



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

# 2023 Mid-Year WA Resident Medical Officer and Service Medical Registrar Centralised Recruitment – Ref 11631

## Application Guide

MedJobsWA Ref 11631

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## 1. Overview

This guide details the process for the 2023 Mid-Year Western Australia (WA) Resident Medical Officer (RMO) and Service Medical Registrar (SMR) Centralised Recruitment. This process is coordinated by the Office of the Chief Medical Officer (OCMO) at WA Department of Health.

The 2023 Mid-Year Centralised Recruitment allows you to submit ONE application to cover your THREE preferences for employment as an RMO or SMR with participating WA health service employers (listed in section 5 below).

## 2. Important dates

Process	Date
Applications open	Monday 9 January 2023
Applications close	Tuesday 7 February 2023 at 12.00pm (AWST)
<b>Assessment for suitability</b> <ul style="list-style-type: none"><li>OCMO eligibility screening</li><li>1<sup>st</sup> preference site selection panel conduct assessments.</li></ul>	Wednesday 8 February 2023 - Friday 24 February 2023
<b>Suitable pool created</b> <ul style="list-style-type: none"><li>Applicants are notified if they have been appointed to the suitable pool or were unsuccessful.</li></ul>	Monday 27 February 2023
<b>Feedback/Breach period</b> <ul style="list-style-type: none"><li>Unsuccessful applicants may request feedback on their applications during this stage.</li></ul>	Tuesday 28 February 2023 - Friday 03 March 2023 - 5.00pm
<b>First round offers</b> <ul style="list-style-type: none"><li>Offers from first preference hospitals/positions.</li><li>Some employers may conduct in-person interviews during this stage.</li></ul>	Tuesday 07 March 2023 - Wednesday 22 March 2023
<b>Final round offers</b> <ul style="list-style-type: none"><li>Offers from second preference hospitals/positions.</li><li>Offers from all participating sites.</li></ul>	Thursday 23 March 2023 - Friday 31 March 2023
<b>Closure of suitable pool and end of offers</b>	Friday 31 March 2023

*\*these dates are subject to change without notice\**

## 3. Minimum eligibility criteria

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

- Are eligible for registration with the Medical Board of Australia;
- Are eligible to work in Australia (evidence of valid Australian citizenship, permanent residency, temporary residency (or eligibility to obtain) must be provided prior to commencement); and
- have worked for a minimum of 6 months within the last 3 years as a registered medical practitioner in an Australian hospital or comparable hospital setting (listed below).

<i>Austria</i>	<i>France</i>	<i>New Zealand</i>	<i>Sweden</i>
<i>Belgium</i>	<i>Germany</i>	<i>Norway</i>	<i>Switzerland</i>
<i>Canada</i>	<i>Greece</i>	<i>Portugal</i>	<i>The Netherlands</i>
<i>Czech Republic</i>	<i>Iceland</i>	<i>Republic of Ireland</i>	<i>United Kingdom</i>
<i>Denmark</i>	<i>Israel</i>	<i>Singapore</i>	<i>United States of America</i>
<i>Finland</i>	<i>Italy</i>	<i>Spain</i>	

**If you do not meet the above eligibility criteria, your application will be considered ineligible and will not progress.**

**Please note** for more information on requirements to meet registration standards with the Medical Board of Australia, please visit the following websites:

- Medical Board of Australia: <https://www.medicalboard.gov.au/Registration-Standards.aspx>
- Australian Medical Council (AMC): [www.amc.org.au](http://www.amc.org.au)

For more information on the minimum requirements an international medical graduate must meet to be eligible to work as a doctor in Australia, please see: <https://www.health.gov.au/initiatives-and-programs/doctorconnect/about-working-in-australia/am-i-eligible-to-work-in-australia>

#### **4. Positions available through the Mid-Year Centralised Recruitment**

You only need to submit ONE application to cover your THREE preferences at the following sites:

<b>Resident Medical Officer</b>	Fiona Stanley Hospital King Edward Memorial Hospital Perth Children’s Hospital Royal Perth Hospital Sir Charles Gairdner Hospital St John of God Health Care WA Country Health Service
<b>Service Medical Registrar</b>	Fiona Stanley Hospital Rockingham Peel Group Royal Perth Hospital Sir Charles Gairdner Hospital St John of God Health Care WA Country Health Service

**Please be aware the above hospitals are the primary hospital/group and you may be rotated to placements at other general or regional hospital sites as listed below.**

#### **5. Participating hospitals and health services**

The WA hospitals and health services participating in this centralised recruitment are listed in the table below. **They may rotate RMOs and SMRs to placements at other general or regional hospital sites.** Therefore, willingness to travel is required

and adequate access to travel facilities will be beneficial. Adequate notice will be given to doctors regarding their rotations for the 2023 clinical year. See the list below for some examples noting that this list is not exhaustive.

