



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

Registrar Application Guide Annual recruitment

For applications to registrar positions for
the next clinical year 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 Medical Workforce Group and Integrated Registrar Reform Program provide a level of governance, co-ordination and support where positions are recruited via integrated or networked mechanisms.

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.

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.

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).

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).

BPT in Adult Internal Medicine: Service registrars are required to secure eligible employment with an accredited training site prior to registering with RACP. [For information refer to Appendix 1: Basic Physician Training 2020 - Frequently Asked Questions.](#)

BPT in Paediatrics and Child Health: Residents and registrars seeking to register with RACP as a first year basic trainee are required to secure employment for 12 months with Perth Children's Hospital (PCH), or secure paediatric registrar employment for 12 months with Fiona Stanley Hospital. A list of Paediatric Medicine accredited teaching hospitals is available [online](#).

Prospective trainees, who have accepted eligible employment, will be informed of the BPT selection process by PCH Postgraduate Medical Education (PCH PGME).

The WA RACP Member Support Office can be contacted on 08 6382 0823.

The PCH PGME office is also contactable on 08 6456 0503 or PMH.PGME@health.wa.gov.au.

- 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.

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 (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 >

MedJobsWA technical support is available during business hours ([Australian Western Standard Time](#) (AWST)).

Applicants can contact MedJobsWA technical support at MedJobsWA@health.wa.gov.au.

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

- document uploading and attachments
- account activation
- account de-activation
- email subscriptions.

4. Important dates

4.1 2020 Annual intake registrar application dates

Process	Fellows / Senior	Service / Trainee
Applications open Application dates may vary for specific recruitments.	10/05/2019	31/05/2019
Applications close Application dates may vary, see the advertisement for the close date and time.	4.00pm AWST on 10/06/2019	4.00pm AWST on 01/07/2019
Notification of selection process outcome (Pool recruitments only) Applicants will be notified whether or not they were assessed as suitable for the position and have been selected for the pool.	August 2019	Late August / September 2019
Breach period Breach period commences. ¹	The breach period will be stipulated in the notification letter.	
Standard offers / First round pool offers	August 2019	September 2019
General offers Offers for all participating sites and similar vacancies	Late August / September 2019	September 2019
Close of the suitable pool (if applicable) and end of offers	September / October 2019	

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.

¹ 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
Applications close	Est. 2 – 5 weeks after applications open at 4.00pm AWST unless otherwise stated on the advertisement
Notification of selection process outcome (Pool recruitments only) 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
Breach period Breach period commences. ¹	The breach period will be stipulated in the notification letter.
Offers	Est. 4 – 12 weeks after applications close
Close of the suitable pool (if applicable) and end of offers	Est. 3 – 12 months after applications close

4.3 2020 Registrar term dates

2 Term Year	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	31 January 2021	13 weeks

4.4 2021 Registrar term dates

2 Term Year	4 Term Year	2021 WA Health Registrar Term Dates		
		Start date	End date	Duration
Term 1	Term 1	1 February 2021	2 May 2021	13 weeks
	Term 2	3 May 2021	1 August 2021	13 weeks
Term 2	Term 3	2 August 2021	31 October 2021	13 weeks
	Term 4	1 November 2021	30 January 2022	13 weeks

5. Eligibility to work as a registrar in WA

To be considered for a registrar position, you must:

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

Please check the job description form (JDF). 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 JDF 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
- The Australian Medical Council: 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.

For more information see Attachments and supporting documents (page 14).

The job description form (JDF), 'How to Apply Guide' and other attachments can be found at the bottom of the MedJobsWA advertisement under the Closing Date.

The JDF outlines the duties and reporting relationships for the position. The JDF also contains the essential and desirable selection criteria. Supporting documents e.g. [Appendix 1: Basic Physician Training 2020 - Frequently Asked Questions](#) and [Appendix 2: Service Surgical Registrar 2020 - Frequently Asked Questions](#), provide useful information about the position, the recruitment process and advice on what to include in an application.

