



Government of **Western Australia**  
Department of **Health**

# Registrar Application Guide

For applications to 2018 registrar positions  
in Western Australia through MedJobsWA

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## 1. Western Australian Registrar Recruitment Program

The recruitment and employment of registrars to Western Australian (WA) Health is undertaken by individual WA Health Service Providers (HSPs) as autonomous employing entities. HSP Medical Workforce teams are responsible for the management of registrar recruitment campaigns.

The WA Department of Health provides a level of governance, co-ordination and support where positions are recruited via integrated or networked mechanisms, or via the Western Australian Registrar Recruitment Program. The WA Registrar Recruitment Program is supported by the Integrated Registrar Reform Program and WA Medical Administration Group.

Registrar positions are advertised at [JobsWA](#) and [MedJobsWA](#).

## 2. Registrar definitions

Registrar means a registered medical practitioner employed as a Registrar. A registrar may be employed with or without the Part 1 Examination of an appropriate specialist qualification recognised by the Australian Medical Council.

There are different types of registrar positions, including:

- Service registrar

A medical officer who is employed as a registrar according to the medical title cited on the relevant Job Description Form (JDF).

- Trainee registrar

A medical practitioner who has been accepted into a recognised vocational training post or program with a specialised medical college for the purpose of undertaking specialist training. The position shall be supervised by a member of the relevant medical college or training provider. These positions may be described as advanced, basic or core training dependent on the terminology utilised by the relevant College for the specified training program.

- Senior registrar

A registered medical practitioner who is either appointed as a Senior Registrar, or a registrar who has obtained an appropriate specialist qualification acceptable to the Australian Medical Council or equivalent recognised by the Director General of Health.

- Fellow

A medical practitioner who has either completed a college training program, or has been overseas trained and exempted from assessments for admission into the college, and has been admitted to fellowship of the college.

Key responsibilities and duties of a registrar are listed in the Job Description Form (JDF), which can be found on the specific registrar job advertisement.

**Note:** Entry into vocational training positions is separate from Service Positions except in the case of Royal Australasian College of Physicians (RACP) Basic Physician Training (BPT) for Adult Internal Medicine. Service Registrars, who intend to register with RACP for BPT in Adult Internal Medicine, are required to secure a position of employment with an accredited training site prior to registering with RACP.

For information about applying for BPT (Adult Internal Medicine) refer to: 7.3 Application Questions.

### 3. MedJobsWA Application Process

[MedJobsWA](#) is the online application portal for Doctor in Training positions at WA public hospitals. WA Health Services utilise MedJobsWA to advertise a range of registrar positions throughout WA.

Applying for registrar positions in MedJobsWA is simple:

- Create/update a personal profile including:
  - Registration information
  - Education and employment experience
  - Career and training pathway intentions
- Complete application/s for preferred registrar position/s
- Submit the application/s

**Note:** Once you have created your personal profile in MedJobsWA, it will store basic information in your profile account for your future use should you choose to apply for subsequent medical practitioner roles in WA Health.

When applying via [MedJobsWA](#), you can

- Edit and save your application up to the submission/closing date
- Receive and accept offers online
- Maintain and update personal contact details
- Check if referee reports have been requested or received for an application
- Indicate your preferred health services or hospitals (i.e. only for applications that ask applicants to preference participating hospitals).

**Note:** Do not forget to submit your application!

Saved applications are not automatically submitted at the closing of the application period. Applicants must submit their application through MedJobsWA prior to the closing date and time in order to be eligible for assessment and considered for a position.

Submit Application >

Applicants can contact MedJobsWA technical support at [MedJobsWA@health.wa.gov.au](mailto:MedJobsWA@health.wa.gov.au).

MedJobsWA technical support will be able to assist you with issues such as:

- Login Issues
- Password Issues
- Account Activation
- Account De-activation
- Email Subscriptions
- Document Uploading and Attachments Issues

## 4. Important dates

### 4.1 2018 Registrar Application Dates

Process	Date
<b>Applications open</b>	9:00am WST on 02/06/2017
<b>Applications close</b>	4.00pm WST on 10/07/2017
<b>Notification of selection process outcome</b> Applicant will be notified whether or not they were assessed as suitable for the position and have been selected for the pool.	August 2017
<b>Breach Period</b> Breach period commences. <sup>1</sup>	The breach period will be stipulated in the notification letter.
<b>First Round Pool Offers</b>	Late August / September 2017
<b>General offers</b> Offers for all participating sites and similar vacancies	September 2017
<b>Close of the suitable pool and end of offers</b>	September / October 2017

**Note:** Check the application close date provided on the advertisement. Application dates may vary for specific recruitments.

### 4.2 2018 Registrar Term Dates

2 Term Year <sup>2</sup>	4 Term Year	2018 WA Health Registrar Term Dates		
		Start date	End date	Duration
<b>Term 1</b>	<b>Term 1</b>	5 February 2018	6 May 2018	13 weeks
	<b>Term 2</b>	7 May 2018	5 August 2018	13 weeks
<b>Term 2</b>	<b>Term 3</b>	6 August 2018	4 November 2018	13 weeks
	<b>Term 4</b>	5 November 2018	3 February 2019	13 weeks

<sup>1</sup> Under the Employment Standard a minimum of four working days is required for notifiable employment decisions.

<sup>2</sup> The number of terms per year may vary between sites, position and specialty. For example, in 2017, Service Surgical Registrar positions were organised under a two term year.

## 5. Eligibility to work as a registrar in WA

To be considered for a registrar position, you must be:

- Eligible to work in Australia
- Eligible for registration with the Medical Board of Australia

Please check the Job Description Form. A position may have specific registration requirements e.g. General Registration.

- Demonstrate that you have the qualifications, essential skills, and experience required for the position as described in the Job Description Form and Selection Criteria

Registration standards define the requirements that applicants need to meet to be registered with the Medical Board of Australia. Requirements such as proof of English competency, completion of an internship, and completion of Australian Medical Council examinations will vary depending on individual circumstances.

For more information see the following:

- The Medical Board of Australia: [www.medicalboard.gov.au/Registration-Standards.aspx](http://www.medicalboard.gov.au/Registration-Standards.aspx)
- The Australian Medical Council: [www.amc.org.au](http://www.amc.org.au)

## 6. Preparing your application

The advertisement and supporting documents will include essential information on how to apply and any information or documentation that should be included with the application. There may be mandatory attachments.

The advertisement or application form may require applicants to submit documents such as:

- Selection Criteria response
- Curriculum Vitae (CV)
- Cover Letter
- End of Term Assessments
- Evidence of professional development / education and training attendance
- Research Evidence
- Evidence of Citizenship/Residency, Medical Board of Australia registration or English competency

The Job Description Form (JDF), “How to Apply Guide” and other attachments can be found at the bottom of the MedJobsWA advertisement under the Closing Date.

