



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

# Registrar Application Guide

For applications to 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 2019 Annual Intake Registrar Application Dates

Process	Fellows / Senior	Service / Trainee
<b>Applications open</b> Application dates may vary for specific recruitments.	11/05/2018	01/06/2018
<b>Applications close</b> Application dates may vary, see the advertisement for the close date and time.	4.00pm WST on 15/06/2018	4.00pm WST on 09/07/2018
<b>Notification of selection process outcome (Pool recruitments only)</b> Applicants will be notified whether or not they were assessed as suitable for the position and have been selected for the pool.	August 2018	Late August / September 2018
<b>Breach period</b> Breach period commences. <sup>1</sup>	The breach period will be stipulated in the notification letter.	
<b>Standard offers / First round pool offers</b>	August 2018	September 2018
<b>General offers</b> Offers for all participating sites and similar vacancies	Late August / September 2018	September 2018
<b>Close of the suitable pool (if applicable) and end of offers</b>	September / October 2018	

### 4.2 Registrar Recruitment Estimated Timeline – Mid-year / Ad Hoc Intakes

Timelines vary between registrar recruitments. The time required is impacted by multiple variables for example the number of positions vacant, number of applications received and recruitment methodology. Advertisements may be standard recruitments, limited life pools, open-ended pools or a single advert for a variety of positions within a single health service or specialty.

The majority of registrar positions at WA public hospitals are filled through annual intakes. Mid-year intakes and ad hoc recruitments are used to fill vacancies occurring during the training year. Mid-year intakes are advertised approximately 5-7 months after the annual intake and are typically for general / service registrar roles. Ad hoc recruitments are advertised to fill immediate and short-term vacancies when necessary.

**Note:** MedJobsWA users can set up email alerts for new MedJobsWA advertisements through the Account Settings / Employment Preferences section of their MedJobsWA Profile.

The table outlines an estimated timeline for mid-year intakes and ad hoc recruitments. The estimated timeline may not apply for open-ended pools.

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

Queries about a specific recruitment, including the timeline, can be directed to the contact/s on the advertisement.

Process	Date
<b>Applications close</b>	Est. 2 – 5 weeks after applications open at 4.00pm WST unless otherwise stated on the advertisement
<b>Notification of selection process outcome (Pool recruitments only)</b> Applicant will be notified whether or not they were successful / assessed as suitable for the position and have been selected for the pool.	Est. 4 – 8 weeks after applications close
<b>Breach Period</b> Breach period commences. <sup>1</sup>	The breach period will be stipulated in the notification letter.
<b>Offers</b>	Est. 4 – 12 weeks after applications close
<b>Close of the suitable pool (if applicable ) and end of offers</b>	Est. 3 – 12 months after applications close

#### 4.3 2019 Registrar Term Dates

2 Term Year <sup>2</sup>	4 Term Year	2019 WA Health Registrar Term Dates		
		Start date	End date	Duration
Term 1	Term 1	4 February 2019	5 May 2019	13 weeks
	Term 2	6 May 2019	4 August 2019	13 weeks
Term 2	Term 3	5 August 2019	3 November 2019	13 weeks
	Term 4	4 November 2019	2 February 2020	13 weeks

#### 4.4 2020 Registrar Term Dates

2 Term Year <sup>2</sup>	4 Term Year	2020 WA Health Registrar Term Dates		
		Start date	End date	Duration
Term 1	Term 1	3 February 2020	3 May 2020	13 weeks
	Term 2	4 May 2020	2 August 2020	13 weeks
Term 2	Term 3	3 August 2020	1 November 2020	13 weeks
	Term 4	2 November 2020	1 February 2021	13 weeks

<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.

JDF
How to Apply Guide
Other attachments

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 2019 - FAQs and [Appendix 2](#): Service Surgical Registrar 2019 - 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.

## 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 and 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>.

## 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.

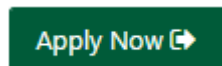
## 7.2 How to Apply for a Registrar Vacancy

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.

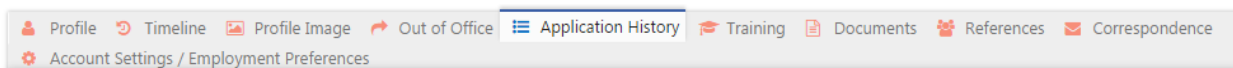


Remember to regularly save work. The 'Save' button is found at the bottom of each page. MedJobsWA will log out after 20 minutes with no activity.

