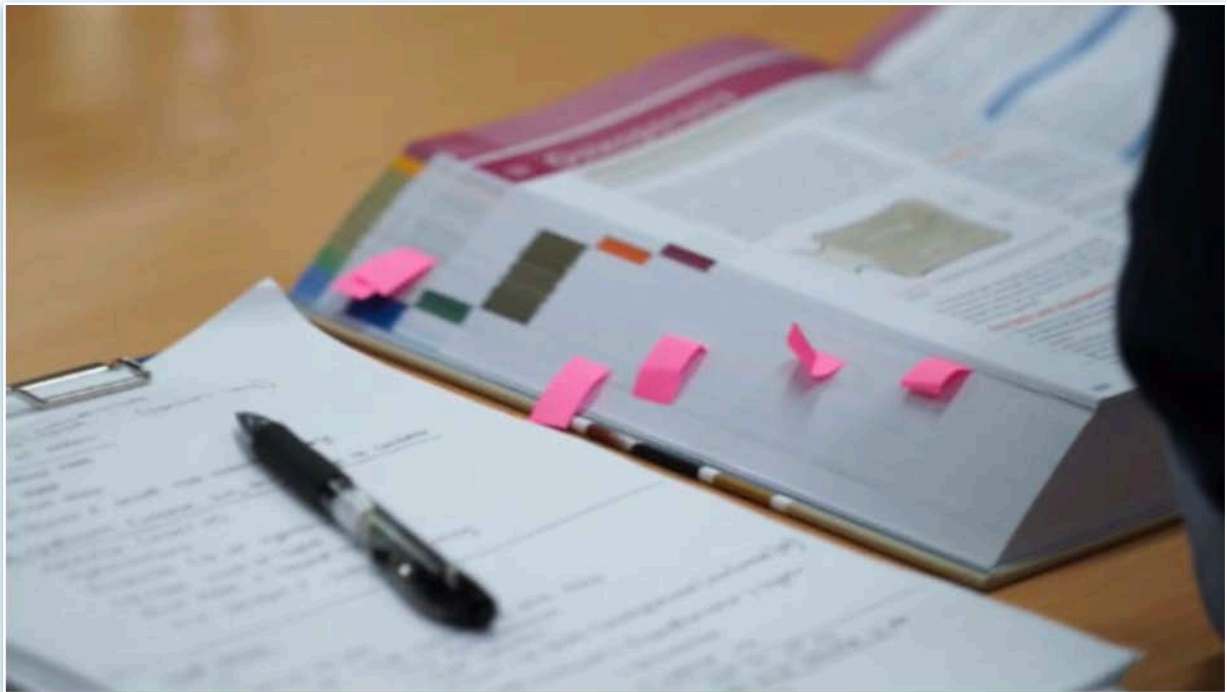




# GPACADEMY

GENERAL PRACTICE ACADEMY OF AUSTRALIA

## Course Information Package AKT/KFP/CCE



Before registering for any courses with 'General Practice Academy of Australia', participants are recommended to read this information package.

This package must be read in conjunction with the [RACGP Examination Guide](#) and the GP Academy [Course Programs](#).

# Introduction

Congratulations! You are almost at the end of your General Practice specialty training! Hopefully, you will soon become a Fellow of The Royal Australian College of General Practitioners. However, first, you must pass the 3-step Fellowship exams.

These exams are designed to recognise competent GPs and reward them with the highly desired title of 'Fellow'. The RACGP exams are renowned for being reasonably difficult to satisfy the high standards required for General Practice in Australia. In order to confidently pass these exams, one needs to diligently update their knowledge in their evidence-based day-to-day practice.

Our courses at the General Practice Academy of Australia aim to give participants a solid framework and motivation to study for these forthcoming exams.

