



RACGP

Pre-Employment Structured Clinical Interview (PESCI) Handbook



Pre-Employment Structured Clinical Interview (PESCI) Handbook

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. Persons implementing any recommendations contained in this publication must exercise their own independent skill or judgement or seek appropriate professional advice relevant to their own particular circumstances when so doing. Compliance with any recommendations cannot of itself guarantee discharge of the duty of care owed to patients and others coming into contact with the health professional and the premises from which the health professional operates.

Accordingly, The Royal Australian College of General Practitioners Ltd (RACGP) and its employees and agents shall have no liability (including without limitation liability by reason of negligence) to any users of the information contained in this publication for any loss or damage (consequential or otherwise), cost or expense incurred or arising by reason of any person using or relying on the information contained in this publication and whether caused by reason of any error, negligent act, omission or misrepresentation in the information.

This is a living document and printed copies may therefore not be the most accurate and up to date.

The Royal Australian College of General Practitioners. Pre-Employment Structured Clinical Interview (PESCI) Handbook. East Melbourne, Vic: RACGP, 2024.

The Royal Australian College of General Practitioners Ltd
100 Wellington Parade
East Melbourne, Victoria 3002

Tel 03 8699 0414
Fax 03 8699 0400
www.racgp.org.au

ABN: 34 000 223 807

© The Royal Australian College of General Practitioners 2024

This resource is provided under licence by the RACGP. Full terms are available at www.racgp.org.au/usage/licence. In summary, you must not edit or adapt it or use it for any commercial purposes. You must acknowledge the RACGP as the owner.

We acknowledge the Traditional Custodians of the lands and seas on which we work and live, and pay our respects to Elders, past, present and future.

V3 March 2024

Contents

Introduction	4
Am I eligible to apply for a PESCI?	4
How to apply for a PESCI.....	4
Register and access the online application form	4
Pay the interview fee	5
Complete the online application form	5
Personal details	5
Curriculum vitae	5
Academic qualifications.....	5
Other evidence.....	6
General practice position	6
Applicant declaration.....	6
Witnessing of documents	6
Documents to upload with your application	7
Make changes to your submitted application.....	7
Advise us of changes to your medical registration.....	7
Your interview	8
Scheduling your interview.....	8
Rescheduling your interview	8
Technical requirements	8
The interview	9
Conflict of interest	9
Interview confidentiality	9
The outcome of your interview.....	10
Withdrawal and refunds.....	11
Withdrawing your application.....	11
Withdrawing from your interview.....	11
If you don't attend your interview	11
Fees and refunds.....	12
Fee and refund schedule	12
Special exemption to refund schedule	13
Payment of refunds.....	13
Useful contacts.....	14
Glossary	15

Introduction

International medical graduates (IMGs) seeking limited or provisional registration to work in general practice in Australia may be required by the Medical Board of Australia (MBA) to undertake a pre-employment structured clinical interview (PESCI).

A PESCI evaluates your suitability for a particular general practice position. It consists of an online structured clinical interview using scenarios. A panel of interviewers assesses whether you have the clinical knowledge, skills and experience to practise safely and effectively in that specific position. It's not an examination or an assessment of your overall performance. A separate PESCI is required for each position application.

The Royal Australian College of General Practitioners (RACGP) is a specialist general practice medical college in Australia and conducts PESCI on behalf of the MBA.

For more information about requirements and eligibility for medical registration, visit the [MBA website](#).

Am I eligible to apply for a PESCI?

Applicants must meet the [MBA requirements](#) before they can apply for a PESCI.

Applicants must also:

- have passed the Australian Medical Council (AMC) Computer Adaptive Test Multiple Choice Questionnaire (CAT MCQ) Examination or have qualified for the Competent Authority pathway
- hold a primary medical qualification that is listed in the [World Directory of Medical Schools](#)
- have a valid job offer in Australian general practice.

Some applicants may have passed the AMC Clinical Examination, but this is not a prerequisite for the PESCI.