The JDF outlines the duties and reporting relationships for the position. The JDF also contains the essential and desirable selection criteria. Supporting documents e.g. [Appendix 1](#): BPT 2018 - FAQs and [Appendix 2](#): Service Surgical Registrar 2018 - FAQs, provide useful information about the recruitment process and advice on what to include in an application

Applications will be considered along with others as part of the competitive process for appointment. Your application should demonstrate that you possess the qualifications, essential skills, and experience required to perform as a registrar in the position that you are applying for.

Applicants should be aware that the selection process is competitive and submitting a poor quality application is disadvantageous.

JDF
How to Apply Guide
Other attachments

## 6.1 Selection Criteria

Selection criteria outline the qualifications, skills and experience considered necessary to successfully perform the duties of a registrar. These will be outlined in the JDF, which is available through the position advertisement.

You are expected to prepare a statement addressing how you meet each of the selection criteria. This forms a significant part of the merit based assessment process undertaken by employing hospitals' selection panels. The advertisement may prescribe or recommend a word limit or a maximum number of pages. For each criterion aim for a succinct and focused statement that provides enough detail to clearly demonstrate that your skills and experience will enable you to be capable and successful registrar.

**It is very important to address all of the selection criteria in your statement (unless otherwise instructed in the advertisement).**

Selection criteria may differ with each registrar position. Read the advertisement thoroughly along with any other documentation that is attached to the position that you are applying for. You will need to clearly and succinctly address the specific selection criteria requirements in order to submit a competitive application.

Guides on addressing selection criteria are available from public libraries and online. Government websites such as <http://www.apsc.gov.au/publications-and-media/current-publications/cracking-the-code/factsheet5> and <http://www.bom.gov.au/careers/guide2SC.shtml> contain useful tips instructions on understanding and addressing selection criteria.

Each advertisement has a Contact Person who you can contact if you have any queries about the position or the application process. The contact information can normally be found near the end of the advertisement.

**Tip:** Don't leave writing your application documents to the last minute. Give yourself time to put together a good and complete application. Practice writing selection criteria and allow enough time to proof and edit your selection criteria before submitting your application.

Selection criteria about equal opportunity are common. You may wish to familiarise yourself with the resources and information available from the:

- Equal Opportunity Commission - <http://www.eoc.wa.gov.au/>
- Disability Services Commission - <http://www.disability.wa.gov.au/> and
- Aboriginal Health, WA Department of Health - <http://ww2.health.wa.gov.au/Improving-WA-Health/About-Aboriginal-Health/Aboriginal-Cultural-Learning-Framework-2012-2016>.

## 6.2 Curriculum Vitae

All applicants must attach their curriculum vitae (CV) to their application.

Your CV should include the following:

- Educational background (including, where applicable, outcome of English competency examinations e.g. IELTS, OET)
- Medical employment history
- List any research, audits, publications or presentations you have undertaken
- Professional development, courses or exams e.g. Teaching on The Run (ToTR), Advanced Life Support 1 or 2, Generic Surgical Science Examination (GSSE)

- Names and contact details of two referees (including at least one previous clinical supervisor). Check the advertisement for specific requirements in regard to referee nominations e.g. Basic Physician Training requires at least one referee to be a Physician.

**Tip:** Contact your referees for permission before you list them in your application and CV. Do make sure you have the correct contact email address. Don't put the wrong email address or mistype the email address of your referee.

### 6.3 Cover letter

It is optional to submit a cover letter as part of your application unless specifically stated in the advertisement.

When submitting a cover letter, use correct letter formatting, keep it brief and use it to highlight important information you have not addressed in your CV or in the selection criteria.

The advertisement may contain a limit on the number of pages for the cover letter as well as instructions on what information to include. The commonly mandated lengths for cover letters are two pages or 500 words.

The cover letter will be reviewed by the panel as part of the assessment.

Topics you may wish to consider covering in your cover letter may include:

- Desired career path and interests

If you are applying for a training position, your cover letter is the ideal place to demonstrate why you should be selected for entry into the training program. Outline your commitment to an aspect of the training and what projects and/or initiatives you have been involved in to prepare for training.

- Specific requirements it would be necessary for the health service to consider such as if requesting to work part-time / job share or participate in a part-time registrar research fellowship / service improvement program.
- Any scholarships or rural bonding received.

## 7. Submitting an Online Application

### 7.1 Register with MedJobsWA

First time MedJobsWA users will need to create an account by selecting 'Register' at the top right of the screen and completing registration details.



The email linked to your account will be used for all correspondence including offers of employment. Provide an address you check frequently and monitor your 'junk mail' folder and spam filters.

When completing the form use your formal name as it appears on your Australian Health Practitioner Regulation Agency (AHPRA) registration.

You will then receive an email to activate your account. Return to MedJobsWA and select 'Login' from the right hand menu. Log in using your username or email address and password.

Select your name in the top right hand corner to complete your profile information and save your details.

When completing your personal details ensure that you use your legal given/first, middle and last/family names as they appear on your passport, birth certificate or driver's licence. If you



have a preferred name that you like to be called by co-workers, put this as your answer to the 'Preferred Given Name' question, e.g. 'Given Name' is "XXXX" and 'Preferred Given Name' is 'YYYY'.

Phone numbers should include country code and area code prefixes as applicable e.g. 61412345678 (Australian mobile whilst overseas) or 1198123456789 (UK landline).

**Note:** It is recommended that you use the address search when entering your address as it is linked to google maps and will import the information in a standardised format.


## 7.2 How to Apply for a Registrar Vacancy

Go to MedJobsWA and log into your account. Go to the homepage or click on Jobs. On the homepage, scroll down to find the relevant registrar vacancy.

Click on the job title link to access the position details, advertisement, job description form, selection criteria and how to apply guide. It is recommended that you download these documents to refer to when preparing your application.

Read all of the position documents to ensure that you understand the application process. Determine whether you meet the position requirements and selection criteria and whether you are able to undertake the duties of the role.

To apply for the position, click the 'Apply Now' button at the bottom of the advert, and follow the prompts to complete the application. Read the application form and questions carefully.

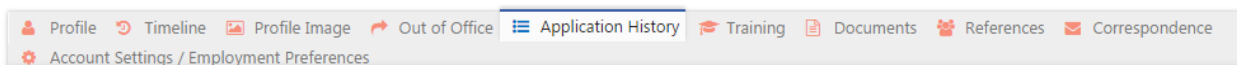
A green rectangular button with the text "Apply Now" and a right-pointing arrow.

