

Pathways for International Medical Graduates (IMGs)

Guidance for IMG applicants



**I-MED Radiology
Network**

Comprehensive care. Uncompromising quality.

Contents

1. Document purpose	3
2. Working in Australia.....	4
3. IMG pathways.....	5
Apply to the AMC for primary source verification	5
Create an EPIC account	5
Create an AMC account	5
Establish an AMC Portfolio	6
Check your eligible pathway	7
Qualification(s) verified.....	7
4. Process to be considered with I-MED.....	7
Initial Interview	8
Conditional Offer	9
Application to RANZCR & Interview.....	9
Specialist Assessment Pathways	11
5. Employment with I-MED.....	12
6. Summary of IMG Pathway	15
7. Appendices	16

1. Document Purpose

This document is a guide for International Medical Graduates to navigate the application process when seeking to practice and/or upskill in Australia as radiologists. This document provides the framework as outlined by RANZCR to support IMGs through this process.

Common abbreviations that will be used within the document include:

Abbreviation	Professional Body
RANZCR	The Royal Australian and New Zealand College of Radiologists
IMG	International Medical Graduates
AMC	Australian Medical Council
AHPRA	Australia Health Practitioner Regulatory Agency
MBA	Medical Board of Australia
ECFMG	Educational Commission for Foreign Medical Graduates
LOA	Letter of Appointment
EPIC	Electronic Portfolio of International Credentials
AoN	Area of Need
DWS	District Work Shortage

District Workforce Shortage (DWS) and Area of Need (AoN)

DWS is determined at a national level based on Medicare and the Australian Bureau of Statistics that demonstrate an area and/or geographic location where the population has poor access to specialised services, in our case radiological services.

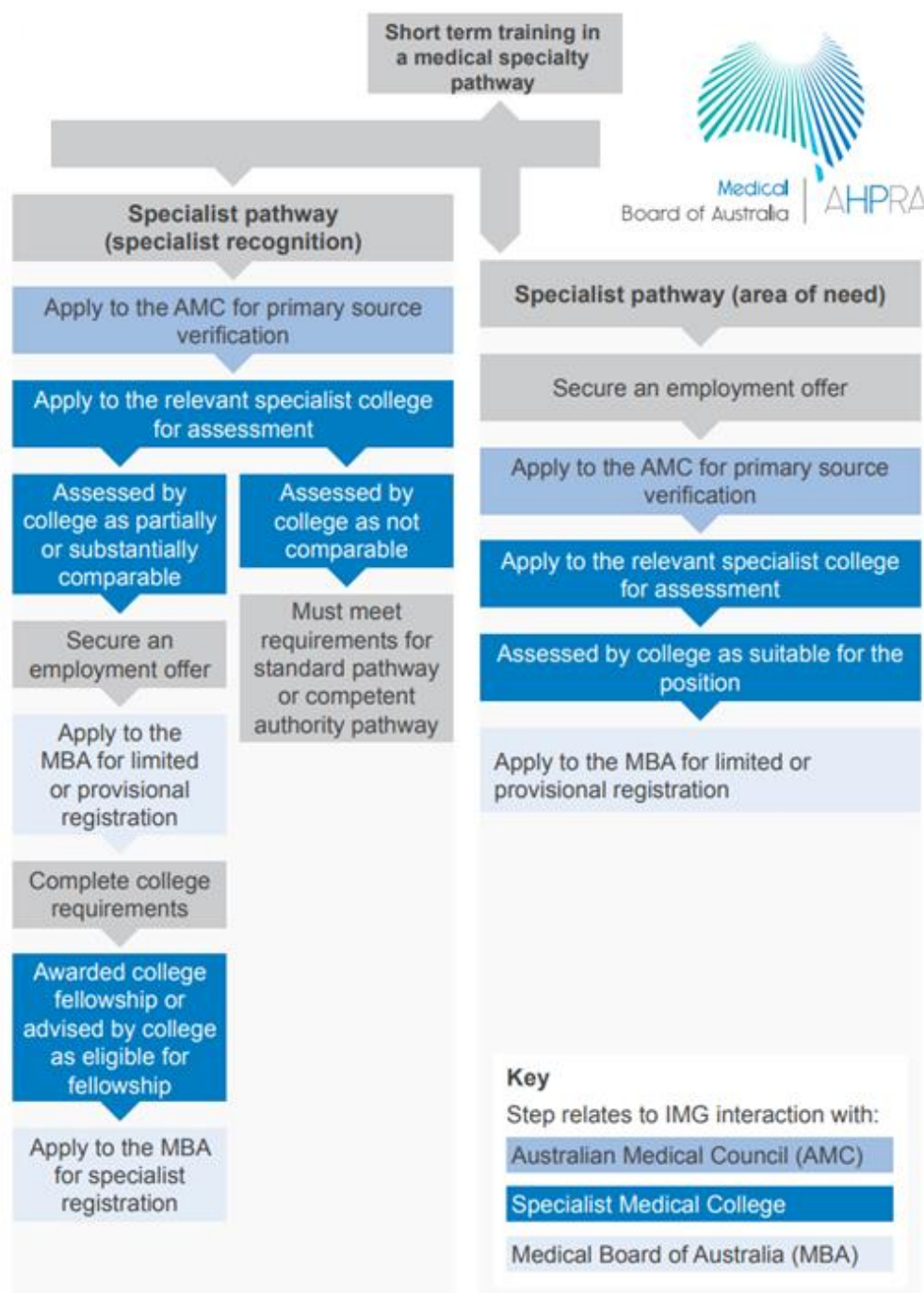
An Area of Need (AoN) is **a geographical location where the medical needs of the population are unmet**. In Australia, State and territory governments determine their own AoN locations.

