

Medical Student Placement Timeline

September 2024

Following receipt of the GP's availability to host medical students in 2025, a link to a GP Supervisor video will be sent for completion by the GP prior to students being allocated. We understand that things can sometimes change, and we request that any changes to the GP availability provided be communicated to the **GCPHN Clinical Placements Team** as soon as possible.

Student Allocations & Practice Documentation Distribution

If you are allocated a student, you will receive detailed documentation for Semester 1 cohort in mid-December 2024.

December 2024	Bond Final Year	Blocks 1-4
	Griffith Final Year	Blocks 1-4
	Bond Year 3	Blocks 1-4
	Griffith Phase 1 - Year 2	Blocks 1-6

If you are allocated a student, you will receive detailed documentation for Semester 2 cohort in mid-May to June 2025.

May to June 2025	Bond Final Year	Blocks 5-6
	Griffith Final Year	Blocks 5
	Bond Year 3	Blocks 5-6
	Griffith 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).
- 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:

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

2 Weeks Prior to Placement Commencing

- **Students** 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 contact the **GCPHN Clinical Placements Team**.

Day 1 of Student Arrival

- Ensure you have the signage provided in the documentation email on display.
- Orientate the student to the practice and discuss future placement days (roster).
- If you are hosting a final year student, please ensure that you agree on how and when feedback will be delivered throughout the placement in alignment with the ITA.
- All medical students attending placement will have a student and university specific certified Services Australia PIP Teaching Payment Form (IP006) as provided by the university that will be provided to you and used throughout the placement. For each day the student attends placement, they will need to ensure all teaching sessions attended are recorded the form and signed by the GP Supervisor(s).

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 Clinical 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 Clinical Placements Team** on the same day.

Last Day of Placement

If hosting a final year student, the GP should ensure that a final feedback session is held with the student to provide an opportunity for discussion in alignment with the ITA that is submitted by the GP to the University upon completion of the placement.

The PIP Teaching form should be checked by the practice to ensure it is completed accurately, with a copy of the form being provided to the student and the practice retaining the original to submit to PRODA.

Practice Payment

Payment for placements is made by Services Australia following 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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