

Group Doctors Pty Ltd
REGISTRATION FORM

GUIDELINES FOR APPLICANTS

Thank you for your inquiry regarding work with Group Doctors.

"We are a recruitment agency dedicated to the specific task of finding work for the hospitals and Doctors"

Our main services is to match private and public hospitals and medical practice with doctors where their professional services is needed immediately or on a long term basis meaning we are working for both the employers and doctors.

GROUP DOCTORS LOCUM supplies locum doctors to hospitals (private and public) and medical practices 24 hours a day, 365 days a year, from immediate to short or long term jobs meaning our doctors will never be out job even when they are on holidays in any part of Australia. We provide GP's and hospital doctors (medical locum services) to hundreds of doctors in all grades (any level of experience) and specialisations including Emergency Medicine, ICU, Psychiatry, Medical, Surgical, Obstetricians and Gynaecologists. Since inception we have sourced locum medical cover for many hospitals throughout NSW at all levels from Intern to Consultant. Locum cover by its name requires an immediate action in which it is in this area that Group Doctors excels.

Doctors signing up with us will receive a regular flow of information that personally suits their individual locum preferences. We never sleep – there's always a specialist and friendly assistance at the end of a phone or computer to answer your calls and your emails.

As professionals in this area, we understand the needs of both the doctor, and the employers, helping finding staff as the hospital requires, however we never lose sight of the fact that our doctors are our first priority which is second to none.

What's best about Group Doctors recruitment agency is that we find the best job for you, when and where you want it.

Need to do..... provide us with your relevant information and we'll do the rest.

Join us now.

For more information about **GROUP DOCTORS LOCUM or the services we provide, visit the contact page, or contact one of our consultants today either by phone 0431 226 080 or email info@groupdoctors.com.au and start locuming.**

Registration Checklist

- Completed Group Doctors application form
- A copy of current Curriculum vitae (essential) with 3 professional referees
- Certified copy of current medical registration(s) including the expiry date(s)
- Certified copy of your medical defence cover including the expiry date(s)
- Certified copy of your Medical Degree
- Certified copies of Proof of Identity Documents (and any pages showing current visas that you require)
- Completed ICU MMO skills assessment form
- Completed ED MMO skills assessment form
- Signed and dated Prohibited Employment Declaration form
- Signed Working with Children Check Consent form
- A signed Acceptance of Group Doctors' Locum Terms and Conditions

Your registration must be finalized before you can start work with us, you only have to do this once.

All the certified copies of documents should be viewed and signed by a Justice of the Peace or an accredited solicitor.

Group Doctors welcomes you to the winning team

Yours truly,

The Group Doctors

A. PERSONAL DATA

Title:	Name:	Middle:	Surname:
Home Phone:	Mobile Phone:	Fax Number:	
Work Phone:	Pager:	Email Address:	
Home Address:			
Postal Address:			
Female: <input type="checkbox"/>	Male: <input type="checkbox"/>	Date of Birth:	Place of Birth:
Prescriber Number:		Provider Number:	Drivers License Number:
Bank & Branch:	Account Name:	BSB:	
		Account #:	
ABN Registered Name:	ABN:	GST Registered: Yes / No	
		Tax File #:	
Hobbies:	Languages	Career Ambition:	

B. PROFESSIONAL DATA

University of Graduation:	Year of Graduation:	Post Graduation Year:
AMC Year:	Date of Current Australian Registration:	Date of First Australian Registration:
State of Registration:	NSW SA QLD VIC WA ACT TAS NZ Overseas	
Registration Numbers and Expiry Dates.		
1.	2.	3.
Have you ever had a Provider Number in Australia? Yes / No	I Indemnity Number and Expiry Date:	
Are you with another agency? Yes / No If yes, who?		
I can work Locum:	Part Time Full Time AM PM Weekends Public Holidays Overnight	
I am interested in placements in:	All States Sydney Areas of Need Rural NSW Overseas	

B. PROFESSIONAL DATA (CONTINUED)

Locum Experience? Yes / No

If yes, Hospitals Attended:

Current job / hospital:

Position Held:

References – Name / Title / Phone / Email

1.

2.

3.

