

▶ What kind of ACLS (Advanced Cardiac Life Support) courses do I need to have done?

We recommend the following resuscitation requirement levels:

- ▶ **CORE Immediate / previously: CORE level 5 assessed** – Required for GP Fellowship.
- ▶ **CORE Skills / previously: CORE level 5 non-assessed** – Required three-yearly at a minimum for all registrars on the GPEP training programme (except for those undergoing Fellowship assessment).

A list of College-endorsed resuscitation providers can be found [here](#).

The College counts ACLS certificates as valid for three years. For example, if your certificate states you completed the course (or received the certificate) in March 2015, this means it will be valid until March 2018.

We ask all applicants to upload their ACLS certificate, if current, to our application form and enter the date you received your certificate.

If your ACLS certificate is out of date, please still enter the date you received your most current certificate. Rather than uploading your out-of-date certificate, you can instead upload your booking confirmation. We will consider it valid and will expect your up-to-date certificate as soon as possible.

▶ What do I do with my APC (Annual Practising Certificate)?

We will be asking all applicants to upload their APC to our application form and enter the expiry date.

If you do not have a current APC, then a copy and the expiry date of your most recent APC will be sufficient until you have an up-to-date APC.

▶ How does the application form work?

The form has 10 sections and should take approximately 30 minutes to complete. Please ensure you have read what is required to complete the form [here](#). You will not need to upload a CV.

You can move between each section as needed; however, there are mandatory fields in every section that need to be filled in before you can move to another section. An alert will pop up informing you if there is missing information in the required fields.

If you want to move on and come back later, feel free to enter in random information – however, please ensure that you remember to come back and enter the correct information before you submit your application.

You will be able to save the application form and come back to complete it at your leisure; all your data should be saved as you left it. Kindly be aware of the closing date, and make sure you complete your application form before then. Late applications will not be accepted.

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Please make sure you read through any alerts or advisory messages thoroughly.

The form will take you automatically through to the payment page for the application fee once you click **Submit & Pay**.

If you have any issues filling out the application form, any questions, or if there are any bugs, please let the team know immediately: GPEPapplications@rnzcgp.org.nz.

▶ **What kind of evidence of citizenship / visas do I need to provide?**

If you are a New Zealand citizen, we will ask you to provide a **certified** copy of proof of your citizenship. This could be your birth certificate, citizenship certificate, passport, etc.

If you are not a New Zealand citizen, we will be asking for **certified** copies of the visa page and photo page of your passport. You will need to upload these to the application form.

If you have an electronic visa, please upload a copy of the eVisa letter (visa approval letter) that you will have received. This will also need to be a **certified** copy.

▶ **What do I do with my COPS / CGS (Certificate of Professional Status / Certificate of Good Standing)?**

The College will request your COPS from the Medical Council of New Zealand directly. **You will not need to apply for one, nor should a copy come directly from you.** All information regarding your COPS should come directly to the College office from the regulatory body.

▶ **Can I apply for dual Fellowship?**

You are able to complete a dual Fellowship in general practice and **rural hospital medicine**. You will need to apply separately for the GPEP training programme and the Division of Rural Hospital Medicine (DRHM) training programme.

We have specific regulations around dual Fellowship in general practice (GPEP) and rural hospital medicine (DRHM). For more information, please contact GPEPapplications@rnzcgp.org.nz or DRHM@rnzcgp.org.nz

You can also complete GPEP while taking part in another vocational training programme, such as Urgent Care. For more information, please contact the College: GPEPapplications@rnzcgp.org.nz

▶ What kind of employment types are there?

You have the option of either working full-time or part-time in GPEP Year 1.

- › **Full-time** is ten-tenths (10/10ths) a week, comprising eight-tenths (8/10ths) clinical time for 12 months, plus two-tenths (2/10ths) a week spent in seminars. Actual hours of work will be determined by the teacher in consultation with you when you start the programme. The hours do not include unpaid lunch breaks.
- › **Part-time** is seven-tenths (7/10ths) a week, comprising five-tenths (5/10ths) clinical time for 12 months, plus two-tenths (2/10ths) a week spent in seminars. Actual hours of work will be determined by the teacher in consultation with you when you start the programme. The hours do not include unpaid lunch breaks.

Please think carefully about your choice. If you are College- or practice-employed, then you cannot change from part-time to full-time as your funding wouldn't be covered with the increase in salary.

It is also not guaranteed that you will be able to change from full-time to part-time. You would need to apply for the change and work through the process with your advisor and the practice.

▶ What kind of funding types are there?

You can choose from three types of funding:

- › College employed
- › Practice employed
- › Self-funded.

More information about these funding types can be found [here](#).

You will not be able to change your funding type once chosen. Please make sure you choose carefully and you understand what each type of funding entails.

▶ What proof of indemnity insurance do I need to provide?

The College does not have a list of preferred providers for indemnity insurance. You will need to upload a copy of your indemnity insurance, which should detail the period of membership.

If you do not have current indemnity insurance, then a copy and the expiry date of your previous indemnity insurance will be sufficient until you have up-to-date indemnity insurance.

▶ What is the VBS (Voluntary Bonding Scheme)?

We will be asking if you are involved in the Ministry of Health's Voluntary Bonding Scheme. If you are not involved or don't know what it is, please go [here](#) for more information.

If you have any questions regarding the VBS, please contact the [Ministry of Health](#).

If you have any questions, please contact the **GPEP applications team**: [E GPEPapplications@rnzcgp.org.nz](mailto:GPEPapplications@rnzcgp.org.nz)