



INSTITUTE OF GENERAL PRACTICE EDUCATION INC.

Level 1
228 Woodpark Rd
Smithfield NSW 2164

PO Box 3029
Wetherill Park NSW 2164

Dear Doctor

Thank you for contacting the Institute and expressing your interest in becoming a GP Mentor Supervisor. Please find below some information regarding the role of a mentor and what the mentor term involves. You will also find enclosed a form to fill out if you wish to be placed on our mentor list for future terms. Please send the completed form to the Institute either via fax on 9756 5755 or post to PO Box 3029, Wetherill Park, 2164.

ROLE OF THE MENTOR

The mentor has an important role in guiding and supporting the registrars as registrars make the transition towards independent practice. During Subsequent General Practice Experience (otherwise known as mentor time), registrars review areas of medical knowledge and skills they have identified as particular learning needs.

Registrars vary in their learning needs and so it is important to spend some time regularly with the registrar to discuss their learning needs and progress.

REQUIREMENTS OF A MENTOR

The mentor must:

- ❖ Be interested in being a guide and teacher
- ❖ Have full and unconditional registration with the NSW Medical Board
- ❖ Have 5 years experience in general practice (following completion of training)
- ❖ Preferably, be a Fellow of the RACGP
- ❖ Be AGPAL (or equivalent) accredited
- ❖ Work in the same practice as the GP Registrar

- ❖ Be readily available (in person or by phone) during normal work hours to provide guidance and advice when needed. Where the mentor is unavailable, alternative arrangement can be made with Director of General Practice Training's approval
- ❖ Ensure back-up arrangements are available when the registrar is on call.
- ❖ Be willing to facilitate a small group session of mentor registrars once every 6 months
- ❖ Be willing to undergo the approval process of the RACGP

INSTITUTE'S EDUCATIONAL ACTIVITIES

- ❖ An external clinical teacher visit for half a day at least once every six months. This is to observe the registrar consulting and provide feedback. The ECT visitor usually discusses the registrar's progress with you.
- ❖ Registrars are required to be released from duties with pay for 3 hours per calendar month to attend educational events.

EMPLOYMENT

The Terms and Conditions clearly state that the registrar should be an employee of the practice, and entitled to paid leave, superannuation and holidays. If you are considering alternative arrangements, we recommend you seek advice from your financial advisor and the Australian Taxation Office.

FAIRNESS AND MUTUAL RESPECT

There should be a relationship of mutual respect between the mentor and registrar. On this basis, the mentor should be able to expect that the registrar will not undertake any activity that would cause adverse effect to either the mentor or the practice. Similarly, the registrar should be able to expect to be treated fairly and ethically.

If you have any further questions about becoming a mentor supervisor, please do not hesitate to contact me on 9756 5711.

Yours sincerely

George Kostalas

Dr George Kostalas
Director of General Practice Training
Institute of General Practice Education Inc.