Remember to regularly save work. The 'Save' button is found at the bottom of each page. MedJobsWA will log out after 20 minutes with no activity.

Click 'Save' and 'Logout' to exit the application process at any stage. All information will be saved to this point. Saved, incomplete applications are not automatically submitted at the closing of the application period.


Incomplete applications can be edited at any time up to the closing date and time by following the steps below:

- Log in to MedJobsWA
- Click your name in the top right-hand corner and select 'Profile'



- Select 'Application History'
- Next to the relevant application, click 'Go' (the drop down menu should automatically select 'complete')

Status	Last Updated	Options
Incomplete	13/01/2017	Options: Complete <input type="button" value="Go"/>

A red arrow pointing from the right towards the "Go" button in the table.

Complete applications can also be edited and resubmitted at any time up to the closing date and time by following the steps shown above. However, before you edit you will need to select **'Update,'** instead of 'Complete', before clicking 'Go'.

Complete	09/05/2016	Options :	Update ▼	Go
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Then you MUST submit the edited application again. Do not 'save and exit' as this will not resubmit the updated application.

You can view your submitted application at any time via your 'Profile'.

### 7.3 Application Questions

Below is an outline of information required for a generic registrar application through MedJobsWA, however please note that these may vary slightly for each registrar position.

If at any point during the application, you wish to go back to a previous section, click 'Back' at the bottom of the page. Do not use the internet browser back button as information may be lost.

#### Name and contact details

- Confirmation of your personal and contact details, this information should automatically populate from your saved profile, however ensure these details are correct and correctly spelt.

#### Eligibility questions

- Confirmation of your eligibility for registration with the Medical Board of Australia and your eligibility to work in Australia.

#### Citizenship and residency

- Confirmation of current citizenship and residency which enables you to work in Australia.

#### Qualification and registration

- Registration with the Medical Board of Australia - information on your current registration status, AHPRA number and registration type/pathway.

This information may automatically populate from previous applications. Please check that your registration type and number are correct and that any conditions, notations etc. are recorded correctly.

**Note:** When entering your AHPRA number, enter the leading zeros.

MED 000123456

- Internship – details of your internship including country you undertook your internship and year of completion.
- Medical qualifications – details of your primary medical degree, including medical school, country of qualification and year of completion.
- English language competency (if applicable) – how you meet the requirements of the Medical Board of Australia English language skills registration standard.

#### Referees

- Provide the names and contact details of at least two professional referees. Ensure at least one is a previous manager (e.g. Head of Department) or clinical supervisor. Be aware of any specific requirements in regard to referee nominations e.g. Basic Physician Training requires at least one referee to be a Physician.

Referees will be asked to comment on an applicant's clinical competencies, professionalism, integrity and ethical behaviour. References may be requested at any stage in the recruitment process.

- Ensure you have a valid email and at least one current telephone number for each referee. Referees may be contacted at any time throughout the recruitment process; delays in contacting your referees may hold up the selection process.

Contact your referees for permission before you list them in your application and CV. Make sure you have the correct contact email address. Be careful not to mistype the email address of your referee or put the wrong email address.

- You do not need to attach written references or applications to your application.
- To add referees during the application process, click 'add new referee' and complete the fields as outlined below:

Please provide 2 work related referees with this application.

Referees provided should include details of two professional referees, including one who provided supervision in a clinical placement.

#### Referees

There are no referees saved in your profile.

[+ add new referee](#)

- Enter the details for your first referee and click the save button. Repeat this process for your second referee.

New Referee Details	
* Full Name	<input type="text"/>
* Position Title	<input type="text"/>
* Relationship to you	<input type="text" value="Please Select"/>
* Type of Reference	<input type="text" value="Please Select"/>
* Hospital/Organisation	<input type="text" value="Please Select"/>
* Please provide at least 1 contact number below.	
Business Phone	<input type="text"/>
Mobile Phone	<input type="text"/>
* Email Address	<input type="text"/>

**Note:** Applicants can check whether referee reports have been requested and received by logging on to MedJobsWA:

1. Log in to MedJobsWA and go to the Application History section of your profile page.
2. Click Go to view your application.
3. Open the Referees section.
4. If it says Not Sent next to a referee, a report has not been requested via MedJobsWA.
5. If it says No, the referee has been contacted and you may wish to follow up your referee.
6. If it says Yes, the referee has submitted a referee report.

### Employment and training

- Medical employment history – details of your recent employment as a registered medical practitioner.

### Government employment details

- Details of public sector employment.  
**Note:** if you are currently working for a WA Department of Health, Health Service you are currently employed in the WA public sector.
- Details of bonded or return of service obligations.

### Career and training intentions

- Postgraduate education and training – current and intended prevocational and vocational training programs and postgraduate study.

**Note:** Identifying information will only be disclosed to the extent necessary to process and assess your application. Data from your application may be used in planning for the future medical workforce of WA. Understanding how doctors progress through different career paths can help to plan to meet longer term workforce and community needs.

### Employment Preferences

- If requested, identify your preferred type of employment, contract length and start date.

**Note:** All offers are made at the employing hospital's discretion and your preferences will be considered, however the employing hospital will make offers pending position availability.

Applicants may be required to work day, evening, night and weekend shifts and participate in on-call rosters.

The availability of part-time or job share positions is hospital and department specific. It is recommended you provide details of any part-time or job share requests in your cover letter.

## Attachments and supporting documents

- It is strongly recommended that you attach the documents requested in the advert, to your application, for example:
  - CV/resume
  - Statement addressing the position selection criteria
  - Cover letter where requested in the advertisement  
If not stated as required, you can submit a cover letter by choice if you believe that it enhances your application
  - Proof of citizenship and residency status (e.g. copy of your Australian birth certificate or passport AND, if applicable, a copy of your current visa)
  - Any other documents that are listed in the advertisement or identified in MedJobsWA as required
- You may also be required to submit the following documentation where it is specified as a requirement.
  - Evidence of English language skills registration standard, where applicable
  - Specific roles may request specific documentation for inclusion in your application (e.g. End of Term assessments)
  - AMC Certificate and AMC Multiple Choice Questionnaire results, where applicable

**Note:** It is recommended you have these documents ready prior to commencing your application.

- Other relevant supporting documents may also be attached at your own discretion to enhance your application
- The accepted formats of documents are .doc, docx, .pdf and .jpeg.

**Note:** .pages and .png are not accepted formats.

- It is recommended that you scan and save attachments in advance and allow time to ensure your files are within file size limitations. It is recommended that files not exceed 5MB.
- Applicants are not required to attach completed referee reports.