IMG Radiologists with **limited registration** are only able to work in Australia if they can secure an AoN role within a DWS location.

2. Working in Australia

There are four main pathways to enable international medical graduates to work in Australia. The most common pathways in the case of IMG radiologists is the specialist pathway (specialist recognition and area of need) which we will explore below.

Overview of pathways to registration for IMGs wishing to practise medicine in Australia



You can also refer to the Medical Board of Australia's [website](#) for further information on the requirements for different registration type.

3. IMG Specialist Pathways

Prior to progressing on the IMG Specialist Pathway or consideration for any role in Australia, there are several key steps that should be initially undertaken.

Step 1: Apply to the AMC for primary source verification.

This is where your medical qualifications are verified before creating an AMC account.

Before applying for your AMC Portfolio, you must check the below information is verified.

- your medical school
- your medical degree title (final medical diploma/primary qualification)
- graduation year

This can be checked on the AMC website [here](#). The AMC verifies these credentials via the ECFMG.

Eligibility criteria can be found [here](#).

Step 2: Create an EPIC account (process flowchart Appendix 1)

This is a digital career portfolio of your credentials related to your education/registration etc.

This can be created following this [link](#)

You should receive your EPIC ID within a few business days. Once received, you should be able to upload each qualification to your EPIC account. It is essential that you nominate the **AMC** to receive the EPIC status updates so they are aware when your qualifications have been sent for verification and will receive a report once the verification has been completed.

To submit the PSV for the specialised pathway, you must provide the below credentials:

1. Medical degree (final medical diploma/primary qualification e.g., MBBS, etc.) This does not apply to Australian or New Zealand medical degrees.
2. Postgraduate and Specialist qualification(s). This does not apply to Australian or Australasian postgraduate/specialist credentials.
3. Check with the relevant Australasian or Australian specialist medical college for advice on postgraduate/specialist qualification(s). These will require verification BEFORE you can add them to your AMC candidate account and submit them for ECFMG verification.

A detailed list of these credentials can be found [here](#)

Step 3: Create an AMC account.

If you did not already create an account in Step 1, you must create an account here. To create/sign in, click [here](#)

Step 4: Establish an AMC Portfolio (flowchart Appendix 3)

Sign into your AMC candidate account and select Establish an AMC portfolio

Establish an AMC portfolio

FAQs - AMC candidate account/Portfolio/EPIC verification regarding relevant information in relation to AMC candidate account and portfolio information especially - Do I need to establish an AMC portfolio?

AMC Candidate Account Guide - How to apply for an AMC portfolio, including:

- Photo requirements
- Passport requirements
- Evidence of name/signature difference/change or no signature
- Statutory declaration - eligible witnesses in Australia and in countries other than Australia

You must have an **EPIC account** with ECFMG and been issued with an EPIC number in order to establish an AMC portfolio.

If you have commenced to establish an AMC portfolio but realised after reading the above information that you do not require a portfolio, cancel it here by clicking the 'Cancel my portfolio application' red button.

It is important to note that you cannot cancel your AMC portfolio once payment has been processed.

Establish an AMC portfolio

It is important to complete all mandatory fields. Please note a couple of requirements for some of the content required can be found [here](#). The content includes:

1. Photo ID: The AMC will use your photo for identity confirmation and assessment purposes.
2. Passport: Provide a copy of the identification page(s) in your current and valid passport. The AMC will amend your names in your AMC candidate account if necessary, so it matches your passport details.
3. EPIC ID: The EPIC ID must be entered exactly as issued to you by ECFMG. There is live validation within the portfolio so it will not allow you to proceed with your application if incorrect.
4. Statutory declaration: This written statement declared to be true in the presence of an authorised witness need only be submitted if any of the following apply:
 - Your passport or driver's licence does not contain a signature.
 - The signature on your passport or driver's licence is not the same as the signature in your application form.
 - You have a name difference (not a legal name change).

The statutory declaration form can be found [here](#) if needed.

Note : Specialist Colleges: applications for assessment of comparability to the standard of a specialist trained in your specialty in Australia or for a specialist position in an area of need location are submitted through the [specialist pathway](#)

In regard to Radiology, **RANZCR** is selected as the nominated College. This will allow RANZCR to access your qualification information including verification status(es) and to upload their specialist assessment outcome documentation to the AMCs College Portal.

Step 5 - Check your eligible pathway (see Appendix 2)

To determine the correct pathway(s) for you, please click [here](#)

Step 6 – Qualification(s) verified.

You must add all eligible qualifications verified by EPIC to your AMC Portfolio. This will then allow the AMC to update your verification status once received from ECFMG. The AMC cannot update your verification status to “yes” without receiving the EPIC report. The verification information is made available through the AMC portal to the:

- Medical Board of Australia for registration purposes.
- Relevant specialist college(s) for specialist assessment purposes.

