

Practice operating hours

Day **Open/close (eg 8.00 am – 5.00 pm)**

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Site 2

Not applicable

Type of practice

Address

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

Is the practice currently operating?

Yes No

If no, please provide further details including when the practice will be operating.

Practice operating hours

Day **Open/close (eg 8.00 am – 5.00 pm)**

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

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

Patient category	Often	Occasionally	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 (specify below)			

Age range (year)	Percentage (%)
0–5	
6–12	
12–18	
19–29	
30–59	
60–69	
70–79	
80+	

Gender	Percentage (%)
Male	
Female	
Non-binary/ gender divers	

List any special services provided within the practice

Special services	Applicant required to provide service?	
	Yes	No

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

Services	Practice	Applicant		Supervisor accompanies applicant	
		Required	Not 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 C: Hours worked and location

Applicant's roster

Day	Start/finish (eg 8.00 am – 5.00 pm)	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

Part D: Supervisor details

Principal supervisor's details

First name Surname

Qualification (eg FRACGP)

Roster

Day	Start/finish (eg 8.00 am – 5.00 pm)	Location
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

First co-supervisor's details

Not applicable

First name

Surname

Qualification (eg FRACGP)

Roster

Day	Start/finish (eg 8.00 am – 5.00 pm)	Location
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Second co-supervisor's details

Not applicable

First name

Surname

Qualification (eg FRACGP)

Roster

Day	Start/finish (eg 8.00 am – 5.00 pm)	Location
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Third co-supervisor's details

Not applicable

First name

Surname

Qualification (eg FRACGP)

Roster

Day	Start/finish (eg 8.00 am – 5.00 pm)	Location
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

PART E: Other employees

Provide details of general practitioners (GPs) working in the practice(s)

Other GPs	Days rostered (eg Monday – Friday 8.00 am to 5.00 pm)	Qualification (eg FRACGP)	Practice location

Provide details of general practitioners (GPs) working in the practice(s)

Role (eg reception, registered nurse)

Number of people

Part F: Location demographics and services

Population of town

Distance to the nearest capital city (km)

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

Major industries (if the practice is not in a capital city)

Location and distance by road from practice of non-local specialist services (km)

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 G: Scope of practice for the applicant

What mandatory selection criteria will the applicant need 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?

The applicant is required to have basic life support skills.

Qualifications including post graduate training

Knowledge

Skills

Experience

Part H: Practice orientation plan

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

Pre-commencement

Part I: 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

Part J: Details of contact person if further information is required

Name

Position

Phone number

Email address