## Declarations

- You will be required to complete a number of declarations in your application pertaining to the requirements and responsibilities of working as a registrar with WA Health and being eligible for registration with the Medical Board of Australia.

### 7.3.1 Applications for Basic Physician Training (BPT)

The Basic Physician Training 2018 - Frequently Asked Questions in Appendix 1 provides detailed information about the application process for Adult Internal Medicine Basic Physician Training at WA Health.

An applicant can submit an application for BPT when they apply for a Resident Medical Officer or Service Medical Registrar position via [MedJobsWA](#). This will act as your BPT application as well as your application for employment.

Ability to nominate for Adult Internal Medicine BPT applies to applications submitted through the annual Centralised Resident Medical Officer (CRMO) and annual Service Medical Registrar recruitments. The advert will contain information about applying to BPT as well as applying for a job.

CRMO applications open in May and Service Medical Registrar applications open in June. The BPT section of the application form is the same for each.

The CRMO requires applicants make ONE application in [MedJobsWA](#) for RMO positions with all participating hospitals and similar vacancies.

The Service Medical Registrar annual recruitment requires applicants to make ONE application in [MedJobsWA](#) for Service Medical Registrar positions with all participating hospitals and similar vacancies.

Applications for training will be assessed after offers commence. Applicants for training must accept an applicable offer of employment before their application is considered eligible. Applicants that do not accept a position before the assessment and interview period deadlines, estimated to be September/October, will not be considered for BPT. This is due to the time required to complete assessment and appointment processes prior to the commencement of employment and BPT training.

#### NOTE

If you apply for a job as a Service Medical Registrar and nominate BPT but are not successful in obtaining a job as a Service Medical Registrar, you will not be considered for a place in the BPT program; Except if you have submitted a separate job application for an RMO position, have nominated BPT in your RMO application and have accepted an RMO offer by the deadline.

## 7.4 Submitting your Application

Allow time to submit your application so that it is successfully lodged and received before the closing date and time. Once your application is successfully lodged, you will receive an email advising that your application is complete.

You can confirm your application status in the 'Application History' section of MedJobsWA. Submitted applications display as 'Complete'.

You can edit and resubmit your application until applications close. After this you will not be able to change your application. If your contact details change, you are able to update these via your 'Profile' at any time (even after the close of applications).

All applications must be submitted by the close of the application period. It is recommended that you print a copy of your application.

**Note:** Saved applications are not automatically submitted and late applications will not be accepted.

## 7.5 Assessment and Selection

All applications are assessed by a selection panel. Assessment is competitive and merit-based. This means it is an independent assessment that takes into account the skills, knowledge and abilities relevant to the work related requirements and position outcomes. Applicant answers to the required essential and desirable selection criteria are a requirement for assessment by the panel.

Health service selection panels operate in accordance with Public Sector Commission standards. If your application is assessed as suitable, your application will be progressed to the next relevant stage depending on the type of recruitment campaign e.g. notice of successful application (standard vacancy) or appointed to the recruitment pool (pool recruitment - described below in 7.6 Applicant Pool).

## 7.6 Applicant Pool

Suitable applicants are placed into a recruitment pool that is created at the completion of the assessment process; applicants are notified by email if they are considered suitable for the pool – this is not a job offer. Applicants within the pool will then be considered for specific registrar positions.

## 7.7 Notification to Unsuccessful Applicants

Applicants not appointed into a registrar position or into a registrar recruitment pool will be notified by email once selection process is complete. Your notification letter will tell you who you can contact for feedback about your application or the selection process if you wish to do so.

## 7.8 Breach period

If you are not selected for a standard vacancy or into a recruitment pool, the Public Sector Management (Breaches of Public Sector Standards) Regulations 2005 allows you to lodge a breach claim if you consider the Employment Standard has been breached and you have been adversely affected by the breach. Your notification letter will state the deadline for lodging a claim. For more information on public sector standards and the process for lodging a breach claim visit: [www.publicsector.wa.gov.au](http://www.publicsector.wa.gov.au).

## 7.9 Offers

Position offers will commence at the conclusion of the breach period. An offer contains information about the hospital, employment contract duration, whether the position is full time or part time and the start date.

All offers are made using the email address supplied in your MedJobsWA registration. It is important to make sure your email account filter does not remove emails from MedJobsWA. It is recommended that you check spam or junk mail folders for emails from MedJobsWA.

**Where you have been made an 'Offer of Employment' or 'Offer of Training' you will need to accept the offer within the time specified.**

**The standard time to respond is FOUR business days to accept/reject your offer. If you fail to respond within this time, your offer will be automatically forfeited. Please read the offer carefully as deadlines may vary.**

**If you do not accept an offer, you may or may not be considered for further offers.**

To accept or decline an offer, simply follow the instructions in the offer email. You can check the status of your application and view and respond to offers online.

To view, accept or decline an offer follow the same login process and details used when applying for the Registrar position:

1. Visit the [MedJobsWA](#) website (where you applied for a Registrar position).
2. Log in using your email address and password (if you have forgotten your password, click on “Forgotten password” and follow the instructions).
3. Click “My Profile” and then on the “My Application History”.
4. Click the position options and select “Accept ” or “Decline” from the drop down list.

**Note:** If you are overseas and/or away from an internet connection you will need to ensure that you have arranged for someone to accept/reject your offer on your behalf. The use of the MedJobsWA website and distribution of your sign in details should be made at your discretion in accordance with the website terms of use. Arrangement for a proxy to sign in and update your status on your behalf is at your discretion.

### 7.10 Withdrawing your Application

You can withdraw your application at any time during the process.

1. Visit the [MedJobsWA](#) website (where you applied for a Registrar position).
2. Log in using your email address and password (if you have forgotten your password, click on “Forgotten password” and follow the instructions).
3. Click “My Profile” and then on the “My Application History”.
4. Click “Options” view for the position
5. To withdraw, click “Withdraw” from the drop down list.

We understand that some applicants may apply for more than one position. We ask that you let us know as soon as you have received another job offer and no longer seek a Registrar position in WA. This gives us time to consider other colleagues for vacancies and ensure that hospitals will run smoothly at the start of the year.

When you withdraw, you will receive an email notification. You will also receive a quick survey to gather information to help us improve the way we manage our medical workforce.