How to apply for a PESCI

You'll need to complete an online application through the [PESCI web page](#) and pay the interview fee in full. In your application, you'll need to provide your personal details, qualifications and details of your job offer.

We'll review your application and ask you to send further information if anything is missing.

Once your complete application has been assessed, we'll send you an email with the next available interview dates. You must accept an interview date within five business days of the date of our email.

Your confirmed interview will be held online approximately one to three months after you submit your application.

Register and access the online application form

To begin your PESCI application, you'll need an RACGP ID number. If you don't have one, you can register at no cost on the [RACGP website](#).

Access the online application form on the [PESCI web page](#) using your ID number. Once you begin your application, the form will be accessible for six months from the day you pay the interview fee.

The application will take about 90 minutes to complete. You can complete the sections of the form in any order. You can save your answers at any time and come back to complete it later.

Pay the interview fee

The current fee for a PESCI is AU\$2450. Please pay the fee before you submit your application to the RACGP. Your application won't be assessed until we have received payment.

Complete the online application form

Personal details

In this section you'll provide your personal details. We'll use this information to contact you throughout the PESCI process.

- Provide your full name as printed on your official documents.
 - If your name has changed and doesn't match the name on your official documents, you must provide evidence of the name change that includes both your previous name and new name. Upload a clear, colour, original scan or photograph of one of the following:
 - marriage certificate (if original isn't in English, both original and English translation are required)
 - change of name certificate
 - deed poll
 - statutory declaration stating you are known by different names.
- Provide your current, full and correct contact details:
 - active email address
 - phone number
 - postal address.
- Indicate your gender and date of birth as stated on your official documents.

We may need to provide your personal details to other bodies, such as the Australian Department of Health and Aged Care, the Australian Health Practitioner Regulation Agency (AHPRA), the AMC and Medicare as part of the application process. All information will be handled as per the RACGP's [Privacy Policy](#).

Curriculum vitae

Upload a copy of your curriculum vitae (CV) on the [RACGP CV template](#); no other forms of CV will be accepted. The template is an editable PDF; save a copy onto your computer and open this saved copy to insert your details.

Your CV needs to outline all your work and training experience since graduation (including non-medical roles) with no gaps. It must be electronically signed and dated within the past three months.

Academic qualifications

You need to apply to have your overseas medical qualifications verified for authenticity. This is done using the Electronic Portfolio of International Credentials (EPIC) service provided by the Educational Commission for Foreign Medical Graduates (ECFMG). Step-by-step instructions are available on the [AMC website](#).

Once you create an EPIC account and receive an EPIC ID, you then need to establish an AMC Portfolio; your AMC candidate number will then be emailed to you.

In your PESCI application, provide your AMC candidate number so we can check that your primary qualification has been verified by EPIC.

You may submit your PESCI application before EPIC verification has been completed if you have your EPIC ID, however, your PESCI application may not be finalised until we can confirm EPIC verification.

Other evidence

Upload a copy of your:

- results from the [AMC CAT MCQ Examination](#)
- current medical registration including details of past or present restriction, condition, limitation, reprimand, supervision requirement, tribunal outcome, suspension, undertaking, investigation and/or other remark, or regulatory authority activity, whether in Australia or overseas.

If you're applying for provisional medical registration, please upload evidence of the completed AMC clinical component or eligibility for the Competent Authority pathway.

The MBA requires all applicants for initial registration to demonstrate English language skills suitable for registration. For further information, please refer to the [MBA registration standard for English language skills](#).

General practice position

You must have a valid job offer in Australian general practice.

Complete and upload the following forms:

- position description on the RACGP position description template
- AHPRA supervised practice plan and supervisor's agreement for international medical graduates ([SPPA-30](#)).

Applicant declaration

Complete, sign and upload the [PESCI Applicant declaration form](#) to confirm that the information you've provided in your application is true and that relevant documents have been witnessed.

Witnessing of documents

The following documents must be certified by an approved witness:

- evidence of name change documentation (if applicable)
- translations of documents.