I heard of Group Doctors from: Search Engines Colleagues Friends Newspaper Other

If referred by a colleague, please name the referrer:

C. EMPLOYMENT HISTORY WITH BRIEF JOB DESCRIPTIONS

Hospital:

Year:

Hospital:

Year:

Hospital:

Year:

Hospital:

Year:

Hospital:

Year:

Hospital:

Year:

Others:

*You can attach another page if needed for your employment history***D. SPECIALITIES AND GRADE**

Anesthetics	Senior / Junior	Pediatric	Senior / Junior
Emergency Medicine	Senior / Junior	Psychiatry	Senior / Junior
General Medical	Senior / Junior	Orthopedic	Senior / Junior
General Surgical	Senior / Junior	Obstetrics and Gynecology	Senior / Junior
Intensive Care	Senior / Junior	General Practitioner	Senior / Junior

E. PROCEDURAL SKILLS

Basic CPR	Yes / No	Tracheotomy	Yes / No
Intubation	Yes / No	Elective Cardioversion	Yes / No
Use bag and mask	Yes / No	Suturing	Yes / No
Chest drain insertion	Yes / No	IV Cannula Insertion	Yes / No
Arterial Blood Gas	Yes / No	Arterial Line Insertion	Yes / No
Suturing	Yes / No	PIC or Long Line Insertion	Yes / No
Central Line Insertion	Yes / No	Simple Fracture & Dislocation	Yes / No

MULTISKILLED MEDICAL OFFICER LEVEL 2 AND 3**EMERGENCY DEPARTMENT SKILL LEVEL CLASIFICATION**

PRINT FULL NAME:

I declare myself to be proficient in all areas I have initialed on this form and understand that providing any false or misleading information could result in serious consequences for me in the future.

Address the following criteria for either MMO Level 2 or Level 3 and provide comments where indicated. Provide as many details as possible in 'comments' sections. Initial each bracket which applies to your qualifications.

DESCRIPTION	YES
Level 2 Competently functions unsupervised in the Department of Emergency Medicine sphere though may still be required to consult for the diagnosis and management of some presentations	
Level 3 Competently functions independently in the Department of Emergency Medicine sphere. Able to supervise more junior staff.	
Comments:	

EXPERIENCE	YES
Level 2 More than 12 months full time (or its part time equivalent) Department of Emergency Medicine experience at Senior Resident Medical Officer or Registrar level, or more than 6 months full time (or its part time equivalent) Department of Emergency Medicine experience plus other relevant experience all at Senior Resident Medical Officer or registrar level, the combined total of which is more than twelve months full time (or its part time equivalent).	
Level 3 More than 24 months full time (or its part time equivalent) Department of Emergency Medicine experience at Senior Resident Medical Officer or Registrar level, or more than 12 months full time (or its part time equivalent) Department of Emergency Medicine experience plus other relevant experience all at Senior Resident Medical Officer or registrar level, the combined total of which is more than 24 months full time (or its part time equivalent).	
Comments:	

DIAGNOSTIC	YES
<p>Level 2 Able to interpret results of history, physical examination, pathology, ECG and radiological investigations in order to arrive at a diagnosis or differential diagnosis for a comprehensive range of Department of Emergency Medicine presentations, though assistance or referral may be required for the diagnosis of some presentations.</p>	
<p>Level 3 Able to interpret results of history, physical examination, pathology, ECG and radiological investigations in order to arrive at a diagnosis or differential diagnosis for a comprehensive range of Department of Emergency Medicine presentations.</p>	
<p>Comments:</p>	

MANAGEMENT	
<p>Possesses the following skills: Competence in the following skills, this implies not just technical proficiency but, where applicable, a knowledge of indications, contraindications plus complications and their management</p> <ul style="list-style-type: none"> ● Indicates core element. An individual must demonstrate competency in 100% of core elements and a significant number of non-core elements to qualify for a grade. ◇ Indicates procedures that, owing to limited opportunities, individuals may have only limited experience in. They must, however, demonstrate a thorough understanding of the procedure. 	
RESUSCITATION	
Level 2	YES
● Basic Cardiopulmonary Resuscitation	
● Bag / mask ventilation	
● Peripheral venous access	
● ECG interpretation/recognition of arrhythmias	
● Emergency cardioversion (unconscious patient)	
● Use of first line anti-arrhythmics	
● Establish the uncomplicated airway and manually ventilate	
● Large bore peripheral venous cannula	
● Intraosseus cannula	
● Simple use of fluid and blood products	
● Intercostal catheter	
Level 3	YES
● Maintenance of the established uncomplicated airway	
● Ability to recognise the complicated airway and to possess an appropriate complicated airway drill.	
● Use of mechanical ventilation	
● Complicated use of fluid and blood products	
● Cardioversion of the conscious patient	
● Use of second line anti-arrhythmics	
● Use of trans-cutaneous pacemaker	

