

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



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

Surname

First name

Name on passport

Practicing name

PART B: Practice details

Position title

Type of practice (tick all that apply)

Solo

Multi-site

Other

Group

Aboriginal Medical Service

Locum practice

Is the practice(s) currently operating?

Yes

No

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

Site 1

Name of practice

Address

Operating hours

Day	Hours
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Site 2

Not applicable

Name of practice

Address

Is the practice(s) currently operating?

Yes No

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

Operating hours

Day	Hours
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Site 3

Not applicable

Name of practice

Address

Is the practice(s) currently operating?

Yes No

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

Operating hours

Day	Hours
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

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

Patient category	Often	Occasionally	Rarely
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	
19-30	
30-60	
60-70	
70-80	
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 IHCA

Accreditation expiry

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

Name	Hours summary (eg p/t M-F)	Qualification (eg FRACGP)	Practice location
Principal supervisor			
First co-supervisor			
Second co-supervisor			
Third co-supervisor			
Other GPs			

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

Role (eg reception, registered nurse)	Number of people

Description of the practice organisation

PART C: Location demographics and services

Population of town	
Major industries	
Cultural diversity	
Nearest hospital to practice and distance by road	
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	

<p>Specialist services available locally</p>	
<p>Location and distance by road from practice of non-local specialist services</p>	
<p>Allied health services available locally</p>	
<p>Location and distance from practice of non-local allied health services</p>	
<p>Radiological services available locally</p>	
<p>Pathology services available locally</p>	
<p>Number of other general practices in town</p>	

PART D: 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 might be required to undertake

Services	Practice	Applicant		Supervisor accompanies applicant	
		Might be required	Will be required	Yes	No
After hours services					
Aged care or nursing home visits					
Home visits					
Prison/Institutional visits					
After hours on call					
Hospital – on call responsibilities					
Hospital – inpatient care					
Hospital – emergency					
Other (please specify below)					

PART E: Hours worked and location

Applicant’s roster

Day	Hours	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	Location
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

First co-supervisor's roster N/A

Day	Hours	Location
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Second co-supervisor's roster N/A

Day	Hours	Location
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

PART F: Australian Health Practitioner Regulation Agency (AHPRA) supervision arrangements for the applicant

What is the level of supervision offered for this position?

Refer to the [Guidelines – Supervised practice for international medical graduates](#) for a full description of each level of supervision.

Level 1 – The supervisor takes direct and principal responsibility for each individual patient	
Level 2 – The supervisor shares responsibility with the IMG for each individual patient	
Level 3 – The IMG takes primary responsibility for each individual patient	
Level 4 – 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 G: Practice orientation plan

When	Content	Resources	By whom	Review of orientation – application of learning
Pre-commencement				
Day 1				
Day 2				
Day 3				
Day 4				
Day 5				
Day 6				
Day 7				
Day 8				
Day 9				
Day 10				
Week 3				
Week 4				
Week 5				

PART H:

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	