JDF
How to Apply Guide
Other attachments

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.

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

Tip: Applicants should not assume that the selection panel has prior knowledge of their abilities, competence or experience.

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 advertisement as this may contain important information on the selection process and 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 <https://www2.jobsandskills.wa.gov.au/career-exploration/FindingAJob/ApplyingForWork/Pages/AddressingTheSelectionCriteria.aspx> 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. Do not put the wrong email address and be careful not to 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 A4 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 you are 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 and whether you would like this to be considered in rotation allocations e.g. rurally bonded registrar seeking rural rotations as part of an advanced training position.

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 entering their 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 AHPRA registration, 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 including country code) or 442012345678 (UK landline including area and country codes).

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.

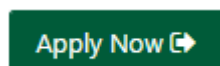
7.2 How to apply for a registrar vacancy

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 (JDF), 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.



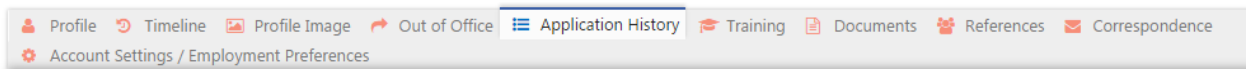
Read the application form and questions carefully.

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.

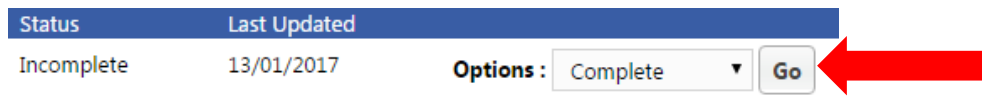
Click 'Save' and 'Logout' to exit the application process at any stage. All information will be saved to this point. Saved, incomplete applications are not automatically submitted at the closing of the application period.

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

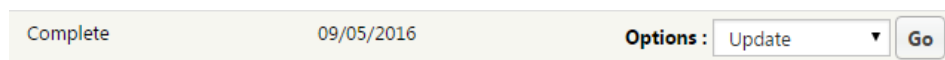
- log in to MedJobsWA
- click your name in the top right-hand corner and select 'Profile'



- 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'.



You MUST submit the edited application again.

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. 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. Please ensure details are correct and spelt correctly.

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 confirms your eligibility 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 in 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](#).

Note: Applicants may be required to attach evidence that demonstrates that they will meet the English language skills registration standard. Evidence may be test results e.g. IELTS or OET, proof of secondary and tertiary education in English in a recognised country or other documents that demonstrate compliance with the 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 applications require 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 additional referees.

New Referee Details	
* Full Name	<input type="text"/>
* Position Title	<input type="text"/>
* Relationship to you	Please Select ▼
* Type of Reference	Please Select ▼
* Hospital/Organisation	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 but a reference has not been submitted via MedJobsWA. You may follow up your referee if you wish.
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 or hospital you are currently employed in the WA public sector e.g. Royal Perth Bentley Group, East Metropolitan Health Service.

- 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.

Availability of part-time employment and/or flexible working arrangements varies across hospitals and departments. It is recommended candidates provide information about their employment needs / requests in a cover letter.

Attachments and supporting documents

- It is strongly recommended that you attach the documents requested in the advert, to your application, for example:
 - curriculum vitae (CV)
 - statement addressing the position selection criteria
 - cover letter where requested in the advertisement
If not stated as required, you can submit a cover letter 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.

7.4 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 inform 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 position that you have applied for, 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: <https://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 'Profile' and then on the 'Application History'.
4. In the Offers section, click on 'Respond'.
5. To accept the offer, click on 'Accept' and then click on 'Submit'.

To decline the offer or withdraw the application, click on 'Decline' or 'Withdraw and then click on 'Submit'.