All IMG radiologists need to submit their qualifications to the AMC for primary source verification prior to being considered for employment.

4.Process for being considered for employment with I-MED

Due Diligence and Initial review

There are several steps that I-MED follows prior to committing to interviewing a prospective IMG Radiologist. These include:

Completion of an expression of interest (EOI) to ensure candidates meeting the eligibility requirements to work in Australia that will be assessed. This includes:

- a) The candidate has completed five years of general radiology training.
 - b) The candidate must have trained in radiology and hold a specialised qualification from overseas.
 - c) The candidate can provide evidence of current or previous overseas registration in radiology.
 - d) The candidate can provide evidence of having completed an English language skill standard within the last two years. More information can be found on the APHRA website [here](#)
 - e) The candidate can provide a criminal record check. There are a couple of APHRA approved suppliers. More information can be found [here](#)
 - f) The candidate has had their qualifications verified by the AMC (as discussed in section 3 of this document)
 - g) The candidate can provide a certificate of good standing. An IMG candidate must provide details of registration history outside of Australia. The candidate is also required to arrange certificates of good standing/registration status (or equivalent type of certificate) from each registration authority that they have been registered with in the past 10 years. The certificates should be supplied directly to the Board from the relevant registration authority, unless the relevant authority confirms it is not able to issue a certificate directly to the Board (MBA).
- Has provided the Specialized Assessment Pathway Curriculum Vitae in RANZCR format. The template can be found [here](#)

- Completes the I-MED skills and lifestyle surveys. This can be found [here](#)

Once the above required documentation and **IMG Screening module** is completed and reviewed, an initial Interview can be coordinated. This may be performed by the recruitment team and/or include the local BU Operations/Regional Manager if a specific area of placement has been identified.

Please note that the requirements identified above must be completed prior to an initial interview being allocated and is the responsibility of the IMG to complete. This process on average takes 2-4 months.

Once completed our I-MED Team review and if the information meets the necessary criteria an initial interview will be scheduled.

Initial Interview

The initial interview is an opportunity for I-MED to determine the most appropriate placement location for you and your family. It also provides the chance for you to ask any questions/raise any concerns you may have regarding the process/moving to Australia. In this interview we can discuss the process still to come, offer more information around the support you will receive whilst collaborating with us and go through the potential timeframes for each point of the recruitment and training process.

It is also an opportunity for I-MED to discuss and determine your professional and personal suitability as an employee based on I-MED's key Vision and Value Principles:

I-MED Vision – is to be the most respected and trusted medical imaging specialists in the world.

I-MED Values

- Quality
- Teamwork
- Innovation
- Compassion
- Connect and Communicate

Key areas covered in the initial interview will include but are not limited to:

- a. General motivation to move to Australia.
- b. Family situation – spouse/partner/children/relatives in Australia. Are there employment considerations for the partner and/or schooling considerations for the children that may impact placement opportunities?
- c. Specific training history and any potential areas of upskilling that may be required.
- d. Areas of subspecialty and willingness to work in general radiology in Area of Need positions.
- e. Establish willingness to work in a regional location – desired locations and positions available.
- f. The timeframes involved across the various stages of the recruitment process and expectations of the candidate during this process.

For the successful applicant, an area of need (AoN) training hub/placement location will be identified prior to you receiving a conditional letter of appointment. Under RANZCR's new IMG policy, every IMG will need to undertake some degree of upskilling within an accredited training site or AoN upskilling site.

The IMG, suitability for a location will be based on a couple of areas:

1. The requirements and capabilities of a location to provide the necessary support and supervision to the IMG through their pathway to attaining full FRANZCR qualification.
2. The level of **supervision** the location can provide the IMG to the required standards of RANZCR's Supervision and Clinical Education policies.

An IMG candidate may not be suitable for some I-MED Aon/ DWS locations where a high level of direct supervision is determined during the RANZCR assessment interviews.

Therefore, a “**conditional**” offer of employment is provided at this point and a full employment contract is only offered after the RANZCR Interviews have been completed, the findings have been reviewed by I-MED.

Identifying a potential location can take a couple of weeks while our recruitment team discuss with the various locations and respective teams across I-MED. A further interview with the local managers and clinicians may also be required before progressing.

The Conditional Offer

CONDITIONAL LETTER OF APPOINTMENT (LOA)

A conditional LOA is prepared and sent to you. The recruitment process cannot proceed until your signed LOA is returned to recruitment.

This will require signing by both the BU General Manager and the IMG candidate.

Please see an example of this letter in Appendix four.

The LOA will contain all the relevant conditions that are required to be met prior to your final contract being issued. These conditions will also include any required supervision level for the proposed location of employment.

Application to RANZCR and Interview

Once you have received your conditional offer, an application will be made to RANZCR to secure an interview and assessment. **Our I-MED Team will assist with this process.**

1. Application to Royal Australian and New Zealand RANZCR of Radiologists (RANZCR)

ALL IMGs will be assessed for both [AON and Specialist recognition](#).

1. Area of Need (AON) Pathway

2. Specialist Recognition pathway

Area of Need

The purpose of the AoN assessment process is to determine the IMGs suitability for a specified position in a designated Area of Need. The RANZCR determines equivalence of training and qualifications of overseas trained specialists (as compared to Australian trained specialists), with a view to establishing their eligibility to apply for (conditional) registration in Australia. The assessment procedure will include: The [Application Form](#) which can be downloaded on the RANZCR website under the **Dual/Area of Need Assessment section**.

