both by RANZCOG and DoH).

   b. Successful Applicants will:
      
      a. Have six months (from the notification date) in which to complete the RANZCOG DRANZCOG Advanced training application process; and
      
      b. Have two years (from the commencement of the DRANZCOG Advanced training) to complete the DRANZCOG Advanced. **Failure to successfully complete the training within this time may result in a request to refund the money.**

7. **Payments to Support Recipients**

   a. Successful applicants will be paid directly by RANZCOG.
      
      a. There will be a payment of $35,000 to the Support Recipient following acceptance into an accredited training post.
      
      b. There will be a final payment of $5,000 to the Support Recipient following their successful completion of the DRANZCOG Advanced (payments being regulated by the funding agreement).

8. **Publication of Support Recipients**

   a. In accordance with DoH requirements, RANZCOG will publish on its website the following information, no later than seven working days after a funding agreement takes effect.
a. The information published will be:

<table>
<thead>
<tr>
<th>Program Title</th>
<th>Program Component</th>
<th>Support Recipient’s Name</th>
<th>Purpose</th>
<th>Value</th>
<th>Approval Date</th>
<th>Term</th>
<th>Location (ie town, region)</th>
<th>Postcode</th>
</tr>
</thead>
</table>

b. The information will remain on the website for at least 2 years.

Other disclosures may be made, in accordance with the terms of the funding agreement.

9. **Reporting by Support Recipients**

a. All Support Recipients will be required to report annually to RANZCOG on progress towards completing the procedural training program.

b. A final report must also be submitted, on completion of the procedural training program (further details being found in the funding agreement).

10. **Refund of Support Funds**

a. If a Support Recipient ceases to be enrolled in the DRANZCOG Advanced, the reasons for such action will need to be lodged by the Support Recipient with RANZCOG. RANZCOG would then consider, on a case by case basis, whether the support provided to the Support Recipient under the Program should be refunded, having regard to DoH requirements.

b. Support Recipients are expected to successfully complete the DRANZCOG Advanced within 2 years of commencing the training. If a Successful Recipient has not completed the obstetric program within 2 years and has not been given an extension of time by RANZCOG consideration will be given to whether the support provided under the Program should be refunded.

11. **Complaints about Unsuccessful Applications**

a. An individual that has been unsuccessful in being offered Support may seek from RANZCOG reasons behind the decision. RANZCOG has the final decision in relation to awarding a place, the decision will be based on the eligibility and assessment criteria and ranking of the application.

   a. At all times RANZCOG will endeavour to provide unsuccessful applicants with feedback on their application.
b. If an applicant wishes to seek further information regarding the decision on their application, they should contact RANZCOG. See Section 12 for contact information.

12. **Contact Details**

For more information please contact:

GPPTSP Project Officer  
RANZCOG, College House  
254-260 Albert Street  
East Melbourne  Victoria  3002

(t) (03) 9412 2923  
(e) gpptsp@ranzcog.edu.au

Note: These Guidelines are made available for information purposes only and are merely intended as a guide. These Guidelines do not purport to contain all the information that may be required to evaluate the Program. RANZCOG may update or supplement these Guidelines and determine funding processes and requirements.