



Postgraduate Medical Council
of Western Australia

CENTRALISED RESIDENT MEDICAL OFFICER RECRUITMENT APPLICATION GUIDE

**For applications to 2020 Resident Medical Officer
positions in Western Australia through MedJobsWA**

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Centralised Resident Medical Officer Recruitment process

This guide details the application process for the 2020 centralised Resident Medical Officer (RMO) recruitment, coordinated by the Western Australian (WA) Department of Health.

The centralised RMO recruitment process allows applicants to submit one application for consideration for employment in an RMO position with any of the participating WA Health Services (listed below).

If you commenced your internship in WA in 2018 or 2019, and wish to continue at the Primary Employing Health Service (PEHS) where you commenced your internship and have a contract of employment for the full 2020 clinical year (Fiona Stanley Hospital, Royal Perth Hospital, Sir Charles Gairdner Hospital OR WA Country Health Service ONLY), you may indicate this intention within the centralised RMO application form in MedJobsWA.

You will not be required to address selection criteria nor provide an updated curriculum vitae (CV). By selecting this option you are declaring that you have an existing contract for the 2020 clinical year.

This will not be considered an application under WA Public Sector Commission (PSC) guidelines, therefore any applicants selecting this option who do NOT have a contract for the 2020 clinical year will not be considered for RMO positions offered via this process.

Applicants who commenced an internship in WA in 2018 or 2019 and are currently employed on a contract for the full 2020 clinical year, and wish to be considered for RMO positions with a different health service in 2020, will be asked to fill out the full application form (including addressing selection criteria and submitting a CV) in order to provide further information and documentation for assessment by the relevant health service/s. The appointment process remains competitive, and while an application to change site might not be successful, these applicants remain entitled to an RMO placement within WA Health for the 2020 clinical year.

All other applicants who are not currently employed on a two- or three-year contract with WA Health will be required to fill out the full application form.

The requirements for each of these options will be detailed further below.

Resident Medical Officer

RMOs in WA undertake supervised education and training in clinical and medical education contexts. All RMO positions within WA public hospitals are accredited by the Postgraduate Medical Council of Western Australia (PMCWA) and are open to prevocational trainees in their second and subsequent years (once internship is

complete). Key responsibilities and duties of an RMO are listed in the RMO job description form (JDF) which is available through the position advertisement.

MedJobsWA

[MedJobsWA](#) is the online application portal for junior medical positions at WA public hospitals. MedJobsWA is utilised by the WA Department of Health to facilitate the centralised RMO recruitment processes, in close collaboration with the participating health services responsible for the assessment and selection of successful applicants.

Applying to the centralised RMO recruitment process through MedJobsWA is simple:

- Submit one application for 2020 RMO positions with participating health services (and similar vacancies) through the centralised RMO recruitment
- [MedJobsWA](#) stores basic information from your previous application/s
- Create/update a personal profile, including:
 - Personal contact details
 - Registration with the Medical Board of Australia – information on your current registration status, Australian Health Practitioner Regulation Agency (AHPRA) number and registration type/pathway
 - Education, medical qualifications and employment experience
 - Career and training pathway intentions
- Select your preferred employing health services and hospitals
- Edit and save your application up to the submission/closing date
- Submit your application online
- Receive and respond to offers online

Saved applications are not automatically submitted at the closing of the application period.

If you have a pre-existing account and need to update your email address, **please do not set up a new profile**, please update your new email address and updated details on your existing profile account. If you have forgotten your username or password please contact medjobswa@health.wa.gov.au

Postgraduate Medical Council of Western Australia

The role of PMCWA is to support and advocate for junior doctors within WA through the accreditation of junior doctor positions within health services and by providing leadership for the provision of quality education and training experiences for prevocational doctors in WA. In addition, PMCWA coordinates centralised RMO recruitment processes, through the [MedJobsWA](#) system, across WA health services.

Participating hospitals and health services

The following WA hospitals and health services participate in the centralised RMO recruitment process:

- Fiona Stanley Hospital (FSH)
- King Edward Memorial Hospital (KEMH)
- Perth Children’s Hospital (PCH)
- Royal Perth Hospital (RPH)
- Sir Charles Gairdner Hospital (SCGH)
- WA Country Health Service (WACHS)
- Joondalup Health Campus (JHC)*

*JHC is part of Ramsay Health Care. Employment terms and conditions are contained within the Ramsay Health Care Employment Agreement and may differ from WA Health hospitals.

Participating hospitals and health services may rotate RMOs to accredited placements at other general or regional hospital sites. Adequate notice will be given to RMOs regarding their rotations for the 2020 clinical year as allocated by their employing health service. See the list below for some examples; please note that this list is not exhaustive.

Employing health service	Primary hospital	Placement health services
South Metropolitan Health Service	Fiona Stanley Hospital	<ul style="list-style-type: none"> • Fremantle Hospital • Rockingham General Hospital • St John of God Murdoch Hospital • Community Residency Program
North Metropolitan Health Service	King Edward Memorial Hospital	<ul style="list-style-type: none"> • Bunbury Regional Hospital • Fiona Stanley Hospital • Joondalup Health Campus • Osborne Park Hospital • Kalgoorlie Health Campus
	Sir Charles Gairdner Hospital	<ul style="list-style-type: none"> • Geraldton Health Campus • Graylands Hospital Campus • Hedland Health Campus • Hollywood Private Hospital • Joondalup Health Campus • Karratha Health Campus • Older Adult Mental Health Services Osborne Park • Older Adult Mental Health Services Selby • Osborne Park Hospital • St John of God Subiaco Hospital • Silver Chain Hospice Care Service • Community Residency Program