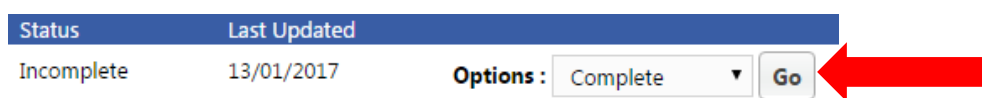
Click 'Save' and 'Logout' to exit the application process at any stage. All information will be saved to this point. Saved, incomplete applications are not automatically submitted at the closing of the application period.

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')



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 2019 - Frequently Asked Questions in Appendix 1 provides detailed information about the application process for Adult Internal Medicine Basic Physician Training at WA Health.

Applications for training will be separate to applications for employment. Candidates must first secure employment to be eligible to apply for BPT. Candidates must meet the [RACP BPT criteria](#) to be eligible to apply.

Applications for Basic Physician Training (Adult Internal Medicine) will be advertised on and submitted via [MedJobsWA](#). Candidates are expected to read the BPT advertisement. It will contain information about applying to enter or continue BPT with a WA BPT Network.

Applications open on Monday, 3 September 2018.

Applications will close on Friday, 28 September 2018 at 4.00pm WST sharp.

Applications for BPT will no longer be included in the Resident Medical Officer or Service Medical Registrar application processes. Emailed applications will **not** be accepted.

Candidates **must** have a Resident or Service Medical Registrar position in 2019 at Fiona Stanley, Royal Perth or Sir Charles Gairdner Hospital to be eligible to apply for a training place within their employer's BPT Network. Candidates **must** provide the details of the eligible employment in their BPT application or the application will not be considered eligible.

Candidates without a 2019 contract or accepted employment offer at Fiona Stanley, Royal Perth or Sir Charles Gairdner Hospital are not eligible to apply and will not be considered for BPT.

Candidates may only submit **one** BPT application. Candidates holding multiple employment contracts / accepted offers at the time of application (e.g. Resident *and* Service Medical Registrar), may only apply for BPT with **one** of these contracts/ accepted offers (not both).

#### NOTE

If a candidate's employment offer / contract, as detailed on the BPT application, is withdrawn or declined, the BPT application linked to the employment becomes ineligible.

If applications are still open, the BPT application must be updated with eligible employment details and be resubmitted to meet eligibility requirements i.e. the application be updated to link it to another eligible contract / accepted employment offer.

If a BPT application becomes ineligible due to withdrawal or decline of the associated employment offer or contract, after applications have closed, the application will be ineligible and the candidate will not be considered for a place in the BPT program.

#### 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.**

## 8. Review

Version	Effective From	Review Due	Amendment(s)
REG V1.0	18.02.2016	31.05.2017	
REG V2.0	31.05.2017	01.05.2018	21.06.2017
REG V3.0	18.10.2017	01.05.2018	
REG V4.0	09.05.2018	01.05.2019	

## 9. Authorisation

Approval by	WA Medical Administration Group
Approval Date	09/05/2018
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Owner	Integrated Registrar Reform Program
Dept. File No	IRRP-004

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## **Appendix 1: Basic Physician Training 2019 - Frequently Asked Questions**



