



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

Centralised Resident Medical Officer and Service Medical Registrar Recruitment Application Guide

For applications to 2021 Resident Medical Officer and Service Medical Registrar positions in Western Australia through MedJobsWA

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Overview

This guide details the application process for the 2021 WA Resident Medical Officer (RMO) and Service Medical Registrar (SMR) Centralised Recruitment, coordinated by the Western Australian (WA) Department of Health.

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

[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 and SMR recruitment process, in close collaboration with the participating health services responsible for the assessment and selection of successful applicants.

Applying to the centralised recruitment process through MedJobsWA is simple:

- Submit one application for 2021 RMO and SMR positions with participating health services through the centralised recruitment
- 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 positions, employing health services and hospitals – up to three with your first being your top preference
- Attach your CV and document addressing the minimum selection criteria and any additional criteria relevant to the positions you are applying for
- 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. Please ensure you click submit on your application prior to the closing date/time.

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.

Participating hospitals and health services

The WA hospitals and health services participating in this centralised recruitment process are listed in the table below. They may rotate RMOs and SMRs to placements at other general or regional hospital sites. Adequate notice will be given to doctors regarding their rotations for the 2021 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 (FSH)	<ul style="list-style-type: none"> • Fremantle Hospital • Rockingham General Hospital • St John of God Murdoch Hospital • Community Residency Program • Silver Chain Hospice Care Service
	Rockingham Peel Group (RPG)	<ul style="list-style-type: none"> • Rockingham General Hospital • Murray District Hospital
North Metropolitan Health Service	King Edward Memorial Hospital (KEMH)	<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 (SCGH)	<ul style="list-style-type: none"> • Graylands Hospital • Hedland Health Campus • 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
Child and Adolescent Health Service	Perth Children's Hospital (PCH)	<ul style="list-style-type: none"> • Kalgoorlie Health Campus • King Edward Memorial Hospital • St John of God Midland Public Hospital

Employing Health Service	Primary hospital	Placement health services
East Metropolitan Health Service	Royal Perth Hospital (RPH)	<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 (WACHS)	<ul style="list-style-type: none"> • Albany Health Campus • Broome Regional Health Campus • Bunbury Hospital • Geraldton Regional Hospital • Kalgoorlie Health Campus 	
Ramsay Health Care	Joondalup Health Campus (JHC)*	<ul style="list-style-type: none"> • Glengarry Private Hospital • Hollywood Private Hospital • Peel Health Campus • Albany Health Campus • Broome Regional Health Campus • Busselton Health Campus • Geraldton Regional Hospital • Northam Regional Hospital
St John of God	St John of God Midland Public Hospital (SJGMPH)**	<ul style="list-style-type: none"> • St John of God Mt Lawley Hospital

*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.

**SJGMPH is part of St John of God. Employment terms and conditions are contained within the St John of God Health Care Enterprise Agreement and may differ from WA Health hospitals.

Positions available through this recruitment

Through this recruitment, you will be able to preference up to three of the below positions.

Resident Medical Officer		Service Medical Registrar
FSH PCH RPH KEMH	SCGH WACHS JHC SJGMPH	FSH RPH SCGH JHC SJGMPH RPG

If the position you wish to apply for is not included in the above, then it is likely a separate recruitment will be undertaken for that position. All Junior Medical positions in WA are advertised on [MedJobsWA](#) and the [WA Jobs Board](#). You may wish to register on these websites to receive notifications of vacancies as they become available.

Should you have any queries, please contact the Medical Workforce team at the health service that the position is based.

Important dates

Process	Date
Applications open	Tuesday 02 June 2020
Applications close	Tuesday 30 June 2020 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 27 July 2020
First round offers <ul style="list-style-type: none"> Offers for first preference hospitals/positions 	Week of 10 August 2020
Second round/Third round and general offers <ul style="list-style-type: none"> Offers for second preference hospitals/positions 	Commencing from the week of 31 August 2020

<ul style="list-style-type: none"> • Offers for third preference hospitals/positions • Offers for all participating sites 	
Close of the suitable pool and end of offers	Friday 9 October 2020

Eligibility to work as an RMO or SMR in WA

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

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

Information for 2019 and 2020 Interns with 3-year contracts

WA Health is committed to ensuring your placement in 2021 as an RMO in line with your entitlements under the 2016 AMA Agreement.

If you satisfy the following criteria you will be offered the two options listed below within your application form:

- completed your internship in WA in 2019 or completing in 2020 and are on a 3 year contract and;
- are currently working for WA Health (Fiona Stanley Hospital (FSH), Royal Perth Hospital (RPH), Sir Charles Gairdner Hospital (SCGH) or WA Country Health Service (WACHS; Albany or Bunbury).

