



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

# 2024 WA Resident Medical Officer and Service Medical Registrar Centralised Recruitment

## Application Guide

MedJobsWA Ref 11750

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## Version Control

Version	Date	Author	Reason for update
1.1	19/05/2021	Office of the Chief Medical Officer (OCMO)	Minor revision
1.2	14/04/2022	OCMO	Annual update
1.3	03/04/2023	OCMO	Annual update

## Overview

This guide details the 2024 Western Australia (WA) Resident Medical Officer (RMO) and Service Medical Registrar (SMR) Centralised Recruitment, which is coordinated by WA Health through the Office of the Chief Medical Officer (OCMO).

The guide is broken into the following three sections:

- Section 1 includes the following general information:
  - Important dates
  - Existing contract holders
  - Eligibility
  - Participating sites
- Section 2 provides detailed information on the application process in MedJobsWA
- Section 3 provides information on other recruitment processes.

This centralised recruitment allows you to submit ONE application to cover your THREE site preferences for employment as an RMO and/or SMR with participating WA health service employers/sites (listed in sections 1.4/1.5 below).

If you are a 2022 or 2023 WA health Intern holding a current three-year contract you have the option to either stay at your existing site or indicate that you would like to change sites. Changing sites would require you to complete a full application which would be assessed along with the other new applicants.

Applications will be through the [MedJobsWA](#) online portal. When applying via [MedJobsWA](#), you can:

- edit and save your application up to the closing date/time;
- maintain and update personal contact details;
- indicate your preferred health services or hospitals (only for applications that ask applicants to preference participating hospitals);
- check if referee reports have been requested or received for an application;
- receive and accept offers online.

If you have any questions or issues at any time during the application process, you can contact the OCMO Medical Workforce team via email at [medicalrecruitment@health.wa.gov.au](mailto:medicalrecruitment@health.wa.gov.au) for assistance.

## Section 1: General Information

### 1.1 Important dates

Process	Date
<b>Applications open</b>	Friday 19 May 2023
<b>Applications close</b> <ul style="list-style-type: none"> <li>Your referees may be asked after this date to provide a reference</li> </ul>	Tuesday 20 June 2023 - 12.00 pm midday (AWST)
<b>Assessment and Selection</b> <ul style="list-style-type: none"> <li>OCMO panel eligibility screening.</li> <li>1<sup>st</sup> preferenced site selection panel conduct assessments for eligible applicants.</li> </ul>	Starts: Wednesday 21 June 2023 Finishes: Friday 21 July 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 24 July 2023
<b>Feedback/Breach Period</b> <ul style="list-style-type: none"> <li>See <a href="#">section 2.5.3</a> for further information</li> <li>Some employers may conduct in-person interviews during this stage</li> </ul>	Starts: Tuesday 25 July 2023 Finishes: Friday 28 July 2023 5.00pm
<b>First round offer period</b> <ul style="list-style-type: none"> <li>Offers from first preference hospitals/positions</li> </ul>	Starts Monday 14 August 2023
<b>Second round offer period</b> <ul style="list-style-type: none"> <li>Offers from second preference hospitals/positions</li> </ul>	Starts Monday 04 September 2023
<b>Third round and general offers</b> <ul style="list-style-type: none"> <li>Offers for third preference hospitals/positions</li> <li>Offers from all participating sites</li> </ul>	Starts Tuesday 26 September 2023
<b>Close of the suitable pool and end of offers</b>	Friday 13 October 2023

*\*The above dates are subject to change without notice\**

## 1.2 Information for 2022 and 2023 Interns with 3-year contracts

WA Health is committed to ensuring that your placement in 2024 is in line with your entitlements under the *AMA Industrial Agreement 2022*.

If you satisfy the following criteria, you will be offered two options within your MedJobsWA online application form:

- You have completed your internship in 2022, or are completing in 2023;
- You are currently working for WA Health at Fiona Stanley Fremantle Hospitals Group (FSFHG), Royal Perth Bentley Group (RPBG), Sir Charles Gairdner Osborne Park Health Care Group (SCGOPHCG) or WA Country Health Service (WACHS; Albany or Bunbury).

**By selecting option 1**, you are confirming that you have an existing contract for the 2024 clinical year and that you wish to remain with your current employer.

Please note, if you are currently with Perth Children's Hospital (PCH) or King Edward Memorial Hospital (KEMH), **you will not have the option to select to remain** with your current employer due to the competitive nature of this training place.

**If you select Option 1 – YOU DO NOT HAVE TO COMPLETE A FULL APPLICATION**

**By selecting option 2**, you are declaring that you want to apply for a position with a different employer for the 2024 clinical year.

***You will then be directed to complete a full application.***

Selection of option 2 will allow you to preference the employer and/or position(s) for 2024. Best efforts will be made to accommodate your employment preferences however, suitable applicants may receive offers from any of the participating hospitals as vacancies arise.

