



Practice Experience Program Specialist (PEP SP) Application Handbook



Practice Experience Program Specialist (PEP SP) Application 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. Practice Experience Program Specialist (PEP SP) Application 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 those emerging as leaders.

V2 July 2025

Contents

Practice Experience Program Specialist	4
Overview.....	4
Acronyms.....	5
Training program contacts	6
The PEP SP application journey	7
Part A - the comparability assessment	8
What is a comparability assessment?	8
Prerequisites.....	8
Curriculum check/assessment.....	8
EPIC - primary source verification of qualifications.....	9
Completing Part A	10
Name change documentation	11
Curriculum Vitae (CV)	11
Letters of support - clinical experience.....	11
Academic qualifications.....	11
Medical registration	12
Continuing Professional Development (CPD)	12
Statutory declaration	13
Part A outcome.....	13
Part B – job offer approval assessment	14
Securing an offer of employment in general practice.....	14
Completing Part B	15
Part C – right to work assessment	15
Applying for Ahpra medical registration	15
Applying for a visa to work in Australia	16
Completing Part C	16
Finalising your entry into PEP SP	16
Sign your program agreement and pay the program fees	16
Show evidence of Basic Life Support certification	16
Become an RACGP member.....	17
Complete the Medicare provider number form	17
Useful contacts.....	17
Glossary	18
Appendix 1 - Validated assessment instruments.....	21

Practice Experience Program Specialist

Overview

The Practice Experience Program Specialist (PEP SP) is for Specialist International Medical Graduates (SIMGs) who hold a recognised overseas general practice specialist qualification and wish to qualify for specialist registration in Australia and be awarded Fellowship of the RACGP (FRACGP) via the [Medical Board of Australia's \(MBA\) Specialist Pathway – specialist recognition](#).

Before you can apply for entry into PEP SP, the RACGP will assess your comparability to an Australian trained specialist general practitioner (GP) at the point of admission to Fellowship. The outcome of the comparability assessment will determine if you're eligible for entry into PEP SP, and if so, which stream you must undertake.

PEP SP has two streams: the Substantially Comparable (SC) stream and the Partially Comparable (PC) stream. Each stream has specific requirements you need to fulfill before you can apply for FRACGP and registration as a specialist GP in Australia.

During the program, you'll spend a minimum of six months in comprehensive Australian general practice, during which you'll work under supervision and complete targeted educational activities to enable your successful transition to the Australian general practice system. You'll also have to sit assessments or exams to demonstrate that you've reached comparability with an Australian trained specialist GP commencing practice (ie at the level of a new Fellow of the RACGP).

In this handbook, we'll focus on your PEP SP journey from the day you start the application process to the day you sign your program agreement. For information on each stream, refer to:

- [PEP SP Participant Handbook – Partially Comparable Stream](#)
- [PEP SP Participant Handbook – Substantially Comparable Stream](#)



Acronyms

AGPT	Australian General Practice Training program
AHPRA	Australian Health Practitioner Regulation Agency
AKT	Applied Knowledge Test
AMC	Australian Medical Council
BLS	Basic Life Support
CPD	Continuing Professional Development
CV	Curriculum Vitae
DPA	Distribution Priority Area
ECFMG	Educational Commission for Foreign Medical Graduates
EMQ	Extended Matching Questions
EPIC	Electronic Portfolio of International Credentials
FRACGP	Fellowship of the Royal Australian College of General Practitioners
FTE	Full Time Equivalent
KFP	Key Feature Problem
MBA	Medical Board of Australia
MBS	Medicare Benefits Schedule
MCQ	Multiple Choice Questionnaire
MMM	Modified Monash Model
PC	Partially Comparable
PEP SP	Practice Experience Program Specialist
RACGP	Royal Australian College of General Practitioners
SBA	Single Best Answer
SC	Substantially Comparable
SIMG	Specialist International Medical Graduate
SPR	Summary of Preliminary Review
WDOMS	World Directory of Medical Schools