Employing Health Service	Primary hospital	Placement health services
<a href="#">South Metropolitan Health Service (SMHS)</a>	<a href="#">Fiona Stanley Hospital (FSH)</a>	<ul style="list-style-type: none"> <li>• <a href="#">Fremantle Hospital</a></li> <li>• <a href="#">Rockingham General Hospital</a></li> <li>• <a href="#">St John of God Murdoch Hospital</a></li> <li>• <a href="#">Community Residency Program – WACHS or Silver Chain Group</a></li> </ul>
	<a href="#">Rockingham Peel Group (RPG)</a>	<ul style="list-style-type: none"> <li>• <a href="#">Rockingham General Hospital</a></li> <li>• <a href="#">Murray District Hospital</a></li> </ul>
<a href="#">North Metropolitan Health Service (NMHS)</a>	<a href="#">King Edward Memorial Hospital (KEMH)</a>	<ul style="list-style-type: none"> <li>• <a href="#">Bunbury Regional Hospital</a></li> <li>• <a href="#">Fiona Stanley Hospital</a></li> <li>• <a href="#">Joondalup Health Campus</a></li> <li>• <a href="#">Osborne Park Hospital</a></li> <li>• <a href="#">Kalgoorlie Health Campus</a></li> </ul>
	<a href="#">Sir Charles Gairdner Hospital (SCGH)</a>	<ul style="list-style-type: none"> <li>• <a href="#">Graylands Hospital</a></li> <li>• <a href="#">Hedland Health Campus</a></li> <li>• <a href="#">Joondalup Health Campus</a></li> <li>• <a href="#">Karratha Health Campus</a></li> <li>• <a href="#">Older Adult Mental Health Services Osborne Park</a></li> <li>• <a href="#">Older Adult Mental Health Services Selby</a></li> <li>• <a href="#">Osborne Park Hospital</a></li> <li>• <a href="#">Community Residency Program – WACHS or Silver Chain Group</a></li> </ul>
<a href="#">Child and Adolescent Health Service (CAHS)</a>	<a href="#">Perth Children’s Hospital (PCH)</a>	<ul style="list-style-type: none"> <li>• <a href="#">Kalgoorlie Health Campus</a></li> <li>• <a href="#">King Edward Memorial Hospital</a></li> <li>• <a href="#">St John of God Midland Public and Private Hospitals</a></li> </ul>
<a href="#">East Metropolitan Health Service (EMHS)</a>	<a href="#">Royal Perth Hospital (RPH)</a>	<ul style="list-style-type: none"> <li>• <a href="#">Armadale Health Service</a></li> <li>• <a href="#">Bentley Health Service</a></li> <li>• <a href="#">Hollywood Private Hospital</a></li> <li>• <a href="#">Joondalup Health Campus</a></li> <li>• <a href="#">Kalgoorlie Health Campus</a></li> <li>• <a href="#">King Edward Memorial Hospital</a></li> <li>• <a href="#">Mount Hospital</a></li> <li>• <a href="#">Perth Children’s Hospital</a></li> <li>• <a href="#">St John of God Midland Public and Private Hospitals</a></li> <li>• <a href="#">Community Residency Program – WACHS or Silver Chain Group</a></li> </ul>

Employing Health Service	Primary hospital	Placement health services
<a href="#">WA Country Health Service (WACHS)</a>	<ul style="list-style-type: none"> <li>• <a href="#">Albany Health Campus</a></li> <li>• <a href="#">Broome Regional Health Campus</a></li> <li>• <a href="#">Bunbury Hospital</a></li> <li>• <a href="#">Geraldton Health Campus</a></li> <li>• <a href="#">Kalgoorlie Health Campus</a></li> </ul>	
<a href="#">St John of God Health Care (SJGHC)**</a>		<ul style="list-style-type: none"> <li>• <a href="#">St John of God Midland Public and Private Hospitals</a></li> <li>• <a href="#">St John of God Murdoch Hospital</a></li> <li>• <a href="#">St John of God Subiaco Hospital</a></li> </ul>

\*\*St John of God Health Care employment terms and conditions are contained within the St John of God Health Care Enterprise Agreement and may differ from WA Health hospitals.

