

## Medical Student Placement Timeline

### September 2023:

The **GCPHN Placements Team** will email a [GP Availability Invitation](#) including a link for you to access to complete and submit hosting availability. This form needs to be submitted late September or ASAP if joining the program mid-year. We understand that sometimes things change, therefore if the GP availability changes at any time, please contact the **GCPHN Placements Team**.

### Student Allocations & Practice Documentation Distribution:

You will receive detailed documentation with student allocations for Semester 1 in mid-December 2023.

|                      |                                  |            |
|----------------------|----------------------------------|------------|
| <b>December 2023</b> | <b>Bond</b> Final Year           | Blocks 1-4 |
|                      | <b>Griffith</b> Final Year       | Blocks 1-4 |
|                      | <b>Bond</b> Year 3               | Blocks 1-4 |
|                      | <b>Griffith</b> Phase 1 - Year 2 | Blocks 1-6 |

You will receive detailed documentation with student allocations for Semester 2 in mid-May to June 2024.

|                         |                                  |            |
|-------------------------|----------------------------------|------------|
| <b>May to June 2024</b> | <b>Bond</b> Final Year           | Blocks 5-6 |
|                         | <b>Griffith</b> Final Year       | Blocks 5   |
|                         | <b>Bond</b> Year 3               | Blocks 5-6 |
|                         | <b>Griffith</b> Phase 1 – Year 1 | Blocks 1-6 |

### The email correspondence will contain the following documentation to support the student placement:

- A letter advising the GP of the **Student's** name and dates of placement.
- Signage to display in practice (RACGP requirement).
- A blank Practice Incentives Program Teaching Payment Claim form (IP006 Form).
- Teaching guides (cohort specific) to assist in the delivery of supervising **Students**.

### Student Session Requirements:

Below are the **Student** requirements for each year level and university.

|   |  |
|---|--|
| <b>Introductory/<br/>Phase 1<br/>Students</b> | <b>Bond Year 3 Students - 1 day per week over 3 weeks</b><br>(2 sessions - session is a minimum 3 hours) per week on a <b>Tuesday</b> for 3 weeks.   |
|   | <b>Griffith Phase 1 (Year 1 and Year 2) Students - 1 day per week over 3 weeks</b><br>(2 sessions - session is a minimum 3 hours) per week on a <b>Tuesday</b> or <b>Thursday</b> for 3 weeks.                             |
| <b>Final Year<br/>Students</b>                | <b>Bond Final Year Students- 2 days per week or 4 sessions per week</b><br>(4 sessions - session is a minimum 3 hours) per week for 7 weeks.<br><i>Students are unavailable on Wednesday due to University classes.</i>    |
|   | <b>Griffith Final Year Students- 2 days per week or 4 sessions per week</b><br>(4 sessions - session is a minimum 3 hours) per week for 7 weeks.<br><i>Students are unavailable on Thursday due to University classes.</i> |

### ***2 Weeks Prior to Placement Commencing:***

**Student's** are instructed to contact the practice to obtain their commencement time for day 1 of placement (Final Years to obtain exact start day as this varies and is based upon practice and student discussions). On this call, please advise the **Student** of any particulars i.e. car parking, entry access and obtain the **Student's** mobile number.

If the **Student** has not called 1 week prior to commencement date, please advise **GCPHN Placements Team**.

### ***Day 1 of Student Arrival:***

As per RACGP requirements, please ensure you have the signage provided in the documentation email on display. Orientate the student to the practice and discuss future placement days (roster).

### **Services Australia PIP Teaching Payment Form (IP006) and Teaching Session Recording**

All medical students attending placement will be provided with a student and university specific certified and populated **Services Australia PIP Teaching Payment Form (IP006)** pages 2 to 4 to take to placement.

For each day the student attends placement, they will need to ensure all teaching sessions attended are recorded on page 3 of the form and signed by the GP Supervisor(s). This must be completed for every session attended on the day they are completed.

### ***Student Requirements During Placement:***

If a **Student** is below an expected standard for their year level or there are any other issues, we ask that you please contact the **GCPHN Placements Team** as early as possible, as structured additional support from the University may be required. If the **Student** advises they are unable to attend any day of placement, please remind the **Student** to contact the University and the **GCPHN Placements Team** on the same day.

### ***Last Day of Placement:***

On completion of the placement, it is very important that both the student and the practice manager/delegate organise a time on the final day of placement and ensure:

- All teaching sessions are recorded on page 3 of the form and signed by the GP Supervisor(s)
  - Section 13, page 4 of the form is signed by the student
  - The practice is to complete section 14 of page 4 of the form
  - The practice takes a photocopy of pages 2 to 4 of the form and provides to the student
  - The practice retains the original pages 2 to 4 of the form with the practice manager/delegate
- The practice completes page 1 of the blank form provided and submits to PRODA

### ***Practice Payment:***

Payment for placements is made by Services Australia upon the practice submitting a completed **Services Australia PIP Teaching Payment Form (IP006)** as detailed above.

For further information including payment quarters, please refer to the Services Australia website:

[Teaching Payment for the Practice Incentives Program - Practice Incentives Program - Services Australia](#)

**We wish you every success in supporting the future GP workforce**

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