Specialist Recognition

The assessment of comparability is based on the professional attributes, knowledge, experience, and clinical skills expected of an Australian-trained specialist clinical radiologist or radiation oncologist. In assessing applicants for comparability, RANZCR is required to consider any qualifications, training, assessment, experience, recent practice and continuing professional development (CPD) to determine if these components enable the applicant to practise at a level comparable to an Australian-trained specialist in clinical radiology or radiation oncology. The [Application Form](#) as below can be downloaded on the RANZCR website under the **Specialist Assessment section**.

A primary and secondary supervisor must be nominated on the application forms. These will be determined by the Business Managers responsible for your proposed placement locations.

RANZCR Interview

A confirmed interview time may take several months to secure depending on the volume of applications the College may have received.

Interviews are conducted:

- a. All applicants are interviewed via videoconference or in person at an agreed date and time.
- b. The applicant's qualifications, training, and experience, along with their skills and abilities expected of an Australian-trained specialist Radiologist at the level of a newly graduated Fellow.
- c. Prior to the interview the interview panel will review the applicant's application. The interview panel will consist of two trained IMG assessors.
- d. During the interview the applicant's primary and specialist training will be discussed. The applicant will have an opportunity to provide information or ask questions to the panel. The applicant will be assessed with the comparability definitions and the RANZCR's assessment criteria.

Entry to the Specialist Recognition (SR) pathway depends on the Specialist Recognition assessment aligning with the MBA's definitions of comparability. For applicants found either substantially comparable or partially comparable, the pathway to full specialist recognition takes approximately one to four years.

There are three assessment stages: Stage 1 | Interim assessment stage; Stage 2 | Ongoing assessment stage; and Stage 3 | Final assessment stage.

Pathway 1: Specialist Assessment Pathway – Specialist Recognition

Stages	Timeline
Interim Assessment Stage RANZCR determines whether an applicant's training, qualifications, recent specialist practice and continuing professional development (CPD) are comparable to an Australian-trained specialist (comparability assessment) and the requirements to be completed to achieve specialist recognition in Australia.	Substantially comparable assessment: minimum peer review period 3-12 months Partially comparable assessment: minimum upskilling period between 6-24 months Not comparable assessment: Applicants who fall into this category will not progress in the recruitment process with I-MED.
Ongoing Assessment Stage During the Specialist Recognition process's upskilling or peer review stage, RANZCR continues to monitor and assess individuals on the Specialist Recognition Pathway to ensure that the specialist assessment outcome aligns with the applicant's clinical competencies. Following assessment, the IMG will be required to undertake a period of supervised practice, which may involve completing work-based assessment(s) and/or further training. IMGs found partially comparable will be required to complete the Part/Phase 2 examinations in clinical radiology.	Substantially comparable assessment: IMGs found substantially comparable are required to complete all requirements within two years from the date the IMG commences in the peer review position. Partially comparable assessment: Need to complete all requirements within four years from the date the applicant commences upskilling.
Final Assessment Stage RANZCR will determine if the IMG has satisfactorily completed their requirements for specialist assessment. Applicants who have completed all College requirements can apply for specialist medical registration and Fellowship of the College. Irrespective of successful or unsuccessful completion of pathway requirements, RANZCR will provide applicants and the MBA with the relevant documentation.	Successful completion of all Specialist Recognition assessment outcome assessment requirements: RANZCR will notify the MBA that all requirements have been met and the applicant is eligible to apply for specialist medical registration and Fellowship of the College.

Pathway 2: Specialist Assessment Pathway – Area of Need (AON)

Stages	Timeline
English language skills standard	Term of eligibility. Results need to be from within the last two year at the time of application.
Secure an AoN role	Term of eligibility. Dependant on meeting all pre-employment requirements.
Apply for AMC qualification verification and RANZCR AoN assessment	Conditional employment offer needs to be in place. Application/report provided to AMC takes approx. 10 business days. RANZCR AoN assessment requires an interview which can take a few weeks. Suitability will be determined from this interview. For suitable candidate, the conditions/limitations relating to level of supervision/modalities that can be undertaken will be outlined.

Approximately 3-4 weeks following this interview, an applicant will receive two outcome reports. These include:

- 1. The Specialist Recognition Outcome Determination**
- 2. The AoN Assessment Outcome**

These reports outline the comparability of qualifications, suitability for the position, conditions imposed, supervision, guidance and reporting requirements as related to the submitted locations.

A detailed breakdown of both pathways can be found on the RANZCR website [here](#)

5. Employment with I-MED Radiology Network

Once I-MED has received your outcome reports, these will be reviewed to ensure the proposed location, supervision level and/or restrictions that may apply to you are suitable for the proposed location outlined in your conditional offer.

If the conditions of the LOA have been met and the upskilling and or supervision requirements are in line with those expected for the proposed sites, then a final employee contract can be issued.

The final contract will be conditional upon registration with the Medical Board of Australia and an appropriate working visa. This should be stated within the employment contract.

Once a suitable position has been secured, the following processes need to be filled in/completed and sent to RANZCR for approval **at least 4 weeks** prior to your commencement date.