The range of study materials in these courses is very extensive. Participants should keep in mind that it is not possible to discuss every topic over a number of weekly webinars. It is up to each participant to study the materials provided under the 'Student Portal' in their own time. During our weekly Live.Online webinars, we will go through some of the most important topics which cover the absolute fundamentals required for the exams — including the important exam techniques.

At GP Academy, we provide you with the program and materials you need to pass both written exams. However, we do not provide you with a "shortcut" method to pass the exams. Instead, we conscientiously strive to teach every participant what is considered to be "good medicine". By following this philosophy, we are able to help the course participants become the General Practitioners that the Australian community deserves and expects



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# PART A - AKT/KFP

## Courses - Registration

### How to choose a course

GP Academy provides several course options for written exams. All three courses contain the same materials, just the duration and mode of delivery differ.

The most thorough and highly recommended package is the '**Comprehensive Course**'. The '**Complete Course**' is for those who prefer a slightly shorter course. Finally, the '**Crash Course**' generally runs for a minimum of 6 weeks before the exam and has been curated for those who have already prepared and want to review the crucial key points and exam techniques in a short amount of time.

These courses have been designed to cover both the **AKT and KFP** exam formats, as both cover the *exact same topics* but are examined in different styles.

In the AKT, you may be shown a picture of a '*plaque psoriasis*' case and asked for *diagnosis* or to choose the possible *trigger* or *treatment* in a list of potential answers, presented in an MCQ format. Similarly, in the KFP exam, they may ask you to write down your *diagnosis* for a picture of '*plaque psoriasis*' and the three most important features of your *management*, which may include avoidance of the possible *triggers*. You need the exact same information to respond to the two questions above, just in two different assessment styles. Below is another example:

### Sample KFP Question

**Case:** Nathan, a 39-year-old farmer, presents with gritty sensation of foreign body in his right eye along with increased lacrimation. His right eye is also red. Nathan has been treated by your colleague with a course of topical antibiotics (Chloramphenicol) with no response.

**Question 1** - What are your three most likely differential diagnosis for this presentation?

**Further information** - You properly diagnose and treat Nathan for his initial presenting condition. Nathan represents in 3 months with an eyelid complaint on both sides. He has itchy eyelids with crusts as shown on the picture.

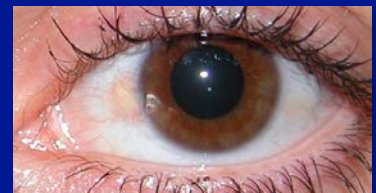
**Question 2** - What are the two features of your non-pharmacological management for Nathan's presentation?

**Further information** - Nathan responds well to your treatment one more time. Nathan returns after 12 months this time with a small growth in his left eye, first noticed by his partner. This has not caused him any symptoms.

**Question 3** - What is your diagnosis for this presentation based on the image provided?

**Further information** - Nathan also shows you a "growth" on his right lower eyelid as shown below. He tells you that this has grown over about 6 months. This has caused him no discomfort.

**Question 4** - What is your provisional diagnosis for this lesion?



As you can see, the theory and knowledge required for both exams are the same!

Instead of spending two sessions discussing “conjunctivitis/blepharitis/marginal keratitis/ corneal abrasion/ pinguecula/ or eyelid BCC”, this can be covered in one session, which can be flagged as either AKT or KFP!

Generally, the AKT and KFP sessions are provided on alternate weeks (Please refer to the Course Program, which can be found on the Student Portal).

The AKT/KFP courses are presented in Live.Online format, with no in-person components, means you can complete the courses at your own convenience, in the comfort of your home. Further explanation on the structure and format of Live.Online sessions are provided below, under '[AKT/KFP Sessions](#)'.

## How to register



Applications must be completed online via [www.gpacademy.com.au](http://www.gpacademy.com.au). Go to the '**AKT/KFP**' page and click the 'Register' button under your desired course.

The site will then take you to the registration page, powered by CVENT, the GP Academy's IT partner. The registration fee must be paid **in full** using a VISA or MasterCard **credit/debit card** at the time of registration. GP Academy **does not** accept payment instalments.

