

## Clinical Workforce Solutions



### CLINICAL ATTACHMENT PROGRAM INFORMATION 2009

#### PLEASE READ THIS *BEFORE* COMPLETING THE APPLICATION FORM

#### INTRODUCTION

Queensland Health Clinical Workforce Solutions (CWS) provides a centrally coordinated program for International Medical Graduates (IMGs) who are permanently resident in Australia and who are seeking familiarisation with the Queensland and Australian healthcare system, for the purpose of employment.

The Clinical Attachment program is delivered on a Health Service District basis and there are three intakes this year. The first intake will be in April 2009.

An IMG may apply for the program and nominate a Health Service District where they are interested in attending the Clinical Attachment program. Not all Health Service Districts are participating in the program and IMGs may find that they are not able to attend a District of their choice.

Health Service Districts may nominate an IMG to the program if they wish to assess their suitability for employment as a medical practitioner within Queensland Health.

Districts wishing to participate in the Clinical Attachment Program will be required to participate in the assessment of an IMG's clinical competencies to determine their suitability for a Clinical Attachment.

IMGs determined to be unsuitable for a Clinical Attachment by the CWS would therefore be considered unsuitable for any Clinical Attachment in a Queensland Health facility and for employment as a Medical Practitioner in Queensland Health. This decision, following assessment by the central coordinating body will be binding on the Districts to ensure the effective administration of the policy across Queensland Health.

The IMG may request access to a Clinical Attachment twice in two years. A second application may occur after six months and within 2 years of their first application. This application must state any further education or remediation that has been undertaken by the IMG towards improving their clinical competency and therefore their suitability for a Clinical Attachment.

Once two decisions of unsuitability have been made on an IMG's application, no further application will be considered and there will be no further grounds for consideration.

#### BENEFITS

The program will benefit IMGs by providing direct experience of the health system in a regulated environment, under the supervision of Queensland Health clinicians.

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It will provide an opportunity for Health Service Districts to assess and observe IMGs and provide specific training in identified areas before entering into employment arrangements.

### ELIGIBILITY FOR CLINICAL ATTACHMENT

An IMG's application for the program must meet the following criteria to be eligible for assessment into the program:

- Evidence of satisfactory completion of the AMC MCQ examination.
- Evidence of English language proficiency as defined in the National English language proficiency requirements for International Medical Graduates policy.
- Evidence of Recency of Practice – The Medical Board of Queensland (MBQ) will assess successful applicants in relation to their recency of practice on a case by case basis. 'Practice' is defined by the Board as including "work in clinical, administration, research and education fields, using the knowledge, skills and attitudes of the profession, whether remunerated or not, whether retired or not, and regardless of job title." Careful consideration should be given to the nature, extent and context of recent practice to establish the value and relevance of a period of clinical attachment.
- Evidence of Permanent Residency in Australia or progression towards Permanent Residency in Australia (i.e. independent of the Clinical Attaché needing employment with QH). International Medical Graduates temporarily residing in Queensland on student or tourist visa are **not** eligible for these attachments.

**For further information on the above policies please refer to the MBQ website [www.medicalboard.qld.gov.au](http://www.medicalboard.qld.gov.au).**

### APPLICATION PROCESS FOR CLINICAL ATTACHMENT

#### Application

Queensland Health, through CWS will call for applications from IMGs who are not working in Queensland Health for admission to the Clinical Attachment program or Health Service Districts that are approached by an IMG may nominate them for admission.

The application period of three weeks will open three months prior to the date of program commencement, to enable documentation, assessment and registration processing to take place. Application will be via a form available from [RAPTS@health.qld.gov.au](mailto:RAPTS@health.qld.gov.au).

CWS will use the eligibility criteria as listed above to determine if the applicant is eligible to be assessed for a Clinical Attachment. These are summarised below:

- Satisfactory completion of the AMC MCQ examination.
- Evidence of English language proficiency
- Recency of practice
- Evidence of Permanent Residency in Australia or progression towards Permanent Residency in Australia

The Health Service District nominating the IMG as an applicant for a Clinical Attachment can assist the IMG with the preparation of the application and the inclusion of relevant documents.