To verify the documents, the witness must sight the original and the downloaded or scanned copies, then list the verified documents in the space provided on the [PESCI Applicant declaration form](#). All relevant documents must be listed.

For a list of approved witnesses, please visit the [Australian Government Attorney-General's Department website](#). If you're not located in Australia, you may find an approved overseas witness at an Australian Embassy, High Commission or Consulate. Please note that family members and spouses are not approved witnesses.

Documents to upload with your application

- Your CV on the [RACGP CV template](#)
- Name change documentation (if applicable)
- Evidence of a pass in the AMC CAT MCQ Examination
- Your current medical registration
- If applying for provisional registration, proof of completed AMC clinical component OR eligibility for the Competent Authority pathway
- Position description on the RACGP position description template
- AHPRA supervised practice plan and supervisor's agreement for international medical graduates ([SPPA-30](#))
- Signed [PESCI Applicant declaration form](#)

Make changes to your submitted application

If you need to notify us of any changes to your submitted application, please send an email within 15 business days of submitting your application to pesci@racgp.org.au. Changes will be assessed on a case-by-case basis. A fee may apply.

Advise us of changes to your medical registration

After you submit your PESCI application and for as long as the interview outcome is valid, you must inform the RACGP if there are any changes to your medical registration. This includes any restriction, condition, limitation, reprimand, supervision requirement, tribunal outcome, suspension, undertaking, investigation and/or other remark or regulatory authority activity, whether in Australia or overseas. If you don't inform us, you'll be investigated in line with the [Academic Misconduct Policy](#).

To advise us of changes to your medical registration, send an email to education@racgp.org.au

Your interview

All PESCIs are held online and the interview panel members are drawn from a range of locations around Australia. It's not possible to request an interview in a specific location.

Scheduling your interview

Once we've assessed your application, we'll send you an email with the next available interview dates. You must accept one of these interview dates within five business days of the date of our email, or your application will be cancelled, and you'll lose the full interview fee. Once you've accepted a date, we'll send you a confirmation email within two business days.

You may request a different interview date if there are extenuating circumstances that prevent you from attending on the dates offered to you. We consider these requests on a case-by-case basis. Please be aware that there are limited interview dates available.

If you wish to request a different interview date, please email us at pesci@racgp.org.au

Rescheduling your interview

You may request your confirmed interview be rescheduled to another date. Your request must be received at least 20 business days before your confirmed interview date, except in the case of extenuating and unforeseen circumstances. We consider these requests on a case-by-case basis. A non-refundable administration fee of \$450 may apply to have your interview rescheduled; please refer to the section 'Withdrawal and refunds'.

If you wish to reschedule your interview, please email pesci@racgp.org.au

Technical requirements

The interview will be conducted online using Zoom videoconferencing.

What you need for the interview:

- Your own computer or laptop with a webcam and audio (don't use a mobile phone as it may not provide the necessary Zoom functionality).
- A stable internet connection.
- Zoom on your computer or laptop. [Download Zoom](#) if you don't already have the application installed. We recommend you spend time becoming familiar with how to use Zoom before your interview.
- An alternative way to access the internet and log in to the interview in case you have technical issues on the day.
- A location that is private and quiet.

On interview day:

- Check your [internet connection and speed](#) and equipment well before the interview is due to start.
- Log in, using the link we send you in your confirmation email, at least 20 minutes before the interview is scheduled to start, so that you have time to resolve any technical issues beforehand.
- If you have technical issues once the interview begins, the panel will allow you 10 minutes to resolve the issue, and if you can't resolve it, the chair of the panel may decide to end or reschedule the interview. This decision will be made according to your circumstances. If the interview needs to be rescheduled, a fee may apply.

For more information, please refer to the [PESCI Applicant technical guide](#).

The interview

The interview panel will have three members. At least two will be experienced GPs and Fellows of the RACGP. The panel members may not work in the same state as the practice where you have applied to work.

