Position Description Template – General Practitioner

This position description is to be completed when seeking to appoint an International Medical Graduate (IMG) to a private or public sector general practice position. It will be used by the Medical Board of Australia and its agent for **pre-employment structured clinical interview** and **registration** processes.

**INTERNATIONAL MEDICAL GRADUATE DETAILS**

Family name:

Given name/s:

Name on passport:

**POSITION DETAILS**

Position Title:

Reports To:

Name and Location (of Medical Practice and Health Facility, if VMO required) of each site (if applicable) IMG will be working:

**Site 1**

**Site 2**

Type of Practice:

 Solo Multi-site After Hours

 Non Solo Aboriginal Service Locum practice

\* Multiple boxes can be ticked if applicable

Is this practice currently operating?.

 Yes No

If not when will practice commence operations?

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Practice operating hours:

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Expected hours of work for this doctor (including on call / call back requirements):

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Select the **offsite services** offered by the practice and indicate which of these services the IMG may be required to undertake

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| **Services** | Practice | IMG |
| After hours services |  |  |
| Aged care or nursing home visits |  |  |
| Home visits |  |  |
| Prison visits |  |  |
| Hospital – on call responsibilities |  |  |
| Hospital – inpatient care |  |  |
| Hospital – accident and emergency |  |  |
| Other (please specify below) |  |  |

List any special interests or specialties provided within the practice.

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Provide details of other GP’s working in the practice – including the Supervisor/s

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| **Name** | **Hours****(eg p/t M-F)** | **MBA****Registration Number** | **Qualification****(eg FRACGP)** |
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Provide details of other people situated in the practice

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| **Role** (eg reception, registered nurse etc) | **Number of people** |
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**POSITION REQUIREMENTS**

This section should indicate the knowledge, skills and experience, which are essential for effective and competent performance in this position.

**MAIN PURPOSE OF POSITION**

Precisely describe the work it is intended that the IMG doctor will undertake and why (outcome). Begin with an action verb (e.g. advise, manage, and deliver).

*Example: Provide whole person, comprehensive, coordinated and continued medical care for individuals, families and communities through the xxxxxxxxxx private medical practice.*

List mandatory selection criteria. Specific reference should be made to the following core competency areas:

**1. Qualifications**

Specify what knowledge, skills, experience and postgraduate training the IMG doctor is required to have – including observerships.

Eligible for registration with the relevant State Medical Board.

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**2. Clinical**

The IMG will be required to perform all aspects of general practice as per the RACGP definition of general practice.

Please provide details of any additional skills (if applicable) the doctor will be expected to perform in this role.

**The IMG doctor is required to have basic life support skills.**

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**3. Research and Teaching**

Identify key tasks with which the IMG doctor may be required to comply, including supervision of doctors or other staff *– including Nursing staff, allied health workers and administration staff*.

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**4. Orientation**

A suggested orientation plan, with scheduling and documentation is attached – see Appendix 1.

The RACGP requires that the employer submit a detailed orientation plan for the IMG doctor with the content of the program, delivery mechanism, documentation of delivery and the scheduled completion times for each component.

*For example, introduction to the practice setting and surrounding facilities and an introduction to the Australian Health Care system.*

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**LOCAL BACKGROUND AND ENVIRONMENT**

Insert information

This section will assist all parties concerned i.e., employer, applicant, relevant Department of Health, Colleges and state Medical Board, gain a clearer understanding of the overall context of the position.

* Population of town, major industry (if applicable) and cultural diversity.
* Describe the role and objectives of the General Practice/Department/Unit in which the position is located. Include a general description of the nearest hospital i.e., rural, urban, number of beds and the general range of medical services provided that are accessible to the general practice.
* Indicate the facilities available, such as:
* Radiology/Radiography - indicate what reporting services are available on site and what the hours of service are for each. Also indicate what off site imaging services, if any, must be used and what their availability is.
* Pathology/technician - indicate what reporting service is available on site and what the hours of service are for each.
* Hospital facilities including visiting practitioners, consultants' fields of expertise i.e., the spectrum of work undertaken at the hospital, consultants available locally or visiting, even if not directly related to the identified position.
* Indicate the name of the usual networked tertiary referral hospital.
* Provide detail on allied health services in the area.
* Indicate the time it would normally take to transfer a patient to the usual referral hospital and the nature of that transport.
* Indicate whether the doctor will take part in an **after-hours** GP or other rosters and at what level of responsibility. Outline the on-site staffing of the hospital after hours.

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* Provide information on the following patient categories:

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| --- | --- | --- | --- |
| **Patient category** | **Often** | **Occasionally** | **Rarely** |
| Indigenous |  |  |  |
| Multicultural |  |  |  |
| Aged Care |  |  |  |
| Children |  |  |  |
| Adolescents |  |  |  |
| Mental Health |  |  |  |
| Chronic Disease |  |  |  |
| Obstetrics |  |  |  |
| Other – Specify below (eg industrial injuries) |
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*\** Please tick the appropriate box

**EMPLOYER /GENERAL PRACTICE DETAILS**

**Organisation Chart**

Draw or attach an organisational chart of the practice.