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

# Basic Physician Training – Adult Medicine 2019

## *Frequently Asked Questions*

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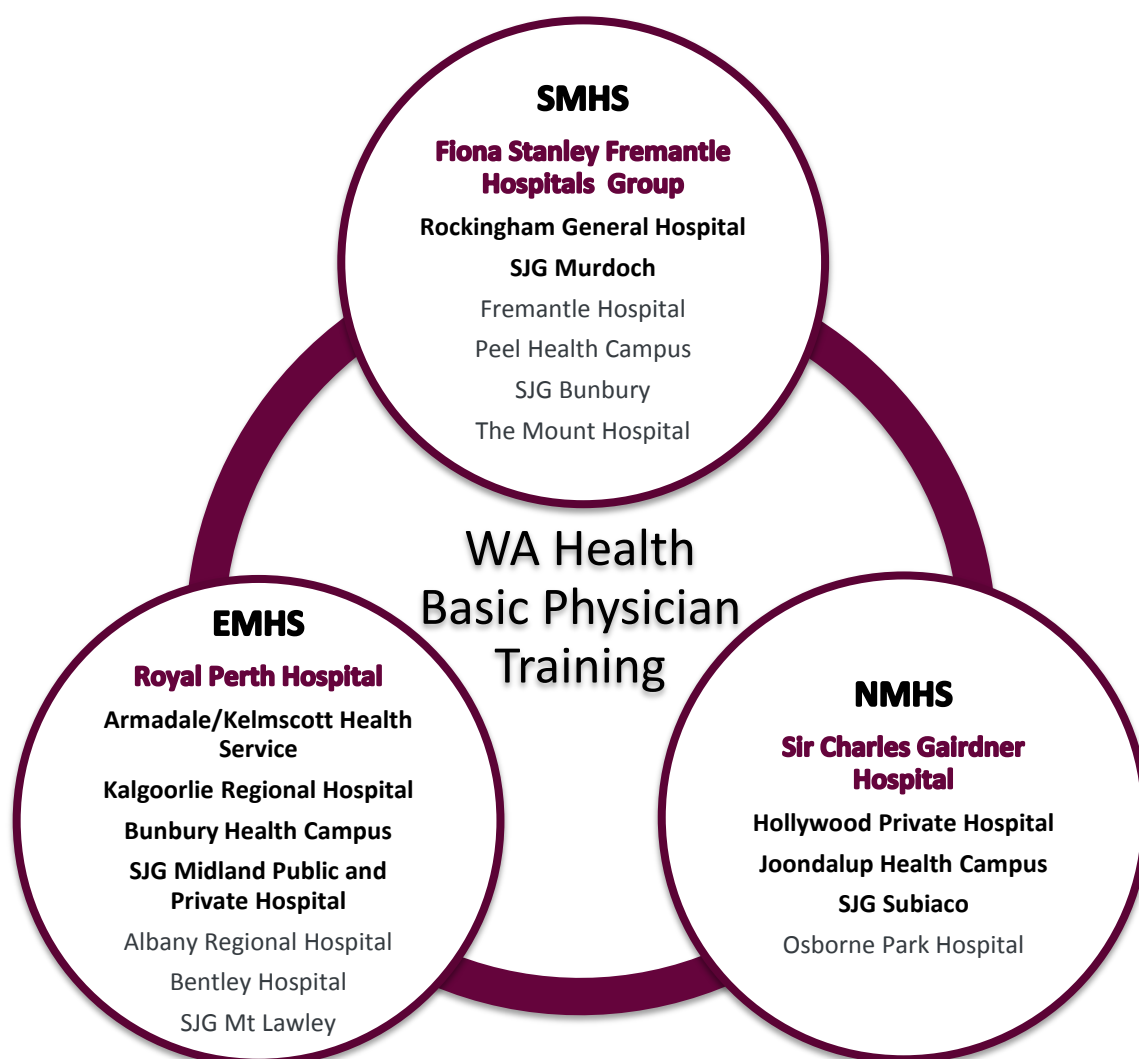
***These Frequently Asked Questions (FAQ) may be updated periodically without notice. It is the responsibility of the applicant/reader to seek the most updated version of the document.***

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

Under the leadership of the Western Australian Adult Medicine Basic Physician Training Network Committee three sites are accredited as Level 3 Teaching Hospitals with the Royal Australasian College of Physicians (RACP) to deliver BPT in WA. These tertiary hospitals sit within the Health Service Providers (HSPs) and each lead their HSP's BPT Network.

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)**

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. A minimum of 3 years is required for completion of the BPT program from your initial entry point irrespective of prior non-accredited training. At entry into the program the first year of accredited training will commence at BPT Year 1 regardless of the trainee's current postgraduate year or year of employment.

The following RACP policies have been considered in the development of the BPT Networks:

- Progression through Training policy
- Trainee in Difficulty Support policy
- Selection into Training policy

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

Selection into the training program operates via the three HSP BPT Networks. Each Network maintains autonomy and operates independently in the delivery of their BPT program.

### Application

This process only applies to Basic Physician Training (Adult Internal Medicine).

Applications for training will be separate to applications for employment. Candidates must first secure employment to be eligible to apply for BPT. Candidates must meet the [RACP BPT criteria](#) to be eligible to apply.

Applications for Basic Physician Training (Adult Internal Medicine) will be advertised on and submitted via [MedJobsWA](#). Candidates are expected to read the BPT advertisement. It will contain information about applying to enter or continue BPT with a WA BPT Network.

Applications open on Monday, 3 September 2018.

Applications will close on Friday, 28 September 2018 at 4.00pm WST sharp.

Applications for BPT will no longer be included in the Resident Medical Officer or Service Medical Registrar application processes. Emailed applications will **not** be accepted.

Candidates **must** have a Resident or Service Medical Registrar position in 2019 at Fiona Stanley, Royal Perth or Sir Charles Gairdner Hospital to be eligible to apply for a training place within their employer's BPT Network. Candidates **must** provide the details of the eligible employment in their BPT application or the application will not be considered eligible.