These include:

- [Application for upskilling plan approval](#)

- [Upskilling plan template](#)
- Create an [ePortfolio](#) which will keep record of your assessment reports as you progress through your upskilling plan.

AHPRA Registration

The IMG will be supported by I-MED in completing an application for registration to the Medical Board of Australia (MBA). The application is available from the AHPRA website. A Supervised Practice Plan must be included signed by the Supervisor and the IMG.

- a) Applicant, Employer and Supervisors must complete the [AANS-30](#) form and include the documents as listed in the checklist in Section Q of the application.
 - i. Certified proof of identity including previous names
 - ii. Certified copy of qualifications and academic transcript
 - iii. Evidence of English language test
 - iv. [Criminal history check](#) (apply for this at the same time as you submit the registration application)
 - v. CV in RANZCR format
 - vi. Statements of Service confirming employment history
 - vii. Certificate of Good Standing/Registration Status
- b) Supervised Practice Plan form [SPPA-30](#) must accompany the application.

The applicant must present in person for an ID check.

Immigration

The immigration process is managed by I-MED's external Immigration specialists. On issuing a new contract they should be notified with the candidates details so that they can begin the immigration process.

Medical Indemnity Insurance

The IMG must have individual Medical Indemnity Insurance to work with I-MED, however they are eligible to access coverage via I-MED's Medical Indemnity insurance via MIGA. The MIGA application should be lodged with the relevant MIGA representative, and coverage confirmed prior to starting.

Medicare Provider/Prescriber Numbers

- a) An application for [recognition as a specialist or consultant physician](#) is made so the IMG can provide services to private patients. This is to be done at the same time as the provider application.

- b) For the initial provider number application, you will need to complete a [Medicare Provider Application and, or prescriber number for a medical practitioner form](#) Documentation as per the checklist 33 on this application should include
- i. Copy of the AHPRA registration certificate
 - ii. Passport and current Visa status
 - iii. Letter of Support from I-MED

ONBOARDING AND INDUCTION

I-MED has dedicated online onboarding process and induction document for IMG's available via the doctor portal on the I-MED INFORNET.

Onboarding includes:

- Introduction to key staff in the business
- Introduction to key support staff
- Clinical support tools:
Online educations tools; IMG specific educational support and live event calendar with fortnightly webinars from experts in the business as well as communication platforms with other IMGs in the business
- Review of the documented supervised practice plan and training plan with your supervisor with additional education sessions scheduled within your ePortfolio and I-MED calendar.

It is an expectation that within the first 3 months the following also be completed:

- a. After the first 3 month a Work Performance report [WRIG-30](#) should be conducted with the IMG and the nominated supervisors.
- b. An Orientation report [ORIG-30](#) must also be completed after 3 months and sent to AHPRA along with the WRIG-30

Expectations

There is an expectation that all maximum timeframes will be met by IMGs as per the MBA standards. The starting point for the maximum timeframe is the date the IMG commences in the upskilling/ peer review position.

- IMGs found partially comparable are required to complete all requirements within four years from the date that the IMG commences in the upskilling position.
- IMGs found substantially comparable are required to complete all requirements within two years from the date that the IMG commences in the peer review position.
- IMGs are eligible to request an extension of the maximum timeframe for completion of requirements due to special circumstances through RANZCR's Consideration of Special Circumstances Policy.

NB: The reporting requirements for each individual IMG will be set out within their Supervised Practice Plan as determined and agreed upon prior to their employment with I-MED. As a minimum this will include their initial 3-month report and 12 monthly reporting until qualified. However, this may also include additional 6 monthly reporting as set out in their plan or as determined by their Primary Supervisor.

6. Summary of the IMG Pathway

IMG Pathway Part A : Recruitment

A. Recruitment Process

- 1. Eligibility**

This involves the verification of qualifications and documents by the Australian Medical Council which then confirms eligibility to progress to assessment by the Medical Board of Australia (MBA) and the Royal and Australian College of Radiologists (RANZCR)
- 2. Candidate Review**

Otherwise known as due diligence, I-MED will review the qualifications and supporting documentation to determine suitability for employment with I-MED (**It will take approximately 2-4 months to complete 1 and 2**)
- 3. Initial Interview**

The interview will assess the motivations for moving to Australia, discuss any key components of support required, identify preferred locations and also consider the candidates alignment to I-MED's Values and Vision.
- 4. Conditional LOA**

A conditional LOA will be provided to the candidate based on the core components/conditions needed to meet the requirements of the proposed I-MED location.
- 5. RANZCR Application**

This includes RANZCR's assessment for Specialist Recognition and Area of Need (Location specific) Comparability, Upskilling requirements and supervision levels are determined through these interviews (**The RANZCR interview can take 3-4 months to secure**)
- 6. RANZCR Outcome**

Approximately 3- 4 weeks after the interview the candidate will receive 2 outcome reports: 1- The Specialist Recognition Outcome Determination 2- The AoN Assessment Outcome. These assessments will determine the upskilling period and supervision requirements for the IMG.
- 7. Employment Contract**

If the candidate meets the required conditions of the initial LOA a final employment contract will be issued and the process for Immigration and Registration will begin.