Note: If you are currently 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.

Option 1: I am and will be employed for the full 2021 clinical year with FSH, RPH, SCGH or WACHS on a 2 or 3 year contract and wish to remain.

Option 2: I am and will be employed in 2021 by FSH, RPH, SCGH or WACHS in Western Australia on a 2 or 3 year contract; however, for 2021 I wish to apply to a different health service.

If you do not meet the above requirements, you will not be given these options and you will be automatically directed to complete a full application when you log in to MedJobsWA.

By selecting option 1, you are declaring that you have an existing contract for the 2021 clinical year and wish to remain with that health service.

WACHS employees who have a three-year contract selecting option one will be required to rank at least two preferred WACHS locations for 2021.

Selection of option two or completion of a full application will allow you to rank the health services/positions you would like to work with in 2021; 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 the selection criteria, attach an updated CV, and provide the contact details of at least two referees.

Preparing Your Application

The following items will form part of your application and can be prepared prior to commencing the MedJobsWA Application process.

1. Selection Criteria

Selection criteria outline the skills, qualifications and experience considered necessary to successfully perform the duties of an RMO or SMR and forms a significant part of the merit based assessment process undertaken by employing health services' selection panels.

You will be required to submit ONE application to cover your THREE preferences and will only need to address the criteria related to your preferences.

Foundation Criteria For ALL applicants	+	Speciality RMO Criteria ONLY for specialty positions, i.e. KEMH, CAHS, WACHS	+	Service Registrar Criteria ONLY for Service Medical Registrars
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e.g. Applicants preferencing...

- **Generic RMO position** need to address Foundation Criteria only
- **Speciality RMO position** need to address Foundation Criteria + relevant Specialty RMO Criteria
- **Service Registrar position** need to address Foundation Criteria + Service Registrar Criteria
- **Speciality RMO position & Service Registrar position** need to address ALL Criteria.

Refer to the MedJobsWA advertisement for the full list of selection criteria. They are essential for all RMO and SMR positions within WA health; as such, all participating health services assess against the same criteria.

Applicants should provide succinct and focussed statements against each criteria that provides enough detail to clearly demonstrate how your skills and experience will enable you to be successful and **the word limit for each selection criteria is up to 500 words.**

The individual position Job Description Forms (JDF) will also be available through the MedJobsWA advertisement. As you will be addressing the Foundation, Speciality RMO and Service Registrar criteria as referenced above, **do not** address the selection criteria included in the JDFs.

2. Curriculum vitae

Applicants must attach their CV or resume to their application. A CV should not exceed three A4 pages, and 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).

3. Cover letter

Submitting a cover letter as part of your application provides a good opportunity to highlight information you have not covered in your application questions, CV or statement addressing the selection criteria. There is a one-page limit for cover letters submitted in this application process.

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'.

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
- Seeking employment at the same site as a significant other
- Any scholarships or rural bonding received
- Date when you would be available to commence employment.

If applying to WACHS, a cover letter is essential to assist the selection panel with understanding your specific requirements.

4. Supporting Documents

The following documents are also required for your application.

- 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)
- Details of two professional referees

Other relevant supporting documents may also be attached if they will enhance your application. These documents are optional:

- 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)

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 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 “2021 WA Resident Medical Officer and Service Medical Registrar Centralised Recruitment” vacancy.

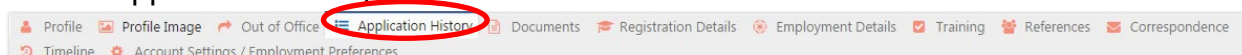
Click on the job title link to access the position details, advertisement, job description, selection criteria and how to apply guide. Read all of the position documents to ensure that you meet the essential selection criteria. It is recommended that you download these documents to refer to when preparing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

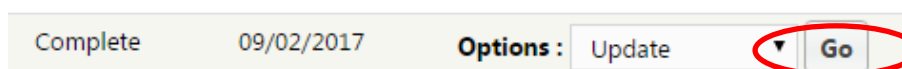
- Click your name in the top right-hand corner and select ‘Profile’
- Select ‘Application History’



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



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’.



- 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 or SMR online application through MedJobsWA.

Note: 3-year contract holders, please refer to the ['Information for 2019 and 2020 Interns with 3-year contracts'](#) section.

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.

Eligibility questions

Confirmation of your eligibility for registration with the Medical Board of Australia, your eligibility to work in Australia and that you have 6 months experience in an Australian hospital or comparable hospital setting. For further information on comparable hospital settings, please read the 'Eligibility to Apply' section on the advertisement.