Candidates without a 2019 contract or accepted employment offer at Fiona Stanley, Royal Perth or Sir Charles Gairdner Hospital are not eligible to apply and will not be considered for BPT.

Candidates may only submit **one** BPT application. Candidates holding multiple employment contracts / accepted offers at the time of application (e.g. Resident *and* Service Medical Registrar), may only apply for BPT with **one** of these contracts/ accepted offers (not both).

### NOTE

If a candidate's employment offer / contract, as detailed on the BPT application, is withdrawn or declined, the BPT application linked to the employment becomes ineligible.

If applications are still open, the BPT application **must be updated** with eligible employment details and be resubmitted to meet eligibility requirements i.e. the application be updated to link it to another eligible contract / accepted employment offer.

If a BPT application becomes ineligible due to withdrawal or decline of the associated employment offer or contract, **after** applications have closed, the application will be ineligible and the candidate will **not** be considered for a place in the BPT program.

## Interviews

Candidates may be required to be interviewed by their employer's BPT Network Selection Panel. The interview process uses a multiple mini interviews format.

All candidates applying for entry into BPT will be interviewed.

Current trainees who are applying to continue training in 2019 with their current (the same) BPT Network (where they are currently undertaking BPT), will not be required to undergo formal interview by the panel to progress to BPT 2 or 3 **if** the BPT Network Director of Physician Education (DPE) has assessed their training progress as satisfactory at the annual interview.

A trainee applying to continue BPT will be interviewed if:

- The trainee is changing BPT Network due to employment as a Resident or Service Medical Registrar with a different Level 3 Teaching Hospital.
- The trainee is not progressing satisfactorily through training.  
(NB: If you are not progressing satisfactorily, you will be advised of this by your DPE.)
- The trainee has been practicing interstate or internationally for the preceding 12 month period.
- The trainee is returning from an interruption of training that was not supported or registered by the BPT Network DPE.

## Selection and Assessment

The BPT Network DPE and selection panel will assess applications to identify those who will be shortlisted, interviewed and selected into the training program. All applications received will be assessed according to the relevant BPT Year (1-3).

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

1. Competencies, skills and experience demonstrated in the written application
2. Interview (if applicable)

A Letter of Offer for entry or continuation into the Network BPT Program will be issued if a candidate is successful in the selection process to BPT and has a position of employment as a Resident Medical Officer or Service Medical Registrar with the Level 3 Teaching Hospital.

In accordance with the RACP Selection into Training policy, continuation in BPT and progression to year 2 / 3 of BPT will be supported where a current trainee:

- a) Is eligible to apply for BPT.
- b) Applies to continue BPT in their current BPT Network.
- c) Is employed by the same Level 3 Teaching Hospital as the previous year of training.
- d) Is progressing satisfactorily through the program based on term assessments and performance review by the DPE.



### 3. What are the Application Dates for BPT?

Process	Date
Applications open	Monday, 3 September 2018
Applications close	4.00pm WST on Friday, 28 September 2018
Interviews	Mid October 2018
Offers	Late October 2018

### 4. Does this application/selection process apply to all of the three BPT Networks?

Yes. This is the single application process for the three (3) HSP Level 3 Teaching Hospital BPT Networks and the Level 1 Teaching and Secondment Hospital positions within each Network. Each BPT Network maintains autonomy in determining their capacity to train and managing their selection and appointment process.

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

Applications must be submitted via the [MedJobsWA](#) process. When completing the application form, applicants will be asked if they wish to apply for entry into or continuation in the 2019 Basic Physician Training (BPT) in Adult Internal Medicine program. Select “Continuation” or “Entry” as appropriate. Complete the application for training section of the application form and upload the following documents to the BPT application. Candidates must complete this section of the application form.

#### BPT application documents

The following documents are **required** to support your application for appointment to the BPT program. The list order reflects the application form.

1. Cover Letter – This provides you with the opportunity to explain why you are passionate about joining/continuing the BPT program. (Limit – Maximum one (1) A4 page)
2. CV – This Curriculum Vitae (CV) is where you provide factual information relevant to assessment for appointment to training. The CV should include details of your professional experience, education and training, professional development, research, publications and other factual information. It can be tailored to your application or the same as an employment CV.
3. BPT (Adult) Selection Criteria response – This is your written response to the BPT selection criteria (different to selection criteria for an employment application). For information about addressing selection criteria see the [Registrar Application Guide](#). (Limit – Maximum five hundred (500) words per criterion.)
4. Evidence of professional development / education and training attendance – This is a document that demonstrates attendance of professional education activities and commitment to professional learning. This may be a letter or supporting document from a Medical Education Unit outlining attendance at teaching activities or a formal statement of attendance.

