



# Medical Administrator Pool – FAQs and Application Process

## Frequently Asked Questions

### What is WA Country Health Service?

WA Country Health Service (WACHS) is a strong, diverse high performing health service that puts the health of country people first. It is one of the largest country health systems in Australia, delivering public health services to around half a million people in Western Australia's rural and remote regions.

WACHS comprises of seven regions;

- Kimberley,
- Pilbara,
- Midwest,
- Goldfields,
- Wheatbelt,
- Great Southern and
- South West

All regions are supported by a head office in Perth. WACHS provide acute and primary health care in more than 70 hospitals across the state, as well as a large number of remote area clinics, population health (community and public) centers, mental health and aged care facilities.

### What is the Medical Administrator Pool?

The Medical Administrator pool aims to recruit suitable individuals to Regional Director Medical Services and Director Medical Services positions. It is a centralised recruitment process that allows you to submit one application and be considered for a range of position and sites across WA Country Health Service (WACHS).

It is an open-ended pool which means that you could be considered for any position that arises for as long as the pool is valid. For example, the ad stated the closing date for application is 30 November 2022 and that the pool is valid until 30 March 2023 – this means that as long as you submit your application before 30 November 2022, you could be considered for appointment to the pool and subsequently any suitable position that arise until 30 March 2023.

If successful to the pool, hiring managers at different sites will view your information and contact you when there is a suitable position.

There is no obligation to take any position that may be offered to you. We understand that circumstances change and are also unique as some may be willing to go to any region and others may be restricted to specific location(s) or region(s). Providing your preferred sites/locations when applying will assist us to meet your requirements.

## What do I need to apply?

Applicants are advised to apply online via MedJobs position [11240](#) by providing the following documents:

1. A statement addressing the selection criteria listed on the Medjobs advert.
2. A detailed curriculum vitae outlining your education, professional work experience and other key achievements, skills and attributes. Please list your regional location(s) in order of preference.

### How much do I need to write in the selection criteria?

Some criteria, e.g. qualification and drivers license, only require a sentence or two to demonstrate you meet the criteria.

The remaining criteria requires a more comprehensive answer of why you meet the criteria, what you have done and outcomes of what was achieved. As a guide, your response to each of these criteria may be half to two thirds of a page long (assuming single spacing). Aim to provide your skills, knowledge and experience to demonstrate your competency for the position. Take into account the specific needs and contexts of the position to ensure your examples are relevant. Outline your understanding and experience as well as how you have demonstrated the skills, attributes and knowledge.

## How does it work?

### Assessment

All applications will be assessed by a selection panel on a regular basis. Assessment for suitability to this pool will be based on the response to the essential and desirable selection criteria and takes into account the skills, knowledge and abilities relevant to the work-related requirements and position outcomes. The selection panel operates in accordance with Public Sector Commission standards to ensure the assessment is fair and equitable and is merit base. If your application is assessed as suitable, you will be recommended for the suitable pool and your application will be sent to your first preference site for consideration and interview.

### 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. It is important to note that suitability to the pool is not a job offer. Applicants within the suitable pool will then be sent to the first preference site for considered of an available position. The site will make contact to arrange a suitable time for an interview with the region panel.

Suitable applicants will remain in the suitable pool until an offer is made. Suitable applicants will be sweep to preference sites in order of preference made upon application submission.

### Notification to unsuccessful applicants

Applicants not appointed to the suitable pool will be notified by email once applications following assessment by the selection panel. Your notification email 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 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 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 please visit [www.publicsector.wa.gov.au](http://www.publicsector.wa.gov.au).

## Offers

Hospitals make selections from the suitable applicants within the pool. Position offers can be made at any time during the open pool period. 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 and check spam or junk mail folders. The offer contains information about the hospital, employment contract duration, whether the position is full time or part time and the start date.

You will receive an email with instructions on how to check the status of your application online and how to accept or decline your offer. Use the same login process and details used when applying for the position:

1. Visit the MedJobsWA website (where you applied for the 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 on your name in the top right corner and then on “Profile” and then on the “Application History”
4. Click on the position options select “Accept ” or “Decline” from the drop down list

### Time limits to accept or decline

Unless otherwise stated, you have FOUR business days to accept/reject your offer. If you fail to respond within this time, your offer may be automatically forfeited.

### Withdrawing your application

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

1. Visit MedJobsWA.
2. Sign in using your email address and password (if you have forgotten your password, click on “Forgotten password” and follow the instructions).
3. Click on your name in the top right corner and then on “Profile” and then on the “Application History”
4. Click “Options” and select the application you want to withdraw from
5. To withdraw, click “Withdraw” from the drop down list.

We understand that some applicants may apply for more than one position. We ask that you let the vacancy contact person know as soon as you have received another job offer and no longer seek the position in WA. When you withdraw, you will receive an email notification.

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