IMG Pathway Part B : Employment

B. Employment Process

- 1. Employment Contract**

Once a final employment contract has been issued, I-MED's immigration agents will be instructed to begin the visa process while I-MED's team begin the AHPRA registration, Specialist recognition and Provider number applications are lodged
- 2. Prior to Commencement**

A training plan, upskilling plan and position description must be sent to RANZCR 4 weeks prior to starting for RANZCR approval. The IMG Candidate will also need to create a RANZCR ePortfolio which records their progression through the upskilling period
- 3. Registration**

This includes AHPRA registration, Specialist Recognition, Provider Numbers and Credentialing (where required). Confirmation of registration should be documented in employee's files prior to starting. (**This process takes approximately 8-12 weeks**)
- 4. Onboarding & Induction**

All employees will be required to complete the onboarding and induction processes. This should be scheduled and completed within the first 2-3 days of starting. This will also include identifying the key supervisor and support structures in place for the IMG.
- 5. Ongoing Assessment**

The IMG's Supervision and Upskilling plan will identify the assessments required during the upskilling period. The IMG's RANZCR ePortfolio is the required methodology for monitoring and recording the assessments and progress of the IMG.
- 6. Clinical Exams**

I-MED will work with the IMG to support and provide educational support and mentoring in preparation for the RANZCR examinations. The IMG has a maximum period of 2 years from the 1st attempt to complete all components of the RANZCR exams
- 7. Fellowship**

Once the IMG successfully attains FRANZCR, AHPRA will be updated, and the IMG will no longer be required to work in an AoN location but will still be restricted to working in an DWS location for the period of their moratorium.

* To note: Part B Employment process can only begin after successful completion of Part A Recruitment process

7. Appendices

Contents

Position description	17
Flowcharts	
1. EPIC Verification Process Flowchart.....	19
2. Overview of IMG pathways.....	20
3. AMC Portfolio	21
4. Conditional Letter of Offer example	22

Department:	I-MED Radiology Network
Role:	International Medical Graduate (IMG) Radiologist
Classification:	Full Time or Part-Time

Job Purpose

IMGs are qualified clinical radiologists trained in countries other than Australia and New Zealand. For IMGs to practice or upskill in Australia, the knowledge, clinical skills, and experience are assessed for RANZCR to recognise their qualifications.

IMGs have an overall responsibility to ensure that have met all requirements set by RANZCR to reflect the parameters set for comparative training and qualifications. This is outlined by the Medical Board of Australia and the Australian Medical Council.

Reporting & Working Relationships

Reporting Relationships	Internal Contacts
Reports directly to the Business Unit (BU) Clinical Management Committee (CMC) regarding clinical related matters. Reports to the assigned mentor for any day-to-day assistance.	• Work closely with assigned mentor • Work closely with other radiologists within the Network • Work closely with clinic leaders • Work closely with the BU CMC representative
	External Contacts
	• RANZCR • Referrers • Patients • Public and Private Hospital staff and administrators • Community groups (general) • Service providers

Key Accountabilities

Patient care & Customer Service

Overall Requirements

- Understand and comply with clinical policies, protocols and workflow management processes and procedures to drive quality in patient care and service efficiency.
- Effectively communicate and work as a team with fellow doctors, staff, and patients to drive service efficiencies and deliver patient service expectations.
- Provide effective direction, feedback, and support to clinic staff to ensure services are delivered to the standards and expectations required.
- Maintain professionalism and politeness to fellow doctors, patients, referrers, and fellow staff always.

Quality & Risk Management

Overall Requirements

- Deliver radiological services in accordance with industry and professional standards and expectations.
- Ensure understanding and compliance with clinical/business policies, procedures, and protocols.
- If required, support and/or resolve and escalated patient or referrer complaints if they arise.
- Manage and protect the I-MED Network business, clinic brand and intellectual property.

Referrer Liaison & Engagement

Overall Requirements

- Develop and manage relationships with referrers.
- Ensure knowledge of key referrers and deliver services in accordance with their needs/expectations.
- Understand the general referrer needs and expectations and deliver services accordingly where possible.

Professional Development

Overall requirements

- Ensure all mandatory documentation and milestones outline by the College are met.
- Ensure education requirements are met as outlined by the College.
- Manage and uphold your own professional and personal standards every day.
- Ensure up to date with radiology developments/enhancements.
- Understand any training/development needs and/or requirements to fulfil the role to a higher level.

Operational Requirements

Overall requirements

- Ensure correct and complete inductions modules have been completed.
- Work with management, fellow doctors, and staff to engage in clinic/business planning activities.
- Support & promote clinic/business initiatives.
- Work collaboratively with management, fellow doctors, and staff to implement strategic change initiatives.

Skills, Knowledge, Experience & Attributes

- Have AHPRA registration and actively completing the requirements of RANZCR.
- Demonstrate commitment to education and training.
- Develop and maintain strong working relationships internally and externally across the business and work with management, fellow doctors, and staff to develop a high performing team through effective collaboration and communication.
- Display a strong commitment to ongoing development of self, including participation of events designed to enhance professional and technical skills.
- Good people skills and the ability to communicate effectively with fellow staff.