Employing health service	Primary hospital	Placement health services
Child and Adolescent Health Service	Perth Children's Hospital	<ul style="list-style-type: none"> • Kalgoorlie Health Campus • King Edward Memorial Hospital • St John of God Midland Public Hospital
East Metropolitan Health Service	Royal Perth Hospital	<ul style="list-style-type: none"> • Armadale Health Service • Bentley Hospital • Kalgoorlie Health Campus • Mount Hospital • Silver Chain Hospice Care Service • St John of God Midland Public Hospital • St John of God Mt Lawley Hospital • Community Residency Program
WA Country Health Service	<ul style="list-style-type: none"> • Albany Health Campus • Broome Health Campus • Bunbury Hospital • Geraldton Health Campus • Kalgoorlie Health Campus 	
Ramsay Health Care	Joondalup Health Campus	<ul style="list-style-type: none"> • Glengarry Private Hospital • Hollywood Private Hospital • Peel Health Campus

*Please note; placements in the Community Residency Program will be subject to funding. Further information is available on page 15.

Important dates

RMO application dates

Process	Date
Applications open	Wednesday 15 May 2019
Applications close	Wednesday 12 June 2019 12:00noon (Australian Western Standard Time)
Suitable pool created <ul style="list-style-type: none"> • The suitable pool is created prior to any offers being made • Applicants are notified whether or not they have been appointed to the suitable pool • Breach period; four business days after the creation of the suitable pool. 	Week of 17 July 2019
First offers <ul style="list-style-type: none"> • Offers for KEMH, PCH, selected WACHS locations and split offer combinations including KEMH and/or PCH 	Week of 31 July 2019

General offers • Offers for all participating sites (and similar vacancies) at non-specialist hospitals	Week of 14 August 2019
Close of the suitable pool and end of offers	Wednesday 9 October 2019

2020 RMO term dates

2020 RMO term dates – all health services (excluding KEMH and PCH)

Term	Start date	End date	Duration
Term 1	13 January 2020	29 March 2020	11 weeks
Term 2	30 March 2020	7 June 2020	10 weeks
Term 3	8 June 2020	16 August 2020	10 weeks
Term 4	17 August 2020	25 October 2020	10 weeks
Term 5	26 October 2020	10 January 2021	11 weeks

2020 RMO term dates – KEMH

Term	Start date	End date	Duration
Term 1	13 January 2020	8 March 2020	8 weeks
Term 2	9 March 2020	10 May 2020	9 weeks
Term 3	11 May 2020	12 July 2020	9 weeks
Term 4	13 July 2020	13 September 2020	9 weeks
Term 5	14 September 2020	15 November 2020	9 weeks
Term 6	16 November 2020	10 January 2021	8 weeks

2019 RMO term dates – PCH

Term	Start date	End date	Duration
Term 1	13 January 2020	5 April 2020	12 weeks
Term 2	6 April 2020	12 July 2020	14 weeks
Term 3	13 July 2020	11 October 2020	13 weeks
Term 4	12 October 2020	10 January 2021	13 weeks

Eligibility to work as an RMO in WA

To be considered for an RMO position, you must be:

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

Registration standards define the requirements for registration with the Medical Board of Australia. Requirements such as English competency and completion of Australian Medical Council examinations will vary depending on individual circumstances. For more information, visit the following websites:

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

Confirmation of current Australian citizenship, permanent or temporary residency (or eligibility to obtain), which would enable you to work in Australia, must also be provided.

If you are on a visa, a copy of your visa documentation must be provided in addition to your passport, in your application.

Preparing your application

If you completed your internship in WA in 2018 or 2019, and are currently working for WA Health on a 2 or 3 year contract, within your application form, you will be asked which of the following statements best describes your situation:

1. I am and will be employed for the full 2020 clinical year with FSH, RPH, SCGH or WACHS on a 2 or 3 year contract and wish to remain.
2. I am and will be employed in 2020 by FSH, RPH, SCGH or WACHS in Western Australia on a 2 or 3 year contract; however for 2020 I wish to apply to a different health service.

If you are not employed by WA health or your current contract ends in 2020 you will automatically be directed to complete a full application form.

Options one and two may be selected by doctors who commenced their internship in 2018 or 2019 at Fiona Stanley Hospital (FSH), Royal Perth Hospital (RPH), Sir Charles Gairdner Hospital (SCGH) or WA Country Health Service (WACHS; Albany or Bunbury) and have a contract with that same health service for the full 2020 clinical year. If you are currently at a specialist site, Perth Children's Hospital (PCH) or King Edward Memorial Hospital (KEMH), you will not have the option to select to remain at your current site; you will be required to complete a full application.

If this is not the case for you, please note you will not be given these options. Your application will automatically be directed to complete a full application.

Selection of option one does not constitute an application under the PSC guidelines. By selecting this option you are declaring that you have an existing contract for the 2020 clinical year; any applicants selecting this option who do NOT have a contract for the 2020 clinical year will not be considered for RMO positions offered via this process. WACHS employees on a two or three-year contract selecting option one will be required to rank at least two preferred WACHS locations for 2020.

Selection of option two or completion of a full application will allow you to rank the health services you would like to work with in 2020; best efforts will be made to accommodate your employment preferences, however suitable applicants may receive offers from any of the participating health services, as vacancies arise. Applicants completing a full application will be required to address selection criteria, attach an updated CV, and provide the contact details of at least two referees.

If you are unsure which option to select, please consult the FAQ section at the end of this document. If you have further queries contact PMCWA.RMO@health.wa.gov.au

Selection criteria

Selection criteria outline the skills, qualifications and experience considered necessary to successfully perform the duties of an RMO. These will be outlined in the RMO position JDF, which is available through the position advertisement also included on page 10 and 11.