Training program contacts

RACGP national team

T: 1800 472 247

E: education@racgp.org.au

W: www.racgp.org.au

RACGP offices

W: www.racgp.org.au/find-an-office

Education support team

E: educationsupport@racgp.org.au

The PEP SP application journey

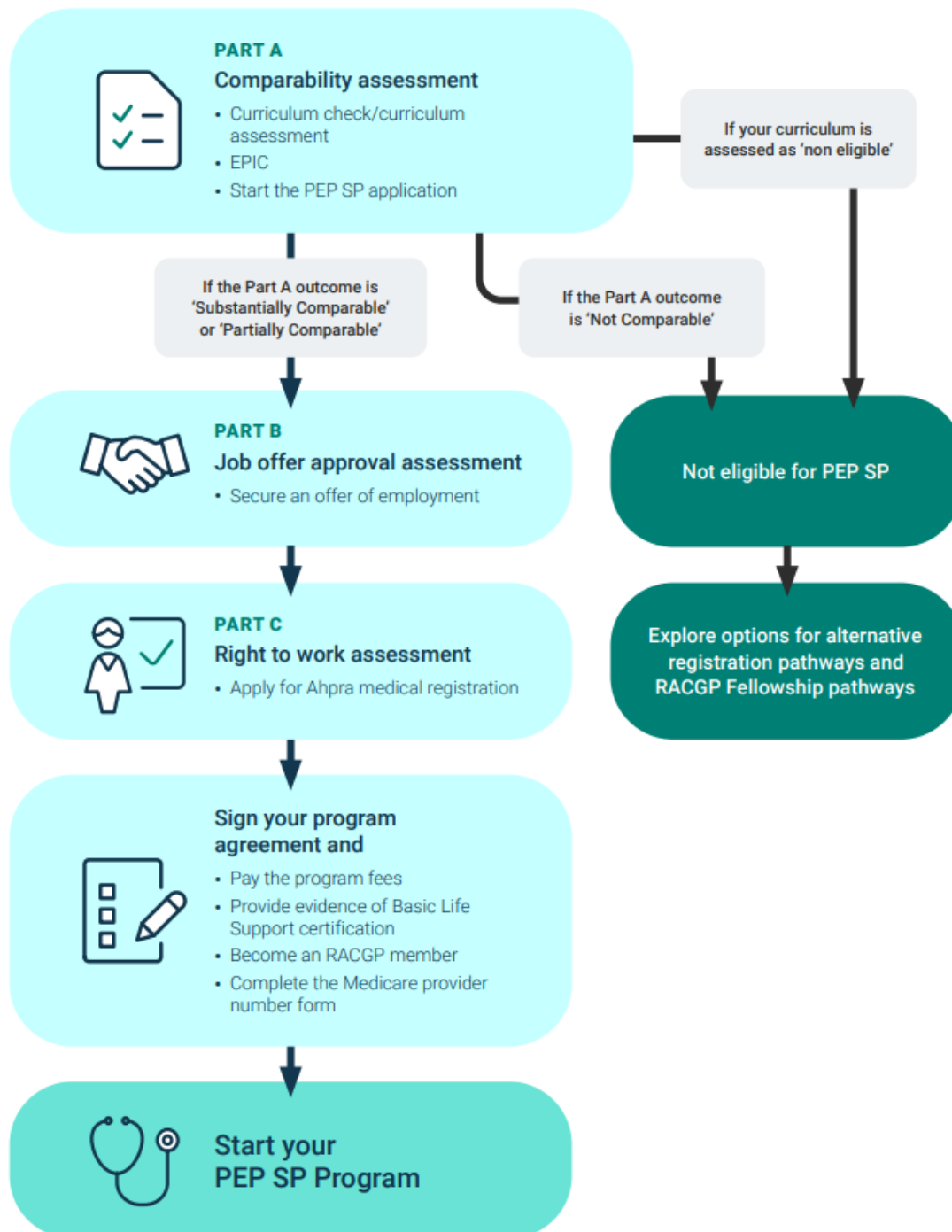


Figure 1 – PEP SP application journey

If you have any questions or need assistance as you progress through your application, contact the RACGP at educationsupport@racgp.org.au

Part A - the comparability assessment

What is a comparability assessment?

Part A of the application is the comparability assessment. It assesses how your experience and training compare to an Australian trained GP at the point of admission to Fellowship.

For information on the comparability criteria, refer to the [PEP SP Comparability Assessment Guide](#).

There are three possible outcomes to the comparability assessment. You can be assessed as

- Substantially Comparable → you're eligible for the Substantially Comparable stream
- Partially Comparable → you're eligible for the Partially Comparable stream
- Not Comparable

If you're assessed as Not Comparable, you're not eligible for entry into PEP SP. Contact becomeagp@racgp.org.au for more information on other registration pathways ([Standard Pathway](#) or [Competent Authority Pathway](#)) and Fellowship pathways ([IMG Roadmap to RACGP Fellowship](#)). Contact [Ahpra](#) for further guidance.