## Discount codes for returning students

Effective from 15 June 2017, GP Academy has only one discount policy as below:

- Candidates who have previously completed a written exam course (AKT/KFP) with the GP Academy are eligible for a **27%** discount off their next written exam course.

To access this discount, please send an email to [admin@gpacademy.com.au](mailto:admin@gpacademy.com.au) and receive your discount code within one business day.

**PLEASE NOTE:** Discount codes must be requested **before** registering and utilised **at the time** of registration. GP Academy is **not** able to apply a discount or process a discount code after registration is processed.

## What will happen after registration

Once enrolled, you will receive a confirmation email. You are required to **read this email carefully** and follow the instructions. It contains very important information, including:

1. Your **Tax Invoice**, as a proof of payment (you must download and save this for your records)
2. A copy of the **Course Program**
3. The **Terms and Conditions** that you have agreed to at the time of online registration

You will also receive a separate email from our support team within 24 hours with your log-in information and link to join the 'Student Portal'.

***The Student Portal contains all course materials, including but not limited to:***

- ✓ Session Videos & Presentation Slides (following the relevant session)
- ✓ Two sets of full-length AKT and KFP mock exams (2 x AKT, 2 x KFP; 4 in total)
- ✓ Weekly AKT and KFP quizzes
- ✓ AKT and KFP MegaQuizzes
- ✓ Important Australian Guidelines
- ✓ Select AJGP (AFP) articles, hand-picked and highlighted by medical educators
- ✓ Dermatological/Clinical image collections
- ✓ Other relevant materials in text/video format

## Communications with GP Academy

All communications between the Academy and course participants are via email. Course participants must read all GP Academy emails properly and store them effectively for future use or reference. **Course attendees must have an easily accessible and searchable mailbox to locate the previous correspondence.**

## How to Prepare for AKT/KFP

To properly prepare for the fellowship written exams, an average person requires **at least 1000 hours** of studying, in addition to general practice experience within Australia. At GP Academy, we advertise proper learning of "evidence-based medicine". We understand that this process can be very challenging. We try to help by providing you with the knowledge and skill to pass these exams concisely and efficiently.

Remember, the three-step fellowship exams are designed to separate the competent GPs from the rest. There is absolutely **no shortcut** to becoming a competent GP within the Australian health system. There is **only one way** to be a good GP, and that is by studying hard.

Joining a study group is highly recommended to give you more motivation and consolidate your understanding. For each study session, you may wish to allocate some material from the GP Academy Student Portal to review with your study partners. You can easily find a study partner on [GP Academy's Facebook page](#).





## Course programs

Course programs give you a good framework to plan your study schedule for the exam. A copy is available via the GP Academy website, your Student Portal and in your confirmation email.

## Study Materials

### What to read for the AKT or KFP

The RACGP written exams clearly focus on candidates being confident with the topics that a competent GP is expected to properly manage in their own practice. You are not expected to memorise the statistics about various infections or the detailed diagnostic criteria of uncommon conditions like SLE or multiple sclerosis. However, you are expected to manage an abnormal result of a cervical cancer screening test.

The answers for most RACGP exam questions can be found in *the following references*:

- **Australian guidelines inc. Therapeutic Guidelines (TG):** Guidelines contain the most recent information on key topics in general practice. They are highly regarded by the RACGP and used frequently by the College. We provide you with the highlighted versions of the guidelines to speed up your learning. They frequently get updated and it is vital to read the most recent version of each guideline. TG is by far the most reliable reference which is used frequently by RACGP
- **Checks:** Checks are written for GPs, by experts in the field. They cover the more important topics in General Practice. Checks are generally quite informative; however, some are more relevant than others. We have ranked the Checks on your Student Portal based on relevance to the exam/s using a starring system.
- **J Murtagh:** Although it's less useful for exam preparation in current times, it still has useful practical information in a concise manner tailored for Australian GPs. We use the 8th Edition in our courses. The electronic version is user friendly as it is easy to quickly search topics. You can highlight and use it on two separate devices. A list provided on the Student Portal highlights important Murtagh chapters on the basis of relevance for the RACGP written exams.
- **AFPs/AJGPs:** Not all AFP/AJGP articles are useful for written exam purposes but some of them contain important information on crucial topics! We have selected the most relevant articles which are highlighted for your use. They are on the Student Portal in several packages of 3-5 articles.