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 'Profile' and then on the 'Application History'.
4. In the Application History section, find the application in the list.
5. Click on the drop down list in the Options column. 'View' is the default for this column.
6. To withdraw, click 'Withdraw' from the drop down list and then click 'Go'.

If you have received an offer, you can also withdraw by clicking the 'Withdraw' button below the offer.

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.

ALERT: 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	29.08.2018
REG V5.0 – Annual Intake	08.05.2019	01.02.2019	

9. Authorisation

Approval by	WA Health Medical Workforce Group
Approval Date	08/05/2019
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Owner	Integrated Registrar Reform Program
Dept. File No	F-AA-62859

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Appendix 1: Basic Physician Training 2020 - Frequently Asked Questions



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

Basic Physician Training – Adult Medicine 2020

Frequently Asked Questions

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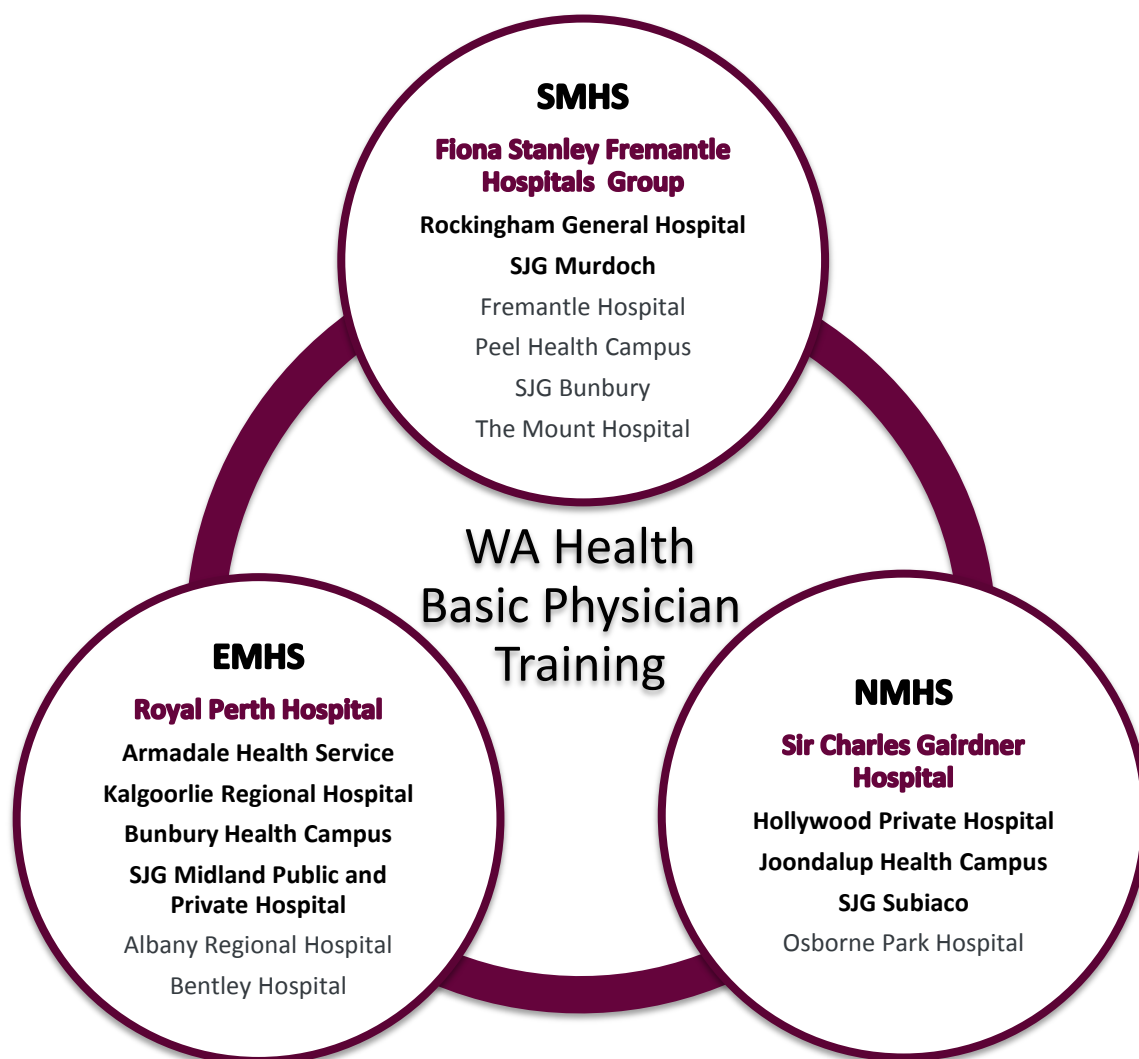
These Frequently Asked Questions (FAQ) may be updated periodically without notice. It is the responsibility of the applicant/reader to seek the most updated version of the document.