Prerequisites

Comparability assessment prerequisites:

- ☐ You were awarded a primary qualification in medicine and surgery by a training institution recognised by both the [Australian Medical Council \(AMC\)](#) and the [World Directory of Medical Schools \(WDOMS\)](#).
- ☐ You've satisfied all the training and examination requirements to practice as a specialist general practitioner and you've been awarded a specialist general practice qualification in your country of origin,
- ☐ The curriculum of your specialist general practice qualification has been assessed by the RACGP as 'eligible'.

History of comparability assessment outcomes is available through the MBA's specialist pathway [Standards and reports](#).

Curriculum check/assessment

To check if your curriculum has been reviewed for comparability and how it was assessed, refer to the [curricula classification table on the Comparability Assessment Eligibility webpage](#).

The outcome of the curriculum assessment doesn't determine or guarantee the outcome of the comparability assessment.

If your curriculum is listed as:

- eligible → you may apply for a comparability assessment.
- non eligible → the curriculum isn't comparable. You aren't eligible to apply for a comparability assessment or for entry into the PEP SP. Contact becomeagp@racgp.org.au and [Ahpra](#) for further guidance.

If your curriculum isn't listed, it means it hasn't been assessed by the RACGP. The RACGP doesn't charge a fee for the curriculum assessment. Apply for a curriculum assessment by downloading and following the instructions in the [Request for curriculum comparison](#) form. You'll receive the outcome of the curriculum assessment within 10 weeks of submitting your application.

If you hold the International Conjoint Fellowship of the RACGP (ICFRACGP), email educationsupport@racgp.org.au for more information.

EPIC - primary source verification of qualifications

Once you've confirmed that you meet the comparability assessment prerequisites, you must apply to have your overseas medical qualifications (your primary medical degree certificate and your specialist general practice qualification certificate) verified for authenticity.

Verification 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 on how to apply for verification are available on the [ECFMG website](#).

As part of this process, you'll get the following two important numbers. Write them down as you'll need to provide them with your comparability assessment application:

- **EPIC ID** (or EPIC number) This number provides evidence that you've applied for EPIC verification.
- **AMC candidate number** This number provides evidence that you've established an AMC portfolio. It'll be used by the RACGP to confirm that your qualification has been verified by EPIC.

You may submit your comparability assessment even if the EPIC verification hasn't been completed yet, as long as you provide your EPIC ID. Primary and specialist qualifications need to be verified and shared with the AMC as per [How to apply – AMC candidate account and portfolio](#) instructions. Your application won't be finalised until we can confirm EPIC verification has been completed. You and the AMC will be notified when the verification of your qualification has been completed.

Completing Part A

Access the [PEP SP application platform](#) and complete **Part A – Comparability Assessment**.

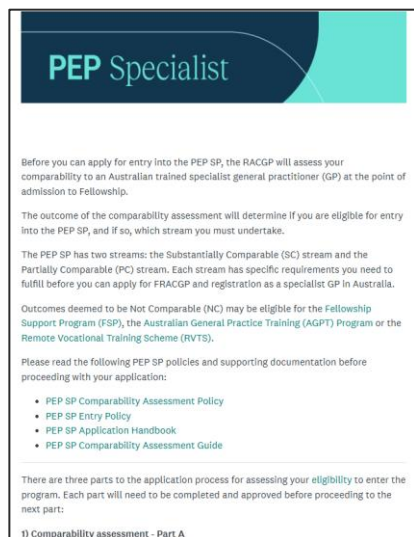


Figure 2 – PEP SP application platform

- Expected time to complete Part A: 90 mins
- You'll need: An RACGP ID number (If you don't have one yet, register at no cost on the RACGP website.)
- Complete the application in any order you want.
- Save it and come back to it at any time for six months from the day of payment.
- You won't be able to amend your application once you've submitted it.

You may nominate an agency or a third-party to complete the application on your behalf.

If you have questions or require assistance with the application process, contact the RACGP on 1800 472 247 or educationsupport@racgp.org.au

Your application won't be processed until the [comparability assessment application fee](#) has been paid in full. The RACGP accepts payments via Visa, MasterCard, American Express and PayPal.

Do not complete Part B – Job offer approval assessment and Part C – Right to Work assessment until you've received your Part A comparability assessment outcome.