### PRE-ADMISSION ASSESSMENT PROCESS

CWS will coordinate an initial standardised assessment process for an eligible applicant to assess their suitability for the program, and will assess their communication and clinical skills.

#### **Communication and Clinical Assessments**

The purpose is to assess the eligible applicant's various clinical and communication skills in realistic workplace timeframes by allowing the applicant the opportunity to interact with standardised patients in an Australian context.

All eligible applicants will be assessed over a one day period with the assessment benchmarked at the commencement Post Graduate Year 1 (PGY1) level.

The eligible applicant will be required to complete different clinical and communication tasks which will be assessed by:

1. Roleplays/Communication tasks assessed by a qualified communication assessor and medical consultant
2. Physical Examination/Investigations Stations assessed by a medical consultant

These Roleplays, Communication Tasks, Physical Examinations and Investigation Stations will cover common presenting clinical scenarios.

The assessment will cover the following competencies:

- clinical history taking
- physical examination
- counselling skills
- interpersonal skills
- use of appropriate investigations
- English language communication
- medical communication.

Eligible applicants who are invited to attend the pre-admission assessment day to be assessed for a place in the Clinical Attachment program will be provided with additional information on the communication and clinical assessment.

#### **Feedback**

Applicants will be provided with verbal and written feedback of their assessments within 1 – 2 weeks after the Pre-Admission Assessment Day.

#### **Outcome**

Applicants will also be advised as to whether they were successful through the Pre-Admission Assessment for a Clinical Attachment in Queensland Health. If successful through the assessment, the applicant will then be required to complete the Application for Special Purpose Registration with the Medical Board of Queensland (MBQ)

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### REGISTRATION

Successful applicants who are offered a Clinical Attachment with Queensland Health, will be required to apply to the Medical Board of Queensland (MBQ) to be registered under Special Purpose Registration **Section 133 - Supervised training to prepare for clinical examinations**, for the period of their attachment (12 weeks). When notified that they are offered a Clinical Attachment, the applicant should submit an application for registration under this section and supply supporting documentation required by the Board which will include Certificate of Registration Status (CORS), English Language Proficiency, EICS Verification etc.

**NOTE:** All applications for Special Purpose Registration must be sent to the Queensland Health Registration Team in CWS for collation and checking. The team will then submit them to the MBQ.

Registration will not continue beyond the twelve week period and the Attaché's name will be subsequently removed from the public register. Should the Attaché be required to extend their Clinical Attachment due to an assessment recommendation, professional registration may be extended for a further twelve weeks following notification to the MBQ. This will be allowed in exceptional circumstances only.

For successful applicants, the MBQ require documentation from the Health Service District hospital providing the clinical attachment including:

- letter of support from the District
- a supervised practice plan as for registration in special purpose categories
- Role Description
- Referee Reports x 2 (Form 101)
- Employer Form (Form 100)

**For further information on Registration requirements please refer to the MBQ website [www.medicalboard.qld.gov.au](http://www.medicalboard.qld.gov.au).**

### ENGAGEMENT OF CLINICAL ATTACHES

Queensland Health will “engage” the IMG Clinical Attachés and will exercise responsibility towards the Attachés in terms of direction and scope of practice and provide workers' compensation insurance.

A Clinical Attachment is **not a position of employment** within Queensland Health, i.e. it is **not** a paid position.

**NOTE:** Completion of a Clinical Attachment and assessment of an IMG as “suitable” for employment does not guarantee that an IMG will be successful in obtaining employment within Queensland Health.

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### SCOPE OF PRACTICE FOR IMG CLINICAL ATTACHMENT

The Clinical Attachés will be able to:

- take histories and perform clinical and psychological examinations under the direction of, but independent of a supervisor and;
- perform minor invasive procedures such as venipuncture and cannulation after having been assessed as competent, under the direction of and in the presence of a supervisor.

