

# Comparability Assessment – Letter of Support

The letter must:

- a. be dated and signed by the Practice Principal (preferably) or Senior Medical Director, CEO, Director, or Practice Manager
- b. be on practice letterhead
- c. state the specific dates you were/are employed
- d. state whether you worked full time or part time
- e. state the total hours worked each week
- f. state the duration of your weekly sessions (eg Monday-Friday 9am-12:30pm & 1:30pm-5pm)
- g. state the exact nature of the work you are/were required to undertake, including a detailed description of the duties you performed

It is not sufficient simply to say "the duties are everything a general practitioner does". The letter must give a detailed summary of the patients, presentations, management you saw and duties of your role.

If you have gaps in clinical practice you must provide supporting documentation:

- gaps of 3 - 12 months require a detailed explanation
- gaps greater than 12 months require a detailed explanation and supporting documentation such as medical certificates, travel receipts or employment contracts.

The RACGP recency requirements refer to clinical recency, not continuity of employment. Applicants who have taken leave for any reason during the 48 calendar months must still meet these requirements.

**Below is the template :**

Date

To Whom It May Concern:

I am Dr \_\_\_\_\_ and I have worked as a Practice Principal with XYZ Medical Centre since February 2001, for over 21 years.

Dr \_\_\_\_\_ and I have known each other for 6 years. We met through Dr \_\_\_\_\_'s employment at the XYZ Medical Centre, where he worked as a General Practitioner.

As part of this role, I can confirm Dr \_\_\_\_\_ was employed here as a General Practitioner, employed between September 2002 to April 2009. While employed he was rostered to work Monday to Saturday and every other Sunday, based on 39 hours per week.

While employed Dr \_\_\_\_\_ had the following responsibilities:

- Handling examination, diagnosis, treatment and follow up for different kinds of outpatients including all age groups and genders.
- Providing treatment to patients coming as first time contact as well as registered patients.
- Referring patients to specialists and communicating services with other medical disciplines.
- Performing small surgeries and procedures (e.g. wound management and applying sutures, removal of different superficial lesions, etc.)
- Treating adults with almost all common disease such as diabetes, hypertension, thyroid disease, ischemic heart disease, musculoskeletal disorders, head and neck problems and skin disorders such as different kinds of moles and lesions, acne, wart and different skin and nail infections.
- Treating and managing women with PID, STI, menstrual irregularity, pre and postmenstrual syndrome and performing pap smear and IUD placement, antenatal and postnatal care and follow up.
- Visiting children and infants with ear infection, URTI, UTI, gastrointestinal and skin problems and performing regular vaccination program and monitoring their development milestone.
- Recognizing and giving immediate first aid treatment in medical emergencies (trauma, life threatening medical conditions, accidental injury treatment, falls, sprains, cut injuries and burns).
- Health education to patients and their families
- Maintaining patients' records up to date and providing medical certifications.
- Management and coordination of clinic staff

Yours sincerely,

Dr ABC  
Practice Principal  
XYZ Medical Centre  
Address  
Email ID  
Contact No