All information submitted in your application will be handled as per our [Privacy Policy](#). The RACGP will take reasonable steps to verify the information provided. Submission of plagiarised, false or misleading information will be handled as per the [Academic Misconduct Policy](#).

Checklist – documents to be provided with your comparability assessment application

- ☐ Name change documentation (if applicable)
- ☐ Your curriculum vitae
- ☐ Letters of support - for clinical posts you held in the past 48 calendar months
- ☐ Your primary medical degree certificate
- ☐ Your specialist medical degree certificate
- ☐ A letter of good standing from the organisation that issued your specialist qualification
- ☐ Evidence of medical registration for all jurisdictions of practice since you graduated
- ☐ Evidence of 50 hours of CPD
- ☐ Certified translations for documents in a language other than English
- ☐ Signed statutory declaration

If you're submitting documents that are in a language other than English, you must provide certified official English translations of these documents with your application in addition to the original version.

All copies of documents must be verified as true copies of the original by an authorised witness as per the [Australian Government Attorney-General's Department website](#).

Name change documentation

If your name is inconsistent in any of the documentation provided in the application, you must provide official evidence supporting your name change. Evidence of name change must include your previous name and new name.

Curriculum Vitae (CV)

You must complete a CV using the template provided in the application form. Your CV must be completed and dated within the three months preceding the submission of your application and list all your clinical experience from graduation to current, including a written explanation for any gaps in clinical practice greater than three calendar months.

Letters of support - clinical experience

In addition to your CV, you must provide evidence of all the clinical posts you've held in the past 48 calendar months.

For each post, you must provide a letter of support from the practice where you worked. Each letter must:

- be on practice letterhead
- be dated and signed by the Practice Principal (preferably), Senior Medical Director, CEO, Director, or Practice Manager
- state the following:
 - the specific dates you were employed in the practice
 - whether you worked full time or part time
 - the average amount of hours worked each week
 - the duration of your weekly sessions (eg Monday to Friday, 9am–12:30pm and 1:30pm–5pm)
 - a detailed description of the duties you were required to perform
- include a summary of the patient demographics and presentations you treated in the role

Letters using duplicated templates won't be accepted.

Academic qualifications

Upload certified copies of:

- your primary medical degree certificate,
- your specialist general practice qualification certificate,
- your certificate of completion of training (where relevant),
- a confirmation letter from the body which awarded your specialist qualification, stating the pathway followed and the summative assessments undertaken to gain the specialist qualification (this letter is sometimes referred to as a Letter of Good Standing), and

- a description of the theoretical and practical summative assessments undertaken as part of your specialist general practice qualification (100–300 words each), from official resources of the awarding body or written in your own words.

See [Appendix 1](#) for a list of recognised summative assessments.

The RACGP recognises that international specialist colleges may run assessments that differ from those listed in appendix 1, but which may be equivalent or comparable in principle and structure. For assessments not listed, outline and provide evidence of why these assessments should be taken into consideration (eg letter of support from the specialist college with the assessment's requirements and structure and sample exam questions, psychometrics, and public reports when available).

Medical registration

Provide evidence of medical registration for all jurisdictions of practice since you obtained your specialist general practice qualification (with expiry dates if applicable).

You must also disclose to the RACGP details of any:

- addenda on your medical registration, whether in Australia or overseas, and
- regulatory authority activity, whether in Australia or overseas, that:
 - has led or may lead to a change in registration status, or
 - has led to an adverse finding or forms part of an ongoing investigation, and
- other notifiable conduct.

If you fail to disclose this information, it will be handled as per the [Academic Misconduct Policy](#).

Continuing Professional Development (CPD)

Provide evidence that you've completed 50 hours of CPD in the 12 months prior to applying for your comparability assessment.

The RACGP will only consider CPD activities substantiated by evidence (eg an official certificate or statement of completion issued by the body that delivered the activity).

All CPD evidence must clearly show:

- the nature of the activity,
- the date(s) the activity was undertaken, and
- the number of hours completed per activity.

Where a certificate or statement of completion shows CPD credits or points, but not the number of CPD hours completed, you must seek a statement from the issuing body that provides a conversion of credits or points into hours. The RACGP won't accept credits or points statements on their own.

Statutory declaration

To finish your application, you'll need to complete the [RACGP Statutory Declaration](#) and sign it in the presence of an authorised witness.