5. End of Term Assessments 1 – You are required to attach two End of Term Assessments to your BPT application. These can be hospital End of Term Assessment forms or college/RACP Term Assessment forms. It is recommended that the assessments be from your most recently assessed clinical role. This is the spot to attach the first.
6. End of Term Assessments 2 – This is the spot to attach the second.
7. Research Evidence – This is evidence of research or active involvement in research activities, audits and/or publications. Candidates without research / audit / publication evidence should attach a written response outlining any relevant research skills, experience or plans.
8. Other documents to support application for training (Optional).

## **6. 2019 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.

## **7. Are there word / page limits? Will I be marked down if I am under or over the limit?**

Yes, there are word and page limits for some application documents.

Candidates should use their judgement and not write up to, or excessively exceed, the limits. The selection criteria responses should be succinct and appropriate.

Candidates should assess and reflect on the information they provide and whether it fairly demonstrates their high level of professionalism and decision-making.

Limits:

- Five hundred (500) word limit per criterion for selection criteria responses
- One (1) A4 page for the cover letter

## **8. What should I attach to my application if I do not have Research Evidence?**

It is acknowledged that some candidates may not have yet participated in research, completed an audit or published research. Candidates without research / audit / publication evidence should attach a written response outlining any relevant research skills, experience or plans.

## 9. What can an applicant do to make their application stand out?

- Check your application for readability. If it is hard to read, consider rewording sentences and adjusting punctuation and formatting.
- Keep your selection criteria responses succinct and appropriate.
- Use your professional judgement on how much detail to provide and how it demonstrates your skills and competencies. Remember that showing your skill is more powerful than stating that you have the skill.
- Consider your application as a whole application as well as reviewing each document separately.
- Outline your commitment to an aspect of Medicine/Physician training and what projects and/or initiatives you have been involved in. Your cover letter is the ideal place to demonstrate why you should be selected for entry into a BPT Program.
- Write your cover letter in advance and review it before attaching it to your application. A cover letter should not be more than one (1) A4 page.
- Customise your Curriculum Vitae (CV) - List any research, audits, publications or presentations you have undertaken.
- Choose End of Term Assessments from your most recently assessed clinical role.
- Organise your application documents in advance e.g. a letter or supporting documents from a Medical Education Unit outlining attendance at teaching activities or statement of attendance. Aim to have everything ready at least one (1) week before applications close.
- Contact referees for permission before submitting your application and CV. **Do** make sure you have the correct contact email address. Do not put the wrong email address or mistype the email address of your referee!
- Have at least one RACP Fellow as a referee.
- Check that the employment details provided in your application form response are correct.
- Read the advert carefully **and** the attached documentation. Don't risk missing key information contained in the advert.
- Submit a complete application including the documents listed in [Question 5: What do I need to apply for BPT?](#) and a complete MedJobsWA application form.
- Don't leave your application to the last minute! Give yourself time to put together a well written and complete application.
- **Resubmit** your application if you have made changes to the application before the closing date and time. Changes made after the initial submission do not automatically update the original submission. The application must be resubmitted with the changes.

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

Yes. If you are a continuing trainee, you are still required to submit an application to continue training.

Current trainees who are applying to continue training in 2019 with their current (the same) BPT Network (where they are currently undertaking BPT training), will not be required to undergo formal interview by the BPT panel to progress to BPT 2 or 3 **if** the BPT Network DPE has assessed their training progress as satisfactory at the annual interview.

A trainee applying to continue BPT will be interviewed if:

- The trainee is changing BPT Network due to employment as a Resident or Service Medical Registrar with a different Level 3 Teaching Hospital.
- The trainee is not progressing satisfactorily through training.  
(NB: If you are not progressing satisfactorily, you will be advised of this by your DPE.)
- The trainee has been practicing interstate or internationally for the preceding 12 month period.
- The trainee is returning from an interruption of training that was not supported or registered by the BPT Network DPE.

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

## 11. What do I need to do if I am returning from or starting an interruption of training?

Any interruption of training 12 months or longer should be discussed with the BPT Network DPE **prior** to commencement in order that trainee intentions and needs are reviewed. Trainees are required to clearly and pro-actively communicate with their DPE about their intentions and expectations.

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.

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

Both current continuing trainees and trainees returning from an interruption of training are required to apply to continue BPT. A trainee returning from an interruption of training may be required to be interviewed to continue BPT.