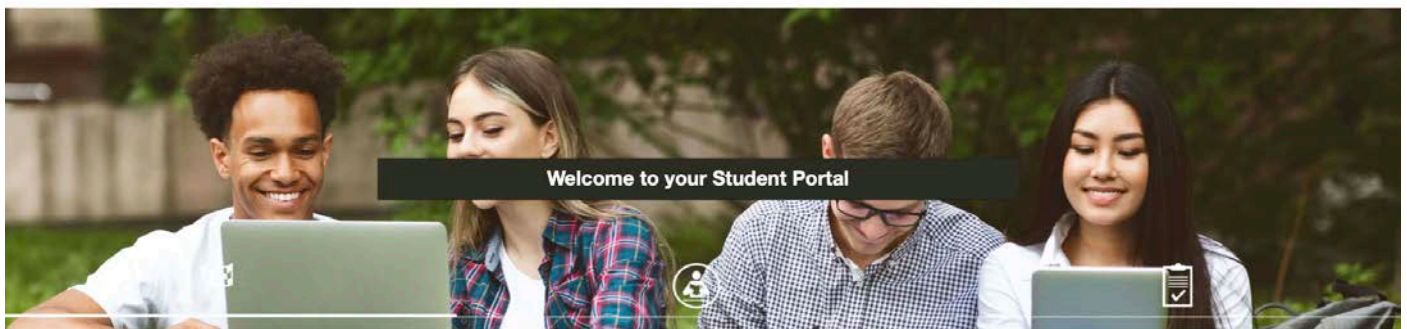
## But what about these resources?

- **Australian Doctor (How to treat and Grand Round), Think GP, case of the month on Medicine Today, FOAM4GP**, and many other references are available. They all have good medical information, but we don't think one would have enough time to read them all! In our opinion, the references mentioned above in red are more valuable. We are frequently asked about articles and journal columns that contain so-called "interesting case of the week (/month)". Although these cases are interesting, they have less clinical value to you and are not recommended by GP Academy.
- **RECALLS, RECALLS, and RECALLS!** We are frequently asked about these. Do we recommend them? **Not generally!** Why? Because most of the recalls are not reliable. We understand many people prefer to learn by working through questions - for that reason; we strongly recommend the Q-bank questions. GP Academy carefully selects the Q-Bank questions to help you learn and consolidate your knowledge. They are designed to help you identify the most important topics you need to be confident in for the exams. Keep in mind that the college expects more and more from candidates as there is an increasing demand for higher-quality General Practice in Australia. It is not easy to predict questions — you simply need to be a **competent GP**.



HOME OUR TEAM FAQ COURSE OPTIONS CONTACT US STUDENT PORTAL

Welcome, Dr. Example!



## Your Student Portal

Access to the Student Portal is via the GP Academy website. It contains all materials you need to read for the written examinations (AKT & KFP). Materials, including the mock exams, Quizzes and MegaQuizzes, Image Collections, AJGP packages and presentation slides and videos, are made available to the Portal over time on a scheduled release as we proceed with the sessions of the course. Most of the materials on the Portal have been pre-highlighted for your convenience and ease of use.

Materials are in a "read-only" format. Participants are not able / permitted to download, print, or save the materials.