**Practice Information**

With whom is the practice accredited to minimum practice standards e.g. RACGP, ACRRM?

Tick appropriate box **√**

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| **RACGP** | **ACRRM** |
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**Supervision Arrangements**

***Supervisor Details***

Insert information

Principal supervisor: (name)

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|  | Name | Qualifications (FRACGP) | Current practice location |
| Principal supervisor |  |  |  |
| Co-supervisor |  |  |  |

Level of supervision offered for this position:

*Please indicate* maximum level of supervision the practice is able to provide, if necessary:

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***Does the supervisor currently supervise other IMG doctors or students at this or another practice?***

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| **IMG Name** | **Level of Supervision** |
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**AHPRA SUPERVISION ARRANGEMENTS FOR THE IMG DOCTOR**

Provide level of supervision available for this position. Complete and attach the AHPRA Supervised Practice Plan. Refer to <http://www.medicalboard/gov.au/Codes-and-Guidelines.aspx>

**VERIFICATION**

The position holder agrees to work in accordance with the requirements of the position and accepts to comply with policies and procedures of the Area Health Service / General Practice.

**POSITION HOLDER**

Must be signed by all parties

Signature.....................................................................

Date.......................................

**SUPERVISOR**

Signature.....................................................................

Date........................................

**Details of contact person to be provided if further information required.**

Name:

Title:

Tel:

Fax:

Email:

*Appendix 1: Suggested Orientation Plan*

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| **Timelines** | **Content** | **Practice Facilitator/Coach** | **Review of Orientation** |
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The following are electronic resources that could be incorporated into an Orientation Plan

* Statewide details by Department of Health each state – website list

*Appendix 2: Suggested orientation resources*

* Registration
	+ AHPRA
	[www.ahpra.org.au](http://www.ahpra.org.au)
	+ Australian Medical Council (AMC)
	[www.amc.org.au/](http://www.amc.org.au/)
	+ Medical Practices Act (Legislation)
* Training and Education
* National Standards regarding:
	+ Medicare
	[www.medicareaustralia.gov.au/](http://www.medicareaustralia.gov.au/)
	+ Public/Private
	+ Pharmacy Benefits Scheme [www.medicareaustralia.gov.au/provider/pbs/index.jsp](http://www.medicareaustralia.gov.au/provider/pbs/index.jsp)
	+ Provider Number
	[www.medicareaustralia.gov.au/provider/pubs/medicare-forms/provider-number.jsp](http://www.medicareaustralia.gov.au/provider/pubs/medicare-forms/provider-number.jsp)
	+ Prescriber Number [www.medicareaustralia.gov.au/providers/forms/medicare/apps\_for\_provider\_number.shtml](http://www.medicareaustralia.gov.au/providers/forms/medicare/apps_for_provider_number.shtml)
* Links to National Websites
	+ Living and Working in SA
	[www.southaustralia.biz/move/](http://www.southaustralia.biz/move/)
	Adelaide – Make the Move by Department of Trade and Economic Development ( equivalent in other states will be added
	+ Doctor Connect
	[www.doctorconnect.gov.au/](http://www.doctorconnect.gov.au/)
	DoctorConnect has been produced by the Australian Government Department of Health and Ageing to provide a starting point for both overseas trained doctors (OTDs) who may be considering work in Australia and for employers seeking to recruit them.
	+ Department of Health and Ageing
	[www.health.gov.au/](http://www.health.gov.au/)
	+ gpLearning
	[www.racgp.org.au/gplearning](http://www.racgp.org.au/gplearning)
	+ RACGP
	[www.racgp.org.au/](http://www.racgp.org.au/)
	[www.racgp.org.au/fellowship](http://www.racgp.org.au/fellowship)
	[www.racgp.org.au/vocationaltraining/standards](http://www.racgp.org.au/vocationaltraining/standards)
	[www.racgp.org.au/mygeneralpractice](http://www.racgp.org.au/mygeneralpractice)
	[www.racgp.org.au/library](http://www.racgp.org.au/library)
	+ ACCRM
	[www.acrrm.org.au/](http://www.acrrm.org.au/)
	+ Divisions of General Practice [www.google.com.au/search?hl=en&q=divisions+of+general+practice+&meta=cr%3DcountryAU](http://www.google.com.au/search?hl=en&q=divisions+of+general+practice+&meta=cr%3DcountryAU)
	+ General Practice in Australia: 2004 [www.health.gov.au/internet/main/publishing.nsf/Content/pcd-publications-gpinoz2004](http://www.health.gov.au/internet/main/publishing.nsf/Content/pcd-publications-gpinoz2004)

All documents must be submitted to the RACGP at least 14 days prior to the PESCI date

* + Curriculum Vitae
	+ Practice Position Description including:
		- Orientation Plan
		- Organisation Chart (preferred)
	+ AHPRA Supervised Practice Plan
	+ GP Declaration
	+ English Language Proficiency ( IELTS, OET)
	+ AMC (MCQ) Examination results
	+ EICS Verification
	+ GP self questionnaire
	+ PESCI Invoice paid