A trainee returning from an interruption of training will not be interviewed *if*:

- The interruption was supported and registered by the BPT Network DPE.
- The DPE has registered the intention to recommence BPT.
- The trainee will be employed in a Resident or Service Medical Registrar position at the same Level 3 Teaching Hospital and is returning to the same BPT Network.

A trainee returning from an interruption of training will be interviewed if:

- The trainee has been practicing interstate or internationally for the preceding 12 month period.
- The interruption of training was not supported or registered by the BPT Network DPE.
- The trainee is recommencing BPT at a different BPT Network as they are employed by a different Level 3 Teaching Hospital.

Re-admittance to training is not guaranteed after a trainee exits a Network BPT program. A trainee may have been considered to have exited a Network BPT program if the trainee changed to a different BPT Network or undertook an interruption of training not supported or registered with the Network DPE. Trainees can confirm whether they have exited a Network BPT program by contacting the Network DPE.

Trainees on an interruption of training who are not employed by a Level 3 Teaching Hospital as a Resident or Service Medical Registrar are not eligible to recommence BPT with one of the Level 3 Teaching Hospital BPT Networks.

## **12. I am on a 3 year contract / have a Resident / Service Medical Registrar contract with an Adult Internal Medicine Level 3 Teaching Hospital for the next training year. Can I apply for BPT?**

Yes. Candidates are eligible to apply for BPT if:

- The candidate will be employed as a Resident or Service Medical Registrar by a Level 3 Teaching Hospital (Fiona Stanley, Royal Perth or Sir Charles Gairdner Hospital) for the next training year.
- The candidate meets the [RACP BPT eligibility criteria](#).
- The candidate has not already completed BPT.

Applicants should review the content of these Frequently Asked Questions for more information about the application process.

Eligible candidates can apply to enter or continue BPT using the method outlined in [“\*\*Question 2: What is the application & selection process for entry or continuation in the Basic Physician Training \(BPT\) program at WA Health?\*\*”](#)

There is only one application method for 2019 BPT with the three Level 3 Teaching Hospital BPT Networks.

## **13. What if I have accepted Resident AND Service Medical Registrar positions, can I apply for BPT with each employer / position?**

No. Candidates with multiple contracts may only apply for BPT in one position with one employer. Please choose which position will be associated with your BPT application and provide the information in the application form.

Multiple BPT applications will not be accepted. Where multiple applications are uploaded, the last application to be uploaded will be the only application accepted and considered for BPT.

## **14. I only have a 6 month contract / I am only seeking 6 months BPT. Can I still apply for BPT?**

Applications are for a 12 month appointment to a training program. Applicants must have employment for the whole 2019 clinical / training year except where the applicant is seeking only 6 months of BPT.

Candidates seeking only 6 months of BPT must discuss their training intentions and eligibility with their employer's BPT Network DPE prior to applying. There is no guarantee that a request for 6 months BPT will be granted.

Candidates seeking only 6 months of BPT are encouraged to attach the details of the request and discussion with the Network DPE to their application.

## **15. Will I still be considered for BPT if I decline the Resident / Service Medical Registrar offer, withdraw, do not sign my contract or resign / do not start?**

If a candidate withdraws or declines the employment offer or contract associated with their BPT application, as detailed on the application, the BPT application linked to the employment will become ineligible for BPT and will not be considered for a place in the Network BPT program.

If a BPT application becomes ineligible due to withdrawal or decline of the associated employment offer or contract, **after applications have closed**, the application will be ineligible and the candidate will not be considered for a place in the Network BPT program.

**If applications are still open**, the BPT application must be updated with eligible employment details and be resubmitted before the close of applications to meet eligibility requirements i.e. the application be updated to link it to another eligible contract / accepted employment offer.

## **16. I want to apply for BPT but do not have an offer or contract. How do I apply for BPT?**

Candidates are not eligible to apply for BPT with one of the three BPT Networks without first securing employment as a Resident or Service Medical Registrar with a Level 3 Teaching Hospital (Fiona Stanley, Royal Perth or Sir Charles Gairdner Hospital) for the next training year.

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

## **17. What do I need to do if I am taking or returning from Extended or Parental Leave (12 months or more)?**

Please refer to [\*\*“Question 11: What do I need to do if I am returning from or starting an interruption of training?”\*\*](#) for more information.

Trainees with concerns or questions are strongly encouraged to contact the BPT Network DPE. Arrangements associated with taking a long period of leave for personal reasons, to conduct research or to work interstate or overseas may require tailored support.