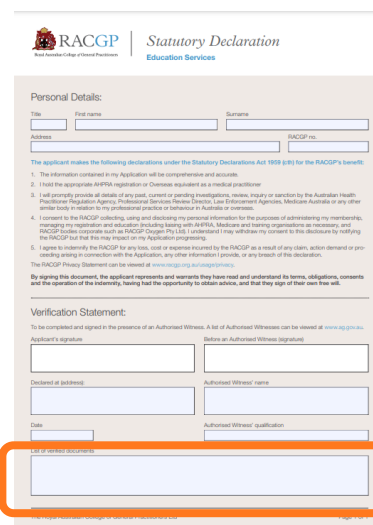
For a list of authorised witnesses please visit the Australian Government Attorney-General's Department website:

- [Who can witness a Commonwealth statutory declaration](#)
- [Making a Commonwealth statutory declaration overseas](#)

You'll also need to get copies of the documents below verified by an authorised witness to confirm they are true copies of the originals:

- medical registrations for all jurisdictions of practice, and
- letters of support from your practices for the previous 48 months.

Once these documents have been verified, the authorised witness must list them in the space provided at the bottom of the RACGP Statutory Declaration (as per figure 3).



The form is titled 'RACGP Statutory Declaration' and 'Education Services'. It includes a 'Personal Details' section with fields for Title, First name, Surname, Address, and RACGP no. Below this is a 'Declaration' section with a list of statements to be confirmed. The 'Verification Statement' section includes fields for the Authorised Witness's signature, name, and qualification. At the bottom, there is a section titled 'List of documents verified' which is highlighted with an orange box.

Figure 3 – RACGP Statutory Declaration

The date you sign the initial statutory declaration is considered your official comparability assessment application date. The application date will be used as a reference point when assessing certain comparability criteria (eg your recency, general practice experience or CPD).

Part A outcome

It can take up to ten weeks to receive the outcome, provided you've submitted all the required information and documentary evidence.

If the RACGP requires supplementary information, you'll be contacted via email (and the timeframe for the outcome will be extended).

You'll be emailed a **Summary of Preliminary Review (SPR)** to advise whether you've been deemed Substantially Comparable, Partially Comparable or Not Comparable to an Australian trained GP at the point of admission to Fellowship.

- After you receive the SPR, you must respond to the RACGP via email to confirm whether you accept the SPR findings.
- If you believe there were errors, gaps or omissions in the information assessed in the SPR, you'll have **21 calendar days** to contact the RACGP and provide clarification/additional information, otherwise, the original SPR findings will be upheld.

Once you've confirmed that you accept the SPR findings, the RACGP will email you a **Comparability Assessment outcome letter**.

The outcome of your comparability assessment will be valid for 12 calendar months from the date of the outcome letter. You must submit your complete PEP SP application (ie Part B and Part C) and sign your program agreement within this time.

If you don't complete your PEP-SP application within 12 calendar months of receiving your outcome letter, you'll have to apply for a new comparability assessment (to ensure you still meet the eligibility requirements).

If you were assessed as Not Comparable, you're ineligible for PEP SP. Contact becomeagp@racgp.org.au and [Ahpra](#) for further guidance.

You may apply for reconsideration of the assessment outcome as per the [Dispute, Reconsideration and Appeals Policy](#) after you receive your outcome letter.

You may re-apply for another comparability assessment after six months, but only if you can demonstrate significant changes to your training and/or experience since your initial assessment. Refer to the [PEP SP Comparability Assessment Policy](#) and contact educationsupport@racgp.org.au for assistance.

If you're accepted into PEP SP, you'll need to provide evidence that you hold a Basic Life Support (BLS) certification that is valid (as per the [Basic Life Support and Advanced Life Support Guide](#)) and current (completed in the past 12 months) when you sign your program agreement.

Part B – job offer approval assessment

Securing an offer of employment in general practice

The place where you secure employment is where you'll be completing your period of supervised practice.

The RACGP doesn't have any role in finding you suitable employment – it's solely your responsibility. You may contact a [Rural Health Workforce Agency](#) or a medical recruitment agency for assistance.

To be approved by the RACGP, your job offer must be in a practice that:

- is accredited against the [RACGP Standards for general practices](#),
- meets the requirements of [Comprehensive Australian general practice](#), and
- meets the location requirements as per the [General Practice Fellowship Program Placement Guidelines](#).

(Location requirements are determined by the Department of Health, Disability and Ageing and are subject to change outside the control of the RACGP.)