MANAGEMENT (CONT...)**PROCEDURAL SKILLS****Level 2**

YES

- Uncomplicated intubation (unconscious patient – adult / paediatric)
- Intercostal catheter
- Manual ventilation (Bag Ventimask / Endotracheal Tube / Jet Insufflation)
- ◇ Needle cricothyrotomy
- Direct laryngoscopy
- Venesection (adult / paediatric)
- Peripheral venous access (adult/paediatric)
- ◇ Intraosseus cannula
- Arterial blood gases
- Cardioversion (unconscious patient/arrest situation)
- Basic cardiac life support
- Guedels airway
- Use of continuous positive airways pressure
- Lumbar puncture
- Urethral catheterisation
- Proctoscopy
- Nasogastric tube insertion
- Nasal packing
- Removal of ear, nose, and throat foreign body
- Removal of superficial ocular
- Vaginal speculum skills
- Application of splints
- Digital nerve blocks
- Uncomplicated suturing (lacerations superficial to fascia)

Level 3

YES

- Recognition of the complicated airway
- Rapid sequence induction
- Failed intubation drill (including use of introducers/laryngeal mask)
- Use of mechanical ventilation
- Central venous access
- Pacemakers (transcutaneous and/or temporary transvenous)
- Cardioversion in the conscious patient
- Pleural aspiration
- Biers block
- Use of Tourniquets/mast suit
- Basic fracture and dislocation management
- Femoral nerve block
- Neurolept anaesthesia
- Epistaxis balloon
- ◇ Cricothyrotomy
- ◇ Peripheral venous cutdown
- ◇ Pericardiocentesis
- ◇ Suprapubic catheterisation
- ◇ Urethrogram
- ◇ Peritoneal aspiration and lavage
- ◇ Ocular tonometry
- ◇ Arterial line
- ◇ Sengstaken-Blackmore tube
- ◇ Escharotomy
- ◇ Complex suturing (involving structures deep to fascia)

GENERAL	YES
Level 2 Able to initiate management for the majority of Department of Emergency Medicine presentations though assistance or referral may be required for the management of more complex presentations.	
Level 3 Able to provide initial management for all and ongoing Department of Emergency Medicine management for the majority of Department of Emergency Medicine presentations.	
Comments:	

DECLARATION
I declare myself to be proficient in all the areas I have indicated above.
Signed:
Print Name:
Date:

MULTISKILLED MEDICAL OFFICER**ICU SKILL LEVEL CLASSIFICATION**

PRINT FULL NAME:

I declare myself to be proficient in all areas I have initialed on this form and understand that providing any false or misleading information could result in serious consequences for me in the future.

Please address the following criteria for MMO Levels 1 to 3 and provide comments where indicated.
Please provide as many details as possible in "comments" sections.
Initial each bracket which applies to your qualifications.

DESCRIPTION	YES
Level 1 Training Level - involves intensive period of training and skills acquisition. Implies little or no previous experience in ICU.	
Level 2 Competently functions in ICU unsupervised though may still be required to consult for the diagnosis and management of some presentations.	
Level 3 Competently functions independently in the ICU sphere. Able to supervise more junior staff.	
Comments:	

EXPERIENCE	YES
Level 1 Insufficient ICU or other relevant experience to meet the requirements of higher levels.	
Level 2 Greater than 12 months full-time (or part-time equivalent) ICU experience at SRMO or registrar level. OR Greater than 6 months full-time (or part-time equivalent) ICU experience plus greater than 6 months full-time (or part OR time equivalent) anaesthetic experience.	
Level 3 Greater than 24 months full-time (or its part-time equivalent) ICU experience at SRMO or Registrar level. OR Greater than 12 months full-time (or its part-time equivalent) ICU experience plus greater than 8 months full-time (or its part-time equivalent) anaesthetic experience. (N.B. Total experience to exceed 2 years.)	
Comments:	