## How to access the Student Portal

Access to Student Portal will be provided within 24 hours after your registration for the course. You will receive an email with a link to sign up for the Portal and to set up your desired password. Your username will be your email. Please keep your password safe and secure.

Please make sure you always use **one email address** to contact us. Your email remains your main identifier for the Portal, mock exams, and GoToWebinar sessions.

**If you have not received your Student Portal Activation email within the allotted time, please check your Junk/Spam folders as it may have been redirected incorrectly.**

## How long do I have access to the Student Portal?

Access to the Student Portal is limited strictly to the *duration of the course*.

Once enrolled, access to the Student Portal is provided within 24 hours.

Each of GP Academy's courses runs relative to specific exam periods, and as such, access to the Portal expires after the relevant exam/s are complete (usually COB of the final exam day). All Portal memberships are deactivated following the exam date, and no access will be granted for further use. There are **no exceptions** to this policy.



## Question Bank (Q-Bank)

### What is in the AKT and KFP Q-Bank?

The Q-Bank is a collection of excellent AKT MCQs and KFP cases. The Q-Bank questions are developed or verified meticulously by GP Academy and designed to cover various popular subjects in the RACGP exams.

Q-Bank questions are broken into quizzes, mega quizzes and mock examinations, and are constantly updated to cover the most relevant topics and are gradually released as the course progresses.

The Q-Bank questions are available in a few different formats (i.e. quizzes, mock exams, session slides & videos) and equate to over 1200 AKT questions and over 320 KFP cases (or around 950 KFP questions).

## AKT/KFP Live.Online Sessions

### What happens during the 3-hour sessions?

The sessions are in a fast-paced question-and-answer format to cover all the content in line with the Course Program while allowing for in-depth case discussions. We have a very limited time and thus need to be very efficient in managing this time. This means everyone must keep pace with the topics discussed at the appropriate time.

Although sessions are highly interactive and everyone is very welcome to express their opinion and comments, we must remember that these need to be based on **REFERENCES**.

Our usual resources are **UpToDate, Check, AFP/AJGP, RACGP Red/Green books, Australian Guidelines, or J. Murtagh.**

## Recorded Videos

For your convenience, all Live.Online AKT & KFP sessions are also recorded. The recorded videos and presentation slides will be added to the Student Portal within 24 hours of the session and remain on the Portal for the course duration. This means that participants who are unable to attend the live session can view the recorded videos on-demand.



## Mock Exams

Mock exams are online-only practice exams provided by GP Academy for additional preparation for your real college exam/s. They simulate the actual exam conditions and are only available to course participants. The platform used for these exams is similar to what RACGP uses for AKT and KFP exams. All course participants will receive **two sets** of mock exams (one at the beginning and one near the end of the course). Questions are based on all topics similar to the real RACGP exams. In line with the RACGP exam conditions, there is only one attempt given at each, and they must be finished in one sitting.

**The AKT mock exam** consists of 150 questions in a 4-hour time limit - similar to the real college exam. There are two question types:

1. Single best answer
2. Modified extended matching questions

Candidates will be provided with a score and their answer sheet on completion.

**The KFP mock exam** contains 26 cases of equal value. Most cases contain more than one part, following a logical sequence. There are two question types:

1. 'Write-in' questions (short answer questions)
2. 'Completion' questions (select responses from a list)

Candidates will be provided with detailed answers and marking grids to mark their own paper.

## What is the purpose of the Mock Exams?

Mock exams are an excellent opportunity to get a feel for the real exam format and make yourself familiar with the exam software. Remember, AKT and KFP are long exams that require a lot of concentration. Apart from learning the exam format and getting to know some new questions/ topics, it is most beneficial to immerse yourself in the actual exam conditions and test your ability to cope with such long exam periods.

## Certificate of Attendance

Once your course has finished and you have attended at least 60% of the course sessions, you will receive a *Certificate of Attendance* via email.