Any interruption of training 12 months or longer should be discussed with the BPT Network DPE **prior** to commencement in order that trainee intentions and needs are reviewed. Trainees are required to clearly and pro-actively communicate with their DPE about their intentions and expectations.

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

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

## **18. Can I do a rural / WACHS rotation as part of BPT?**

Trainees are strongly encouraged to undertake at least one 3 month rural term as part of the 3 year BPT program. Both Royal Perth Hospital (East Metropolitan Health Service) and Fiona Stanley Hospital (South Metropolitan Health Service) BPT Networks rotate trainees to rural terms.

Trainees may request to be exempted from allocation to a rural term due to exceptional personal circumstances on hardship grounds. Trainees should first discuss concerns with the Network DPE prior to requesting an exemption.

## **19. Can I undertake dual vocational training with BPT?**

Requests for dual training are assessed on a case by case basis considering the prospective trainee's intentions and training needs and the BPT Network's capacity to provide support. Candidates considering dual vocational training incorporating BPT, are asked to contact the BPT Network DPE prior to application.

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

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

## **21. What teaching and mentoring will be offered by HSP networks to Service Medical Registrars who are not in the BPT program?**

Major teaching hospitals are known for their diverse case mix and unique teaching and learning environments. Rich educational opportunities are available 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 are available to all. Secondment and Level 1 Teaching Hospitals also provide specific resources and teaching opportunities.

Many of the educational workshops delivered within the BPT Networks, some of which are available via teleconferencing to Registrars on rotation to a different hospital, are of value for Service Medical Registrars. Specific BPT workshops will only be available to Doctors in Training who have been appointed to a Network BPT program.

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

## **22. What education program is planned for BPT?**

Each BPT Network has comprehensive educational programs tailored to trainees. This framework retains its core components and will continue to provide the well-established training structure. Please contact the relevant officer listed in [“Question 27: How do I access more information on the BPT Program?”](#) for more information.

### **23. What are the RACP exam dates?**

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

**LINK:** <https://www.racp.edu.au/trainees/assessments/exams>

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

Prospective and current trainees should review the College website for information about RACP exams.

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

### **25. What support is offered to trainees for written and clinical exams?**

Each BPT Network has a training structure for written and clinical exam preparation which will continue to be offered.

### **26. What happens if a trainee does not pass the RACP exams on the first attempt?**

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

The WA BPT Networks and the Network Level 1 Teaching and Secondment Hospitals will provide support, through the medical education teams, for one attempt for each exam.

If a trainee is not successful at passing the exam on the first attempt, the following shall occur:

- Areas of the exam that the trainee did not pass will be reviewed.
- The expectation for the trainee to continue with the BPT Program for the following year will be considered.
- Entry into the mock exams/exam preparation will be reviewed depending on available resources.
- 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.

Determination on the most appropriate course of action will be undertaken on an individual basis. There will only be limited avenues to continue to support trainees after exam fails due to the competitive nature of selection for positions.

The RACP Trainee in Difficulty Support (TIDS) policy 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 BPT Network training program with employer based support will revert to a non-BPT Resident or Service Medical Registrar position based on the terms of the employment contract.

Please refer to the [RACP Basic Training website](#) for College policies and further information.



## 27. 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 Officer 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 please contact: [RegistrarRecruitment@health.wa.gov.au](mailto:RegistrarRecruitment@health.wa.gov.au)

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

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## **Appendix 2: Service Surgical Registrar 2019 - Frequently Asked Questions**



# Service Surgical Registrar 2019 Frequently Asked Questions

**Updated 15 March 2018**

## **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 2018:

- 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
- 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 five HSPs?**

Yes, a single recruitment will be used to fill Surgical Service Registrar positions at participating sites including Fiona Stanley, Perth Children's, Royal Perth and Sir Charles Gairdner Hospitals. WACHS will fill Surgical Service Registrar positions through both the 2019 Service Surgical Registrar recruitment and WACHS' annual recruitment.

### 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.

Applicants should provide this information when requested in the application form. Please do not answer No when asked “Are you seeking exposure to any other surgical subspecialties in the advertised position?” or “Do you have any professional or personal circumstances that require consideration in your rotation allocation?” and then provide specific requests in the written application.

Service Surgical Registrars may be rotated to rural terms (e.g. Kalgoorlie, Geraldton and Broome) to gain exposure to varied and unique training opportunities. Service Surgical Registrars should be prepared to undertake a rural or leave relief rotation.

### 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)

The application instructions in the advertisement provide specific guidance.

*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?

The selection criteria are listed in 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. Why are there 10 essential and 3 desirable selection criteria?