While you complete your period of supervised practice, the following definitions will apply:

Full-time general practice experience is defined as at least 38 hours distributed over a minimum of four days per week. A minimum of 27 hours must be in face-to-face, rostered, patient consultation time undertaking general practice activities. Work periods of less than three consecutive hours, or of less than four calendar weeks in any one practice won't be considered. Hours worked beyond this full-time definition will not be considered.

Part-time general practice experience is defined as at least 14.5 hours distributed over a minimum of two days per week, of which at least 10.5 hours is face-to-face, rostered, patient consultation time, undertaking general practice activities. Work periods of less than three consecutive hours, or of less than four calendar weeks in any one practice won't be considered.

PEP-SP participants will typically complete their period of supervised practice in a regional, rural or remote area (ie an area classified as MM2–MM7 under the [Modified Monash Model](#)). Visit the [Health Workforce Locator](#) for information about where you can work in Australia as an international medical graduate.

Completing Part B

Once you've secured employment, complete **Part B – Job Offer Approval** on the [PEP SP application platform](#).

Submit a letter of offer from your intended practice that includes:

- the supervisor's details,
- the scope of practice,
- the intended hours of work,
- the duties,
- the practice location, and
- the commencement date.

The letter of offer must be signed no more than six calendar months before it's submitted to the RACGP for approval.

The RACGP may take up to three weeks to review your job offer and will contact you via email to advise if your job offer is approved or not.

If there are any changes to your employment offer after you've submitted it for approval, you must notify the RACGP as soon as possible at educationsupport@racgp.org.au

Part C – right to work assessment

Applying for Ahpra medical registration

Once your job offer is approved, apply for Ahpra medical registration via the [Ahpra website](#).

The type of registration you can apply for will depend on the outcome of your comparability assessment:

- Substantially Comparable → apply for provisional registration
- Partially Comparable → you must apply for limited registration

Check that you meet the [MBA's registration standards](#) before you apply for registration. This may include:

- a [criminal history check](#) and
- an [English language test](#).

Ahpra will assess your application against the registration standards and decide if you're eligible for registration.

- This usually takes 6–8 weeks.

- Once your registration has been approved, you'll be notified by Ahpra and your name will be published on the [National Register of Health Practitioners](#) within two weeks.

'In-principle approval may be granted if you applied for medical registration from overseas with the minimum evidence of identity. You'll be required to present in person at an Ahpra office or at your practice office for an ID check, after which your name will be published on the National Register of Health Practitioners.

Applying for a visa to work in Australia

After your job offer has been approved and your medical registration has been granted, you'll need to apply to the Department of Home Affairs for a suitable visa, if required.

The [Temporary Skill Shortage Visa \(subclass 482\) Medium-term stream](#) is the most common pathway for migrating to Australia as a doctor and requires that you be sponsored by an Australian medical practice or hospital.

There may be other visa options available to you depending on your plans and circumstances. Check out the [Department of Home Affairs' website](#) to explore visa options.

Completing Part C

Once your registration and visa have been granted, complete **Part C – Right to Work** on the [PEP SP application platform](#).

You'll be required to submit evidence that you hold:

- a valid visa (including visa type), and
- Ahpra medical registration

Finalising your entry into PEP SP

Sign your program agreement and pay the program fees

After successfully completing Part A, B and C of the application, the RACGP will email you the PEP SP program agreement and an invoice for the [PEP SP program fees](#).

You must pay the fees and return a signed copy of the program agreement to pepspecialistadmin@racgp.org.au to accept your training offer and confirm your commitment to the program.

You must commence work in your RACGP-approved practice within six calendar months of signing your program agreement.

Show evidence of Basic Life Support certification

When you return the signed program agreement, you must provide evidence that you hold a valid Basic Life Support (BLS) certification. Expired certifications won't be accepted. See the [Basic Life Support and Advanced Life Support Guide](#).

Become an RACGP member

You must be a financial member of the RACGP throughout PEP SP, including while you're sitting the Fellowship exams and being admitted to Fellowship. We'll send you information about RACGP membership with the PEP SP program agreement. You must join and pay your membership fees before you commence work in the RACGP-approved practice.

If you don't maintain RACGP membership, you can be withdrawn from the program.

Complete the Medicare provider number form

The RACGP is authorised to approve A1 Medicare provider numbers for PEP SP participants working in approved practices. This will allow your patients to access A1 rebates, the standard rebates for qualified GPs and GPs in training.

