

# Pre-employment structured clinical interview position description template – General practitioner



RACGP

This position description is to be completed when seeking to appoint an international medical graduate (the applicant) to a private or public sector general practice position. It will be used by the Medical Board of Australia and the Royal Australian College of General Practitioners (RACGP) for a Pre-employment structured clinical interview (PESCI) and registration processes.

Do not print

## PART A: Applicant's details

First name

Surname

Name on passport

Practising name

## PART B: Practice details

Type of practice (tick all that apply)

☐ Solo (Single GP)

☐ Multiple practice locations

☐ Other

☐ Group (more than one GP)

☐ Aboriginal Medical Service

### Site 1

Name of practice

Address

[Practice MMM classification](#) (click to see classification)

Is the practice(s) currently operating?

☐ Yes

☐ No

If no, please provide further details including when the practice will begin operating?

Practice operating hours

Day	Open/Close (e.g. 8am to 5pm)
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Site 2

Not applicable

Name of practice

Address

Practice MMM classification (click to see classification)

Is the practice(s) currently operating?

Yes No

If no, please provide further details including when will the practice begin operating?

Practice operating hours

Day	Open/Close (e.g. 8am to 5pm)
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Site 3

Not applicable

Name of practice

Address

Practice MMM classification (click to see classification)

Is the practice(s) currently operating?

Yes No

If no, please provide further details including when will the practice begin operating?

Practice operating hours

Day	Open/Close (e.g. 8am to 5pm)
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Provide information on the types of patients seen in the practice(s)

Patient category	Often	Occassionally	Never
Indigenous			
Consultations in a language other than English			
Emergency management			
Mental health			
Chronic disease			
Sexual and reproductive health			
Antenatal/post-natal care			
Women’s health			
Skin procedures			
Other (specific below)			

Age Range	Percentage
0-5	
6-12	
13-18	
19-29	
30-59	
60-69	
70-79	
80+	

Gender	Percentage
Male	
Female	
Non-Binary	

List any special services provided within the practice

Special Services	Applicant required to provide service?	
	Yes	No

Is the practice accredited under the National General Practice Accreditation (NGPA) Scheme?  
Yes      No

If yes, with whom?  
ACHS      AGPAL      Global-Mark      QPA      Other

Accreditation expiry

## PART C: Hours worked and location

### Applicant's roster

Day	Hours Start/ Finish (e.g. 8am to 5pm)	Location
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

How many patients per hour will the applicant be required to see when they commence employment?

Has the applicant visited the practice?

Yes No

### Principal supervisor's roster

Day	Hours Start/ Finish (e.g. 8am to 5pm)	Location
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

First co-supervisor's roster N/A

Day	Hours Start/ Finish (e.g. 8am to 5pm)	Location
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Second co-supervisor’s roster N/A

Day	Hours Start/ Finish (e.g. 8am to 5pm)	Location
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Third co-supervisor’s roster N/A

Day	Hours Start/ Finish (e.g. 8am to 5pm)	Location
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Provide details of general practitioners (GPs) working in the practice/s, including the supervisor/s

Name	Qualification (e.g. FRACGP)	Practice location
Principal supervisor		
First co-supervisor		
Second co-supervisor		
Third co-supervisor		
Other GPs		
Days and hours Rostered (e.g. Mon to Friday 8am to 5pm)	Qualification (e.g. FRACGP)	Practice location

	Number of IMGs currently supervised	Number of GP Registrars currently supervised
Principal supervisor		
First co-supervisor		
Second co-supervisor		
Third co-supervisor		

**Provide details of other roles situated in the practice(s)**

Role (eg reception, registered nurse)	Number of people

## PART D: Australian Health Practitioner Regulation Agency (Ahpra) supervision arrangements for the applicant

**What is the level of supervision offered for this position? (one selection only)**

Refer to the **Guidelines – Supervised practice for international medical graduates** for a full description of each level of supervision.

<b>Level 1</b> – The supervisor takes direct and principal responsibility for each individual patient	
<b>Level 2</b> – The supervisor shares responsibility with the IMG for each individual patient	
<b>Level 3</b> – The IMG takes primary responsibility for each individual patient	
<b>Level 4</b> – The IMG takes full responsibility for each individual patient	

Provide supervision arrangements for the position by completing the **AHPRA proposed supervised practice plan (SPPA-30 form)** and attach it to this submission.



## PART E: Location demographics and services

Population of town	
Distance (km) to the nearest capital city	
Cultural diversity	
Nearest hospital to practice and distance by road (km)	
Level of care provided by nearest hospital – available services	
Time to transfer patient to nearest hospital	
Nearest regional/tertiary hospital	
Time taken to transfer patient to regional/tertiary hospital	

**Non GP Specialist services**

Specialist services available locally	
Location and distance by road from practice of non-local specialist services	
Major industries (if the practice is not in a capital city)	
Allied health services available locally	
Location and distance from practice of non-local allied health services	
Radiological services available locally	
Pathology services available locally	

# PART F: Scope of practice for the applicant

**What are the mandatory selection criteria the applicant needs to meet for the position?**

The applicant is required to have basic life support skills.  
Qualifications including post graduate training

Knowledge

Skills

Experience

**What are the highly desirable selection criteria for this position?**

Qualifications including post graduate training

Knowledge

Skills

Experience

Select the offsite services offered by the practice, indicating services the applicant will be required to undertake

Services	Practice	Applicant		Supervisor accompanies applicant	
		Will be required	Will not be required	Yes	No
After hours services at the practice					
Aged care or nursing home visits					
Home visits					
Institutional visits					
After hours on call					
Hospital – on call responsibilities					
Hospital – inpatient care					
Hospital – emergency					
Other (please specify below)					

None of these services are offered.

PART G: Practice orientation plan

When List Day/Week in this column - for example, Day 1.	Content	Resources	By whom	Review of orientation – application of learning
Pre-commencement				

# PART H: Declaration

I/we certify that the above position description accurately reflects the nature of the position.  
I/we certify that the information in this position description has been discussed with the applicant.

Signature of employer	
Name	
Position	
Date	

Signature of principal supervisor	
Name	
Position	
Date	

I certify that the information in this position description has been discussed with me.

Signature of applicant	
Name	
Position	
Date	

Details of contact person if further information is required.

Name	
Position	
Phone	
Email	