

Work performance report for specialist international medical graduates with limited or provisional registration

This form is to be completed by the specialist international medical graduate (SIMG) with limited or provisional registration and their Board-approved supervisors at intervals as specified by The Royal Australian College of General Practitioners (RACGP). These intervals are at three months after commencing work and at 12 and 24 calendar months.

Instructions for the specialist international medical graduate

- You should complete this form first. This enables you to identify your strengths and areas for further improvement.
- Using the appraisal criteria (1–5) at the top of the columns, complete the form by placing a tick in each box that you believe best describes your performance for each statement. Once completed, give the form to your supervisor to complete. You must discuss this review with your approved principal supervisor and co-supervisors. At the end of the feedback session, sign the form.

Completing this form

- Read and complete all required questions
- Read the 'Privacy notice' on the last page
- Type or print clearly in **BLOCK LETTERS**
- Place in all applicable boxes
- Ensure that all pages are returned to pathways@racgp.org.au

Instructions for the principal supervisor

- Consult the appraisal criteria (1–5) at the top of the columns and tick the appropriate 'supervisor' box that best describes the performance of this SIMG. Consider input from co-supervisors of the SIMG to ensure that a thorough and accurate assessment is made. **The performance should be compared to the expected performance of a GP at the point of Fellowship.** The '[Competency profile of the general practitioner at the point of Fellowship](#)' can be used as a guide to the standard expected.
- You may wish to seek input into the assessment from other clinical and administrative staff (including previous supervisors and co-supervisors, who should be listed on this form), who may be more familiar with some aspects of the SIMG's performance.
- Arrange a mutually agreed time to meet with the SIMG and discuss the review.
- Complete the 'Recommendations' section.
- Both you and the SIMG must sign the form at the end of the feedback session.

Specialist international medical graduate details

Title	Surname	First name
Assessment period		Registration number
from	/ /	to
		<input type="checkbox"/> M <input type="checkbox"/> E <input type="checkbox"/> D
Name of practice		Hours per week worked

Principal supervisor's details

Title	Surname	First name
Registration number		
<input type="checkbox"/> M	<input type="checkbox"/> E	<input type="checkbox"/> D

Describe the nature and level of the supervision

For example, formal supervision, informal supervision. How did you assess the SIMG's performance?

Section 1: Performance

Select the criteria (1–5) that best describes the SIMG's performance. The expected standard is at the level of a GP at the point of Fellowship.

	1	2	3	4	5
Communication and the doctor–patient relationship	Performs consistently well below the level expected	Performs consistently below the level expected	Sometimes performs below the level expected	Performs consistently at the level expected	Performs consistently above the level expected
Communicates effectively with patients and their families					
	SIMG				
	Supervisor				
Actively involves the patient in decision making					
	SIMG				
	Supervisor				
Respects and appropriately considers the patient's cultural, physical, social and emotional context					
	SIMG				
	Supervisor				
Communicates effectively with colleagues and other members of the healthcare team					
	SIMG				
	Supervisor				
Maintains clear, comprehensive, accurate and timely records of all patient care					
	SIMG				
	Supervisor				

Additional comments (optional)

Applied knowledge and skills		1	2	3	4	5
		Performs consistently well below the level expected	Performs consistently below the level expected	Sometimes performs below the level expected	Performs consistently at the level expected	Performs consistently above the level expected
Obtains and documents a comprehensive biopsychosocial patient history	SIMG Supervisor					
Performs and documents an appropriate and respectful physical examination or mental state examination of the patient	SIMG Supervisor					
Formulates a rational list of differential diagnoses	SIMG Supervisor					
Requests, follows up and interprets appropriate investigations and revises management plans as necessary	SIMG Supervisor					
Identifies and appropriately manages significantly ill patients	SIMG Supervisor					
Develops an appropriate management plan and effectively coordinates patient care, including referral and follow-up	SIMG Supervisor					
Demonstrates knowledge of common therapeutic agents, uses, dosages, adverse effects and potential drug interactions and ability to prescribe safely	SIMG Supervisor					
In patient care, demonstrates knowledge of infection control principles and safe practice in relation to bloodborne infections	SIMG Supervisor					
Manages the uncertainty of ongoing undifferentiated conditions	SIMG Supervisor					
Performs procedures safely and within their competence and defined scope of practice	SIMG Supervisor					