## 6. The Application Process

### How to apply for an RMO and/or SMR position in MedJobsWA

- Register with MedJobsWA if a first-time user or update your personal profile if a returning user
- Prepare your application
- Apply for the position by completing the application process
- Attach your application (supporting) documents
- Edit and save your application up to the submission/closing date
- Submit your application online
- Receive and respond to offers online

#### 6.1 Registering with MedJobsWA

#### 6.2 First time users

First time users will need to create a [MedJobsWA](#) account by visiting <https://medjobswa.mercury.com.au> and selecting 'Register' at the right of the screen and completing the registration details.

Use your formal name as it appears on your Australian Health Practitioners Regulation Agency (Ahpra) registration, or your medical degree if you are not yet registered with Ahpra. You will then receive an email to activate your account.

**Note:** Consider using a personal email on your MedJobsWA profile as you may not always have access to student/work email addresses.

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.

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.

### 6.3 Returning users

If you have previously used [MedJobsWA](#), you must use the same account to apply for the 2023 Mid-Year WA RMO and SMR Centralised Recruitment as you have been allocated a unique account ID. **Please do not set up a new profile.**

To update your details, login and select your name in the top right-hand corner to update your profile information and save your details.

**Note:** Consider using a personal email on your MedJobsWA profile as you may not always have access to student/work email addresses.

## 7. Preparing your application

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

### Essential Application Documents

Have the following essential documents ready to upload to attach to your online application:

- Statement addressing the Application Selection Criteria
- Curriculum vitae (CV) or resume
- Cover letter
- Medical qualification(s) or current registration with the Medical Board of Australia
- Proof of citizenship and residency status (e.g. copy of your passport OR Australian birth certificate; and if applicable, a copy of current visa)

### Additional Documents (if applicable)

- Two recent end of term assessments
- AMC certificate
- AMC multiple choice questionnaire results
- Outcome of English competency examinations

## 7.1 Selection criteria

The selection criteria outlines 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 the employers. All employers assess against the same criteria.

The full list of selection criteria is not in this guide.

The selection criteria will be attached with the advertised position on MedJobsWA during the application period. **The word limit for each selection criterion is up to 500 words.**

You will need to address the criteria related to your preferences, as detailed in the following table:

Position	Foundation Criteria	Specialty RMO Criteria	Service Medical Registrar Criteria	Criteria to respond to
<b>Generic RMO</b>	✓			• Numbers 1 – 6
<b>Specialty RMO</b> <i>(for specialty positions at KEMH, PCH and WACHS)</i>	✓	✓		• Numbers 1 – 6 • Relevant Number 7s
<b>Service Medical Registrar (SMR)</b>	✓		✓	• Numbers 1 – 6 • Numbers 8 – 9
<b>Speciality RMO &amp; SMR</b> <i>(applying for both)</i>	✓	✓	✓	• Numbers 1 – 6 • Relevant Number 7s • Numbers 8 – 9

### How to address the selection criteria:

- Keep it brief, clear and concise (max 500 words per criterion) – this is a way of demonstrating your communication skills.
- Be relevant and factual and use recent examples. Utilise different examples in your responses and never write ‘see response above’.
- Be positive. Ensure your potential employer understands your skills.
- Make a separate heading for each criterion. Do not combine the selection criteria as it makes it difficult for the panel to find your response.
- Do not sign and submit the JDF as your response to the selection criteria – you must provide a detailed statement for each criterion to outline your skills and experience, and to present your case for consideration in this competitive process.
- Consider using either of these response models when addressing the selection criteria:
  - STAR – Situation, Task, Action, Result:
    - **Situation** – give the background and set the scene. Describe a specific event or situation and provide enough detail for the reader to understand.
    - **Task** – describe the task, project or objective you had to complete.
    - **Action** – describe the actions you took. Be sure to keep the focus on you, even if you are discussing a group project or effort.