If you are applying for an RMO position in 2020 (ie. you are not selecting option one to indicate that you have an existing contract for the full 2020 clinical year and want to remain employed by this health service), you will be required 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 health services' selection panels. **The word limit for each selection criteria is up to 500 words.** Each criterion should aim for a succinct and focussed statement that provides enough detail to clearly demonstrate how your skills and experience will enable you to be successful as an RMO. Please note that all essential selection criteria will be assessed and verified throughout the application process, based on the information provided in your application form and attached documentation. These criteria are essential for all RMO positions within WA health; as such, all participating health services assess against the same criteria.

If you wish to be considered for positions with KEMH, PCH and/or WACHS, please also address the relevant additional selection criteria for these health services.

For more information on addressing selection criteria, see 'Appendix 1: Give your application a winning edge' – page 23.

Essential selection criteria

1. Eligible for registration with the Medical Board of Australia.
2. Demonstrated clinical and procedural experience as a registered medical practitioner for a minimum of 6 months in a hospital setting in Australia, New Zealand, the United States of America, Canada, Ireland or the United Kingdom.
3. Demonstrated verbal and written communication skills, and interpersonal skills which include the ability to interact and work appropriately with patients, their families, and an inter-professional health care team.
4. Demonstrated organisational and time management skills.
5. Demonstrated commitment to clinical governance within health care.
6. Demonstrated awareness of safe clinical practice within own limitations and the environment in which they are practicing.
7. Commitment to meeting shift requirements as rostered, where a current 'C' or 'CA' driver's license and/or access to transport must be sustained throughout.

Additional essential selection criteria

Only address these additional essential minimum requirements if you are applying to:

- KEMH/Obstetrics and Gynaecology
 1. Dedication to and interest in pursuing a career in Obstetrics and Gynaecology, Emergency Medicine or General Practice and has a positive attitude to learning and developing skills.
- KEMH/Neonatology
 1. Dedication to and interest in pursuing a career in Neonatology, Emergency Medicine or General Practice and has a positive attitude to learning and developing skills.
- PCH
 1. Dedication to and interest in pursuing a career in Paediatric specialties or General Practice and has a positive attitude to learning and developing skills. Please include any training colleges you are part of and your progress through training thus far.
- WACHS
 1. An interest in experiencing health service delivery and patient care in rural areas.
 2. Demonstrated understanding of the differences in delivery of service between tertiary and rural medicine.

Desirable selection criteria

1. Commitment to continuous improvement of patient outcomes including participation in clinical audit and research.
2. Demonstrated commitment to continued medical education and the development of teaching and supervision skills.

3. Current knowledge of legislative obligations for equal opportunity, disability services and occupational health and safety, and how these impact on employment and service delivery.
4. (For PCH and KEMH only) At least two years of current clinical experience post-graduation.

Curriculum vitae

Applicants must attach their CV or resume to their application. For eligible doctors opting to remain employed by their PEHS in 2020 per an existing contract, attachment of a CV will not be required. A CV should not exceed three A4 pages, and should include the following:

- Educational background (including, where applicable, the outcomes of English competency examinations e.g. IELTS, OET)
- Medical employment history

For more information on preparing your CV, see 'Appendix 1: Give your application a winning edge' – page 23.

Cover letter

It is optional to submit a cover letter as part of your application. If you choose to do so, use formal letter formatting, keep it brief and use it to highlight things you have not covered in your application form, CV or statement addressing the selection criteria.

Applicants may choose to tailor their cover letter for their highest preference hospital, or to address it generally. It is common to address the cover letter 'To the Selection Panel' or 'To whom it may concern'.

There is a two page limit for cover letters submitted in the RMO application process. Consider addressing the following:

- Desired career path and interests
- Specific requirements you would like health service/s to consider, for example, describing your situation if you would prefer to work less than full-time
- Any scholarships or rural bonding received
- Date when you would be available to commence employment

Your online application

Register

First time users will need to create a [MedJobsWA](#) account by selecting 'Register' at the right of the screen and completing registration details. Use your formal name as it appears on your 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.

Personal details

Ensure that you use your legal given or first, middle and family names as they appear on your registration, passport or birth certificate. 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.

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

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

If you have a pre-existing account and need to update your email address, please do not set up a new profile, please update your new email address and updated details on your existing profile account. If you have forgotten your username or password please contact medjobswa@health.wa.gov.au

How to apply online

Go to [MedJobsWA](#) and log into your account. On the homepage, scroll down to find the Resident Medical Officer 2020 vacancy.

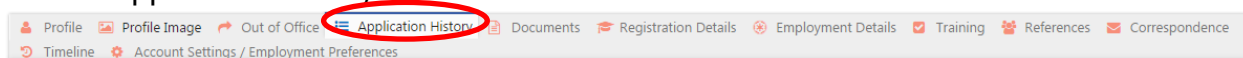
Click on the job title link to access the position details, advertisement, job description, selection criteria and how to apply guide. Read all of the position documents to ensure that you meet the essential selection criteria. It is recommended that you download these documents to refer to when preparing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

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



Click 'Save' and 'Logout' to exit the application process at any stage.

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



- Click your name in the top right-hand corner and select 'Profile'
- Select 'Application History'



- Locate the vacancy you wish to complete your application for. The drop down menu should automatically select 'Complete' then click 'Go'.

Status	Last Updated	Options :
Incomplete	08/02/2017	Complete  

Complete applications can be edited at any time up to the closing date by following the same steps above, except selecting 'Update' instead of 'Complete', then clicking 'Go'.

Complete	09/02/2017	Options : Update  
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- When editing a complete application, the application must be submitted again. Do not 'save and exit' as this will not resubmit the application.
- To exit the application process at any stage, click 'Save' and logout.

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

Application questions

Below is an outline of information required for a centralised RMO online application through [MedJobsWA](#).

