

Medical Student Placement Timeline - 2026

Once confirmation of the GP's availability to host medical students in 2026 is received, we will send a link to the GP Supervisor onboarding video. This should be completed before students are allocated to assist with a smooth placement. We understand that availability may change. If there are any changes to the GP availability provided, that you let the **GCPHN Clinical Placements Team** know 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 2025.

December 2025	Bond Final Year	Blocks 1-3
	Griffith Final Year	Blocks 1-3
	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 2026.

May to June 2026	Bond Final Year	Blocks 4-6
	Griffith Final Year	Blocks 4-5
	Bond Year 3	Blocks 5-7
	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**.
- A PM Schedule of all allocated placements for the semester.

Student Session Requirements

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

Introductory/ Phase 1 Students	Bond Year 3 Students 6 sessions over 3 weeks (<i>Tuesday's only</i>) (a min of 2 x 3 sessions per day) Griffith Phase 1 (Year 1 and Year 2) 6 sessions over 3 weeks (<i>Tuesday's or Thursday's only</i>) (a min of 2 x 3 sessions per day)
Final Year Students	Bond Final Year Students 28 sessions over 7 weeks (no more than 2 x 3-hour sessions per day) • Students are unavailable on Wednesday due to mandatory university teaching day. • University Orientation takes place the first Monday of placement. Griffith Final Year Students 26 sessions over 6 weeks (no more than 2 x 3-hour sessions per day) • Students are unavailable on several Thursdays due to mandatory university teaching days. • University Orientation takes place the first Monday & Tuesday of placement. <i>Check with final year students for any other mandatory training days scheduled to take place during placement period.</i>

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2 Weeks Prior to Placement Commencing

- **Students** are instructed to contact the practice to confirm their commencement time for day 1 of placement (Final Years to confirm exact start day as this varies and is based upon practice availability). 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 confirm 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 used throughout the placement to record all attended training sessions.

Student Requirements During Placement

- If the **Student** advises the practice 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.
- It is a mandatory requirement all required sessions are attended unless otherwise advised by the University. In the event make up sessions are required, and you have capacity to accommodate these, kindly arrange directly with the student. **Please notify the GCPHN Clinical Placements team of any unreported absences as soon as possible.**
- 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.
- Throughout placement, all attended sessions must be recorded on the **Services Australia PIP Teaching Payment Form (IP006)** and signed off by the GP Supervisor.

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 **Services Australia PIP Teaching Payment Form (IP006)** should be checked by the practice to confirm it is completed accurately with the student's signature information completed. A copy of the fully completed form will need to be provided to the student to provide to their university and the practice will retain the original to submit to PRODA and for their record purposes.
- The supervising GP will need to complete and submit the ITA for the student on this last day.

Practice Payment

- Payment for placements is made by Services Australia following the practice submitting a fully complete Services Australia PIP Teaching Payment Form (IP006) as detailed above.
- For the most up to date (IP006) form, including information on 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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