- **Result** – describe the positive outcome – what happened, what you accomplished, what you learned.
- SAO – Situation, Action, Outcome
  - **Situation** – where and when did you do the task?
  - **Action** – what did you do? How did you do it?
  - **Outcome** – what was the result of your action?
- For more information on how to address the selection criteria, please see:
  - <https://www.jobsandskills.wa.gov.au/sites/default/files/uploads/Jobs&Careers/jswa-selection-criteria.pdf>
  - [www.bom.gov.au/careers/guide2SC.shtml](http://www.bom.gov.au/careers/guide2SC.shtml)

## 7.2 Curriculum vitae

You must attach a curriculum vitae (CV) or resume to your 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)

## 7.3 Cover letter

Submitting a cover letter (maximum two pages) as part of your application provides a good opportunity to highlight information you have not covered in your selection criteria responses.

Consider addressing your desired career path and interests as well as your availability to work full or part time hours. This will also guide your potential employer to offer rotations which align with your career aspirations.

**Please note:** If applying to **WACHS (RMO and SMR) position**, the following information in the cover letter is **essential**:

- your preferred WACHS hospital site (Albany, Broome, Bunbury, Geraldton or Kalgoorlie)
- any specific work requirements (full-time or part-time)
- if you are applying with a partner (if applicable)
- any rural bonding commitments

This will allow WACHS to offer you the options which are most aligned with your professional and personal needs.

**Please note:** If applying to St John of God Health Care (SJGHC), please indicate in your cover letter your preferred SJGHC hospital site (St John of God Midland Public and Private Hospitals, St John of God Murdoch Hospital or St John of God Subiaco Hospital).

## 8. How to apply online

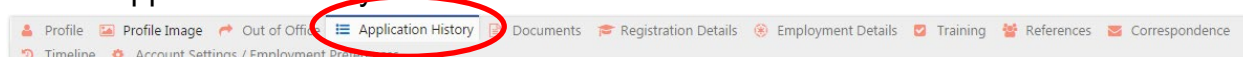
On the [MedJobsWA](#) homepage, scroll down to find the “2023 Mid-Year WA Resident Medical Officer and Service Medical Registrar Centralised Recruitment” vacancy. The reference number is 11631.

Click on the job title link to access the position details, advertisement, job description, application selection criteria and application guide. Read all the documents to ensure you meet the required selection criteria for your preferences.

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

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

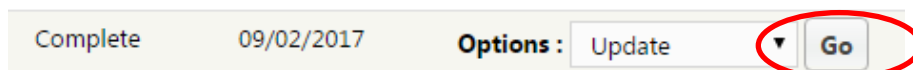
- Click your name in the top right-hand corner and select ‘Profile’
- Select ‘Application History’



- 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
- When you are ready to submit the application, click the “Submit Now” button at the bottom of the application form

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

### Helpful Hints:

- Scan and save your necessary attachments in advance and allow time to ensure your files are within file size limitations. It is recommended that files not exceed 5MB.
- Start your application early to allow time to deal with any issues that may arise.
- Have a scan of your current passport or residency certificate and an electronic copy of other documents ready to upload. The accepted formats of documents are .doc, docx, .pdf and .jpeg.

- When entering your Ahpra number, you do not need to type MED, but you do need to enter the leading zeros:

Please enter your 9 digit AHPRA  
Registration Number

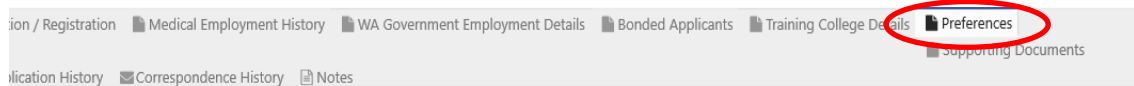
MED 000123456

## 8.1 Employment preferences

This centralised recruitment process allows you to submit ONE application to cover your THREE preferences for employment as an RMO and/or SMR at participating WA health service employers.