The panel will consider your application and then use tailored questions and scenarios to assess your knowledge, clinical experience, skills and attributes, against the requirements and risks of the specific position for which you're seeking registration. They'll consider whether the level of support and supervision offered will allow you to practise safely and effectively in the position.

There will be five scenarios based on the types of patient presentations you can expect to encounter in general practice in Australia. You'll have three minutes reading time for each scenario and then ten minutes to answer a series of questions based on the patient presentation. You may be given additional information during the questioning.

Scenarios may be in a rural or urban setting and may include managing health problems for Indigenous Australians.

In addition, the panel will ask you some general questions about your experience and your expectations of practising in Australia.

The panel isn't able to provide feedback on your performance during the interview.

Conflict of interest

All panel members are given the names of applicants who they will be assessing. They must notify the RACGP if their participation in the panel may result in an actual, potential or perceived conflict of interest, as per the [Conflicts of Interest Guidance](#).

A conflict of interest can include or relate to, but isn't limited to:

- financial and commercial interests, including connections/employment to a commercial exam preparation organisation
- external employer–employee relationships
- family connections and kinship
- receiving gifts or benefits
- friendships
- membership of an association, society, company, union or trusteeship
- professional relationships and collaborations
- domestic relationships
- intellectual property.

Interview confidentiality

All PESCI assessment materials are confidential. The PESCI questions and cases must remain confidential and not be disclosed after the interview.

By applying for a PESCI, you agree that you will not disclose confidential assessment materials to peers, colleagues, external groups, companies or entities, or on any social media platform.

Breaches of confidentiality will be investigated in line with the [Academic Misconduct Policy](#).

The outcome of your interview

We'll email your PESCI outcome report to you within 15 business days and we'll also send a copy to the MBA.

There are two possible outcomes: you are suitable for the position or unsuitable for the position. If you are unsuitable for the position, you can submit a new application for a PESCI at any time.

Your PESCI outcome is valid for 12 calendar months from the date of the report. No extension will be granted to the validity period of your PESCI outcome.

If there are any changes to your position after receiving your report (eg change of supervisor or working hours), you must discuss these with AHPRA.

If you disagree with the outcome of your PESCI, you can apply for reconsideration as per the [Dispute, Reconsideration and Appeals Policy](#).

Withdrawal and refunds

Withdrawing your application

If you wish to withdraw your PESCI application before an interview date has been confirmed:

- Send an email to pesci@racgp.org.au
- An administration fee of \$450 applies and will be deducted from any refund you are eligible for.
- Please refer to the section 'Fees and refunds' for more information about when a refund may be payable if you withdraw your application.

If you wish to withdraw your PESCI application **after** we have confirmed your interview date, this is considered withdrawing from your interview.

Withdrawing from your interview

The RACGP understands that sometimes an applicant may need to withdraw from a confirmed (or rescheduled) interview. If you need to withdraw:

- Send an email to pesci@racgp.org.au
- You can't transfer your confirmed interview time to another applicant.
- Your interview fee can't be transferred to a subsequent application if you decide to reapply after withdrawing.
- You may be eligible to receive a partial refund of the interview fee. Please refer to the section 'Fees and refunds' for more information.

If you don't attend your interview

If you don't attend your confirmed interview:

- The interview can't be rescheduled.
- You'll need to reapply if you still wish to undertake a PESCI.
- Your interview fee can't be transferred to a subsequent application if you decide to reapply for a PESCI.
- You can't transfer your confirmed interview time to another applicant.
- Your interview fee will not be refunded.
- You may apply for a special exemption to the refund schedule to receive a partial refund. Please refer to the section 'Fees and refunds' for more information.

Fees and refunds

PESCI fees apply and will be refunded according to the fee and refund schedule table.