## Individual circumstances

We frequently get asked for personal advice. We know that most candidates have hectic work schedules and other responsibilities such as parenting or even carers for their parents/relatives.

We also understand that some people may struggle more than others when it comes to exams. However, as we mentioned previously, there are no shortcuts or alternative methods to pass the exams. At GP Academy, we believe there is no substitute for learning good medicine by studying hard and with enthusiasm which needs TIME!

Although we genuinely sympathise with candidates who may have difficult situations, our courses' nature is not very flexible, and we are unable to provide any further assistance throughout the course. Our recipe is the same for everyone, and it's up to the participants to accommodate this in their own busy life. We are also obliged to adhere to our policies to ensure we provide quality courses throughout the year.

Of course, this is slightly different with Clinical Examination course participants, where it's a performance-based exam. The tutors may be able to make individual comments and suggestions for candidates.

# PART B - Clinical Examination

## Courses - Registration

### How to choose a course

GP Academy has two CCE courses. The contents of the Student Portals in both Clinical Examination courses are the same; however, the delivery method is different.

The Clinical Examination courses aim to fine-tune candidates' time management and communication skills. All cases seen in the sessions have been carefully selected from GP Academy's own Clinical Examination *Case Bank*.

### Comprehensive CCE

The highly valuable and all-inclusive Comprehensive CCE program combines all of the benefits from our previous Clinical Exam courses.

Enrolment in the Comprehensive CCE course will provide candidates with access to all GP Academy has to offer, including:



- 5 highly collaborative Live.Online 3-hour Tutorials presented by a panel of experienced examiners
- Case videos, articles, and the new and improved GP Academy CCE cases on the newly designed individualised Student Portal.
- Access to the new and improved Academy's Reserve Bank of Cases; including videos on Clinical Exam skills and exemplar case performances demonstrated by the experts
- Four Case Practice Video submissions with individual recorded video feedback responses from our Examiners.

During the Tutorials, the candidates are presented with a number of challenging clinical exam cases. The panel of Examiners will then analyse each case.

The Case Practice Submissions provide candidates with opportunities to receive personalised feedback from our experienced Examiners. These videos are highly beneficial to the CCE practice and allow candidates to review their performance and the Examiners critique as often as needed.

For detailed information regarding the course, please visit the [CCE Courses](#) section of the website.

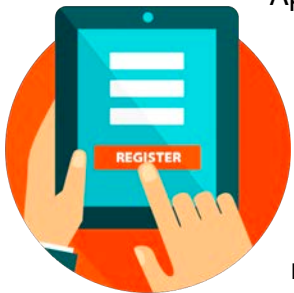
## CCE CRASH Course

Our Clinical Exam CRASH course is specially designed for candidates who have already prepared and want to quickly review the crucial key points and exam techniques.

This course provides access to **all the materials on our Student Portal**, including all recorded videos of tutorials presented to the Comprehensive CCE course, plus Case Videos, articles, and the Academy's Reserve Bank of Cases.

For detailed information, please visit the [CCE Courses](#) section of the website.

## How to register



Applications must be completed online via [www.gpacademy.com.au](http://www.gpacademy.com.au). Select the '**CCE**' page for our CCE Programs and click the 'Register' button under your desired course.

The site will then take you to the registration page, powered by CVENT, the GP Academy's IT partner. The registration fee must be paid **in full** using a VISA or MasterCard **credit/debit card** at the time of registration. GP Academy **does not** accept payment instalments.

## Discount codes for returning students

The GP Academy does **not** have a returning discount code for Clinical Examination Preparation Courses.

## What will happen after registration

Once enrolled, you will receive a confirmation email. You are required to **read this email carefully** and follow the instructions. It contains very important information, including:

1. Your **Tax Invoice**, as a proof of payment (you must download and save this for your records)
2. A copy of the **Course Program**
3. The **Terms and Conditions** that you have agreed to at the time of online registration

You will also receive a separate email from our support team within 24 hours with your log-in information and link to join the 'Student Portal'.