The Attaché must have a nominated supervisor and a plan of activities stating attendance times and dates.

A supervised practice plan, such as that used for Special Purpose Registration, is to be developed for each Attaché.

### MEDICAL INDEMNITY

The Clinical Attaché will be indemnified by Queensland Health for medical insurance purposes for the period in which they have registration as a Clinical Attaché.

### EXPENSES AND ACCOMODATION

Travel expenses and payment for accommodation for the pre-admission assessment phase of the Clinical Attachment Program are the responsibility of the applicant.

A district which is nominating an IMG for the pre-admission assessment phase of the program may reimburse an applicant for travel expenses and payment for accommodation at their own discretion.

A successful applicant who is required to relocate to a Health Service District or travel to the District for the period of the Clinical Attachment must do so at their own expense and arrangement.

**NO** accommodation will be provided by CWS.

**NO** accommodation is available to any program participant at staff quarters of **any** hospital.

### BLUE CARD

Most people working with children are required to hold a “blue card”. Medical Practitioners who are attending as a Clinical Attaché are **registered** to practise in Queensland and **may** be exempt from holding a blue card. The regulations relating to blue cards are complex and the duration of placement may be a factor in some circumstances. Information should be sought from: [www.childcom.qld.gov.au/employment](http://www.childcom.qld.gov.au/employment)

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The Medical Practitioner should provide proof of Hepatitis B vaccination. If this is not possible, proof of sero-conversion is acceptable. Other Infection control requirements may apply and information can be sought from:

[http://www.health.qld.gov.au/about\\_qhealth/cc2006web.pdf](http://www.health.qld.gov.au/about_qhealth/cc2006web.pdf)

### CRIMINAL HISTORY CHECK

If a Clinical Attachment extends beyond 12 weeks duration, the practitioner is required to undergo a criminal history check. Information can be sought from the Industrial Relations Manual (IRM) 3.12-1 at:

[http://www.health.qld.gov.au/industrial\\_relations/masters/SECT/Irm3\\_12\\_1.pdf](http://www.health.qld.gov.au/industrial_relations/masters/SECT/Irm3_12_1.pdf)

### DISTRICT RESPONSIBILITIES

#### **District Management /responsibility**

The Attaché will be supervised and managed by a Clinical Supervisor of the District which engages them.

#### **Pre- Admission Assessment**

The Health Service District that is nominating the IMG or offering to engage the Clinical Attachment will be required to provide a Clinical Supervisor to assist CWS in the clinical aspects of the assessment.

#### **Registration for Clinical Attachment**

Assistance with the registration process for successful applicants will be given by the CWS Registration Team and the Health Service District. District paperwork will be completed as per the process for employees. The applicant will be responsible for the completion of their paperwork for registration, as per usual practice.

**NOTE: All applications for Special Purpose registration must be sent to the Queensland Health CWS Registration Team.**

#### **Practice Plan**

A supervised practice plan must be submitted by the district hosting the Attaché.

#### **Education/District Assessment**

The Director of Clinical Training (DCT) and the Medical Educator for the District will be responsible for education planned for the Attaché during the Clinical Attachment. The Attaché will have access to the CWS “Transition to Clinical Practice in Queensland Health” orientation program for IMG. The CIMG educator will facilitate attendance at these and other sessions, such as the CIMG clinical preparation program, as required.

A clinical assessment will be conducted half way during and at the completion of the Clinical Attachment and will be conducted by the Clinical Supervisor.



A full record of education sessions attended, assessment and outcomes will be compiled as a record of the Clinical Attachment and a copy will be forwarded to CWS at the conclusion of the attachment.

### **District Determination**

At the conclusion of the attachment, the District that has hosted the Attaché will make a determination regarding the Attaché's suitability for employment in Queensland Health.