Fee and refund schedule

	Fee (AUD)	Refund (AUD)
Application phase		
PESCI fee	\$2,450	
Change to submitted application <i>(request must be received within 15 business days of submitting application)</i>	A non-refundable administration fee may apply	
Withdrawal of application <i>(before an interview date has been confirmed by the RACGP)</i>	\$450 (deducted from PESCI fee - non-refundable)	\$2,000
Failure to accept an interview date		No refund (full PESCI fee forfeited)
Request for alternative interview date to those proposed by the RACGP <i>(must be for extenuating circumstances and received within five business days of the RACGP sending email with proposed interview dates)</i>	\$0 (no fee applies)	
Interview phase		
Request to reschedule a confirmed interview:		
<ul style="list-style-type: none"> in extenuating and unforeseen circumstances 	A non-refundable administration fee may apply	
<ul style="list-style-type: none"> in other circumstances <i>(request must be received at least 20 business days before the confirmed interview date)</i> 	\$450	
Request to withdraw from a confirmed interview:		
<ul style="list-style-type: none"> at least 20 business days before the confirmed interview date 	\$1,225 (deducted from PESCI fee - non-refundable)	\$1,225
<ul style="list-style-type: none"> less than 20 business days before the confirmed interview date 		No refund (full PESCI fee forfeited)
<ul style="list-style-type: none"> request to withdraw from an interview rescheduled upon request from applicant 		No refund (full PESCI fee forfeited)
Non-attendance at interview		No refund (full PESCI fee forfeited)

Special exemption to refund schedule

If you don't attend your scheduled interview, you may apply for a special exemption to the refund schedule on the grounds of extenuating and unforeseen circumstances to obtain a partial refund of your interview fee.

Extenuating and unforeseen circumstances are considered on a case-by-case basis, but must relate to circumstances which were unforeseen, outside your control, and that can be shown to have had a direct and significant impact on your ability to attend the interview, for example:

- ill-health (other than minor illnesses) with valid certificates
- carer's leave with valid certificates
- bereavement
- acute adverse life circumstances
- hospitalisation
- other significant changes to your circumstances.

Applications for a special exemption and the amount of any refund are considered on a case-by-case basis. We take into consideration any costs already incurred by the RACGP when determining the refund amount.

To apply for a special exemption, complete a [special exemption application form](#) and send it to education.appeals@racgp.org.au

Payment of refunds

The RACGP will pay any approved refund within 30 days of the withdrawal or special exemption request being granted. The RACGP reserves the right to refuse to process a refund if a person fails to provide information necessary to verify or process the refund.

Useful contacts

Australian Health Practitioner Regulation Agency

T: 1300 419 495 (in Australia); +61 3 9285 3010 (outside Australia)

W: <https://www.ahpra.gov.au/About-Ahpra/Contact-Us.aspx>

Australian Medical Council

W: <https://www.amc.org.au/contact/>

Medical Board of Australia

T: 1300 419 495 (in Australia); +61 3 9285 3010 (outside Australia)

W: www.medicalboard.gov.au/Registration/International-Medical-Graduates.aspx

RACGP PESCI team

E: pesci@racgp.org.au

Glossary

Term	Definition
Applicant	The medical practitioner applying for a PESCI.
Business day	A day when the RACGP national office is operating.
Conflict of interest	<p>A conflict of interest may arise in a situation where it could reasonably be concluded that a person's capacity to make a decision on a matter is influenced by the fact that they hold other interests. A conflict of interest may include:</p> <ul style="list-style-type: none"> • an actual conflict of interest • a potential conflict of interest • a perceived conflict of interest. <p>Refer to the Conflicts of Interest Guidance for more information.</p>
Extenuating and unforeseen circumstances	Circumstances that are outside the applicant's control and can reasonably be considered to have been unforeseen, and can be shown to have a direct and significant impact on the applicant. The RACGP considers extenuating and unforeseen circumstances on a case-by-case basis.
Extenuating circumstances	Circumstances the RACGP considers on a case-by-case basis, that are outside the applicant's control and that can be shown to have a direct and significant impact on the applicant's ability to sit an assessment and/or their performance in an assessment.
Supervisor	The medical practitioner appointed to supervise practice as defined in the MBA's Supervised practice for international medical graduates .