DIAGNOSTIC	YES
Level 1 May possess limited diagnostic skills at entry.	
Level 2 Able to: <ol style="list-style-type: none"> a) Interpret results of history, physical examination, pathology, radiological and ECG investigations in order to maximise patient therapy. b) Process information from a variety of sources - ICU flow charts, reports from nursing staff, ward rounds, monitoring equipment, etc. c) Work as an integral member in a team approach to patient care. 	
Level 3 Able to: <ol style="list-style-type: none"> a) Interpret results of history, physical examination, pathology, radiological and ECG investigations in order to maximise patient therapy. b) Process information from a variety of sources - ICU flow charts, reports from nursing staff, ward rounds, monitoring equipment, etc. c) Work as an integral member in a team approach to patient care. 	
Comments:	

PROCEDURAL SKILLS	
Possesses the following skills: (Tick all applicable boxes for Level 1 to Level 3)	
Level 1	YES
May possess limited skills at entry but is rapidly acquiring those necessary for progression to higher grades.	
Level 2	YES
Central venous catheterisation by subclavian route	
Arterial catheterisation	
Arterial blood gases	
Intercostal catheter insertion/pleural tap	
Use of bag & mask in airway management/manual ventilation	
Establishing and maintaining CPAP	
Defibrillation/cardioversion	
Lumbar puncture	
Insertion of indwelling catheter	
Insertion of naso-gastric tube	
Simple endotracheal intubation	
Level 3	YES
Cricothyrotomy	
Tracheostomy	
Pericardiocentesis	
Central venous access (variety of approaches)	
Swan-Ganz catheter insertion	
Pleural biopsy	
Temporary pacemaker insertion	
Suprapubic catheter insertion	
Sengstaken-Blackmore tube insertion	
Blood component use	

MANAGEMENT

Possesses the following skills:
 (Tick all applicable boxes for Level 2 and for Level 3 which is located on the following page)

Level 2

Should have a sound knowledge and competence in the following critical conditions:

Cardiovascular

Inotrope therapy	
Recognition and management of acute arrhythmias	
Post-operative management of vascular patients	
Management of shock	

Respiratory

Acute respiratory failure	
Acute asthma/CAL	
Severe pneumonia	
ARDS	
Tracheostomy care	

Renal / Metabolic / Endocrine

Acute renal failure and oliguria	
Dialysis	
Perenteral/enteral nutrition	
Diabetes mellitus, esp. hyperosmolar non-ketotic coma and ketoacidosis	

Neurological

Head injury management	
Management of raised intracranial pressure	
Status epilepticus	
Subarachnoid haemorrhage	

Gastrointestinal

Gastrointestinal haemorrhage	
Hepatic failure	
Intra-abdominal sepsis	
Pancreatitis	

Trauma

Acute management	
Complications	

Post-Operative Management

Post-operative analgesia	
Regional anaesthesia, esp. epidural infusion	
Sedatives and analgesic agents	
Specific post-operative complications	
Abdominal aortic aneurysm repair	
Carotid endarterectomy	
Total cystectomy	
Craniotomy	
Complicated or high risk gastrointestinal surgery	

Patient monitoring and physiology

Haemodynamic monitoring	
Intracranial pressure monitoring	
Respiratory physiology	
Acid-base balance	
Ventilators and ventilator management	
Fluid and electrolyte management	

MANAGEMENT (CONT...)

Possesses the following skills: (Tick all applicable boxes for Level 3 if applicable)

Level 3

Competence in all of Level 2 areas and additionally the following: (Implying a knowledge of indications and contraindications, plus complications and their management.)

Trauma	YES
Oxygen therapy	
Aspiration syndromes	
Pancreatitis	
Comatose patients	
Severe obstetric emergencies (e.g. PPH, eclampsia)	
Shock	
Hypovolaemic	
Anaphylactic	
Cardiogenic	
Septic	
Trauma	
Head	
Facio-maxillary/upper airway	
Spinal	
Chest	
Abdominal	
Pelvic	

Comments for both Level 2 and 3:

RESUSCITATION

Possesses the following skills: (Tick all applicable boxes for Level 1 to Level 3)