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 HSP sites are outlined in the below diagram:



A minimum of 3 years is required for completion of the BPT program from the 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 postgraduate year (PGY) or year of employment. Entry into BPT may be from PGY2 or later if selection criteria are met.

The following RACP policies have been considered in the development of the BPT Networks: Progression through Training, Trainee in Difficulty Support and Selection into Training.

2. What is the application & selection process for entry / continuation in the Basic Physician Training (BPT) program with a WA BPT Network?

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.

Successful application is dependent on a competitive selection process against candidate peers and is merit-based. The independent assessment takes into account skills, knowledge and abilities relevant to the training program requirements.

Application

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

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, 2 September 2019.

Applications will close on Monday, 30 September 2019 at 4.00pm WST sharp.

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 or Service Medical Registrar application processes. Emailed applications will **not** be accepted.

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. Candidates **must** provide the details of the eligible employment in their BPT application or the application will not be considered eligible.

Candidates without a 2020 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.

Selection and Assessment

The BPT Network DPE and Selection Panel will assess applications to identify those who will be short-listed, 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.

Interviews

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

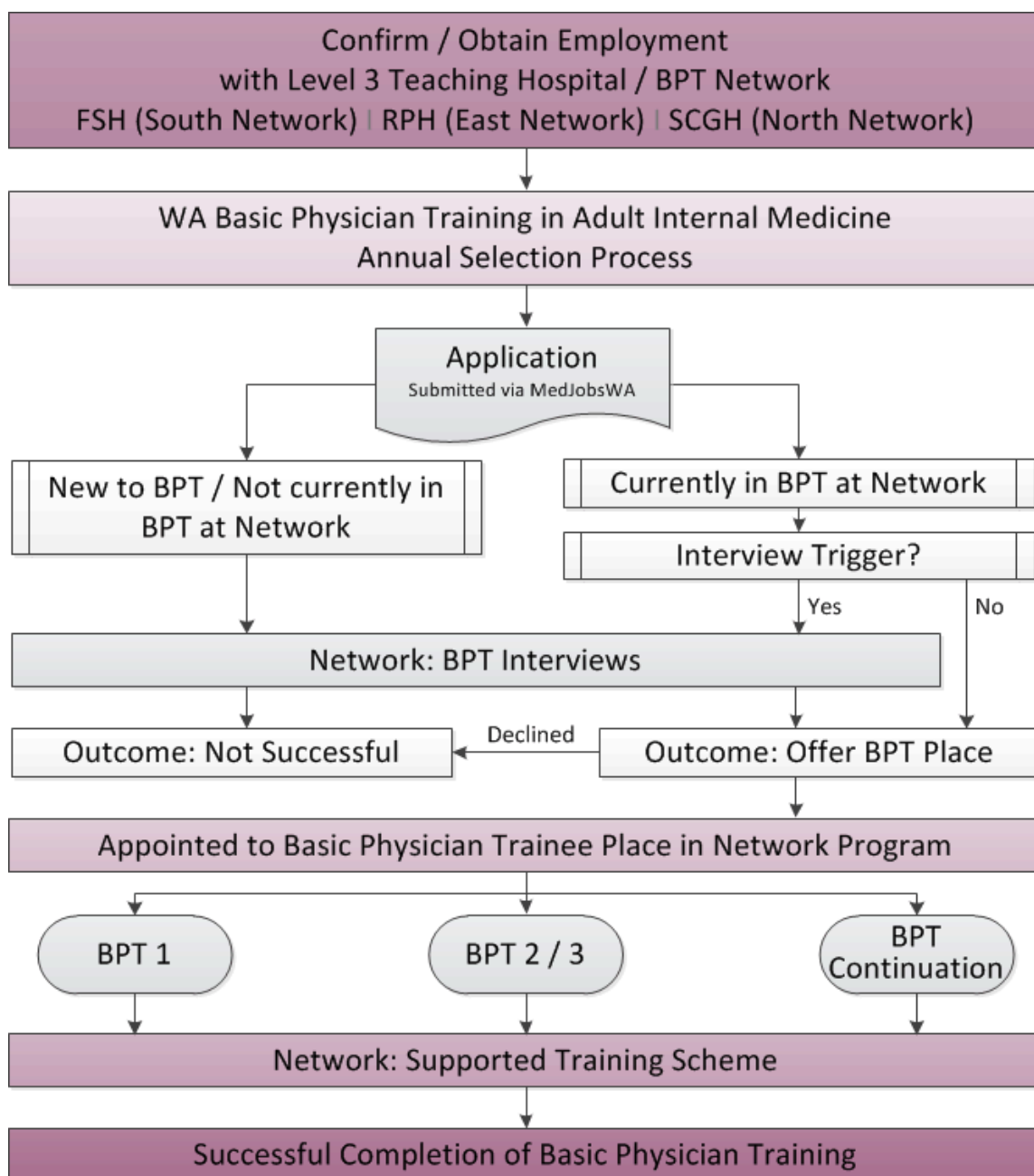
All short-listed candidates applying for entry into BPT will be interviewed by the employer's BPT Network Selection Panel.

Current trainees (short-listed) who are applying to continue training in 2020 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 (short-listed) 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.
