



Update for Divisions: Familiarisation Training in 2005-2007

The second edition of Better Outcomes in Mental Health Care Familiarisation Training was released in July 2003, based on a self-directed learning model. Although some aspects of the Better Outcomes in Mental Health Care initiative have changed, the 2nd Edition of Familiarisation Training is still current, and is accepted by the GPMHSC for the purpose of registering for the initiative.

However, Familiarisation Training, like all other CPD activities continuing into the new education triennium has been issued with a new RACGP activity number. The ACRRM Activity Code has not changed. The activity numbers for facilitated or self-directed Familiarisation Training undertaken in 2005-2007 are:

RACGP QA&CPD Program Activity Number:	715642
ACRRM PD Program Activity Code:	EEACR-0001-ADGP

The process for managing Familiarisation Training at division level has not changed substantially; once a GP has completed Familiarisation Training, they should complete and forward the single page Evaluation Form (the last page in the workbook) to their Division of General Practice. On receipt of an evaluation form, Division staff should undertake the following steps:

1. Issue a certificate of completion to the GP, including:

- ▶ The **GP's Name, QA&CPD and/or ACRRM Number** (if known)
- ▶ The **title** of the activity ("Better Outcomes in Mental Health Care Familiarisation Training")
- ▶ The **2005-2007 activity numbers** (RACGP Activity Number: 715642, ACRRM Activity Code: EEACR-0001-ADGP)
- ▶ The **date of completion** (date given by GP on evaluation form)
- ▶ The name of the **Division** coordinating the training
- ▶ The **CPD points** awarded: "4 Category 2 points in the RACGP QA&CPD Program and 2 ACRRM PDP Points"

2. Forward an electronic attendance list to the CPD program to which the GP subscribes:

RACGP QA&CPD Program: qacpd@racgp.org.au; and/or
ACRRM PD Program: pdp@acrrm.org.au

3. Complete, file and forward an evaluation summary to Australian Divisions of General Practice on fax 02 6228 0899 or email mentalhealth@adgp.com.au - you may choose wait until a few GPs have completed the training before completing this step. The Familiarisation Training summary template can be downloaded from the ADGP website at <http://www.adgp.com.au/site/index.cfm?display=444>.

PLEASE NOTE: GPs **must** attach their certificate of attendance at familiarisation training (and Level One Mental Health Skills Training) to their registration form in order to be assured of a smooth registration process; consequently it is important that Divisions issue certificates as soon as possible after receipt of an evaluation. This is especially important for **GP registrars** (who have no QA&CPD nor ACRRM CPD records), **ACRRM members** (the GPMHSC has no access to ACRRM CPD records) and for **non-VR GPs** not participating in a formal CPD program (no CPD records are kept for them).

Please note that the GPMHSC no longer accepts attendance lists in lieu of completion certificates or official CPD records.