**Do NOT withdraw your application unless you do not want a Registrar position.**



## **Appendix 1: Basic Physician Training 2018 - Frequently Asked Questions**



Government of **Western Australia**  
Department of **Health**

# Basic Physician Training – Adult Medicine 2018

## *Frequently Asked Questions*

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***These Frequently Asked Questions (FAQ) may be updated periodically without notice. It is the responsibility of the applicant/reader to seek the most updated version of the document.***

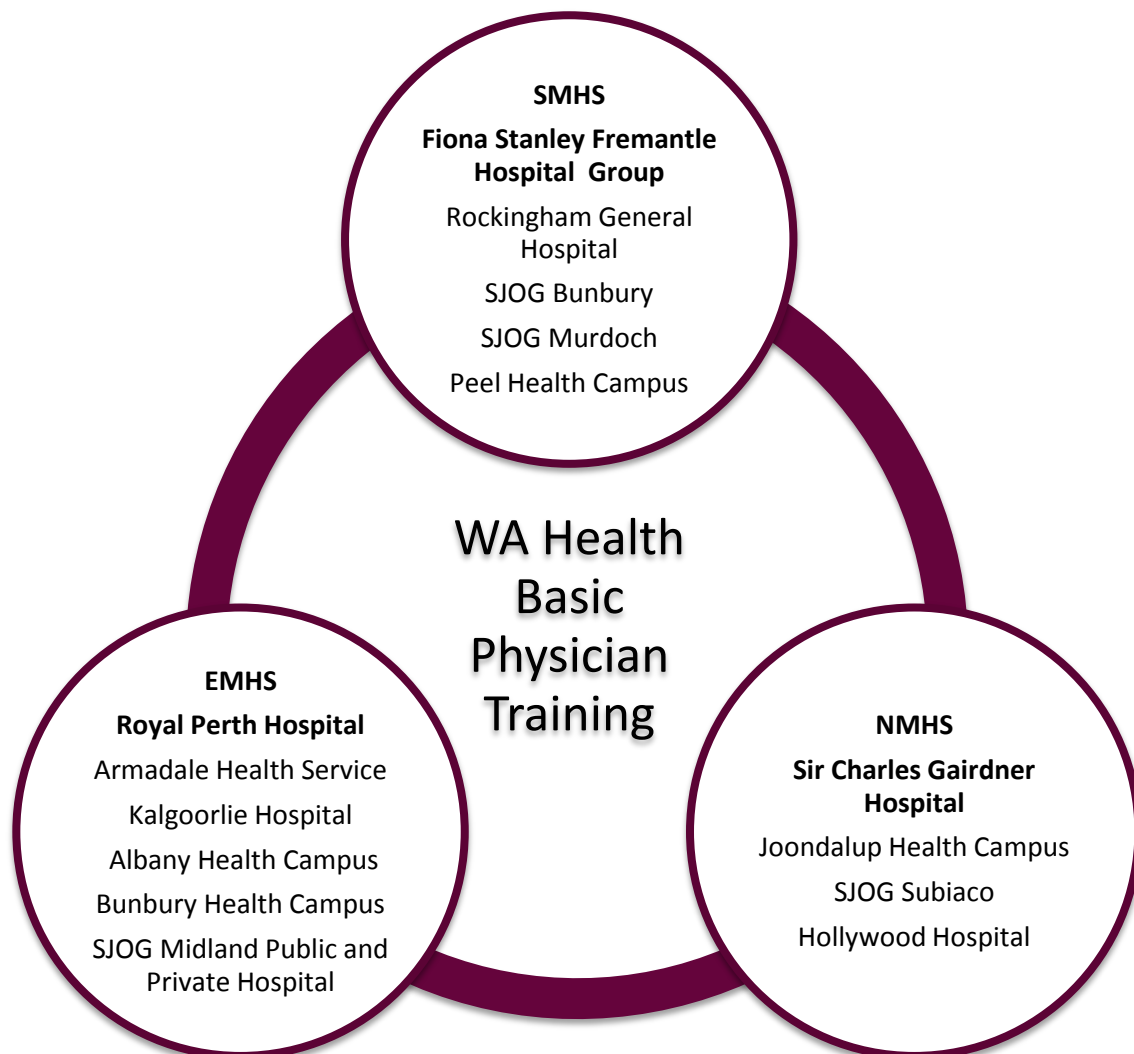
## 1. How does Adult Internal Medicine Basic Physician Training (BPT) work in the Western Australian public sector?

Under the leadership of the WA (Public) Health (Adult Internal Medicine) BPT Training Scheme Committee three sites are accredited as level 3 Teaching Hospitals with the Royal Australasian College of Physicians to deliver BPT in WA. These sites are the tertiary hospitals sitting within the relevant Health Service Providers (HSPs) previously known as Area Health Services.

1. **Fiona Stanley Hospital (South Metropolitan Health Service)**
2. **Royal Perth Hospital (East Metropolitan Health Service)**
3. **Sir Charles Gairdner Hospital (North Metropolitan Health Service)**

This process only applies to adult internal medicine.

Relationships with relevant Health Service Provider (HSP) sites are outlined in the below diagram:



Entry into BPT may be from postgraduate year (PGY) 2 or later if the criteria for selection are met. Regardless of your post graduate year or year of employment with a WA Health HSP, at entry into the program your first year of accredited training will commence at BPT Year 1.

A minimum of 3 years is required for completion of the BPT program from your initial entry point irrespective of prior non-accredited training.

The following Royal Australasian College of Physicians (RACP) policies have been considered in regard to development of the WA training scheme:

- Progression through Training policy
- Trainee in Difficulty Support policy
- Selection into Training policy (New from 1 January 2017)

## 2. What is the application & selection process for entry into the Basic Physician Training (BPT) program at WA Health?

Entry into the training program operates via the three HSPs which each form a clinical Network. Each of these three HSPs will maintain autonomy and operate independently in the delivery of their BPT program.

### Application

An applicant can submit an application for BPT when they apply for a Resident or Service Medical Registrar position via [MedJobsWA](#). This will act as your BPT application as well as your application for employment.

Ability to nominate for Adult Internal Medicine BPT applies to applications submitted through the annual Centralised Resident Medical Officer (CRMO) and annual Service Medical Registrar recruitments. The advert will contain information about applying to BPT as well as applying for a job.

CRMO applications open in May and Service Medical Registrar applications open in June. The BPT section of the application form is the same for each.

The CRMO requires applicants make ONE application in [MedJobsWA](#) for RMO positions with all participating hospitals and similar vacancies.

The Service Medical Registrar annual recruitment requires applicants to make ONE application in [MedJobsWA](#) for Service Medical Registrar positions with all participating hospitals and similar vacancies.

Applications for training will be assessed after offers commence. Applicants for training must accept an applicable offer of employment before their application is considered eligible. Applicants that do not accept a position before the assessment and interview period deadlines, estimated to be September/October, will not be considered for BPT. This is due to the time required to complete assessment and appointment processes prior to the commencement of employment and BPT training.

