

# Medical Practitioners Board of Victoria

## *Health Professions Registration Act 2005*

### Specific Registration - Section 7(1)(d)(i) & (ii)

#### Supervised Training

##### 1.0 Introduction

The Board has power under Section 7(1)(d)(i) & (ii) of the Act to grant specific registration to an international medical graduate not qualified for general registration to undertake supervised training in Victoria.

The Board normally grants specific registration under section 7(1)(d)(i) or (ii) to enable an applicant to pursue one of the following objectives:

- (a) to work towards recognition of specialist qualifications by an Australian specialist college, or
- (b) to prepare for Australian Medical Council exams, or
- (c) to gain experience within the Australian health system with the objective of returning to his or her country of origin.

**Note:**

1. *The Board will only grant specific registration to a maximum of 60 months (cumulative across Australia).*
2. *The Board will only grant specific registration under one of the categories specified in section 7(1) of the Act at any one time.*

##### 2.0 Prerequisites for Registration

###### 2.1 Eligibility

To be eligible to apply for the first time for specific registration under section 7(1)(d)(i) or (ii) of the Act in Victoria, you will need to provide evidence that:

- (a) you have a degree in medicine, and
- (b) you have completed an internship (or equivalent) outside Australia, and
- (c) you are in good standing with the medical registration authority with which you are currently/were last registered, and
- (d) you meet the requirements of the policy “National English Language Proficiency Requirement for IMGs” – see [www.medicalboardvic.org.au](http://www.medicalboardvic.org.au) for details; and
- (e) you have obtained, or have sought, primary source verification of your degree in medicine through the Educational Committee for Foreign Medical Graduates International Credentials Service (EICS); and
- (f) you have an offer of a position from a Victorian teaching institution that provides training under appropriate supervision; and
- (g) you have not been granted in excess of 60 months of specific registration or equivalent elsewhere in Australia (including the period of registration you are applying for)

##### 3.0 Conditions on Registration

A grant of specific registration under section 7(1)(d)(i) & (ii) of the Act is subject to any conditions required by the Act and/or imposed by the Board, including a condition as to site(s) at which you may work, duration of registration, professional indemnity insurance and supervision arrangements that are to apply to your appointment.

###### 3.1 Sites

You may apply for registration to work at site(s) that provide you with training that is relevant to your career goal. You may work only at site/s approved by the Board

###### 3.2 Duration

You may apply for specific registration for up to 12 months at any one time and up to 60 months in total. Registration in Australia generally, is taken into account when calculating your entitlement in Victoria.

If you hold (have previously held) specific registration in Victoria, you may apply to the Board either for further specific registration to undertake supervised training at the same or changed sites or to vary the site/s at which you may work during the currency of your specific registration.

The Board may take into account work performance reports received from your principal supervisor and evidence of your progress towards achieving your training objectives when considering your application.

### **3.3 Insurance**

You must provide evidence to the Board with your application for specific registration that, at the time of commencing to practise, you will be covered by professional indemnity insurance that meets the minimum terms and conditions set by the Board policy on Professional Indemnity Insurance. See [www.medicalboardvic.org.au](http://www.medicalboardvic.org.au).

Normally, you will be covered by your sponsor's general insurance policy but you should confirm this prior to applying for specific registration.

### **3.4 Supervision**

#### **3.4.1 Your Supervisor**

Your principal supervisor must be approved by the Board to perform that role. He or she must have general registration under section 6 of the Act or specific registration under section 7(1)(f) of the Act, must be in good standing, must not have conditions, limitations or restrictions on his/her registration and must advise the Board in an approved form of his or her acceptance of the role, including an understanding of the responsibilities as supervisor.

#### **3.4.2 Level of Supervision to Be Provided**

The following level of supervision should be provided during your first month of specific registration to ensure that your performance is assessed and public health and safety are not jeopardised while you demonstrate that you can practise safely within the Victorian health system.

**Level 1:** The supervisor takes direct and principal responsibility for individual patients

- (a) The supervisor must be physically present at the workplace or contactable by telephone at all times when you are providing clinical care.
- (b) You must consult the supervisor about the management of all patients

Your supervisor shall submit to the Board an assessment of your performance in an approved form at the completion of your first month of employment. The Board may direct that Level 1 supervision shall continue to apply for a specific period or it may direct that supervision shall be provided at one of the following levels:

**Level 2:** The supervisor shares with you responsibility for individual patients.

- (a) You must inform your supervisor at agreed intervals about the management of individual patients
- (b) If your supervisor is absent from the medical practice, a medical practitioner with general registration under section 6 or a medical practitioner with specific registration under section 7(1)(f) must provide oversight.

**Level 3:** You take primary responsibility for individual patients.

- (a) The supervisor must ensure that there are mechanisms in place for monitoring whether you are practising safely.
- (b) You are permitted to work alone provided that the supervisor is contactable by phone
- (c) You can provide on-call and after hours services.