If you commenced your internship in WA in 2018 or 2019, you will be required to select one of the below options:

Apply for Position - 2020 WA Resident Medical Officer Centralised Recruitment

Please select which of the following best describes your situation:

- I am and will be employed for the full 2020 clinical year with FSH, RPH, SCGH or WACHS on a 2 or 3 year contract and wish to remain (NOT AN APPLICATION)
- I am and will be employed in 2020 by FSH, RPH, SCGH or WACHS in Western Australia on a 2 or 3 year contract; however for 2020 I wish to apply to a different health service.

If you are not currently employed on a two or three year contract with WA Health you will be automatically directed to complete the full application form.

Please note:

- Options one and two should only be selected by doctors who commenced internship in WA in 2018 or 2019, and who are currently employed by one of the WA PEHSs and have a contract with this employing health service for the full 2020 clinical year. These are Fiona Stanley Hospital (FSH), Royal Perth Hospital (RPH), Sir Charles Gairdner Hospital (SCGH) or WA Country Health Service (WACHS).
- Options one and two (as shown above) are displayed uniquely to existing users on either a two or three year contract. It is important that you use your existing account to apply or express your intention for the vacancy to see these options. **Please do not set up a new profile.**
- Selection of option one does not constitute an application under WA PSC guidelines; selecting this option is a declaration that you have a contract with one of the health services listed, if you do not, you will not be considered for nor made offers by any health service via this recruitment process.

- WACHS employees on a two or three-year contract selecting option one will be required to rank at least two preferred WACHS locations for 2020.
- If you are unsure which option to select, consult the FAQs attached to this document. If you have further queries, contact PMCWA.RMO@health.wa.gov.au

Personal details

Confirmation of your personal and contact details. This information should automatically populate from your saved profile, however ensure these details are up-to-date and correct.

Eligibility questions

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

Residency status

Confirmation of current Australian citizenship, permanent or temporary residency (or eligibility to obtain), which would enable you to work in Australia.

If you are on a visa, a copy of your visa documentation must be provided in addition to your passport, in your application.

Qualification and registration

- Registration with the Medical Board of Australia – information on your current registration status, AHPRA number and registration type/pathway.
- When entering your AHPRA number, do not forget to enter the leading zeros.
Please enter your 9 digit AHPRA Registration Number MED
- Internship – information on when and where you completed your internship
- Medical qualifications – details of your primary medical degree (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.

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 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 trainee 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 assist with planning to meet longer term workforce and community needs.

Community Residency Program

Rural

Coordinated by WACHS, the rural CRP is an exciting and highly regarded program available RMOs who have a new or existing clinical position at a participating hospital in WA in 2020. Successful RMOs are provided the opportunity to participate in short term, well supervised training placements in a variety of rural settings across WA.

You will be asked if you would like to be considered for rural (and/or metropolitan) CRP placement in 2020. RMOs applying for a full time position at FSH, RPH or SCGH who are interested in the rural CRP will be required to rank your preferred locations and terms (minimum of 3 choices). You must attach a short statement of interest (max 2 pages) and an updated CV (attached in the supporting documents section of the online form). Your statement together with your CV will be used to assess your rural CRP application.

Each placement offers a unique experience. For more information about the rural CRP opportunities and eligibility requirements visit <https://www.pmcwa.org.au/community-residency-program/>

Please note: rural Community Residency Program placements are subject to ongoing funding being confirmed.

Metropolitan

Perth metropolitan CRP rotations may be available with Silver Chain. Placements are available in Hospital in the Home and Palliative Care. These placements, will provide RMOs with a rich and diverse experience of medical care in the community and will provide an opportunity for RMOs to practice autonomously and independently, using their clinical judgment in decision making while being supported by Silver Chain doctors. This is one of the only opportunities available to RMOs to experience community General Practice in a metropolitan setting prior to making a vocational decision.

You will be asked if you are interested in rotations with the metropolitan (and/or rural) CRP in 2020. For metropolitan CRP placements you will be contacted separately to the centralised RMO recruitment process. The CRP is independent to the RMO process; positions and appointment are subject to funding.

For more information about the metropolitan and rural CRP opportunities and eligibility requirements visit <https://www.pmcwa.org.au/community-residency-program/>

Basic Physician Training

Adult Internal Medicine:

Applications for Basic Physician Training (Adult Internal Medicine) (BPT) will be advertised on and submitted via [MedJobsWA](#). Applications for training will be **separate** to applications for employment i.e. applications for BPT are no longer be included in the Resident Medical Officer Application processes.

Candidates must have a Resident or Service Medical Registrar position in 2020 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.

For information refer to the [Basic Physician Training 2020 - Frequently Asked Questions](#).

Paediatrics and Child Health:

Entry into BPT (Paediatrics and Child Health) is through a separate selection process that will be conducted by PCH. Candidates must first secure employment with PCH as an RMO or Registrar to be eligible to apply for initial entry into the BPT (Paediatrics and Child Health) Program. Eligible candidates will be informed of the selection process after appointments have been made.

For further information on the RACP Paediatric Training Program or the selection process please contact the Post Graduate Medical Education office at PCH at PMH.PGME@health.wa.gov.au

GP career intent

You will be asked if you intend to pursue a career in General Practice. If yes, you will be asked follow up questions.

Employment preferences

- Identify your preferred type of employment, contract length and start date.
- Rank your top three hospitals in order of preference. Click 'Add Preference' and select your hospital preference. Repeat this process for second and third preference.
- Please note that you cannot select only specialist hospitals and/or split contract options - you **MUST** select at least one general hospital in your preferences.

Please rank hospitals from highest (1st) preference to lowest (3rd) preference.
Your preferences will guide the order in which your application is forwarded to hospitals.

Hospital Preferences

No preferences selected for this position.