### NOTE

If you apply for a job as a Service Medical Registrar and nominate BPT but are not successful in obtaining a job as a Service Medical Registrar, you will not be considered for a place in the BPT program; Except if you have submitted a separate job application for an RMO position, have nominated BPT in your RMO application and have accepted an RMO offer by the deadline.

### 3. Does this application/selection process apply for all of the three HSPs?

Yes. It will therefore affect those placement sites that are linked or networked to each HSP tertiary site. Each HSP will maintain autonomy in determining their capacity to train and managing their appointment and selection process for BPT.

### 4. What do I need to do to apply for BPT?

During the process of completing your application for employment for a Service Medical Registrar or RMO position via [MedJobsWA](#) you will be asked if you wish to apply for entry into or continuation in a RACP Basic Physician Training (BPT) Adult program. If you choose the “Continuation” or “Entry” option, you will be prompted to complete the BPT section of the application form and upload the following documents for your BPT application.

#### **BPT application documents**

The following documents are required to support your application for entry into training:

1. BPT (Adult) Cover Letter - This provides you with the opportunity to explain why you are passionate about joining the BPT program.
2. BPT (Adult) CV – This is the copy of your CV that is part of your BPT application so that the relevant DPE can consider your request for appointment to training. It can be the same as the employment CV.
3. BPT (Adult) Selection Criteria response – This your written response to the BPT selection criteria (different to the position selection criteria in the job description form). For information about addressing selection criteria see the Registrar Application Guide.
4. Evidence of professional development / education and training attendance
5. BPT (Adult) End of Term Assessments 1 – You are required to attach two End of Term Assessments to your BPT application. This is the spot to attach the first.
6. BPT (Adult) End of Term Assessments 2 – This is the spot to attach the second.
7. Research Evidence (Optional).
8. Other documents to support application for training (Optional).

### 5. 2018 Basic Physician Training Selection Criteria

#### **Essential Criteria**

- i. Demonstrated commitment to training as a specialist physician.
- ii. Demonstrated clinical and cultural competence with sound decision-making appropriate to the applicant’s level of experience.
- iii. Demonstrated professionalism, including ethical behaviour. Demonstrated high level communication and interpersonal skills as well as cultural awareness.

## Desirable Criteria

- i. Demonstrated commitment to continuing professional development as well as teaching and training support of other staff such as Teaching On The Run program (or similar) or Advanced Life Support (ALS) training.
- ii. Experience in conducting or active involvement in research activities, audits and/or publications.

## 6. Do I need to apply for BPT if I am a continuing trainee?

If you do not have a contract with your training site for the next training year then you will need to nominate your desire to continue in BPT with your application for an RMO and/or Service Medical Registrar position.

There is no automatic guarantee that an applicant for employment in an RMO or Service Medical Registrar position will:

1. Receive an offer of employment from their current employer, or
2. Be assessed as progressing satisfactorily through training by your DPE.

Current BPTs that are changing site OR are not progressing satisfactorily through training will be required to re-apply to continue in BPT.

*If you are not progressing satisfactorily, you will be advised by your DPE of this.*

Current BPTs that are applying for a position of employment for the following year with their current (same) place of employment (where they are currently undertaking BPT training), will not be required to undergo formal reassessment by the BPT panel to progress to BPT 2 or 3 **if** the DPE has assessed their training progress as satisfactory at the annual interview.

If a current BPT does apply for, and accept a new employment contract from their current employer and does not require re-assessment for BPT, as described above, the application will automatically be swept for management by the site DPE and site BPT panel.

## 7. I already have an RMO / SMR contract with an Adult Medicine Level 3 Teaching Hospital for the next training year. How do I apply for BPT?

If you are an RMO/SMR with a contract for the next training year and you wish to commence BPT, you will be required to register your interest with the DPE of your employing hospital (FSH, RPH or SCGH) and will be required to submit an application for training through an internal vacancy.

Email invitations to apply to the internal vacancy will be sent to those that have registered their interest with the DPE and provided contact information.

If you are a current BPT with an RMO/SMR contract for the next training year and:

1. Intend to change site of employment

You will be required to submit an application for employment AND nominate to continue in BPT.

2. Are not progressing satisfactorily through training

You will be required to discuss your progress with the DPE of your employing hospital (FSH, RPH or SCGH) and submit an application for training through an internal vacancy.

## 8. I am applying for entry into BPT and do not have a contract. How do I apply for BPT?

You cannot apply for entry in Adult Internal Medicine BPT in WA without first applying for a position of employment.

Please refer to Question 2 [“What is the application & selection process for entry into the Basic Physician Training \(BPT\) program at WA Health?”](#) for more information.

## 9. How are BPT applications assessed?

Selection into a BPT program is a merit based process with selection based on:

1. Skill and abilities demonstrated in the written application and interview (if applicable)
2. Documents supporting the candidate’s application for a position on the BPT program. These include cover letter, statements addressing the *BPT selection criteria*, evidence of attendance at teaching activities and end of term assessments
3. Interview for year one BPT applicants and relevant year 2/3 applicants
4. Year 2/3 continuation will be automatic where:
  - a) The current trainees remain employed by the same HSP as the previous year of training, AND
  - b) the current trainee is progressing satisfactorily through the program based on term assessments and performance review by the Director of Physician Education (DPE)

All applications received will be assessed according to your relevant BPT Year (1-3). The relevant Director of Physician Education (DPE) and nominated representative(s) will assess all of the applications by BPT Year to identify those who will be shortlisted, interviewed and selected into the training program.

A Letter of Offer for entry or continuation into the Network BPT Program will be issued if a candidate has a position of employment as a Resident Medical Officer or Service Medical Registrar with the HSP, and has been deemed successful in the selection process to BPT.

## 10. What can a prospective applicant do to make their application stand out?

- Your cover letter is the ideal place to demonstrate why you should be selected for entry into a BPT Program. Outline your commitment to an aspect of Medicine/Physician Training and what projects and/or initiatives you have been involved in.



- A cover letter shouldn't be more than 500 words. Write your cover letter in advance and edit it before submitting it with your application.
- Customise your CV - List any research, audits, publications or presentations you have undertaken.
- Get your documents organised in advance e.g. a letter or supporting documents from a PGME outlining attendance in teaching activities or statement of attendance.
- Submit a complete application including the documents listed in [FAQ #4](#).
- Contact your referees for permission before you put them down in your application and CV. *Do* make sure you have the correct contact email address. Don't put the wrong email address or mistype the email address of your referee!
- Have at least one RACP Fellow as a referee.
- Choose end of term assessments that have good written comments.
- Don't leave it to the last minute! Give yourself time to put together a good and complete application.
- Read the advert carefully and the attached documentation. Don't risk missing key information contained in the advert.