- The trainee is returning from an interruption of training for 12 months or more.

Diagram: Basic Physician Training Application and Progression



3. What are the Application Dates for BPT?

Process	Date
Applications open	Monday, 2 September 2019
Applications close	4.00pm WST on Monday, 30 September 2019
Interviews	Mid October 2019
Offers	Mid-Late October 2019

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 BPT Networks and applies to the Level 3 Teaching, 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 [MedJobsWA](#). Candidates are required to complete the MedJobsWA application form and upload their BPT application documents.

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

Applicants should not assume prior panel member knowledge of their abilities and experience.

BPT application documents

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

1. Cover Letter – This provides candidates with the opportunity to explain why they are passionate about joining/continuing the BPT program. (Limit – Maximum one A4 page)
2. Curriculum Vitae – This Curriculum Vitae (CV) is where candidates provide factual information relevant to assessment for appointment to training. The CV should include details of professional experience, education and training, professional development, research, publications and other factual information. It can be tailored for the BPT application or the same as an employment CV.
3. BPT (Adult) Selection Criteria response – This is a 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 – Candidates 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 the 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. 2020 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 cultural awareness and ethical behaviour.
- iv. Demonstrated high level communication and interpersonal skills.
- v. Demonstrated commitment to continuing professional development and teaching.

Desirable Criteria

- i. Experience in conducting or active involvement in research activities, audits and/or publications.
- ii. Experience in rural medical practice and interest in continuing rural practice.