We'll email you a Medicare provider number application form after your application has been approved. Complete it and return it to the RACGP at approvedplacement@racgp.org.au as soon as possible. It'll be processed once you've signed the program agreement, paid the program fees, provided evidence of BLS certification and become an RACGP member.

You'll be able to access the highest value Medicare Benefits Schedule (MBS) items while you're on PEP SP.

It can take up to 12 weeks for the application to be processed by the RACGP, the Department of Health, Disability and Ageing, and Services Australia. Once processed, you'll receive an approved placement outcome letter from Services Australia outlining your provider number, placement address, exemption/s, and placement start and end dates.

Congratulations, you're now ready to commence work in your RACGP-approved practice!

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

Glossary

Term	Definition
Addenda	Includes, but is not limited to, restrictions, conditions, limitations, reprimands, supervision requirements, tribunal outcomes, suspensions, undertakings and/or any other remarks or changes on the applicant's medical registration. Refer to Ahpra's website for more information.
Ahpra Medical Registration	Registration with the Australian Health Practitioner Regulation Agency (Ahpra), which allows the registrant to practise medicine. Refer to Ahpra's website for more information.
Applicant	The Specialist International Medical Graduate applying for entry into the Practice Experience Program Specialist.
Business Day	A day when the RACGP national office is operating.
Comparability Assessment	The process of determining the extent to which a Specialist International Medical Graduate is comparable to an Australian-trained general practitioner at the point of admission to Fellowship as per the PEP SP Comparability Assessment Guide .
Fellowship	Admittance to either: i. Fellowship of the RACGP (FRACGP), or ii. FRACGP and Rural Generalist Fellowship (FRACGP-RG).
Fellowship Exams	The exams run by the RACGP to assess the candidate's competency for unsupervised general practice anywhere in Australia, including: i. Applied Knowledge Test (AKT), ii. Key Feature Problem (KFP), and iii. Clinical Competency Exam (CCE).
Full-Time General Practice Experience	A 38-hour working week, over a minimum of four days per week. A minimum of 27 hours must be in face-to-face, rostered, patient consultation time undertaking general practice activities. Work periods of less than three consecutive hours, or less than four calendar weeks in any one practice, will not be considered. Hours worked beyond this definition of full time will not be considered.
Not Comparable	A Specialist International Medical Graduate who has been assessed as not comparable to an Australian trained specialist general practitioner at the point of Fellowship, as per the PEP SP Comparability Assessment Guide .

Term	Definition
Notifiable Conduct	As per the Medical Board of Australia's Guidelines for mandatory notifications about registered health practitioners .
Partially Comparable	A Specialist International Medical Graduate who has been assessed as partially comparable to an Australian trained specialist general practitioner at the point of Fellowship, as per the PEP SP Comparability Assessment Guide .
Participant	A Specialist International Medical Graduate who has been accepted into PEP SP.
Part-Time General Practice Experience	<p>A minimum of a 14.5-hour working week, over at least two days per week, of which a minimum of 10.5 hours must be in face-to-face, rostered, patient consultation time undertaking general practice activities.</p> <p>Work periods of less than three consecutive hours, or of less than four calendar weeks in any one practice, will not be considered.</p> <p>Calculated pro-rata against the definition of full-time general practice experience.</p>
Practice Experience Program Specialist (PEP SP)	The route to Fellowship available to Specialist International Medical Graduates who have been assessed as Substantially Comparable or Partially Comparable to an Australian-trained specialist general practitioner at the point of admission to Fellowship.
RACGP-Approved Practice	<p>A practice approved by the RACGP for the placement of PEP SP participants. The practice must:</p> <ul style="list-style-type: none"> i. be accredited against the RACGP Standards for general practices, ii. meet the requirements of Comprehensive Australian general practice, and iii. meet the location requirements as per the Department of Health, Disability and Ageing's General Practice Fellowship Program Placement Guidelines.
RACGP Member	<p>An RACGP member who has:</p> <ul style="list-style-type: none"> i. met the membership category requirements, ii. had their complete membership application form accepted, and iii. paid their current membership fee in full.