Process flow charts

1. EPIC Verification Process

<https://www.amc.org.au/wp-content/uploads/2022/10/EPIC-verification-process-edited-271022.pdf>

EPIC VERIFICATIONS PROCESS

Step 1:

IMGs *required* to submit their medical degree (final medical diploma/primary qualification) in medicine and surgery for verification. It is important to determine that your medical school as well as your degree title and graduation year is [eligible](https://www.amc.org.au/assessment/pathways/self-check/list-of-medical-schools/).
(Refer to <https://www.amc.org.au/assessment/pathways/self-check/list-of-medical-schools/>)

Step 2:

Create EPIC account and nominate the AMC to receive verification status updates from ECFMG.
Your EPIC ID will be confirmed in 2-3 working days.
(Refer to <https://epic.ecfmgepic.org/login>)

Also refer to ECFMGs *Special Instructions for Physicians Applying to Practice in Australia* for important notes on credentials verified through EPIC

(Refer to <https://www.ecfmgepic.org/psv/instructions-amc.html>)

Step 3:

EPIC requires three documents to confirm your identity when you establish an EPIC Account:

- A clear, colour photograph of your face.
- A scanned, colour image of the required pages of your passport.
- A completed EPIC Identification Form (EIF).

(Refer to <https://www.ecfmgepic.org/psv/physicians-confirming-identity.html>)

Step 4:

When advised by ECFMG, upload relevant qualification/s to your EPIC account

Step 5:

ECFMG to perform *prima facie* of qualification and outsource to the awarding medical institution for completion

Step 6:

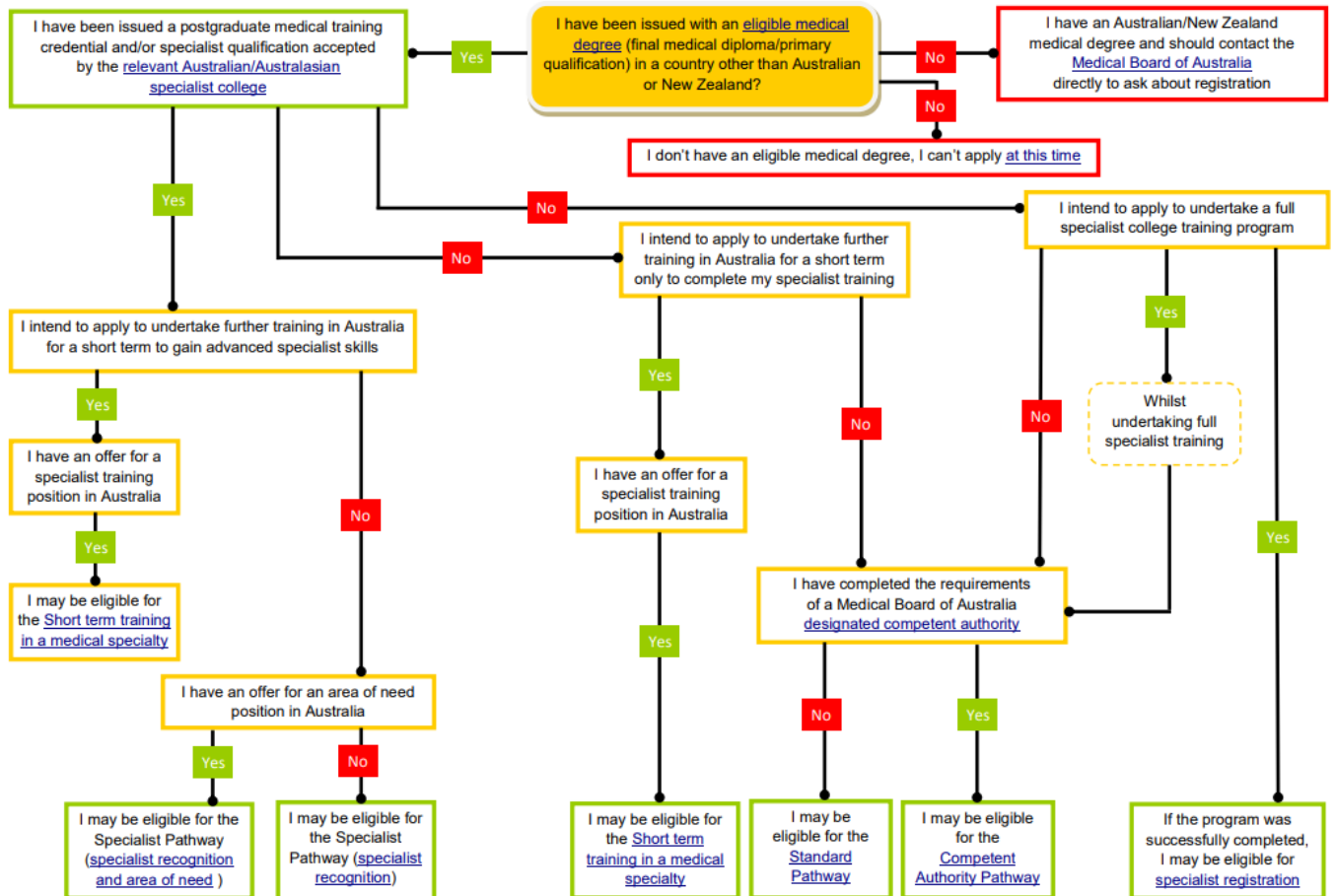
ECFMG provide outsourced notification status update to AMC (AMC must be nominated—part of Step 2)