Please follow the steps below

- Identify your preferred type of employment, contract length and commencement date through the 'Preferences' Tab



Employment Preferences	
* Desired type of employment	Full Time
* What is your preferred contract length	12 months
* What is your preferred start date	January (RMO)

**Note:** The preferred commencement date for RMO positions are July or August, and SMR positions are August. However, positions are available from May.

- Rank your top three positions/hospitals in order of 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.
<b>+ Add Preference</b>

- WACHS** – if you are wishing to work at WACHS as an **RMO** you will be asked to rank the rural placement hospitals in order of preference. Please note, your application will be sent to your first preference site for assessment and may be considered by other WACHS sites within the round.

*For **SMR positions** please indicate your preferences in the cover letter. Other methods (such as Microsoft Forms) may be used to facilitate the sites preferencing for WACHS SMR positions; this will be notified via email.*

- **SJGHC** – if you are applying to SJGHC, you will need to indicate your preferred SJGHC hospital site in your cover letter – please see [7.3 Cover letter](#) above.
- **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 2023/2024 clinical year. Split contracts are available between a specialist hospital and another specialist or general hospital. Please ensure you include at least one non-split option in your three preferences. Your cover letter should include the reasoning for your requests.

## 8.2 Referees

- Provide the names and contact details of two professional referees. Ensure at least one is a recent previous clinical supervisor (within past 12 months).
- Please contact your referees before you submit your application to confirm that they consent to providing a confidential referee report. Ensure that they will not be on leave or have retired or relocated and cannot access their emails, and, most importantly that their contact email is correct!
- Your referees may be contacted after the application period closes.



**Helpful Hint:** Check and then **double check** that the email addresses you have entered for your referees into your MedJobsWA application are correct. The MedJobsWA team receive hundreds of emails from applicants saying that the email address entered into their MedJobsWA application is wrong or outdated. These errors may prevent your application from being assessed.

Following are the instructions for adding or amending a referee once the application period has closed if you discover you have made an error with the email address, or you would like to add another referee.

### Changing current referee details

As we are unable to update the email address on your behalf, you will need to use the following steps to update your referees’ email address:

1. Log in to MedJobsWA using your email address and password;
2. Click your name at the top right of the screen, then click 'Profile' and then select the 'References' tab;
3. You will see a table with your referee’s details listed. In the ‘action’ column click on the blue icon for the relevant referee. This will open a new screen with the details of the referee;
4. Update the relevant details and press save at the bottom of the screen;
5. Email [medicalrecruitment@health.wa.gov.au](mailto:medicalrecruitment@health.wa.gov.au) advising that the new referee email address has been added. We will then send out a new referee request.

### Adding a new referee

As we are unable to add a new referee on your behalf, you will need to use the following steps to add the new referee's details to your profile:

1. Log in to MedJobsWA using your email address and password;
2. Click your name at the top right of the screen, then click 'Profile' and then select the 'References' tab;
3. You will see a table with your referee's details listed. At the bottom of the list of referees there is an option to 'add new reference';
4. Update the relevant details and press save at the bottom of the screen;
5. Email [medicalrecruitment@health.wa.gov.au](mailto:medicalrecruitment@health.wa.gov.au) advising that the new referee has been added. We will then send out a new referee request.

### **Check referee reports**

You can check whether referee reports have been requested and received in 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.

### **8.3 Completing 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 then 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 can 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 12pm (Australian Western Standard Time), Tuesday 7 February 2023**

**LATE APPLICATIONS WILL NOT BE ACCEPTED**

## **9. Assessment and selection**

All applications will be initially assessed by the OCMO screening panel to ensure that they meet the minimum eligibility criteria (refer to section 3). Ineligible applications will not progress further.

Eligible applicants will then be assessed by the selection panel at the hospital which you have indicated as your first preference. Should your first preferred hospital/site considers your application to be unsuitable, this decision applies to this entire recruitment pool.

This process is competitive and merit-based which 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.

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 do not meet the additional criteria but you are found suitable against the Foundation Selection Criteria, you will still be made suitable to the pool for the position as an RMO.**

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

Please note that while OCMO facilitates the central recruitment process and conducts the initial eligibility screening for the participating employers, the decision on whether to offer employment rests with the employing health service.