## Communications with the GP Academy

All communications between the Academy and course participants are via email. Course participants need to read all GP Academy emails properly and store them effectively for future use or reference. GP Academy does not take any responsibility for "accidentally deleted" emails as we may not be able to re-generate some emails from our registration software. **Course attendees need to have an easily accessible and searchable mailbox to locate the previous correspondence.**



## How to Prepare for Your Clinical Examination

The Clinical Examination is more about the practical aspects of general practice. This includes communication skills, establishing rapport, organisational skills, breaking bad news, critical appraisal and exploring and discussing a given case scenario with a colleague. Of course, you still need a high medical knowledge and clinical skills background.

You will not easily pass the Clinical Examination unless you have lots and lots of practice with your study partners. The key factor in gaining confidence in the Clinical Examination is practising cases as much as possible. You will have access to over 135 high-quality practice CCE cases on GP Academy's Q-Bank, in addition to the many cases presented in the tutorial sessions.



If you need a study partner, you can simply post on [GP Academy's Facebook group](#)!

## Course programs

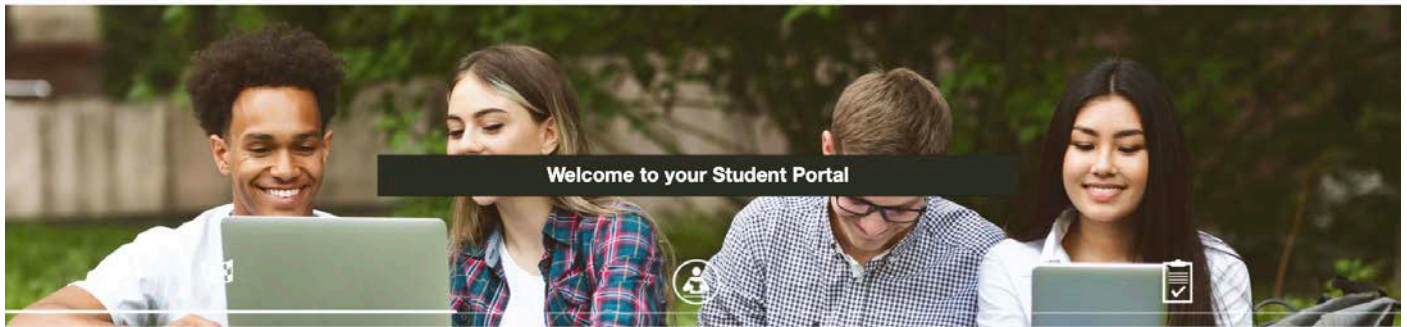
Course programs give you a good framework to plan your study schedule for the exam. A copy is available via the GP Academy website, your Student Portal and in your confirmation email.

## Study Materials



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Welcome, Dr. Example!   



## Student Portal

The comprehensive Student Portal is located on GP Academy's website. It contains almost all you need to read for your Clinical Examination preparation, including guidelines, exam technique guides and more.

On the Portal, you can also find videos on physical examination and other relevant topics, including article appraisal. The Portal also offers many videos produced by the GP Academy to demonstrate exemplary case performances.

There are also many GP Academy Q-Bank cases for your weekly practice sessions with your study partners.



Materials on the Student Portal are specifically designed for the clinical examination and cover many aspects of the exam, including communication skills, physical examination, top hints for outstanding performance, time management, and clinical knowledge.

## How to access the Student Portal

Access to Student Portal will be provided within a day after your registration for the course. You will receive an email with a link to sign up to the Portal and to set up your desired password. Your username will be your email. Please keep your password safe and secure.

Please make sure you always use **one email address** to contact us. This is because your email remains your main identifier for the Portal, mock exams, and GoToWebinar sessions.

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## Certificate of Attendance

Following your last tutorial, you will receive a *Certificate of Attendance* via email.