## **11. What happens if I decline an RMO/ Service Medical Registrar offer, do not sign my contract or resign/do not start?**

If your job status changes and you do not have a job as a Service Medical Registrar or RMO, your nomination for BPT submitted with the job application cannot be considered.

For example:

If you accept a position but do not sign your contract or resign, you cannot be considered for or keep a place in the BPT program unless you have a separate job for an RMO/SMR position and have been successful in the selection process to BPT with this position.

## **12. Why have changes been made to the BPT Program?**

The factors that resulted in a need to improve how BPT training is delivered in Western Australia included:

- Increased competition for positions on training programs
- Less placements available to appoint to training programs
- Recognition by hospitals of a 'limited capacity to train' and ability to support successful training outcomes for training program participants
- Increased requirements for supervision set by the College.

### **13. How many applicants will be accepted each year?**

Each HSP maintains responsibility for determining their ability to support training numbers in any given year. This number includes both RMO and Service Medical Registrar positions. Depending on operational activity, College requirements and progression of trainees, this number may fluctuate from year to year.

### **14. Will current WA Health BPTs automatically gain a BPT position for the following year?**

There is no automatic guarantee that an applicant will receive an offer of employment from their current employer or will be assessed as progressing satisfactorily at the annual DPE interview.

Current BPTs that are changing site OR are not progressing satisfactorily will be required to re-apply to continue in BPT. Applications will be considered along with other applicants as part of the competitive process for appointment to BPT. This will include participation in an interview prior to the BPT selection process being completed.

Current BPTs that are not changing site, and therefore program place, will not undergo formal reassessment by the BPT panel on the condition that the DPE has assessed their training progress as satisfactory at the annual interview.

If current BPTs are meeting training program requirements demonstrated via end of term reports and performance reviews *and* have a contract with the same HSP *and* did not need to reapply, then they will continue in the BPT program.

### **15. What teaching and mentoring will be offered by HSP networks to Service Medical Registrars who are unsuccessful in gaining a BPT position?**

Major teaching hospitals, are known for their diverse case mix and unique teaching and learning environments. This will provide rich educational opportunities for all clinical staff, including Service Medical Registrars.

Specific resources are targeted to support prevocational doctors, and educational activities such as grand rounds and lectures which are available to all. Many of the educational workshops delivered by the Network sites are of value for Service Medical Registrars, some of which are available via teleconferencing to trainees whilst rostered to a placement health service. Level 1 Teaching Hospitals and Secondment sites also provide specific resources and teaching opportunities for trainees. Specific BPT workshops will only be available to Doctors in Training who have been appointed to the BPT program by a Network.

RACP also provides educational opportunities. Please contact the RACP Education Officer for further information.

## **16. What is the broad outline of the education program planned for BPT?**

Each Network already has comprehensive educational programs tailored to BPTs in operation. This current framework will retain its core components and will continue to provide well established training structure.

## **17. Can you outline the changes to the exam (written and practical structure)?**

Intending trainees should review the college training site as employers have no jurisdiction over the College assessment requirements.

**LINK:** <https://www.racp.edu.au/trainees/basic-training>

## **18. What support will be offered to Trainees for the written and clinical exams in the new system?**

Each Network already has a training structure for written and clinical exam preparation and this will continue to be offered. Any future changes to be introduced to the BPT Networks will facilitate further resources accessible to candidates preparing for exams.

## **19. If you do not pass the RACP exams on your first attempt, what are the options?**

There is no longer 'open-ended' support to unlimited attempts at the RACP exams.

The WA Networks and their linked Level 1 and secondment sites will provide full support by their medical education teams for one attempt for each of the exams. If you are not successful at passing the exam on your first attempt, the following shall occur:

- Areas of the exam that you did not pass will be reviewed
- Determination on the most appropriate course of action will be undertaken on an individual basis
- The expectation for you to continue with the BPT Program for the following year will be considered, and
- Entry into the mock exams/exam preparation will be reviewed depending on available resources
- There will only be limited avenues to continue to support trainees after exam fails due to the competitive nature of selection for positions. Full support and access to employer based resources will be provided for a further year, which will then be reviewed based on availability of resources.

The RACP Trainee in Difficulty Support (TIDS) policy introduced on 1 January 2016 and Progression through Training Policy will be considered in decision making regarding trainee progression through training.

Trainees who are deemed ineligible to continue on a training program with employer based support will revert to a Service Medical Registrar / RMO position based on the terms of their employment contract.

Please refer to the RACP Basic Training webpage for further information regarding College policy.

## 20. Can I apply for an interruption of training?

Please refer to the RACP Flexible Training policy on the College website to access information regarding the time limit to complete a training program, leave entitlements (including parental leave), part-time training, and interrupted training via the below link.

**LINK:** <https://www.racp.edu.au/trainees/education-policies-and-governance/education-policy>

## 21. When are the RACP exam dates?

For more information about the RACP exams, including dates set nationally, please visit the below website.

**LINK:** [RACP Exams](#)

## 22. How do I access more information on the BPT Program

### **Fiona Stanley Hospital**

[FSH.BPT@health.wa.gov.au](mailto:FSH.BPT@health.wa.gov.au)

### **Royal Perth Hospital**

[Judith.Ritchie@health.wa.gov.au](mailto:Judith.Ritchie@health.wa.gov.au)

### **Sir Charles Gairdner Hospital**

[SCGH.BPT@health.wa.gov.au](mailto:SCGH.BPT@health.wa.gov.au)

### **Royal Australasian College of Physicians**

**LINK:** [RACP: Become a Physician](#)

Or contact the WA RACP Member Support Office as follows:

Email: [Helen.Prince@racp.edu.au](mailto:Helen.Prince@racp.edu.au)

Phone: 08 6382 0823

Mobile: 0407 451 576

For general queries and advice you can contact the Integrated Registrar Reform team on:

[RegistrarRecruitment@health.wa.gov.au](mailto:RegistrarRecruitment@health.wa.gov.au)

## **Appendix 2: Service Surgical Registrar 2018 - Frequently Asked Questions**



# Service Surgical Registrar 2018

## *Frequently Asked Questions*

**Updated 23 March 2017**

### **1. How do I apply for a Service Surgical Registrar position in the Western Australian public sector?**

Service Surgical Registrar Recruitment is advertised annually on MedJobsWA. The advertisement opens early-mid June each year, recruiting for positions commencing in February and August (mid-training year) in the next training year.

Refer to the advertisement for position and contract details.

A single position will be advertised for a number of Surgical Service Registrar positions in WA Health public hospitals across the state. Successful applicants may be required to complete rural or leave relief terms.