Level 1	YES
Basic CPR	
Bag/mask ventilation	
Peripheral venous access	
IECG interpretation/recognition of arrhythmias	
Emergency cardioversion (unconscious patient)	
Use of first line anti-arrhythmic drugs	
Level 2 (As per Level 1 plus...)	YES
Establish the uncomplicated airway and manually ventilate	
Large bore peripheral venous cannula	
Intraosseous cannula	
Simple use of fluid and blood products	
Intercostal catheter	
Level 3 (As per Levels 1 and 2 plus...)	YES
Maintenance of the established uncomplicated airway	
Ability to recognise the complicated airway and to possess an appropriate complicated airway drill	
Use of mechanical ventilation	
Complicated venous access	
Complicated use of fluid and blood products	
Cardioversion of the conscious patient	
Use of second line anti-arrhythmic	
Use of transcutaneous pacemaker	

Comments:

GENERAL

Possesses the following skills: (Tick all applicable boxes for Level 1 to Level 3)

Level 1

YES

Possesses only limited knowledge of ICU presentations.

Level 2

YES

Communication with family members

Transport of critically ill patients

Overdose management

Hypothermia

Antibiotic therapy and sepsis

Entering information into databases

Admission and discharge summaries, daily documentation in patients notes, and following up results of investigations.

Level 3 (As per Levels 2 plus...)

YES

Pharmacology

Paralysing agents

Sedatives

Analgesics

Antibiotics

Anti-arrhythmics

Inotropes

Anti-emetics

Anti-convulsants

Anti-hypertensives

Anti-coagulants

Duties

Retrievals

Cardiac arrest team

Assess admission/discharge suitability of patients

Liaise with intensivist on duty

Comments:

DECLARATION

I declare myself to be proficient in all the areas I have indicated above.

Signed:

Print Name:

Date:

CHILD PROTECTION (PROHIBITED EMPLOYMENT) ACT 1998

The *Child Protection (Prohibited Employment) Act 1998* makes it an offence for a person convicted of a serious sex offence (a Prohibited Person) or a Registrable Person under the *Child Protection (Offenders Registration) Act 2000*, to apply for, undertake or remain in, child-related employment. It does not apply if an order, from the Industrial Relations Commission or the Administrative Decisions Tribunal or the Commission for Children and Young People, declares that the Act does not apply to a person in respect of a specific offence.



Section 5 of the *Child Protection (Prohibited Employment) Act 1998* defines a serious sex offence as:

- an offence involving sexual activity or acts of indecency that was committed in NSW and that was punishable
- by penal servitude or imprisonment for 12 months or more, even if the sentence was not served; or
- an offence involving sexual activity or acts of indecency that was committed elsewhere and that would have been punishable by penal servitude or imprisonment for 12 months or more if it had been committed in NSW; or
- an offence under Sections 91D–91H (other than if committed by a child prostitute) and 578B or 578C(2A) of the *Crimes Act 1900* or a similar offence under a law other than a law of NSW; or
- an offence of attempting, or of conspiracy or incitement, to commit an offence referred to in the preceding paragraphs; or
- any other offence prescribed by the regulations.

Note: A conviction for carnal knowledge is classified as a serious sex offence under this legislation.

Child-related employment means any employment, where at least one of the essential duties of the position,

involves direct contact with children where that contact is not directly supervised. Section 3 of the *Child Protection*

(Prohibited Employment) Act 1998 specifies that child-related employment is employment:

- involving the provision of child protection services;
- in pre-schools, kindergartens and child care centres (including residential child care centres);
- in schools or other educational institutions (not including universities);
- in detention centres (within the meaning of the *Children (Detention Centres) Act 1987*);
- in refuges used by children;
- in wards of public or private hospitals in which children are patients;
- in clubs, associations or movements (including of a cultural, recreational or sporting nature) having a significant child membership;
- in any religious organisation;
- in any entertainment venues where the clientele is primarily children;
- as a babysitter or childminder that is arranged by a commercial agency;
- involving fostering or other child care;
- involving regular provision of taxi services for the transport of children with a disability;
- involving the private tuition of children;
- involving the direct provision of health services;
- involving the provision of counselling or other support services for children;
- on school buses;
- at overnight camps for children;
- any other prescribed by regulation.