**Level 4:** You take full responsibility for individual patients.

- (a) Your supervisor must act as your mentor by overseeing your practice
- (b) Your supervisor must be available for consultation if you require assistance.
- (c) Your supervisor must periodically conduct a review of your practice.

The Board may give directions as to the level of supervision to apply to your practice at any time during a period of registration.

### 3.4.3 Your Principal Supervisor's Responsibilities

Your principal supervisor must:

- (a) ensure that you are practising safely and are not placing the public at risk,
- (b) observe your work, conduct case reviews, periodically conduct performance reviews and identify and address any problems,
- (c) notify the Board immediately if he or she has concerns about your clinical work, health or failure to comply with conditions or undertakings,
- (d) ensure that you are practising in accordance with work arrangements approved by the Board,
- (e) obtain approval of the Board for any proposed changes to registration conditions before they are implemented,
- (f) inform the Board if he or she is no longer able to provide for your supervision,
- (g) ensure that, in delegating day to day supervision to other medical practitioners, they have either general registration under section 6 of the Act or specific registration under section 7(1)(f) of the Act,
- (h) Provide work performance reports to the Board in an approved form at intervals determined by the Board.

## 4.0 Applying for Specific Registration under Section 7(1)(d)(i) or (ii)

### 4.1. Lodging your Application

Your application must be completed in full and all mandatory additional documentation must be received before your application will be considered by the Board.

Where you are applying for specific registration under section 7(1)(d)(i) or (ii) for the first time, your application and supporting mandatory documentation must be submitted as originals.

Where you have been registered previously under section 7(1)(d)(i) or (ii), you may lodge your application and supporting documentation initially by fax but you must also provide the Board with your application and supporting documentation as originals.

### 4.2 Notification of Receipt of the Application

You, and your sponsor's nominated representative, will receive notification by email of the receipt of your application and, where appropriate, the date of the Board meeting at which the application will be considered. You will be notified by mail if you do not provide a contact email address.

### 4.3 Determination of your Application

You and your sponsor's nominated representative will be notified by email within 24 hours of the Board's determination. You will be notified by mail if you do not provide an email contact address

If you have not been registered previously in Victoria and your application is granted, you will be advised of the steps you must take to give effect to the Board's determination.

If you hold/have held previous specific registration under section 7(1)(d) and your application is granted, you and your sponsor's nominated representative will be advised in writing.

## 4.4 Becoming Registered

### 4.4.1 Initial Registration

If you have applied for initial specific registration in Victoria and your application is granted, you will be registered only when you attend the Board's offices by appointment and provide personally to Board staff the information specified in the notice of approval. At this point, your name will be entered on the Register of Medical Practitioners and you will be issued with a certificate specifying the terms of registration

You will be required to verify your identity in accordance with the policy "National Identification Validation Standard for Medical Registration Applicants" – see under Registration Policies at [www.medicalboardvic.org.au](http://www.medicalboardvic.org.au).

**Note that your Certificate of Good Standing/Certificate of Registration Status submitted with your application is current for 3 months from the date of issue. If you attend the Board's offices to complete registration formalities outside this timeframe, you will be required to provide a Certificate that is current before you can be registered.**

#### **4.4.2 Further Registration/ Changing Sites**

Where the Board determines to grant your application for specific registration, you will be provided with a certificate specifying the terms of your registration by post.

#### **4.4.3 Practising without Registration**

You should note that it is an offence under the Act to practise medicine when not registered.

### **5.0 Attendance at Session/s Conducted by the Board**

#### **5.1 Briefing Session**

If you have been granted specific registration in Victoria for the first time, you will be required to attend a briefing session within two months of registering as a condition of ongoing registration.

The aim of the session is to welcome you to the Victorian medical community and to ensure that you are aware of important issues that face medical practitioners working within the Victorian health system.

You will be advised of the date of the session you are required to attend when you become registered.

#### **5.2 Cross Cultural Workshop**

If you are registering in Victoria for the first time, you may also be required to attend a cross cultural workshop conducted under the auspices of the Department of Human Services as a condition of ongoing registration.

The aims of the workshop include alerting you to cultural expectations in the Australian health system and providing you with an awareness of how your cultural expectations may differ from patients and other staff.

You will be advised of the date of the workshop you are required to attend (where applicable) when you attend the Board's offices to become registered.

### **6.0 Costs**

You are responsible for any costs incurred in applying for specific registration under section 7(1)(d) of the Act.

### **7.0 Contact Details**

Registration Department  
Medical Practitioners Board of Victoria  
GPO Box 773  
MELBOURNE VIC 3001

Ph: (03) 9655 0555  
Fax: (03) 9655 0582  
Email: [registrations@medicalboardvic.org.au](mailto:registrations@medicalboardvic.org.au)  
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