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 000123456

- 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.
- Australian Medical Council (AMC) MCQ and Clinical Exam results (if applicable)

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: this information will not be disclosed to the selection panel however will be used by WA Health 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.

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.

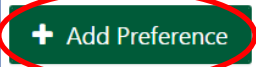
Employment preferences

- Identify your preferred type of employment, contract length and commencement date
Note: The preferred commencement date for RMO positions are January or July and SMR positions are February or August
- Rank your top three positions/hospitals in order of preference. Click 'Add Preference' and select your first preference. Repeat this process for second and third preference

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.



- All offers are made at the employing hospital's discretion. Your preferences will be considered; however, the offering hospital will make offers depending on 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 (RMOs only)** – 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 2021 clinical year. Split contracts are available between a specialist hospital and another specialist or general hospital. It is advised that you do not select split contracts for all three preferences, please ensure you include a non-split preference in your three preference.

Add Hospital Preference	
* Rank	3
* Position	Resident Medical Officer <input type="button" value="v"/>
* Would you like a Split 12 Month contract?	Yes <input type="button" value="v"/>
* Split Options	<div> Please select <input type="button" value="v"/> </div> <div> Please select </div> <div> Perth Children's Hospital / King Edward Memorial Hospital Perth Children's Hospital / Fiona Stanley Hospital Perth Children's Hospital / Royal Perth Hospital Perth Children's Hospital / Sir Charles Gairdner Hospital Perth Children's Hospital / Joondalup Health Campus Perth Children's Hospital / WA Country Health Service King Edward Memorial Hospital / Fiona Stanley Hospital King Edward Memorial Hospital / Royal Perth Hospital King Edward Memorial Hospital / Sir Charles Gairdner Hospital King Edward Memorial Hospital / Joondalup Health Campus King Edward Memorial Hospital / WA Country Health Service WA Country Health Service / WA Country Health Service </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 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 correct. Once applications close you are no longer able to add a new referee. To add new referee please contact medicalrecruitment@health.wa.gov.au
- If you need to update your 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"/> <small>The Referee "Full Name" cannot be modified once saved.</small>
* Position Title	<input type="text"/>
* Relationship to you	<input type="text" value="Please Select"/>
* Type of Reference	<input type="text" value="Please Select"/>
* Hospital	<input type="text" value="Please Select"/>
* Please provide at least 1 contact number below.	
Business Phone	<input type="text"/>
Mobile Phone	<input type="text"/>
* Email Address	<input type="text"/>

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 or SMR 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 up until the closing date and time, 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 30 June 2020. No late applications will be accepted.

Assessment and selection

Assessment

All applications will be assessed by selection panels at participating hospitals and health services. Assessment is competitive and merit-based. This means it is an independent assessment that considers 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 Public Sector Commission (PSC) standards. If your application is assessed as suitable, you will be recommended for the suitable pool.

All applications will be assessed against the Foundation Selection Criteria as outlined in the 'Application Selection Criteria' attached to the advert. If you have preferenced a position that requires additional selection criteria to be addressed, you will also be assessed against these criteria. If you are deemed not suitable for a Service Medical Registrar position but suitable for an RMO, you will still be made suitable to the pool for the position of RMO.

The WA Department of Health facilitates the central application process for the health services/hospitals involved. The assessment, recruitment process and employment decisions are solely the responsibility of the assessing health service or hospital.

If you have selected WACHS/SJGMPH as your first preference, it is important to be aware, some WACHS/SJGMPH sites conduct interviews, as part of their assessment of applicants. If you are selected for an interview with a WACHS/SJGMPH 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 into positions.

Notification to unsuccessful applicants

Applicants not appointed to the suitable pool will be notified by email once assessment is complete; this is expected to be at the end of 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 for positions

Hospitals make site specific selections from the suitable applicants within the recruitment pool. Position offers will commence at the conclusion of the breach period (start of August) with first preference hospital positions offered, then second preference hospital positions and so-forth. 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 this recruitment process:

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 '2021 WA Resident Medical Officer and Service Medical Registrar Centralised Recruitment' then select either 'Accept' or 'Decline' from the drop down list.
5. Review the 'Application History' tab and confirm that the offer displays correctly as withdrawn.

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.

Please ensure you withdraw your application from this recruitment process if you receive another job offer and no longer seek an RMO or SMR 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.

Closure of the pool

Applicants in the suitable pool who have not been successful in obtaining an offer of an RMO or SMR 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 or SMR in WA.

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