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

- Don't leave applying to the last minute!
Give yourself time to put together a well written and complete application.
- Read the advert carefully **and** the attached documentation.
Don't risk missing key information contained in the advert.
- Check your application for readability. If it is hard to read, consider rewording sentences and adjusting punctuation and formatting.
- Keep selection criteria responses succinct and appropriate.
Do not assume that the panel has prior knowledge of your skills and experience.
- 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 the application as a whole as well as reviewing each document separately.
- Check that the employment details provided in your application are correct.
- If applying to continue BPT, submit new or updated documents rather than re-submitting an out-of-date application.
- 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.
- 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 / continuation in a BPT Program.
- Customise your Curriculum Vitae (CV) - List any research, audits, publications or presentations you have undertaken.

- Organise your application documents in advance e.g. a letter or supporting documents from a Medical Education Unit outlining attendance at teaching activities. Aim to have everything ready at least one (1) week before applications close.
- Choose End of Term Assessments from your most recently assessed clinical role.
- 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.
- **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.

8. 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 judgement.

Limits:

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

9. 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.

10. 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 three (3) year BPT program. Rural rotations can provide unique opportunities to develop self-confidence as well as independent practice and leadership skills.

Information about the rural rotation/s you are interested in can be incorporated into your cover letter. Both Royal Perth Hospital (East Metropolitan Health Service) and Fiona Stanley Hospital (South Metropolitan Health Service) BPT Networks have rural BPT 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.

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

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

Current trainees who are applying to continue training in 2020 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.
- The trainee is returning from an interruption of training for 12 months or more.

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

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

Any interruption of training 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.

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.

Please refer to [“Question 14: What do I need to do if I am returning from or starting an interruption of training?”](#) for more information on returning from a period of extended leave.

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>

13. 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.

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

Any interruption of training 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 and was less than 12 months long.
- 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.
- The trainee is returning from an interruption of training for 12 months or more.

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.

15. I am on a '3 year Intern and Resident' 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 / continuation in the Basic Physician Training \(BPT\) program with a WA BPT Network?”](#)

There is only one application method for 2020 BPT with one of the three Level 3 Teaching Hospital BPT Networks.

16. 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.

17. 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 2020 clinical / training year except where the applicant is seeking only 6 months of BPT or the DPE has agreed to accept the application conditional on continuing employment.

Candidates with contracts shorter than 12 months seeking 12 months of BPT should discuss their training intentions and eligibility with their employer's BPT Network DPE prior to applying. There is no guarantee that a request for to apply for 12 months of BPT without a 12 month or longer contract will be granted. Candidates are encouraged to attach the details of the request and discussion with the Network DPE to their application.

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.

18. 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?

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 candidate terminates the employment detailed on their BPT application.

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.

19. 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 / continuation in the Basic Physician Training \(BPT\) program with a WA BPT Network?”](#) for more information.

20. What education program is planned for BPT?

Each BPT Network has a comprehensive educational program 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 26: How do I access more information on the BPT Program?”](#) for more information.

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.

Educational and professional support resources and educational activities are provided at BPT accredited hospitals.

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. How many applicants will be accepted each year?

Each BPT Network is responsible for determining their training capacity (ability to support training numbers) in any given year. This training capacity includes both Resident and Service Medical Registrar positions and will be dependent on operational activity, College requirements and progression of current trainees. As a result, the volume of trainees and capacity to train may fluctuate from year to year.

23. What are the RACP exam dates?

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

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

24. What support is offered to trainees for written and clinical exams?

Each BPT Network provides structured written and clinical exam preparation. The exam preparation includes mock exams (written and clinical) and is available to Network trainees.

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

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

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.

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

The RACP Trainee in Difficulty Support (TIDS) policy and Progression through Training policy will be considered in decision-making regarding trainee progression through training. Please refer to the [RACP Basic Training website](#) for College policies and further information.

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.