+ Add Preference

- All offers are made at the employing hospital's discretion. Your preferences will be considered, however the offering hospital will make offers pending position availability and service needs.
- All applicants, regardless of employment type, are required to work day, evening, night and weekend shifts and participate in on-call rosters.
- **WACHS** – if you select WACHS you will be asked to rank the rural placement hospitals in order of preference. There are five options to select from: Albany, Broome, Bunbury, Geraldton and Kalgoorlie.
- **Split contracts** – if you are seeking a position at a specialist hospital i.e. PCH or KEMH you can opt for a 'split' 12 month contract. This is where you work at *hospital A* for the first six months and *hospital B* for the second six months of the 2020 clinical year. Split contracts are available between a specialist hospital and another specialist or general hospital. If you select three split contract preferences, you will be prompted to choose an additional preference which must be a single employing hospital or health service.

Add Hospital Preference

* Rank	1
* Would you like a Split 12 Month contract?	Yes ▼
* Split Options	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #2c5e8c; color: white; padding: 2px;">Please select ▼</div> <div style="background-color: #007bff; color: white; padding: 2px;">Please select</div> <div style="padding: 2px;">Perth Children's Hospital / King Edward Memorial Hospital</div> <div style="padding: 2px;">Perth Children's Hospital / Fiona Stanley Hospital</div> <div style="padding: 2px;">Perth Children's Hospital / Royal Perth Hospital</div> <div style="padding: 2px;">Perth Children's Hospital / Sir Charles Gairdner Hospital</div> <div style="padding: 2px;">Perth Children's Hospital / Joondalup Health Campus</div> <div style="padding: 2px;">Perth Children's Hospital / WA Country Health Service</div> <div style="padding: 2px;">King Edward Memorial Hospital / Fiona Stanley Hospital</div> <div style="padding: 2px;">King Edward Memorial Hospital / Royal Perth Hospital</div> <div style="padding: 2px;">King Edward Memorial Hospital / Sir Charles Gairdner Hospital</div> <div style="padding: 2px;">King Edward Memorial Hospital / Joondalup Health Campus</div> <div style="padding: 2px;">King Edward Memorial Hospital / WA Country Health Service</div> </div>

Supporting documents and attachments

- You must attach the following required documents to your application. It is recommended you have these documents ready prior to commencing your application.
 - CV/resume (maximum three pages)
 - Statement addressing selection criteria
 - Proof of citizenship and residency status (e.g. copy of your Australian birth certificate or passport and, if applicable, a copy of current visa)
 - Evidence of English language skills (if applicable)
 - AMC Certificate (if applicable)
- Other relevant supporting documents may also be attached if they will enhance your application. These documents are optional:
 - Cover letter (maximum two pages)

- Two recent end of term assessments (hospitals may accept term assessments as an alternative to seeking formal referee reports)
- AMC Multiple Choice Questionnaire results (if applicable)
- The accepted formats of documents are .doc, .docx, .pdf and .jpeg.
- Please note .pages and .png are not accepted formats. The online application system limits attachments to 2MB per attachment to a total of 8MB of attachments per application.
- It is not necessary for documents or scans to be certified (i.e. signed by a Justice of the Peace.)
- Applicants are not required to attach completed referee reports, these are requested as necessary.

Referees


- Provide the names and contact details of at least two professional referees. Ensure at least one is a previous clinical supervisor.
- Ensure you have a valid email address and at least one current telephone number for each referee. It is recommended that you contact your referees before you submit your application to confirm that they consent to provide a confidential referee report and that their contact details are up to date. Once applications close you are no longer able to add a new referee. To add new referee please contact PMCWA.RMO@health.wa.gov.au
- If you need to update current referee email addresses, you are able to update this in your own profile on MedJobsWA.
- Referees may be contacted by health services at any time throughout the recruitment process.
- You do not need to attach written references or completed referee reports to your application.
- To add referees during the application process, click 'add new referee' and complete the fields:

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. Fields in which you are asked to list an address are linked to Google Maps.

New Referee Details	
* Full Name	<input type="text"/> The Referee "Full Name" cannot be modified once saved.
* Position Title	<input type="text"/>
* Relationship to you	Please Select ▼
* Type of Reference	Please Select ▼
* Hospital	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"/>

Declarations

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

Submitting your application

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 your application until applications close, after which time 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 - no later than 12noon (Australian Western Standard Time), Tuesday 12 June 2020. No late applications will be accepted.

Assessment and selection

Assessment

All applications are assessed by selection panels at participating hospitals and health services. 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. Your statement addressing the selection criteria is a requirement for assessment by the panel.

Health service selection panels operate in accordance with PSC standards. If your application is assessed as suitable, you will be recommended for the suitable pool.

The WA Department of Health facilitates the central allocation of applications to the health services or hospitals. The assessment, recruitment process and employment decisions are solely the responsibility of the assessing health service or hospital.

If you have selected WACHS as your first preference, it is important to be aware, some WACHS sites conduct interviews, as part of their assessment of applicants. If you are selected for an interview with a WACHS site, you will be emailed directly from the site, with the relevant interview details, which you will be required to respond to. You will need to ensure you have access to your emails and availability to attend any interviews if required, during the assessment period.

Applicant pool

Suitable applicants are placed into a recruitment pool that is created on 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 site specific selection.

Notification to unsuccessful applicants

Applicants not appointed to the suitable pool will be notified by email once selection to the pool is complete; this is expected to be in mid-July 2020. 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.

Breach period

If you are not selected to the pool, the Public Sector Management (Breaches of Public Sector Standards) Regulations 2005 allows you to lodge a breach claim if you consider the Employment Standards have 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

Offers

Hospitals make site specific selections from the suitable applicants within the recruitment pool. Position offers will commence at the conclusion of the breach period

(middle of July) with specialist hospital positions offered and then general positions. The offer notification email will contain information about the employing hospital, employment contract duration, employment type and the employment dates.