Additional comments (optional)

		1	2	3	4	5
Population health and the context of general practice		Performs consistently well below the level expected	Performs consistently below the level expected	Sometimes performs below the level expected	Performs consistently at the level expected	Performs consistently above the level expected
Uses planned and opportunistic approaches to provide screening, preventive care and health promotion activities	SIMG Supervisor					
Demonstrates appropriate leadership and acts as an advocate for the patient	SIMG Supervisor					

Additional comments (optional)

		1	2	3	4	5
Professional and ethical role		Performs consistently well below the level expected	Performs consistently below the level expected	Sometimes performs below the level expected	Performs consistently at the level expected	Performs consistently above the level expected
Adheres to the relevant codes and standards of ethical and professional behaviour	SIMG Supervisor					
Exhibits high standards of moral and ethical behaviour towards patients, families and colleagues, including an awareness of appropriate doctor-patient boundaries	SIMG Supervisor					
Is able to recognise limitations in their practice and request assistance when necessary	SIMG Supervisor					
Recognises and correctly reports adverse incidents in a timely manner	SIMG Supervisor					
Shows honesty at all times in their work, puts patient welfare ahead of personal consideration and accepts responsibility for own actions	SIMG Supervisor					
Knows the limits of own competence and functions within those capabilities, seeks advice and assistance when appropriate, accepts feedback	SIMG Supervisor					
Shows a commitment to professional development through reflection on performance and the identification of personal learning needs	SIMG Supervisor					

Additional comments (optional)

Organisational and legal		1	2	3	4	5
		Performs consistently well below the level expected	Performs consistently below the level expected	Sometimes performs below the level expected	Performs consistently at the level expected	Performs consistently above the level expected
Demonstrates knowledge of infection control principles and complies with them in patient care	SIMG _____ Supervisor					
Appropriately manages patient confidentiality	SIMG _____ Supervisor					
Explains and obtains informed consent	SIMG _____ Supervisor					
Maintains clear, comprehensive, accurate and timely records of all patient care	SIMG _____ Supervisor					

Additional comments (optional)

Section 2: **Feedback and future development plans**

This should be based on a discussion between the supervisor and SIMG and must include any areas rated as consistently well below the expected level (to be completed by the supervisor).

Strengths

Agreed areas for development

List the issues to be addressed and how they will be addressed (ie areas for development) (to be completed by the supervisor)

Issue	Actions/tasks to address issue (including time frame)	Review date
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Recommendations (to be completed by the supervisor)

Section 3: Signatures

SIMG print name	SIMG signature	Date
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Supervisor print name	Supervisor signature	Date
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Privacy notice

The Medical Board of Australia and Australian Health Practitioner Regulation Agency (AHPRA) are committed to protecting your personal information in accordance with the *Privacy Act 1988* (Cwlth). The personal information (that is, information that identifies you) collected in this form is required so that the Board and AHPRA are able to confirm that the SIMG's performance is satisfactory.

The information may also be used for the proper operation of the Health Practitioner Regulation National Law (as in force in each state and territory) – for example, for research relevant to that law.

If you do not provide the required information, it may not be possible for the proposed supervised practice plan to proceed. AHPRA's privacy policy explains:

- how you may access and seek correction of your personal information held by AHPRA and the Board
- how to complain to AHPRA about a breach of your privacy
- how your complaint will be dealt with.

The policy can be accessed on the Privacy page.

Disclaimer

The information set out in this publication is current at the date of first publication and is intended for use as a guide of a general nature only and may or may not be relevant to particular patients or circumstances. Nor is this publication exhaustive of the subject matter. It is no substitute for individual inquiry. Compliance with any recommendations does not guarantee discharge of the duty of care owed to patients. The RACGP and its employees and agents have no liability (including for negligence) to any users of the information contained in this publication.

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