

# A guide to applying and interviewing at practices

Presentation from Practice Manager Gayle Bloch



# Contacting Practices

- Initial contact with practices should always be via email
- Make sure a current CV is included with your Interview application form
- Complete all sections of the interview application form with as much detail as possible. This is a good way for the practice to get an idea of your experience and special interests
- If you have not had a response from the practice one week after sending your application follow up with a quick call to check that it has been received

# Interviews

- Where possible it's best to attend the practice for an interview
- Telephone or virtual interviews can also be arranged
- Have your questions ready....

## **By the end of the interview you should have a good idea about**

- Hours of work / rosters
- On call / after-hour requirements
- Hospital attachments
- Teaching sessions
- Practice Supervisors
- Areas of special interest
- Accommodation options
- Local attractions / leisure activities

# Remuneration

- Registrars will have a standard contract in accordance with the National Terms & Conditions for the Employment of Registrars
- Practices will pay a % of billings – this % may vary between practices
- % of billings may also vary dependant on the work (e.g. Hospital work)
- All registrars are guaranteed a base wage
- Once billings increase the top up payments will no longer be required
- Income is dependable on a number of things such as number of consultations per day, number of consultations booked, item numbers billed, after hours billing
- Expect to reach a reasonable income above base rate well before the end of first semester

# Make the most of your time

- Put requests in early for leave, remember there are other doctors with requests to be worked around
- Know your limitations
- Make use of your supervisors, other clinical staff, practice manager and admin staff
- Look for opportunities to improve your skills and knowledge
- The more you put into your rotation the more you will get out of it
- Join in with social events
- Join in with sporting groups or community groups

# Resources

- Visit the GPRA website at [www.gpra.org.au](http://www.gpra.org.au) to download the latest copy of the National Terms and Conditions for the Employment of Registrars (NTCER) and other resources on navigating employment.
- Visit EV's Training Post Profile at [www.profiles.evgptraining.com.au](http://www.profiles.evgptraining.com.au) to search accredited training posts. Login to view practice details
- Click through to the practice's website for more information
- Login to EV's Preference Module to view the list of practices participating in the match and additional resources.