All offers are made using the email address supplied in your MedJobsWA registration. It is important to make sure your email account filters do not remove emails from MedJobsWA or WA Health and check your spam or junk mail folders.

You can check the status of your application and view and respond to offers online.

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

1. Visit [MedJobsWA](#).
2. Log in to MedJobsWA using your email address and password (if you have forgotten your password, click on 'Forgotten password' and follow the instructions).
3. Click your name at the top right of the screen, then click 'Profile' and then select the 'Application History' tab.
4. Click 'Resident Medical Officer 2020' options and select 'Accept' or 'Decline' from the drop down list.
5. Review the 'Application History' tab and confirm that the offer displays correctly as withdrawn.

If you are overseas and/or away from an internet connection, you will need to ensure that you have arranged for someone you trust to accept/decline any offer(s) you receive on your behalf. The use of the MedJobsWA website and distribution of your login details should be made at your discretion.

Time limits to accept or decline

The date and time your offer will expire will be stated within the offer notification email. This is usually five business days from the date of issue. If you fail to respond within this time, your offer will be automatically forfeited and your application will return to the recruitment pool. There is no guarantee that a forfeited offer will be reissued, or that further offers will be made.

Withdrawing your application

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

1. Visit [MedJobsWA](#).
2. Click your name at the top right of the screen, then click 'Profile' and then select the 'Application History' tab.
3. In the 'Application History' section, locate the appropriate position and select 'Withdraw' under the 'Offer Status'.
4. To withdraw your offer and application select 'Withdraw' under the 'Offers Decision – Response section' and then 'Submit'.
5. Review the 'Application History' tab and confirm that the offer displays correctly as withdrawn.

We understand that some applicants may apply for more than one position while they decide their training and employment focus for the following year. We ask that you let us know as soon as you have received another job offer and no longer seek an RMO position via this recruitment process. This is vital in ensuring that any remaining positions can be allocated to your colleagues who have not yet secured employment for the clinical year, and that health services' operational needs are met.

If you withdraw your application, you will receive an email notification. You will also be asked to complete a short survey, providing information to help us improve the way we manage our prevocational medical workforce.

Do not withdraw your application unless you no longer wish to be considered for remaining RMO vacancies that may be offered via this recruitment process.

Closure of the pool

Applicants in the suitable pool who have not been successful in obtaining an offer of a RMO position will be notified by email when the application process closes.

Contact us

Visit the [PMCWA website](#) for further information regarding employment as an RMO in WA.

If you have visited the website and have further questions contact PMCWA.RMO@health.wa.gov.au

Helpful hints

- Scan and save your necessary attachments as soon as possible to allow time to ensure your files are within file size limitations.
- Have a scan of your current passport, residency certificate or visa documentation and an electronic copy of other documents ready to upload.
- Save your application regularly; the 'Save' button is found at the bottom of each page. MedJobsWA will log out after 20 minutes with no activity.
- To exit the application at any stage, click 'Save' and logout. All information will be saved to this point.
- To go back a page/s in the application, click 'Back' at the bottom of the page. Do not use the internet browser back button as information may be lost.
- It is recommended that you print a copy of your application.
- If you experience any technical difficulties accessing MedJobsWA or submitting your application, send an email to medjobswa@health.wa.gov.au

Appendix 1: Give your application a winning edge

- Ahead of the selection process, get involved in activities, courses, workshops and societies that will enhance your CV. Participate in case reports, audits, clinical service improvement and research projects where possible.
- Edit your CV, use spell check and proof read. Finalise your CV before you apply – panels can tell a rushed job.
- If attaching a Microsoft Word document, make sure you accept all track changes.
- Use one font type throughout your application and restrict font colours (one is preferred).
- Avoid the use of negative vocabulary, jargon and abbreviations.
- Do not make the panel work hard to find information – use labels, headings, page numbers, tables (if listing competent/observed procedures) and bullet points (when listing work experiences and duties).
- Do not leave gaps in experience – fill them with a brief explanation.
- Include qualifications and experience that highlight time management and communication skills.
- Do not expect to be known, or expect the panel to make assumptions.

Job description form

- Read the JDF thoroughly and use it to your advantage.
- Tailor your CV to the job, as specified by the JDF.
- Utilise the key words from the JDF when answering your selection criteria.

Curriculum vitae

A CV, of three pages (maximum) is a requirement for RMO applications. The preferred layout and content of CVs submitted for RMO positions is as follows:

- Personal details
 - Full name, residential/postal address, home/mobile phone numbers and email address.
- Qualifications
 - Primary medical degree (MBBS) – include institution, country and year obtained.
 - List other degrees/qualifications (e.g. Master of Public Health).
- Bridging programs/qualifying examinations
 - AMC MCQ Exam, Clinical Exam, bridging programs – include dates, facility, state and results.
 - IELTS or OET exams – include date and results.
- Work/practise history
 - List positions in reverse chronological order (i.e. list your current/most recent job first) – include dates, position title, facility (including name,

- address and location), responsibilities (including whether position was full-time/part-time and if part-time include hours worked per week).
- Internship and observership – provide in reverse chronology, list internship rotations and identify any periods of observership. Please note, however, that observership is not considered to be clinical and procedural experience. Eligible applicants must have worked as a registered medical practitioner. Please see the position JDF (attached to the advertisement).
 - Gaps in service – provide an explanation of any period since obtaining professional qualifications where you have not practiced (e.g. undertaking study, travel, family commitment).
- Educational experiences
 - Include relevant courses, conferences or seminars.
 - Practical skills
 - List procedures which you are familiar with and those you are fully competent to perform unsupervised.
 - IT competencies (i.e. Microsoft Office Package, iSoft, TMS etc).
 - Volunteer work
 - Include clinical volunteer work, such as disaster relief, work in underdeveloped areas, or work with disadvantaged groups.
 - Research and professionalism
 - Published work, research/audits, formal teaching roles, speaking at conferences, memberships of relevant bodies.
 - Extra-curricular activities (optional)
 - Only list things which will enhance your clinical ability or humanitarianism.
 - Additional languages are useful.