**NOTE: Completion of a Clinical Attachment and assessment of an Attaché as "suitable" for employment does not guarantee that an Attaché will be successful in obtaining employment within Queensland Health.**

### **Extension of Clinical Attachment**

Clinical Attachments will be for a period of 12 weeks. In some cases an Attaché may require further time in which to improve their skills, so that a determination can be made as to their suitability for employment.

In this case the Clinical Supervisor must indicate to the Attaché and to CWS that there will be an extension to the Clinical Attachment, for a nominated period of time.

The decision to extend must be made at the **eighth week** of the attachment and all parties must be notified at this time.

The MBQ have advised that they will extend registration for a further 12 weeks, in exceptional circumstances only. This extension will be granted once only for each IMG.

### **Termination of Clinical Attachment**

Queensland Health and its Health Service Districts reserve the right to cancel or terminate the Clinical Attachment if they consider that the Clinical Attaché is not suitable to undertake the placement. The District should provide the reasons for this in writing to the Clinical Attaché as soon as possible after the reasons have become apparent.

Reasons for cancellation or termination of the attachment may include:

- the Attaché's English language competency is not sufficient for Queensland Health to maintain an acceptable standard of care for its patients with whom the Attaché may be in contact;
- the Attaché's attendance record is unsatisfactory;
- the Attaché's standard of behaviour is unacceptable; and/or
- the Attaché's level of clinical skills or knowledge is not sound for safe clinical practice.

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### PERFORMANCE EXPECTATIONS

An IMG accepted into the Clinical Attachment program will be expected to:

- Consent to the results of any assessment undertaken on them being released to Medical Superintendents in Queensland Hospitals, the Chief Health Officer, Queensland Health and/ or the Medical Board of Queensland. This assessment could be either:
  - as part of the pre-admission assessment process,
  - assessment performed during the program, or
  - part of the assessment for suitability for employment at the end of the program.

In addition, if accepted into the program an IMG will be expected to meet the following minimum performance criteria:

- punctual attendance at all of the program activities including:
  - any medical and communication lectures or assessments organised by CWS at Queensland Health Skills Development Centre, RBWH.
  - all hospital-based clinical tutorials and educational sessions organised in the nominated hospital.
- satisfactory completion of all tasks required on the program.
- accept guidance on appropriate standards of communication and clinical practice, and performance in Queensland hospitals.
- prompt responses to all requests for information and feedback on the program.

Participants will be expected to contact CWS staff immediately if a change in personal or professional circumstances makes it difficult or impossible to meet any of the above criteria.

### SUPPORTING DOCUMENTATION

#### Clinical Attachment Program

Photocopies of all references, qualifications, certificates, English language proficiency documentation, should be stapled to the back of the Application Form. **Please do not forward any original documents.** Applicants will be asked to bring all original documentation to the Pre-Admission Assessment day for verification.

#### MBQ registration

Please refer to information pertaining to the registration process and the required supporting documents on the MBQ website [www.medicalboard.qld.gov.au](http://www.medicalboard.qld.gov.au).

### COMMUNICATION

The CWS Clinical Attachment Program uses email as its preferred method of communication with applicants. IMGs should keep the CWS Clinical Attachment program staff informed of any changes to their contact details.

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### CLOSING DATE FOR APPLICATIONS

Application forms for the following Clinical Attachment Rotations will be available only between:

Rotation	Rotation Dates 2009	Application period
2009A	13 April – 3 July	12 January – 30 January 2009
2009B	6 July – 25 September	6 April – 24 April 2009
2009C	28 September – 18 December	29 June – 17 July 2009

Applications must be received at the CWS Clinical Attachment program office by 5pm on the closing date outlined above

Applications should be forwarded by post to:

**Postal:** Clinical Attachment Coordinator  
Clinical Attachment program  
Clinical Workforce Solutions  
Level 13, Block 7  
RBWH  
Herston Road  
Herston Q 4029

Applications delivered in person cannot be accepted.

Requests for applications and enquiries: [RAPTS@health.qld.gov.au](mailto:RAPTS@health.qld.gov.au)