### **9.1 Suitability pool**

On completion of the assessment process, suitable applicants will be placed in a pool. These applicants will be notified via email. This is NOT a job offer. Applicants within the pool will then be considered for offers by employers.

### **9.2 Notification to unsuccessful applicants**

On completion of the assessment process, applicants deemed not suitable to the recruitment pool will be notified by email.

### **9.3 Feedback/Breach period**

If you are deemed not suitable to the recruitment pool, you can discuss your application with the employer who reviewed your application. The notification letter will contain information on who to contact.

The Public Sector Management (Breaches of Public Sector Standards) Regulations 2005 allows you to lodge a breach claim if you consider any Employment Standards have been breached and you have been adversely affected. For more information on these standards and the process for lodging a breach claim, visit

[www.publicsector.wa.gov.au](http://www.publicsector.wa.gov.au)

## 9.4 Offers for positions

Employers make offers to suitable applicants in the recruitment pool. Offers will commence at the end of the feedback/breach period 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, contract duration and dates, and employment type. All offers will be sent to the email address in your MedJobsWA profile.

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

### To accept or decline an offer:

- Visit [MedJobsWA](#) and login.
- Click your name at the top right of the screen, then click 'Profile' and then select the 'Application History' tab.
- Click '2023 Mid-Year WA Resident Medical Officer and Service Medical Registrar Centralised Recruitment' then select either 'Accept' or 'Decline' from the drop-down list.

## 9.5 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 four business days. 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.

## 9.6 Multiple offer acceptances

We understand that some applicants may apply for positions outside of this recruitment pool. If you have accepted an offer outside this process, please withdraw from any other applications through MedJobsWA. This allows the employers to consider your colleagues for vacancies to ensure hospitals operate effectively with the required staffing levels.

Please note that WA Health Medical Workforce teams are given a "multiple acceptances" report, and applicants who are holding more than one offer will be contacted and asked to make a decision.

## 10. Withdrawing your application

You can withdraw your application at any time by logging in to [MedJobsWA](#):

- Click your name at the top right of the screen, then click 'Profile' and then select the 'Application History' tab.
- In the 'Application History' section, locate the appropriate position and select 'Withdraw' under the 'Offer Status'.
- To withdraw your offer and application select 'Withdraw' under the 'Offers Decision – Response section' and then 'Submit'.
- Review the 'Application History' tab and confirm that the offer is withdrawn.



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

## 11. 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 recruitment process closes.

## 12. Contact Information

CONTACT INFORMATION	
Questions relating to the recruitment process	<a href="mailto:medicalrecruitment@health.wa.gov.au">medicalrecruitment@health.wa.gov.au</a>
If you are experiencing problems with MedJobsWA	<a href="mailto:medjobswa@health.wa.gov.au">medjobswa@health.wa.gov.au</a>
<b>If you have a question about the position/s or have a site specific query:</b>	
Fiona Stanley Fremantle Hospital Group	<a href="mailto:FSH.MW@health.wa.gov.au">FSH.MW@health.wa.gov.au</a>
King Edward Memorial Hospital	<a href="mailto:KEMH.JuniorMedicalOfficer@health.wa.gov.au">KEMH.JuniorMedicalOfficer@health.wa.gov.au</a>
Perth Children's Hospital	<a href="mailto:CAHS.medicalworkforce@health.wa.gov.au">CAHS.medicalworkforce@health.wa.gov.au</a>
Rockingham Peel Group	<a href="mailto:Rgh.MedHr@health.wa.gov.au">Rgh.MedHr@health.wa.gov.au</a>
Royal Perth Bentley Group	SMR: <a href="mailto:RPH.Reg-FellowContracts@health.wa.gov.au">RPH.Reg-FellowContracts@health.wa.gov.au</a> RMO: <a href="mailto:RPH.RMO-InternContracts@health.wa.gov.au">RPH.RMO-InternContracts@health.wa.gov.au</a>
Sir Charles Gairdner Osborne Park Health Care Group	<a href="mailto:SCGH.RMO@health.wa.gov.au">SCGH.RMO@health.wa.gov.au</a>
St John of God Health Care	<a href="mailto:juniordoctors@sjog.org.au">juniordoctors@sjog.org.au</a>
WA Country Health Service	<a href="mailto:WACHSDoctors.Junior@health.wa.gov.au">WACHSDoctors.Junior@health.wa.gov.au</a>



## Frequently Asked Questions

### **Can I apply for more than one position?**

Yes. You can apply for up to THREE preferences.