Addressing selection criteria

- Keep it brief, clear and concise (max 500 words per criteria) – this is a way of demonstrating your communication skills.
- Be relevant and factual and use recent examples. Utilise different examples in your responses and never write ‘see response above’.
- Be positive; sell yourself and your skills.
- Use the selection criteria as headings. Do not combine the selection criteria as it makes it difficult for the panel to find your response.
- Utilise the statement of duties and pull the words from the ‘duties’ page in the JDF to incorporate in your answers.
- Do not sign and submit the JDF as your response to the selection criteria – a detailed statement for each criterion is required to sell your skills and present your case for why you will be successful in this role.
- Consider using either of these response models when addressing the selection criteria:
 - STAR – Situation, Task, Action, Result:
 - Situation – give the background and set the scene. Describe a specific event or situation and provide enough detail for the reader to understand.
 - Task – describe the task, project or objective you had to complete.
 - Action – describe the actions you took. Be sure to keep the focus on you, even if you are discussing a group project or effort.
 - Result – describe the positive outcome – what happened, what you accomplished, what you learned.
 - SAO – Situation, Action, Outcome
 - Situation – where and when did you do the task?
 - Action – what did you do? How did you do it?
 - Outcome – what was the result of your action?

Further information

- Australian Public Service Commission – addressing selection criteria: www.apsc.gov.au/publications-and-media/current-publications/cracking-the-code/factsheet5
- Equal Opportunity Commission: www.eoc.wa.gov.au/Index.aspx
- Disability Services Commission: www.disability.wa.gov.au

Appendix 2: Frequently Asked Questions (FAQs)

Intern to RMO three year contract FAQs

I commenced my internship in WA in 2018 or 2019 and was awarded a three contract under the *WA Health System – Medical Practitioners – AMA Industrial Agreement 2016 (Agreement)*. What do I need to do?

If you want to remain employed by your internship PEHS, select option 1.

This is an indication of your intention to continue at your PEHS as per your contract, not an application. You will not be required to attach a CV or address selection criteria. This option is only available if you have a contract with your PEHS for the full 2019 clinical year, and have not commenced a new contract with another employing health service since your contract was first issued.

If you want to apply for RMO positions at another employing health service, select option 2. You will complete an application providing the information required by your preferred employing health service/s to assess your suitability for RMO vacancies (including submitting a CV and selection criteria address). WA Health is committed to ensuring your placement in 2020 as an RMO in line with your entitlements under the 2016 AMA Agreement.

I want to apply to other health services for 2020. What if I do not receive an offer from my preferred health service?

Best efforts are made to accommodate all applicants' preferences, however the recruitment process is competitive and applications are assessed on merit. If you do not receive an offer from the health service you listed first in your preferences, your application will be considered by the health service you listed next in your preferences. WA Health is committed to ensuring that you gain an offer of employment as an RMO at a participating WA health service or hospital for the 2020 clinical year.

I commenced my internship in WA in 2018. I was successful in gaining an RMO contract with a different health service (within WA Health) for 2019. What do I need to do?

You can select either option one or two depending on your preference and current site. If you are currently at FSH, RPH, SCGH or WACHS you can select option one if you are electing to remain at your current site. If you are currently at PCH or KEMH and wish to remain you will be required to select option two and complete a full application. If you wish to change sites you need to select option two and will be required to complete an application providing the information required by your preferred employing health service/s to assess your suitability for RMO vacancies.

The Agreement entitles you to a three year contract within WA Health (of which you are now in your second or third year) unless you have since commenced employment under a different award (e.g. the Ramsay Healthcare Employment Agreement). However this

does not guarantee you a 2020 position with your current employing health service, nor the health service where you completed your internship – staying or transferring is subject to a successful application to a competitive recruitment process. WA Health is committed to ensuring that you gain an offer of employment as an RMO at a participating WA health service or hospital for the 2020 clinical year.

I am on a two- or three-year contract with WACHS, how does the process work with the different WACHS placement locations?

If you have a contract with WACHS for the 2019 clinical year, and would like to continue working with WACHS as your employing health service, you will be entitled to an RMO position at one of the WACHS placement locations. This may or may not be at your current WACHS site. You will be required to indicate a minimum of two preferred WACHS locations for 2020. Best efforts will be made to accommodate your employment preferences, noting that a number of the WACHS vacancies are highly sought after and all health services' operational abilities to accommodate both existing and new employees do vary each year. If you have any queries please do not hesitate to contact WACHSDoctors@health.wa.gov.au

General RMO FAQs

I will be overseas and/or away from reliable internet connection during the application period, what should I do?

[MedJobsWA](#) is an online platform and all applications can be filled out on any device with access to the internet (such as a tablet or smartphone). Applicants are advised to have all necessary application documents ready well ahead of time. You may wish to prepare and save these documents somewhere that is accessible via your device (such as Dropbox, Google Drive or an external hard-drive) so you can upload them to [MedJobsWA](#) when connected to the internet. You may also wish to allow someone you trust to submit your application and/or respond to offers on your behalf. Distribution of your [MedJobsWA](#) login details is at your discretion.

Who should I list as my referees?

You must provide the names and contact details for 2 professional referees; it is strongly recommended that at least 1 of your referees has supervised your clinical work within the past 24 months.

In the WA Government employment details section it asks for my agency, classification level and award. What does that mean?

