

Practice Visit Information Sheet

Visiting Doctor



It is in the best interest of the visiting doctor and the practice to give and receive information that will assist both parties to make an informed decision to bring about a successful outcome.

It is important that you use the practice visit as an opportunity to find out as much as you can about the position, the practice, community, supports and assistance available and future prospects and opportunities.

The practice visit is your opportunity to physically view the practice and the town, and to obtain the information that you will need to make an informed decision about the position. Practice vacancy information including items such as:

- financial details (contract of employment, expected income level)
- incentives or financial support that may be on offer from the practice or the local hospital (e.g. relocation assistance, housing assistance)
- information about the community and the facilities available (e.g. schooling, spouse employment opportunities, religious and cultural requirements) should be obtained.

Do not hesitate to ask questions. Also, after the practice visit, you may think of other questions – phone or email the practice and request this additional information.

You should be aware that you might not be the only doctor visiting the practice to consider the vacancy.

It is also polite to advise those practices you have visited of your final decision. Advise the successful practice of your decision to accept the offer (confirm in writing). Also advise other practices visited that you are not interested in the position and you have accepted another position.

The following is a checklist of items that RWAV suggests you cover during the visit. This list is not exhaustive so do not hesitate to seek information on matters that may not be covered in this list. You are free to ask other questions. RWAV has provided this information for your assistance and advice only.

NAME OF PRACTICE:	
POINTS TO COVER	RESPONSE
Meet the Practice Principal Other doctors in the practice Practice Manager and other staff available	
View the practice – <ul style="list-style-type: none"> • waiting room • consultation rooms • treatment room, • the room where the 'new doctor' will be consulting • work areas and staff facilities • What practice equipment is available 	
Does the practice employ a practice nurse What support is available by the practice nurse	
What paperwork is the doctor responsible for What administration assistance is available	
Request a copy of the practice profile, procedures, procedures and guidelines What is the philosophy, culture of the practice	

Is this available in written format	
Is the practice accredited	
Is the practice computerised What software is used	
Patient records – Where are they stored and how are they maintained and assessed	
What is the patient billing system Bulk billing or private	
Is the position full time or part-time How many sessions per week (A session is 3.5 – 4 hours. Two sessions equal a full day) Full time employment can be anywhere between 8 – 10 sessions per week, so check with practice	
<p>Income information –</p> <p>What income can you reasonable expect to generate after a settling in period</p> <p>gross (before tax) and net (after tax) – per annum and per week</p> <p>Payment options e.g. guaranteed minimum salary for a period of 3 – 6 months with a review after this period, fee for service, associateship, or partnership. You should clarify the opportunity and expectations regarding the practice structure e.g. associateship or partnership – your options and also the expectations of the current practice principal(s)</p> <p>Establish if the income will be a percentage of gross earnings of the practice or a set salary/wage.</p> <p>Are there any practice deductions? If yes, what are these – how much (either set figure or a percentage)? Practice costs (percentage)</p>	
<p>Position information -</p> <p>Is the position procedural or for a generalist?</p> <p>What are the on call and after hour requirements (on call – how often and payment rates, requirement for weekend and evening work)</p> <p>Terms and conditions of employment:</p> <p>Formal contract of employment. An agreed and signed contract of employment needs to be completed as part of acceptance of the position. The contract of employment should be finalised prior to commencement. A handshake agreement is not adequate!</p> <p>What length of contract is on offer? (e.g. 12 months initially with review). Is there a probation period (e.g. three months)? What are the future prospects? (e.g. ongoing employment subject to satisfactory probation period, opportunity for associate ship or partnership).</p> <p>Annual leave, sick leave, superannuation, professional development leave, study leave, locum coverage - detail if paid or unpaid leave.</p>	

<p>Hospital visits - Visiting Medical Officer (VMO) rights and credentialing – is there a formal process? How will this occur?</p>	
<p>Assistance available –</p> <p>Practice incentives (e.g. PIP – Practice Incentive Program)</p> <p>What incentives or assistance is available e.g. relocation assistance, housing (provided or rental assistance for a stated period), Fellowship exam preparation (if applicable), provision of a vehicle, phone rental</p> <p>Is there assistance for insurance and medical indemnity</p> <p>Patients - how will the practice assist you to build up a patient base</p> <p>Is there an opportunity for supervision and/or support (if required) during your first couple of weeks work?</p> <p>Is one of the GPs prepared to act as your mentor until you settle into the practice and the community? Is there an opportunity for a mentor outside the practice</p> <p>What other services/support are available from the practice</p> <p>What Continuing Professional development education opportunities are available through the practice</p>	
<p>Practice information</p> <p>Is there a thorough practice orientation? Obtain detail on what will be covered during the practice orientation.</p> <p>What is the daily practice routine</p> <p>What are the practice demographics (i.e. population statistics relating to age, morbidity, mortality, burden of disease etc)? What illnesses are prevalent at the practice?</p> <p>What hospital services are available (level, hours)?</p> <p>Outpatient services, nursing home, aged care and aged hostel services – what are the requirements? What local hospital services does the practice provide?</p> <p>What specialist services are available (on-site, visiting)? Hours available?</p> <p>What are the practice referral patterns?</p> <p>What other allied health supports are available within the practice or town (e.g. allied health staff).</p> <p>Information on Work Cover, Traffic Accident Commission, Department of Veteran Affairs.</p> <p>Practice values – what are these (e.g. service values, privacy issues, whole of life care for the community)</p> <p>Special interests e.g. acupuncture, sports medicine etc</p> <p>Commencement – how quickly can you/are you able to commence? Do you have any previous commitments?</p> <p>Referees – ensure you have the names and current contact details of two professional referees. It is preferable if one of these referees is from your current position. Referees should not be relatives or friends. Ensure that</p>	

<p>you contact your referees and advise them that they may be contacted in relation to this position and that this may be out of hours. It is preferable if your referees may be contacted during Australian working hours.</p>	
<p>Family information</p> <p>Ask to view accommodation you can reasonably be expected to afford and obtain.</p> <p>Spouse employment opportunities in area</p> <p>Schooling for children – ask to see what schools are available - primary, secondary – post secondary</p> <p>Childcare</p> <p>Religious requirements, community make-up, etc.</p> <p>Car – does the practice provide a motor vehicle?</p> <p>Do you have any particular lifestyle issues that need addressing?</p>	