### **Do I need to submit an application for each position I am interested in applying for?**

No. You are only required to submit ONE application to cover your THREE preferences however the selection criteria may be different for your preferences, so you will need to address the selection criteria related to your preferences. Refer to the Application Selection Criteria which will be available as part of the MedJobsWA job advertisement.

### **Do I need a cover letter?**

Yes. Your cover letter provides a good opportunity to highlight information you have not covered in your selection criteria responses. Also, make sure to include any details of your preferred part-time work (days, hours) in your cover letter.

### **Who do I address my cover letter to if my preferences are across different sites?**

Focus on addressing your first preference, however, it may be worth mentioning the reason for your subsequent preferences.

### **Who is an appropriate referee?**

You must provide the names and contact details for two professional referees. It is essential that at least one of your referees has supervised your clinical work within the past twelve months.

### **I am a continuing intern. Will I receive a new contract?**

No. If you are on a 3-year contract and remain at that site, you will not be issued with a new contract. The 3-year contract you received at the commencement of your internship will follow you through your RMO years (until it expires, or you change employers).

Reminder, you must log in to MedJobsWA to select **option 1** to inform your employer of your intention to remain. You will not need to complete a full application.

If you wish to apply for a position with a different employer, you must log in to MedJobsWA to select **option 2** and you will then be directed to complete a full application.

### **I want a split contract between King Edward Memorial Hospital and Perth Children's Hospital.**

There are several split contract options available within the MedJobsWA online application. If your option isn't listed, please choose the one most closely aligned and include your request in your cover letter.

**Who will assess my application?**

All applications will be screened for eligibility by an OCMO internal panel. Ineligible applications will not progress. Eligible applications will then be assessed by the selection panel at your first preference hospital

**What does it mean to be in the suitable pool?**

An assessment panel from your first preferred employer will review your application and determine your 'suitability' to the pool. 'Suitability' means that you meet the selection criteria for the role that you have applied for.

**Will all employers be able to see my application?**

Your application will only be visible to your first preferred employer in the first instance.

If you are not offered a position in the first round offers, your application will become visible to your second preferred employer.

If you have not been offered a position by the conclusion of the second round offers, your application will then be visible by all sites allowing any of the employers to offer you a position should they have remaining vacancies.

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

If you **ACCEPT** an offer, the employer is notified, and your application is no longer available in the suitable pool. You will not receive any further offers of employment from this process.

If you **DECLINE** an offer, the employer is notified, and your application will be returned to the suitable pool or removed from the pool depending on your selected response to the offer email. If you wish to be considered for further offers, your application will be returned to the suitable pool for consideration as vacancies arise. Please note that there is no guarantee you will receive another offer.

If you do not respond to an offer by the deadline, the offer becomes void and is assumed to be declined. The offer will be marked as declined and your application will be returned to the suitable pool. If you miss the deadline but wish to accept the offer, please contact the employer's medical workforce team as soon as possible to discuss.

**What happens if I do not receive an offer from my first preferred employer?**

Some positions are highly sought after, and the selection process is very competitive. If you are unsuccessful in gaining an offer from your first preference hospital/position, your application will be considered by your second and then third preferred employer.

If you have received an email indicating you are 'suitable', your first preferred employer will then determine if they will offer you a position at their site. The employer's decision may be based on the following:

- Number of vacancies available at the site;

- Speciality criteria required to work at their site (e.g. speciality sites such as PCH, KEMH & WACHS);
- Secondary assessment processes, e.g. interviews with the employer.

**What is the next step after I accept an offer?**

Once an offer is accepted, the next step is for the employer to send you the conditional contract paperwork. Any further enquiries regarding offers should be directed to your employer's medical workforce team.

It is essential that you accept your offer online via [MedJobsWA](#) **AND** formally respond to any notification sent to you by the employer.

**I'm interested in a rural rotation.**

Firstly, ensure that you preference an employer that offers a rural rotation, then secondly include your request in your cover letter. To find out more about where rural rotations are available visit the table in [section 5](#).