If you are currently working for a WA public hospital/health service you are currently employed in the WA public sector. The 'Agency' is the name of the department or public body by which you are employed.

The 'Classification Level' describes which 'level' you are paid at under the award and therefore the salary. Interns are level 1; RMOs are typically somewhere between levels 2 to 4.

The 'Awards' section is asking which award or agreement you are currently contracted under. Medical practitioners typically come under one of the Australian Medical Association (AMA) industrial agreements e.g. AMA Industrial Agreement 2016 – Medical Practitioners (WA Health System). The award will be written on your current contract, as may be the level. It is also likely that the award and level will be on your current payslip.

I completed my schooling overseas. Do I need to provide English language test results?

If you are not currently registered with the Medical Board of Australia and completed your tertiary medical qualification and at least two years of your secondary education in a recognised country (Australia, New Zealand, South Africa, United Kingdom, Canada, Republic of Ireland or the United States of America) an English language competency test is not required.

If you do not meet those requirements you must complete the English competency requirement for registration by the Medical Board of Australia. You will be asked the details of the test/s you have completed and to attach the results where relevant.

See the Medical Board of Australia [English Language Skills Registration Standard](#) for further information.

How can I access the Workplace Based Assessment Program?

To apply for the 2020 Workplace Based Assessment (WBA) program you must be eligible for limited registration on the standard pathway with the Medical Board of Australia, and be able to demonstrate a 12 month contract of employment at a hospital accredited for WBA (Bunbury, Geraldton or Kalgoorlie). Selection and appointment to the WBA program is competitive and securing employment does not guarantee you a place. For further information please contact: wbawa@health.wa.gov.au

How do hospital preferences work?

You can indicate your preferences for employment at three hospitals. Once applications close, hospitals are allocated applicants for assessment in accordance with applicant's preferences. All applications in the suitable pool will be sent to the general health service of their highest preference.

You will also be asked to state your preferred length of contract. This will be considered when hospitals match applicants and positions. Every endeavour is made to match applicants with their preferred options, however, as this is a recruitment pool you may be offered positions at any site and may be offered any contract length for which a position is available.

I want to work part-time, can I request this?

If you would prefer to work less than full-time, you may indicate this preference within your application form. You may also wish to provide more information about your

situation and commitments in a covering letter, for consideration by the selection panel/s assessing your application. Best efforts are made to accommodate employment preferences, where possible. Hours are negotiable (minimum 20 hours per week at some sites), however, doctors working less than full-time will still be required to work day, evening, night and weekend shifts and also participate in on-call rosters just like their full-time colleagues.

How will offers be made?

All offers will be made via email. Applicants are advised to ensure email account filters will not remove emails from PMCWA or [MedJobsWA](#). You can check the status of your application and view and respond to offers online. To view, accept or decline your offer online follow the same login process and details used when applying for the Resident Medical Officer position:

1. Visit [MedJobsWA](#) (where you applied for a Resident Medical Officer position).
2. Log in using your email address and password (if you have forgotten your password, click on 'Forgotten password or username?' and follow the instructions).
3. Click your name in the top right-hand corner and select 'Profile' followed by 'Application History'.
4. Next to 'Resident Medical Officer 2019', to accept offer, click 'Accept Offer' (or 'Decline Offer') from the drop down list.

When will offers be made?

Offers may be made from the end of July 2019 until the process closes at the beginning of October 2019.

Offers will be made in stages. The first offer period, from the end of July, will be for offers from KEMH, PCH, selected WACHS placement sites, and for split contracts.

The second offer period, around the middle of August, will be for offers from any participating health service with vacant positions. Offers may be made by FSH, JHC, RPH and SCGH. Further offers may also be made by KEMH, PCH and WACHS.

After the second offer period commences, offers will continue to be made as positions become vacant and selection processes are completed. Offers may be made by participating health services until the close of the suitable pool. Following the close of the recruitment pool, no further offers from this recruitment process can be made.

I have received an offer. What happens to my application if I accept? What happens to my application if I decline?

If you accept an offer, the offering health service is notified. Your application is removed from the recruitment pool and you will not receive any further offers of employment from this process.

If you decline an offer, the offering health service is notified and your application is returned to the suitable pool. You will be asked to provide a reason for declining the offer. Your application may be considered for further vacancies as they arise. However, there is no guarantee you will receive another offer.

If you do not respond to an offer by the deadline, the offer is void and assumed to be declined. The offer will be marked as declined; the application will be returned to the suitable pool.

What is the next step after I accept an offer?

Once an offer is accepted, the employing hospital will send the contract paperwork. Any further enquiries regarding offers should be directed to the Medical Administration team at the employing hospital. It is essential that you both accept your offer online via [MedJobsWA](#) and formally respond to the notification of offer sent to you by your employing hospital.

What happens if I do not receive an offer from my first preference employing hospital?

Applications selected to the suitable pool will be allocated to the hospital of the applicant's highest preference. Hospitals will assess all applications received and make offers accordingly.

If you are unsuccessful in gaining an offer from your first preference hospital, your application will be considered by your next preference hospital with an available vacancy.

Will I get a confirmation notification when I accept or decline an offer?

Yes, you can also confirm that your response has been received by checking the status of your application online at [MedJobsWA](#). To check the status of your application:

1. Visit the [MedJobsWA](#) website.
2. Log in using your email address and password (if you have forgotten your password, click on 'Forgotten password or username' and follow the instructions).
3. Click your name in the top right-hand corner and select 'Profile' followed by 'Application History'.
4. Click 'Resident Medical Officer 2019' to view the status of your application.

I have accepted an offer but it was not my first preference / my preferences have changed. If a subsequent place becomes available at my hospital of first preference, am I able to be considered?

No, once you have accepted an offer you will not receive further offers.



Delivering a **Healthy WA**