Step 7:

Once qualification is verified, EPIC verification report will be made available to the AMC to update your verification statuses on your AMC account

(Refer to <https://www.amc.org.au/assessment/amc-examinations-standard-pathway/>)

2. Overview of Pathways



3. AMC Portfolio Steps

HOW TO ESTABLISH AN AMC PORTFOLIO

Step 1:

IMGs *required* to submit their medical degree (final medical diploma/primary qualification) in medicine and surgery for verification. It is important to determine that your medical school as well as your degree title and graduation year is [eligible](https://www.amc.org.au/assessment/pathways/self-check/list-of-medical-schools/).
(Refer to <https://www.amc.org.au/assessment/pathways/self-check/list-of-medical-schools/>)

Step 2:

Create EPIC account and nominate the AMC to receive verification status updates from ECFMG.
Your EPIC ID will be confirmed in 2-3 working days.
(Refer to: <https://epic.ecfmgepic.org/login>)

Also refer to ECFMGs *Special Instructions for Physicians Applying to Practice in Australia* for important notes on credentials verified through EPIC
(Refer to <https://www.ecfmgepic.org/instructions-amc.html>)

Step 3:

Create an AMC account (if not done so already)
(Refer to: https://account.amc.org.au/sign_in)

Establish an AMC portfolio
(Refer to <https://www.amc.org.au/assessment/amc-portfolio/>)

Step 4:

AMC to assess your application

Complete

Your AMC account will be updated with your AMC number and you will also be emailed confirmation with further instructions

Incomplete

You will be emailed with further instructions and required to submit documentation via your AMC account

Step 5:

Proceed with pathway you are eligible for:

Standard Pathway

Proceed with the AMC examinations process for general registration purposes

(Refer to: <http://www.amc.org.au/assessment/pathways/standard/exams>)

For further information on the AMC examinations processes, refer to:
<https://www.amc.org.au/assessment/amc-examinations-standard-pathway/>

For further information on the AMC certificate processes, refer to:
<https://www.amc.org.au/assessment/amc-certificates/>

Competent Authority Pathway

Submit a Competent Authority pathway application directly to the Medical Board of Australia for assessment

For further information, refer to:
<http://www.medicalboard.gov.au/Registration/International-Medical-Graduates/Competent-Authority-Pathway.aspx>

Specialist Pathway / Area of Need

Submit a specialist application directly to the relevant Australian specialist medical college for assessment

For further information, refer to:
<http://www.medicalboard.gov.au/News/Useful-Contacts.aspx>

Short-term training with an Australian specialist medical college

Apply directly to the relevant Australian specialist medical college for a training position by using form *AAMC-30 Application for assessment by medical college*

For further information, refer to:
<http://www.medicalboard.gov.au/Registration/Forms.aspx>

4.Example of a conditional LOA



Private and Confidential

Date

Dear Dr XXXXX

Letter of Intent to Make Offer of Employment

I write to confirm that I-MED Queensland Pty Limited (ABN 99 084 845 787) (I-MED), a member of the I-MED Radiology Network, would like to offer you a permanent full-time position as a Specialist Radiologist in Queensland, subject to satisfaction of the conditions set out in this letter.

AON Upskilling Training site

Location(s):

1. I-MED Radiology, St Stephen's Private Hospital, Urraween, QLD 4855
2. I-MED Radiology, Friendly Society Private Hospital, Bingera Street, Bundaberg, QLD 4670
3. I-MED Radiology, Yamba Road, North Rockhampton, QLD 4701
4. I-MED Radiology, IWC Targo Street, Bundaberg, QLD 4670
5. I-MED Radiology, Fraser Coast, Main Street, QLD 4655
6. I-MED Radiology, 186 John St, Maryborough, QLD 4650
7. I-MED Radiology, Rockhampton Mater Hospital, Spencer Street, Rockhampton, QLD 4700
8. I-MED, Radiology, Rossella Street, Gladstone QLD 4680
9. I-MED Radiology, 55 Cliff Street, Yeppoon, QLD 4703
10. I-MED Radiology, 12 Hervey Range Road, Thuringowa, Townsville, QLD 4810

You acknowledge and agree that an offer of employment by I-MED is subject to the satisfaction of the following conditions:

- you obtaining the requisite RANZCR and AMC approvals, including the completion of a successful RANZCR interview and skills assessment, with no major restrictions that would affect I-MED's ability to provide the services offered by its business at the above locations;
- you passing background and reference checks to I-MED's satisfaction;
- completing a successful assessment for Medical Registration with the relevant Medical Board in Australia;
- you successfully completing your 12-month upskilling period at Nepean Hospital NSW;
- You securing a minimum Level 2 Supervision standard for the proposed role;
- you completing a successful application for a Provider Number from Medicare;
- you obtaining a Subclass 482 Visa and work rights in Australia;
- you obtaining personal private health insurance for yourself and your family, which must be maintained during the term of your temporary residence in Australia. In this regard, you must provide evidence to I-MED's satisfaction that you have obtained such insurance as requested by I-MED from time to time; and
- the I-MED locations at which you will work having the necessary DWS and AON status that allows I-MED to engage an overseas-trained doctor.

Conditional restriction on outcome report