Under this Act:

- it is an offence for a Prohibited Person to **apply for, undertake or remain in** child-related employment;
- employers **must** ask existing employees, both **paid** and **unpaid**, and preferred applicants for employment to declare if they are a Prohibited Person or not;
- all child-related employees **must** inform their employers if they are a Prohibited Person or remove themselves from child-related employment. A Prohibited Person is someone who has been convicted of a serious sexual offence or, who has had a finding for a charge of a serious sexual offence proven in court, even if a conviction was not recorded;
- penalties are imposed for non compliance.



I am aware that I am ineligible to apply for, undertake or remain in, child-related employment if I have been convicted of a serious sex offence as defined in the *Child Protection (Prohibited Employment) Act 1998* or if I am a Registrable Person under the *Child Protection (Offenders Registration) Act 2000*.

I have read and understood the above information in relation to the *Child Protection (Prohibited Employment) Act 1998*. I am aware that it is an offence to make a false statement on this form.

I declare that I am not a person prohibited by the Act from seeking, undertaking or remaining in child-related employment.

I understand that this information may be referred to the Commission for Children and Young People and/or to NSW Police for law enforcement purposes and for monitoring and auditing compliance with the procedures and standards for employment screening in accordance with Section 36 (1) (f) of the *Commission for Children and Young People Act 1998*.

Name:

Signature:

Date:

Contact telephone number:

Note: Seek legal advice if you are unsure of your status as a Prohibited Person.

THIS FORM IS TO BE RETURNED TO GROUP DOCTORS

NSW Commission for Children and Young People
04/04. Revised 10/05.

WORKING WITH CHILDREN CHECK EMPLOYMENT SCREENING CONSENT FORM

This form is to be completed by persons whose names are to be submitted for employment screening as part of the Working With Children Check.

No background checks can be completed on a person without this consent being provided.

Employers are required to sight applicant's original identifying documents.

All field must be completed in block letters.



Surname:	Given name(s):
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Previous names/aliases:	Date of birth:
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Driver's licence number:	Gender: (Please circle) Male Female
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Address:

Suburb:	State:	Postcode:
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Contact telephone number:

Type of position:	Paid employee
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Title of position applied for:	Locum Doctor
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I certify that the above information is accurate and understand that if I have provided false or misleading information it may result in a decision not to employ me, or, if already employed, may lead to my dismissal.

I am aware that if considered for employment in a child-related position, several checks will be undertaken to ascertain my suitability, including:

1. a national criminal record check for charges and/or convictions (including spent convictions) for:
 - any sexual offence (including but not limited to, sexual assault, acts of indecency, child pornography, child prostitution and carnal knowledge);
 - any assault, ill treatment or neglect of, or psychological harm to a child;
 - any registrable offence;
 - carrying a minimum penalty of 12 months or more imprisonment.

I understand that this check includes convictions or charges that:

- may have not been heard or finalised by a court;
- are proven but have not led to a conviction; or
- have been dismissed, withdrawn or discharged by a court.

2. a check for relevant Apprehended Violence Orders taken out by a police officer or other public official for the protection of a child/ren; and

a check for relevant employment proceedings involving reportable conduct or an act of violence committed by the employee in the course of employment and in the presence of children. Reportable conduct means any sexual offence, or sexual misconduct committed against, with or in the presence of a child (including a child pornography offence), or any assault, ill treatment or neglect of a child, or any behaviour that causes psychological harm to a child.

WORKING WITH CHILDREN CHECK EMPLOYMENT SCREENING CONSENT FORM (CONT...)

I understand that a conviction for a serious sex offence (including, but not limited to, sexual assault, acts of indecency, child pornography, child prostitution and carnal knowledge) will automatically prohibit my employment in a child-related position. This includes a charge that is proven in court but does not proceed to a conviction. I am aware that if I am a "registrable person" under the Child Protection (Registrable Offenders) Act, 2000, I am prohibited from employment in a child-related position.

I consent to these checks being conducted and am aware that if any relevant record is identified, additional information relating to that record may be sought by an Approved Screening Agency from sources such as courts, police, prosecutors and past employers to enable a full and informed assessment.

