

Transition Guide for New Medical Fellows

Reading time:

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At the end of a busy and tiring day at work, you log in to check your emails and finally spot that long-awaited message from your College: You've been accepted as a Fellow! So, what happens next?

This checklist is designed to help you:

- Put yourself in the best position to get your dream Consultant role
- Ensure that your paperwork is up to date with the relevant authorities
- Know the websites to access and in what order to access them!

Why is MIPS telling me this?

Along with the expert advice and support MIPS provide, our [medical indemnity insurance](#) will always be the primary benefit of membership.

Understanding our practitioners' unique needs, MIPS also assists with your ongoing professional development and plays a role in ensuring your long-term success. This is why we provide [education sessions](#) on subjects such as Interview Skills, CV Writing, and navigating your career.

Another key benefit to MIPS membership is continuing education. MIPS members have 24/7 access to a wide range of CPD accredited (RACGP, RACS, Dental and ACRRM) and non-CPD [professional development resources](#), including webinars, online modules, checklists and articles to help you mitigate the medico-legal risks associated with your healthcare practice.

10 Steps for New Fellows

1. Celebrate!

You've come so far and achieved something amazing – you've earned the right to celebrate!

2. Update your Ahpra Registration

TIP: This will take 6-8 weeks to process, so the sooner you get the ball rolling, the better.

Go to the [Ahpra](#) website to apply for specialist registration:

- You will need to login to your account and upload your email acceptance
- The cost is approximately \$209 (2021 cost – and may differ in NSW due to co-regulation)

3. Update your CV

TIP: MIPS members can access our CV Writing Workshop for a comprehensive guide. This information has proven to be useful for doctors at all stages of their careers. Contact your MIPS Liaison Officer if you'd like a link to access these resources.

Don't forget that ideally you should tailor the CV for every job application.

- Bring it up-to-date and include leadership/management committee roles for instance
- Delete or reduce the space given to details that are less relevant at this stage of your career

- Keep a general version ready to go but tailor your CV for each application when possible

4. Update your references

TIP: Ask potential referees whether they will give you a GOOD reference. If the answer is no, ask for feedback!

A 'bank' of multiple referees allows you to select the ones most suited to your application.

5. Update your insurances

TIP: This is a great time to get a quote from MIPS!

With increased responsibility comes increased risk. Now is the time to update your medical indemnity insurance as well as other insurances. Your career is your greatest financial asset, yet most practitioners put less thought into their indemnity insurance than their car insurance.

Consider:

- Are there any hidden inclusions or exclusions – including sub-limits
- Did they support you through the waived period? Those that did are probably there for the long haul!
- Do you understand how they will protect you when you need advice and support
- when things go wrong, your indemnity partner can make all the difference.

6. Get Certified Copies of Documents

Most jobs that you apply for will require certified copies of the following:

TIP: Get more copies than you think you need, so that you don't have to go back anytime soon!

- Your primary medical degree
- Driver's licence
- Birth Certificate or Australian Citizenship
- Medicare Card
- Passport
- Fellowship Certificate from your College

7. Inform your employer

Your employer may need to adjust your rate of pay.

- Email your College Acceptance letter to your payroll department.

8. Collect CPD

TIP: If you're a MIPS member, check out the MIPS website for webinars where you can earn CPD points from home.

College registration requires ongoing CPD. After receiving your College Acceptance letter, any CPD accrued while still working as a Registrar will be recognised by the College.

- Does your college website allow you to track points?
- Will you use an app to track your points?
- Will you collate your CPD documentation in your portfolio?

9. Consider new mentors

New goals may require new mentors – it's important to feel inspired in this new phase of your career.

- You can have multiple mentors
- Resource for tips: Google 'Dr Melanie Rule How to find a mentor'

10. Consider your legacy

You've proven you have the medical skills required to be a great doctor. Now, it's important to consider your legacy.

- How do you want to be remembered as a doctor?
 - Remember the 3 A's of Excellence - Availability, Affability and Ability. They can all impact your interactions with colleagues, patients, friends and family!
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