Applying for Entry into Category Two of the Specialist Pathway Guidance Document

1.0 INTRODUCTION

Applicants must meet the requirements detailed in the Specialist Pathway Category Two – Entry Policy to be granted entry into category two of the Specialist Pathway.

This guidance document outlines the steps necessary to apply for entry into Category Two of the Specialist Pathway.

2.0 DEFINITIONS

AHPRA Australian Health Practitioner Regulation Agency
AMC Australian Medical Council
Applicant A doctor who has submitted an application for categorisation, but has not yet passed the FICPI
Candidate A doctor who has passed a FICPI and been accepted onto the Specialist Pathway
CV Curriculum Vitae
ECFMG Educational Commission for Foreign Medical Graduates
EICS ECFMG International Credentials Services
EPIC Electronic Portfolio of International Credentials
FICPI Fitness for Intended Clinical Practice Interview
GP General Practitioner
RACGP Royal Australian College of General Practitioners

3.0 GUIDANCE

3.1 Log in to the RACGP website

Applicants should log in using their existing details, or may create an RACGP ID number to use for all their interactions with the RACGP. Log in is available at this page.

3.2 Use the self-assessment guide to determine pathway eligibility.

When logged in, Applicants should select their specialist general practice qualification and follow the prompts, selecting the criteria provided.

Based on the information provided the self-assessment guide will indicate which pathway the Applicant may be eligible to apply for.

3.3 Check the requirements for recency of practice

The recency requirements for Category Two of the Specialist Pathway are detailed on the AHPRA website at this page. Please be aware that a new recency standard will apply from 1 October 2016: the new standard is available here.
3.4 Apply directly to the ECFMG’s EPIC for verification of medical qualifications

Applicants must apply directly to the ECFMG for EPIC verification, and nominate the AMC to receive updates of the progress made with their verification request. Applicants are also required to establish an AMC portfolio.

The AMC will update its portal with the updates received from the ECFMG. This portal is accessed by the RACGP for assessment purposes, and by the Medical Board of Australia for registration purposes.

3.5 Confirm recent completion of CPR training

Consult the RACGP’s Cardiopulmonary Resuscitation and Advanced Life Support Courses Guidance Document for details surrounding the requirements for courses.

3.6 Pay for and submit the Specialist Pathway categorisation

Applicants should pay for the assessment before proceeding to the application form. The RACGP accepts Visa, Mastercard and American Express.

From time of payment, Applicants have 6 months to complete the online assessment form. Applicants will need to complete all sections to submit the application form. If the application is not completed within six months, it may be considered abandoned. In this case, Applicants will be required to pay the Specialist Pathway Categorisation Fee again.

All documents must be in PDF format and the file must be no bigger than 4mb

3.6.1 Introduction page

Applicants must read and accept the terms on this page. Select ‘I have read this step’ at the bottom of the page to continue.

3.6.2 Personal details: Scan and upload all documents then select save

Name Change – If the Applicant has had a name change, they need to scan official documentation (e.g., marriage certificate or change of name certificate).

CV – Must be current and signed. CVs must match the template provided in the application. Your CV must include work experience to demonstrate that you meet the recency of practice standards described in 2.1 of this document.

Evidence of participation in continuing professional development / continuing medical education – Applicants should upload any certificates of CPD / CME to support the application. This should include the certificate of completion for the recent CPR training.

Photo Identification – Applicants should upload a copy of their passport with photo identification.

Click on Save.
3.6.3 EICS verification

Applicants must enter their AMC number and EICS or EPIC Number. If they have not already submitted their qualifications for EICS verification, Applicants are directed to point 2.4 in this document.

3.6.4 Academic qualifications

Applicants must provide the following documents:

- Primary Medical degree.
- Evidence of completion of an internship.
- Specialist General Practice Qualification(s).
- A certificate of good standing from the college of specialist general practice qualification(s), which states the route and assessment undertaken to achieve the qualification. This certificate must carry a date within six months of the receipt of the completed application by the RACGP, or (if the certificate has an expiry date on it) be current at the time of receipt of the completed application by the RACGP.
- Certified official and endorsed English translations of these documents (if required).

Although these documents may be provided to the AMC and EICS, the RACGP does not receive the documents from those organisations in time to process the application.

3.6.5 Medical Registration

Applicants must provide the following documents:

- Medical registration for ALL jurisdictions where they want experience assessed, including current registration in the current jurisdiction of practice. If the Applicant is not currently registered to practice medicine, a written explanation must be provided in the next section.
- Certificate of Good Standing/Certificate of Professional Conduct/Certificate of Registration/Status from every registering body that applies to the Applicant’s categorisation.
- If the country of current practice is different to the country where the Applicant gained their secondary qualification, they must upload a History of Registration for the country in which the secondary qualification was obtained.
- Certified official and endorsed English translations of these documents (if required).

3.6.6 Restrictions on Practice

Applicants must promptly disclose all details of any restrictions on their practice.

Failure to disclose such restrictions will be handled as per the Educational Misconduct Policy.
3.6.7 Job in General Practice

Applicants must complete the required fields in the online application. Documentary evidence of an offer of a specific position in general practice in Australia must be submitted. This may take the form of a letter from the prospective employer or recruitment agency.

This offer must be set out in a letter from the practice or recruitment agency, on that organisation’s letterhead, and must include details of the supervisor at the practice.

The RACGP will not categorise an Applicant if the intended role is not in general practice. The intended position may be part time, but rules for minimum hours worked apply. These rules are the same as for the Assessment of General Practice Experience.

3.6.8 Supervisor details

Applicants should provide their Supervisor’s name here.

All Category Two Applicants must have a Supervisor – Refer to the Specialist Pathway Category Two – Requirements for Fellowship Policy clause 4.2 for requirements.

3.6.9 Training Post Experience Summary

Applicants must provide details of the training posts they completed prior to and during their training for their specialist general practice qualification (uploads optional)

3.6.10 Indemnity and Statutory Declaration

The final step before submission is the upload of the completed statutory declaration and indemnity form. Applicants are advised that these are legal documents and penalties apply for making false or misleading statements. These documents are only available once all other parts of the application have been completed. Print the document and the supporting documents. These need to be verified by a suitable witness. Once completed, Applicants must scan and upload the first page only, with the list of their verified documents.

3.6.11 Submit Application

This screen unlocks only once all required fields are completed. Applicants may now submit the completed application.

3.7 Assessment of Application

The application is reviewed by RACGP administration and then referred to the censor for categorisation. This categorisation process will proceed while the RACGP waits for independent verification of the Applicant’s qualification from EICS / the AMC. Confirmation of this verification is required to complete the process.

If at any point further information, documentation or clarification is required, the Applicant will be notified by email. The Applicant will need to upload the new information required
and click the ‘submit application’ button again before the censor can continue their assessment.

### 3.8 Categorisation outcome

The outcome of the categorisation will be communicated via email. The Applicant may then log in to their application to view the outcome in detail.

After logging in to an application which has been categorised as Category Two Applicants will be prompted to pay and submit documentation for a Fitness for Intended Clinical Practice Interview (FICPI) for the practice outlined in the job offer provided. The details of this process can be found in the *Fitness for Intended Clinical Practice Interview Guidance Document*.

After a successful FICPI, the Candidate will be eligible to apply for medical registration and commence work as a general practitioner in Australia.

### 4.0 REFERENCES

The links referenced throughout the document are provided here for accessibility.

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<td>EPIC verification</td>
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<tr>
<td>Establish an AMC portfolio</td>
<td><a href="https://account.amc.org.au">https://account.amc.org.au</a></td>
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