I acknowledge that:

- i) any information obtained as part of this process may be used by Australian Police Services for law enforcement purposes, including the investigation of any outstanding criminal offences;
- ii) the outcome of assessment of information obtained through the Working with Children Check by the approved screening agency may be provided to my current or prospective employers only for background checking purposes; and
- iii) the information provided may be referred to the Commission for Children and Young People and/or to NSW Police for law enforcement purposes and for monitoring and auditing compliance with the procedures and standards for employment screening in accordance with Section 36 (1) (f) of the Commission for Children and Young People Act 1998.
- iv) the above information and any information obtained during employment screening may be collected and used by and/or disclosed
- v) to the Commission for Children and Young People or any Approved Screening Agency for employment screening purposes.

Name:

Signature:

Date:

AUTHORITY TO INVESTIGATE APPLICANT

I _____ authorise the directors and employees of Group Doctors Pty Ltd to enquire of the nominated referees and other persons/organisation with which I have been professionally associated to obtain information regarding my skills and experience.

In addition, I authorise Group Doctors to enquire of the bodies as nominated below, regarding the currency of my registration/membership of that body. I consent to Group Doctors being provided in writing directly to them, confirmation of such registration/membership/qualification.

1. Medical Registration Board / Council of any state or territory of Australia, or other country.

(Insert names of Medical Boards / Councils with which you hold membership)

2. Indemnity Insurance

(Insert name of Indemnity Insurer)

3. College/Professional Association/Organisation

(Insert names of Colleges/Professional Associations/Organisations with which you are associated)

4. Health Insurance Commission and/or Rural Doctors Network
5. Australian Department of Immigration- Visa, Citizenship and Work Status

(Insert details of your citizenship, visa and work status here)

I declare that the statements contained in this application are true and correct. In applying for registration with Group Doctors I agree to abide by the policies and procedures of Group Doctors and its Clients. I agree to maintain confidentiality of all information obtained in the course of my work through Group Doctors and it's Clients.

Name:

Signature:

Date:

SELECTION CRITERIA

Selection criteria are standard practice for applications to positions and are the factors against which applicants are assessed to determine their relative merit for the position which summarizes the main skills, abilities, experiences, educational qualifications or other factors that applicants need to do the job in the area health services in Australia.

Selection criteria

- Eligible for registration as a medical practitioner in the state you are applying for work in
- Minimum 2 years post graduate medical experience
- Recent relevant clinical experience
- Commitment to principles of patient safety and clinical quality improvement
- Demonstrated ability to work in a multidisciplinary clinical care team
- Excellent communication and interpersonal skills
- Sound knowledge of, and capacity to implement equal employment opportunity (EEO); ethical practice; Ethnic Affairs Priorities Statements (EAPS); occupational health and safety (OHS) 2

CV/ résumé: guidelines for preparation

All CVs or résumés will be considered. These guidelines are only included as a suggestion. They do, however, specify the information and format that Networks would like to receive.

Suggested guidelines for your CV/résumé

Format:

- 12 point writing
- Clear headings and sub-headings
- Page numbers and name on footer of every page

Title page:

- 'Curriculum vitae for (name)'
- Date of CV (eg August, 1989)
- Personal details - name; home address; telephone number(s); e-mail address
- Medical registration - Medical Board Number: WA or other (please specify)

Academic:

- Start with most recent qualification and work backwards. Include qualifications for which you are currently studying, with the expected year of completion.
- Provide the year, name of degree and institution for each: eg 2005 – MBBS; University of Melbourne, Honours

Employment:

- Start with the most recent position and work backwards.
- Include your role and responsibility; eg 2004 - RMO Belmont Hospital

Professional Development:

- Include year and name of relevant courses, additional training, seminars, conferences etc

Achievements and Awards:

Research and publications:

Professional memberships:

Additional activities, skills and experiences:

- Include: leadership, quality assurance, patient care and advocacy, teaching and computer skills.

Interests, hobbies and languages:

Professional referees:

Provide name, title, contact, work address, work telephone/page number and email address of three referees. You must contact your referee to ask their permission, advise them about the role for which you are applying and to check their contact details

CHECKLIST

Please check that you have completed and included the following in your application. If your application is incomplete you will be contacted and requested to provide the missing information.

1. Application form

Personal information details

Email address

Emergency contact person details

Telephone contact

Certified copy of medical registration (J.P. or solicitor only)

Signed criminal record check

Signed MMO ED and ICU forms

Signed prohibited employment declaration

Signed working with children check

2. Response to selection criteria

3. CV / résumé

4. Other (optional, please specify)