

The General Practice Experience

AFPM POLICY FOR EXAMINATIONS

1. The Five Year Rule

To ensure relevance, only general practice experience worked for the past **five** years **prior** to application for examination is assessed by the Censor Board.

2. Verifiability of information

All candidates must provide full, accurate and verifiable information as required for their applications. Information required are as follows:

- i) Certified true copy of Registration with Malaysian Medical Council, or where applicable, a WHO recognized medical council of country of origin (English translation needed where applicable)
- ii) Certified true copy/copies of valid Annual Practising Certificate
- iii) Certified true copies of Primary and other medical degrees
- iv) Letters/Documents from Head of Departments/employers confirming post, nature of cases seen, and duration/hours of work where applicable
- v) Certified true copy of General Practice clinic registration certificate from Ministry of Health if in self employment in private general practice
- vi) Information on GP experience must include time breakdowns of both clinical and non-clinical work. Duplicated descriptions of posts will not be considered by the Censors.

A censor or delegate (which may include a staff member of the AFPM) may take reasonable steps to verify information provided by applicants to ensure the integrity of the information provided.

Any false or misleading information will result in a candidate's application being rejected or a candidate being barred from the course/examination or from being awarded the respective award of recognition. The Board finds it a serious offence when an applicant or candidate is discovered to have provided false or misleading information including giving false information with regards to place of practice and nature of practice.

3. Full time General Practice

Full time general practice is 38 hours worked per week in typical general practice activities. Full time general practice must be spread over a minimum of four days per week. Full time general practice will also be capped at 38 hours per week. Working longer hours in a week will not reduce the overall GP experience required. For example, an applicant that works 50 hours per week will still need to work the number of years needed according to the requirement for the exams.

Full time work over the course of 12 months may include up to 4 weeks annual leave.

4. Part time General Practice / Locum

GP experience which meets the requirements below will be calculated on a pro-rata basis by the hours worked.

Part time experience in general practice must be a minimum of:

- i) 12 hours per week
- ii) Over two days per week with no periods of work shorter than 3 consecutive hours

And

- iii) One month in any one practice

Full time locums held for more than three months are typically assessed as fully comparable, with no cap on the GP experience time that will be recognized.

Full time locum posts held for a minimum of one week and less than three months in any one practice are typically assessed as fully comparable up to a cap of 2 years.

Work in part time locum posts will be eligible to be recognized as GP experience when the post fulfills the minimum requirements of part time as written above and the applicants work in the post for at least one month. The maximum recognition available is 1 year full time equivalent of GP experience, with discretion where continuity of care can be demonstrated. **All locum hours to be documented according to AFPM template and submitted with exam application forms – see template on website.**

A Patient Care Log book (template below) may be requested if any practice under partial recognition is submitted as General Practice experience equivalent.

Proof of practice as General/Family Practice requires the case notes/records to contain:

1. Evidence of being first point of contact to be consulted by patient
2. Evidence of comprehensive whole-patient care
3. Evidence of chronic disease management with follow-up (continuity of care)
4. Evidence of coordination of care (referrals and feedbacks)
5. Evidence of ongoing preventive health care eg immunisations etc
6. Evidence of managing patients with multiple co-morbidities
7. Mental health care
8. Paediatric health care
9. Women's health care
10. Men's health care
11. Geriatric health care
12. Palliative health care

13. Surgical conditions
 14. Emergency conditions
 15. Ophthalmological cases
 16. Otolaryngological cases
- Adapted from AFPM General Practice Protocol Dec 2012

The Board of Censor will assess further as needed according to case by case basis if deemed necessary.

5. The following types of experiences are recognized as equivalent to General Practice for the period indicated:

	Experience	Recognition
1.	General Practice/Primary Care/ University Department of Family Medicine - Must have primary care clinic	Full recognition for full time Residents/ Medical Officers
2.	Government Health Centers/ Klinik Kesihatan	Full recognition
3.	Armed Forces Family Clinic	Full recognition
4.	Public Health/ Community Medicine	Recognition of ½ the time up to a maximum of 6 months
5.	Occupational & Environmental Medicine	Recognition of ½ the time up to a maximum of 6 months
6.	Casualty/A&E/Emergency Departments (government and private)	Recognition of ½ the time up to a maximum of 6 months
7.	Specialist Clinical Units/ District Hospital Posting	Recognition of ½ the time up to a maximum of 6 months
8.	Outpatient Department in Government Hospital/ Staff Clinic	Recognition of ½ the time up to a maximum of 6 months Full recognition if Family Medicine Specialist present
9.	Outpatient Department in Private Medical Centers	Recognition of ½ the time up to a maximum of 6 months
10.	Night time locum (overnight)	Recognition of ½ the time up to a maximum of 6 months
11.	Part time Family Practice/ Locum in General Practice	Recognition of up to a maximum of 1 year equivalent of full time GP
12.	Teaching in Family Medicine	Recognition of up to a maximum of 6 months* please see footnote
Recognition for experiences gained under categories 4 to 9 shall not total more than eighteen months.		

* If teaching in family medicine (academic general practice) is undertaken concurrently with at least 3 half day sessions of clinical service (general practice work) or a minimum of 12 hours per week then it is recognized as half the time with no capping on duration. If teaching does not include any clinical service, then it will be accepted up to a maximum of 6 months. Part time/locum duration for trainees will not be capped.

6. The following types of medical practices are **not** recognized as equivalent to General Practice:

- Diagnostic or Health Screening Centers
- Blood banks, Dialysis centers
- Aesthetic Centers
- Klinik 1 Malaysia
- Pharmaceutical Companies

7. Practising specialists in other disciplines are barred from the exams even if they show proof of locum in General Practice or Primary Care. Their eligibility will only be considered if they have left their specialty practice & have worked full time as GPs/ primary care doctors for the duration required for examination eligibility. If they revert to specialty practice on and off during the period of general practice, they will be disqualified from sitting for the Conjoint examinations.

8. In cases where further assessment is needed regarding General Practice experience, the Board of Censor may request a patient log book of 100 consecutive cases. See template below. If deemed necessary, a practice visit will be made for further assessment. See "What is General Practice?" page for further information on what constitutes general practice. Candidates without adequate General Practice experience will be barred from examination.

9. Candidates to take note of the fact that the Chief Censor of the Academy of Family Physicians of Malaysia reserves the right to make changes to the eligibility criteria, rules and regulations of the Examination as and when

considered necessary, in consultation and with the agreement of the Chief Examiner and members of the Board of Censor.

10. Candidates are advised to apply and write in early to the Chief Censor if in doubt of their eligibility.

PATIENT CARE LOG

Date	Patient Initial/id	Age	Sex	Race	Patient status New/F/U	Family Doctor Y/N	Reason for encounter	History	P/E	Diagnosis	Investigation	Management
1.												
2.												
3.												
4.												
5.												
6.												
7.												

Source: Logbook Adapted from AFPM Practice Diary

Acknowledgements: The Royal Australian College of General Practitioners for GP experience policies

The Board of Examiners, Academy of Family Physicians of Malaysia

- Please note that for FRACGP award: RACGP has their own policies for assessing General Practice experience which may differ from AFPM's policies