Term	Definition
Specialist International Medical Graduate (SIMG)	<p>An overseas-trained medical practitioner who:</p> <ul style="list-style-type: none"> i. holds a primary qualification in medicine and surgery awarded by a training institution recognised by both the Australian Medical Council (AMC) and the World Directory of Medical Schools (WDOMS), ii. has satisfied all the training and examination requirements to practise as a specialist general practitioner and has been awarded a specialist general practice qualification in their country of origin, and iii. had their specialist general practice qualification's curriculum assessed by the RACGP as comparable or partially comparable to the RACGP curriculum and syllabus for Australian general practice.
Substantially Comparable	<p>A Specialist International Medical Graduate who has been assessed as substantially comparable to an Australian trained specialist general practitioner at the point of Fellowship, as per the PEP SP Comparability Assessment Guide.</p>
Supervisor	<p>A general practitioner who is both a clinician and a role model, who takes responsibility for the educational and training needs of the PEP SP participant while in the practice, in adherence with the Medical Board of Australia's Supervised practice for international medical graduates guidelines.</p>
Workplace-Based Assessment (WBA)	<p>A framework for evaluating a doctor's performance and progress in those areas of practice best assessed in the context of the workplace. The aim is to provide evidence that the Specialist International Medical Graduate is competent for unsupervised practice in Australia.</p>

Appendix 1 - Validated assessment instruments

Applicants applying to PEP SP must have completed a theoretical summative assessment in **at least one** of the following formats to be assessed as comparable under the PEP SP comparability assessment process.

These assessment formats are accepted as rigorously assessing a candidate's capacity for knowledge and clinical reasoning.

Theoretical

Format	Summary
MCQ Multiple Choice Questions	<p>This style of assessment requires candidates to analyse a clinical scenario, or stem, and choose the most appropriate answer from a list of possible options.</p> <p>The assessment tests clinical knowledge, requiring candidates to synthesise the information provided in the clinical stem and use only the relevant clinical components to select an answer. It demonstrates a candidate's ability to discard irrelevant clinical components and incorrect answers, or distractors.</p>
EMQ Extended Matching Questions (R-type MCQs)	<p>This is a variation on the MCQ structure but includes a series of clinical scenarios or stems rather than just a single scenario. This format allows for more in-depth assessment of clinical reasoning and problem-solving skills. Candidates are required to assess thematically linked scenarios while discarding distractors and irrelevant clinical information to select the most appropriate answer from a common list of possible options.</p> <p>The EMQ format comprises four parts for each question:</p> <ol style="list-style-type: none"> 1. A theme. This might be a symptom, investigation, diagnosis or treatment (eg back pain, dyspnoea, diabetes, corticosteroids) 2. The clinical scenario, or stem, which outlines the scenario. 3. The lead-in statement, which outlines what is required of the candidate (ie provide the most likely diagnosis). 4. A possible list of answers, or options.
SBA Single Best Answer	<p>This format offers a single question with multiple alternative answers, from which the candidate must choose the single best answer.</p> <p>Unlike other methods, the format does not offer many incorrect answers and one correct answer. Instead, it requires careful analysis of the information provided to determine which of the answers is most likely or the 'best fit'.</p>
AKT	<p>This assessment may incorporate elements of the above formats; it is designed to test the application of knowledge in a clinical context, rather than knowledge alone.</p>

Format	Summary
Applied Knowledge Test	The questions, whether SBA or EMQ, comprise a clinical stem, a lead in statement informing the candidate of the question's requirement, and a set of answer options.
KFP Key Feature Problem	<p>This assessment is designed to test clinical reasoning and clinical decision-making by assessing how candidates analyse patients in the context of a given scenario, and how they consider the key features, or critical steps, required to resolve the clinical problem.</p> <p>The exam consists of 70 individual scenarios, each with a multiple selection question.</p>
Short notes paper	These papers require candidates to provide a written response in the format of short notes, bullet points, short paragraphs or essays on given topics or on a clinical scenario.

Practical

Format	Summary
Clinical Examination	<p>This exam is designed to assess how a candidate integrates their applied knowledge and clinical reasoning when presented with clinical scenarios. It tests not only knowledge and reasoning but communication skills and professional attitudes in the context of consultations, patient exams or peer discussions.</p> <p>Clinical Examinations classically comprise a circuit of multiple clinical stations:</p> <ul style="list-style-type: none"> • Shorter stations do not focus on the entire consultation, rather focusing on certain aspects of a consultation. • Longer stations require the candidate to manage entire consultations, including outcome of investigation and follow up visits. <p>Other multi-station clinical practical assessments may be equivalent to the RACGP Clinical Examination (the Clinical Competency Exam/CCE). See Academic qualifications for information on evidence required to demonstrate equivalence.</p>



RACGP
Royal Australian College
of General Practitioners

Healthy Profession.
Healthy Australia.