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 (RACS) [JDoCs Framework](#) in order to develop defined competencies during post graduate years.

### 7. How do I complete the RACS Operating with Respect eLearning module?

The RACS Operating with Respect eLearning module is not available to the general public.

The RACS Operating with Respect eLearning module is one of the [resources](#) that doctors can access following [subscription](#) to [RACS JDOCs](#), RACS membership or as part of the process of applying for selection to a RACS training program. More information is available at <http://jdocs.surgeons.org/subscribing-jdocs>.

A [demonstration version](#) of the RACS Operating with Respect eLearning module is available from the [RACS website](#). This demo version is identical to the eLearning module but does not include the assessment questions required to formally complete the module.

Completion of the RACS Operating with Respect eLearning module is a *desirable* not *essential* selection criteria.

Completing any of the desirable selection criteria is not mandatory in order to apply for, or to successfully apply for a Service Surgical Registrar position. Successful application is dependent on a competitive selection process against candidate peers and is merit-based. 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 essential and desirable selection criteria are part of this assessment. Health service selection panels operate in accordance with Public Sector Commission standards.

## **8. Do I need to attach a Log Book to my application?**

Candidates are not required to attach log books to applications but can do so if they wish. Service Surgical Registrars are strongly encouraged to keep log books. While no one log book resource is mandatory, candidates may wish to use the [MALT: Morbidity Audit and Logbook Tool](#) that is included with a [RACS JDOCs](#) subscription. More information is available at <http://jdocs.surgeons.org/subscribing-jdocs>.

## **9. 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 and 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, your own 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.

Do not forget to enter your allocation preferences in the relevant section of the application form if you have also covered it in your cover letter.

- Complete the RACS Operating with Respect eLearning module at least a week before applications close.
- Give yourself time to put together a competitive application - Don't leave it to the last minute!

## 10. 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 must enter the referee's email address. Applicants *must not* enter their own contact details in place of their referees' contact details. Applications submitted with misleading referee contact details may be invalid.

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.

## 11. 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.

## 12. Is this a RACS Training Position?

No. This is a service registrar position.

## 13. 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.*

## 14. Key changes for 2019

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.

## 15. What are the 2019 Registrar Term Dates?

2 Term year	4 Term year	2019 WA Health Registrar Term Dates		
Term 1	Term 1	4 February 2019	5 May 2019	13 Weeks
	Term 2	6 May 2019	4 August 2019	13 Weeks
Term 2	Term 3	5 August 2019	3 November 2019	13 Weeks
	Term 4	4 November 2019	2 February 2020	13 Weeks

## 16. Who do I apply to for leave if I am successful?

The leave application process varies between hospitals. Please liaise with the site Medical Workforce team in a timely manner for information on the leave application process that applies for the period you are allocated to that hospital. The allocated hospital may have a leave guide which is sent to new staff at the start of the rotation.

**Leave approvals are not able to follow you** - If you have had leave approved and you initiate a term swap you will be required to re-submit your application to the new department and Medical Workforce team (as applicable).

**Annual Leave or other planned leave types:** Each site has a different Annual / Planned Leave application process. It is recommended that you contact the relevant site's Medical Workforce team to confirm the current leave application processes.

The following historical leave application processes are included as examples.

Please note: leave application processes differ and are subject to change.

- One application pathway is to submit a leave form (L1 – Leave Doctors) to the Head of Department of the term to which you are allocated for that period of time. The approved leave form should then be sent to the Medical Workforce team at the allocated site. If the period of leave is for longer than the rotation at the allocated site, contact the Medical Workforce team at the site you are allocated for the remaining time to discuss your options.
- Some sites advise registrars of a predetermined date from which leave applications will be accepted. An excel leave e-form (L1 – Leave Doctors) is submitted via email to the relevant Medical Workforce team for review from that date.

**Professional Development Leave:** Each site has a different Professional Development Leave application form and process. It is recommended that you contact the relevant site's Medical Workforce team to confirm the current leave application processes.

The following historical leave application process is included as an example.  
Please note: leave application processes differ and are subject to change.

- One type of Professional Development Leave application requires the application to firstly be directed to your current training supervisor for review and to endorse the application, confirming the application meets the provisions for entitlement to access Professional Development Leave. After review by the relevant training supervisor, the application is directed to Medical Workforce for review.

Please note that applications for Professional Development Leave must be submitted at least two months prior to the commencement of the leave as stated in Section 18 (6) of the AMA Industrial Agreement 2016.

## **17. How do I find out more?**

Contact the officer provided on the advertisement.

For general information about registrars in WA, email [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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