Rotations in the following hospitals may be allocated to successful applicants. The following is a list of hospitals that placed Service Surgical Registrars in 2017:

- Fiona Stanley Hospital
- Sir Charles Gairdner Hospital
- Royal Perth Hospital
- Rockingham General Hospital
- Armadale Health Service
- Fremantle Hospital
- Hollywood Hospital
- Kalgoorlie Hospital
- Perth Children's Hospital / Princess Margaret Hospital
- Bentley Health Service
- Broome Hospital
- Geraldton Hospital
- Joondalup Health Campus
- Osborne Park Hospital
- Peel Health Campus
- SJOG Midland Public Hospital
- SJOG Murdoch

The recruitment and selection process is in accordance with [WA Health Recruitment, Selection and Appointment policy and procedure](#). Suitable applicants will be placed into a recruitment pool on the completion of the assessment process. Applicants will be notified by email if they are considered suitable for the pool. Please note that this is not a job offer. Applicants who have been selected into the pool will then be considered for site specific selection.

### **2. Will this application/selection process apply for all of the three HSPs?**

Yes, a single recruitment will be used to fill Surgical Service Registrar positions at participating sites including Fiona Stanley, Royal Perth and Sir Charles Gairdner Hospitals.

### 3. Can I preference my site or specialty?

Preferences are managed by specialty not by site.

Applicants will be asked their career intention and whether they are seeking exposure to any other surgical subspecialties or other (non-surgical) specialties in the advertised positions.

### 4. How is my application assessed?

Written applications will be assessed by a surgical panel against the Job Description Form (JDF).

Evidence that could be considered includes but is not limited to:

- Response to the position selection criteria
- CV and other supporting documentation submitted
- Eligibility to apply
- Referee reports
- Interviews (may or may not be used as an assessment tool)

*Applicants should be aware that the selection process is competitive and submitting a poor quality application is disadvantageous.*

### 5. How do I address the selection criteria?

Address the JDF attached to the advertisement. Consider utilising [RACS JDOCs](#) as a resource in preparing your application. The Registrar Application Guide provides useful tips on selection criteria. Other guides on writing selection criteria are available online and at public and WA Health libraries.

### 6. How can a prospective applicant make their application stand out?

- Read the advert *and* the attached documentation carefully. Don't risk missing key information contained in the advert.
- Write a succinct response to the selection criteria contained in the JDF.
- Provide specific responses that demonstrate your rationale to undertake a position as a service surgical registrar.

Government websites such as <http://www.apsc.gov.au/publications-and-media/current-publications/cracking-the-code/factsheet5> and <http://www.bom.gov.au/careers/guide2SC.shtml> contain useful tips instructions on understanding and addressing selection criteria.

- Customise your Curriculum Vitae (CV) to demonstrate your commitment to your chosen career path - List any research, audits, publications or presentations you have undertaken.
- It is not necessary to attach a signed copy of the JDF to your application. This certification box on the JDF is used for a separate process.
- Contact your referees for permission before you list them in your application and CV. *Do* make sure you have the correct contact email address. Don't put the wrong email address or mistype the email address of your referee!
- Have your documents organised in preparation for attachment to your job application. e.g. CV, selection criteria, evidence of residency status and visa (if applicable), evidence of registration e.g. AMC Results and Certificate (if applicable) and any other supporting documents such as a cover letter or end of term assessments.

- You may choose to submit a cover letter on why you should be selected for a Service Surgical Registrar position. Outline your commitment to an aspect of Surgical Training and what projects and/or initiatives you have been involved in. A cover letter shouldn't be more than 500 words.

Write your cover letter in advance and edit it before submitting it with your application.

- Give yourself time to put together a competitive application - Don't leave it to the last minute!

## **7. Referees: Who, How, When and Follow Up?**

Applicants must supply the names, verified email addresses and contact details of two referees. Both referees must be a clinical supervisor or manager, preferably within the last 12 months. It is recommended that one referee be a RACS Fellow.

Referees will be asked to comment on an applicant's clinical competencies, professionalism, integrity and ethical behaviour. References may be requested at any stage in the recruitment process.

Applicants can check whether referee reports have been requested and received by logging on to [MedJobsWA](#):

1. Log in to [MedJobsWA](#) and go to the Application History section of your profile page.
2. Click Go to view your application.
3. Open the Referees section.

If it says Not Sent next to a referee, a report has not been requested via MedJobsWA.

If it says No, the referee has been contacted and you may wish to follow up with them.

If it says Yes, the referee has submitted a referee report.

## **8. I need to do some medical terms to meet my training application prerequisites. Can I do medical terms in a Surgical Service Registrar position?**

A Surgical Service Registrar position is a surgical position.

In this position you may be able to request a 3 months medical term. However, there is no guarantee that this will be accommodated and opportunities are extremely limited.

Applicants seeking 6-12 months of medical terms should consider applying for either Resident Medical Officer, Service Medical Registrar or specialty specific service registrar recruitments.

Resident Medical Officer recruitments open annually in May and Registrar annual recruitments open in June.

## **9. Is this a RACS Training Position?**

No. This is a service registrar position.

## **10. How many positions are available?**

The number of vacant positions will vary annually based on operational requirements. In 2017, approximately 75 positions were filled through the Service Surgical Registrar recruitment.

*Applicants should be aware that the selection process is competitive and submitting a poor quality application is disadvantageous.*



## 11. What are the 2018 Registrar Term Dates?

2 Term year	4 Term year	2018 WA Health Registrar Term Dates		
Term 1	Term 1	5 February 2018	6 May 2018	13 Weeks
	Term 2	7 May 2018	5 August 2018	13 Weeks
Term 2	Term 3	6 August 2018	4 November 2018	13 Weeks
	Term 4	5 November 2018	3 February 2019	13 Weeks

## 12. Key changes for 2018

The JDF and selection criteria have been revised to better align with competencies and skills required to function effectively and safely in a Service Surgical Registrar position. These criteria align with the Royal Australasian College of Surgeons JDoCs Framework in order to develop defined competencies during post graduate years.

The MedJobsWA Service Surgical Registrar application form has been updated to better capture the career intentions and exposure applicants may seek in this position. Information provided in the application form will inform rotation allocation. An allocation preference form will not be circulated as part of the recruitment and appointment process.

## 13. How do I find out more?

Contact the officer provided on the advertisement.

For more general information about registrars in WA, contact the Integrated Registrar Reform Program at [RegistrarRecruitment@health.wa.gov.au](mailto:RegistrarRecruitment@health.wa.gov.au).

*These Frequently Asked Questions (FAQ) may be updated periodically without notice. It is the responsibility of the applicant/reader to seek the most updated version of the document.*

**This document can be made available in alternative formats  
on request for a person with a disability.**

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