26. How do I access more information on the BPT Program?

Fiona Stanley Hospital

FSH.BPT@health.wa.gov.au

Royal Perth Hospital

Judith.Ritchie@health.wa.gov.au

Sir Charles Gairdner Hospital

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

Phone: 08 6382 0823

Mobile: 0407 451 576

For general queries please contact: 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 2020 - Frequently Asked Questions



Service Surgical Registrar 2020 Frequently Asked Questions

Updated 21 February 2019

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. How do I request / preference a particular site or specialty?

Preferences are managed by specialty not by site.

Service Surgical Registrars may be rotated to placements including:

- Cardiothoracic Surgery
- Ear, Nose and Throat Surgery (Otolaryngology)
- General Surgery including Acute Surgical Units
- Paediatric Surgery
- Plastic and Reconstructive Surgery
- Trauma Surgery
- Urology
- Vascular Surgery.

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.

Applicants seeking a term in a particular specialty or rotation are asked to provide this information when completing the application form.

During the application process, applicants will be asked to specify the surgical specialty they are interested in in the advertised position.

Two additional questions allow applicants to provide more information:

“Are you seeking exposure to any other surgical subspecialties in the advertised position?” and “Do you have any professional or personal circumstances that require consideration in your rotation allocation?”.

A ‘Yes’ response to either of these questions will open a free text box for applicants to provide the details of their preferences and circumstances.

Applicants are asked to provide this information through the application form.

Please ensure that this section is completed if it applies to you and do not rely on application documents e.g. in a cover letter, or conversations with heads of departments or consultant surgeons for communication of this information.

Some specialties interview candidates that have indicated an interest in the specialty rotation via the application form. Only candidates in the suitable pool will be interviewed. Allocation interviews will only be used for the initial allocations and will not affect employment offers.

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

Applicants should not assume prior knowledge of their skills and competencies by the Assessment Panel and need to submit a competitive application to be considered for employment as the selection process is competitive.

Interviews only apply as per information provided in Question 3. The application instructions in the advertisement provide specific guidance.

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 postgraduate 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 Logbook to my application?

Candidates are not required to attach logbooks to applications but can do so if they wish.

Service Surgical Registrars are strongly encouraged to keep logbooks.

While no one logbook 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. 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.

- Provide specific responses that demonstrate your rationale to undertake a position as a service surgical registrar.

Government websites such as <https://www2.jobsandskills.wa.gov.au/career-exploration/FindingAJob/ApplyingForWork/Pages/AddressingTheSelectionCriteria.aspx> 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. Remember that the CV is limited to a maximum of four (4) A4 pages.
- Do not attach a signed copy of the JDF to your application. The certification box on the JDF is used for a separate administrative process.
- 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 eligibility for AHPRA 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 short 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 should not be more than 500 words. This is not mandatory and will not disadvantage your application if not included.

If you choose to, ensure that you 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.
- If you plan to complete the RACS Operating with Respect eLearning module, it is recommended that you complete it at least a week before applications close.
- Provide the details of any registration requirements such as Level 2 or 3 Supervision when asked on the application form "Do you have any Conditions, Notations, Endorsements, Reprimands, Undertakings or other stipulations on your registration e.g. impairment, performance, health, Medical Board mandated Supervision Level".

Note that not all rotations are suitable for candidates with specific registration support needs. If this information is not provided with the application, candidates risk being allocated to a rotation that does not meet these requirements.

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

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

Surgical Service Registrar employment is used to fill surgical operational needs in hospitals.

In this position you may be able to request a 3 months medical term by completing this request in the relevant free text box in MedJobsWA. 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 annual recruitment opens in May and Registrar annual recruitments open in June.

11. 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 of employment in a clinical setting. It is recommended that one referee be a RACS Fellow. Remember to contact your referees for permission *before* you list them in your application and CV.

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.

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. What are the 2020 Registrar Term Dates?

2 Term year	4 Term year	2019 WA Health Registrar Term Dates		
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	31 January 2021	13 Weeks

15. 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 process. It is recommended that you contact the relevant site's Medical Workforce team for more information.

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.

16. 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.

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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