*Please note: when moving to a different employing health service you are required to serve notice periods as outlined in the AMA Industrial Agreement 2022 Clause 9(4a).*

More information on this can be found in this policy -

<https://ww2.health.wa.gov.au/~media/Files/Corporate/Policy-Frameworks/Employment/Policy/Appointment-of-Interns-and-Progression-to-Resident-Medical/MP64-Appointment-of-Interns-and-Progression-to-Resident-Medical.pdf>

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

## 1.3 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 as a registered medical practitioner in an Australian hospital or comparable hospital setting within the last 3 years (listed below).

<i>Austria</i>	<i>France</i>	<i>New Zealand</i>	<i>Sweden</i>
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<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>

## 1.4 Positions available through this recruitment process

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

<b>Resident Medical Officer</b>	Fiona Stanley Fremantle Hospitals Group Joondalup Health Campus King Edward Memorial Hospital Perth Children's Hospital Royal Perth Bentley Group Sir Charles Gairdner Osborne Park Health Care Group St John of God Health Care (Midland, Murdoch & Subiaco) WA Country Health Service
<b>Service Medical Registrar</b>	Fiona Stanley Fremantle Hospitals Group Joondalup Health Campus Rockingham Peel Group Royal Perth Bentley Group Sir Charles Gairdner Osborne Park Health Care Group St John of God Health Care (Midland & Murdoch)

**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.**

## 1.5 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 clinical year. See the list below for some examples noting that this list is not exhaustive.

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

<a href="#"><u>East Metropolitan Health Service (EMHS)</u></a>	<a href="#"><u>Royal Perth Bentley Group (RPBG)</u></a>	<ul style="list-style-type: none"> <li>• <a href="#"><u>Royal Perth Hospital</u></a></li> <li>• <a href="#"><u>Armadale Health Service</u></a></li> <li>• <a href="#"><u>Bentley Health Service</u></a></li> <li>• <a href="#"><u>Kalgoorlie Health Campus</u></a></li> <li>• <a href="#"><u>Mount Hospital</u></a></li> <li>• <a href="#"><u>St John of God Midland Public and Private Hospitals</u></a></li> <li>• <a href="#"><u>Community Residency Program – WACHS or Silver Chain Group</u></a></li> </ul>
<a href="#"><u>WA Country Health Service (WACHS)</u></a>	<ul style="list-style-type: none"> <li>• <a href="#"><u>Albany Health Campus</u></a></li> <li>• <a href="#"><u>Broome Health Campus</u></a></li> <li>• <a href="#"><u>Bunbury Regional Hospital</u></a></li> <li>• <a href="#"><u>Geraldton Health Campus</u></a></li> <li>• <a href="#"><u>Kalgoorlie Health Campus</u></a></li> </ul>	
<a href="#"><u>Ramsay Health Care (RHC)</u></a>	<a href="#"><u>Joondalup Health Campus (JHC)*</u></a>	<ul style="list-style-type: none"> <li>• <a href="#"><u>Glengarry Private Hospital</u></a></li> <li>• <a href="#"><u>Hollywood Private Hospital</u></a></li> <li>• <a href="#"><u>Peel Health Campus</u></a></li> <li>• <a href="#"><u>Albany Health Campus</u></a></li> <li>• <a href="#"><u>Broome Health Campus</u></a></li> <li>• <a href="#"><u>Busselton Health Campus</u></a></li> <li>• <a href="#"><u>Narrogin Health Service</u></a></li> </ul>
<a href="#"><u>St John of God Health Care (SJGHC)**</u></a>		<ul style="list-style-type: none"> <li>• <a href="#"><u>St John of God Midland Public and Private Hospitals</u></a></li> <li>• <a href="#"><u>St John of God Murdoch Hospital</u></a></li> <li>• <a href="#"><u>St John of God Subiaco Hospital</u></a></li> </ul>

*WA Health System hospitals and health service providers employment terms and conditions are contained within the WA Health System - Medical Practitioners - AMA Industrial Agreement 2022.*

\*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.

\*\*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.

\*\*\* Current Peel Health Campus salaried medical practitioners will be offered the opportunity to transition to SMHS employment when PHC operations transfer to SMHS in August 2024. Any remaining RMO and SMR vacancies at PHC will become available within SMHS, including placement opportunities via Fiona Stanley Fremantle Hospital



Group (FSFHG). For more information regarding the PHC Transformation Program and living and working in the Peel region, visit [Peel Health Campus Transformation](#).

## Section 2: 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

### 2.1 Registering with MedJobsWA

#### 2.1.1 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.

#### 2.1.2 Returning users

If you have previously used [MedJobsWA](#), you must use the same account to apply for the 2024 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.

## 2.2 Preparing your application

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

### Essential Application Documents

- 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

### 2.2.1 Statement addressing the Application 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
Generic RMO	✓			• Numbers 1 - 6
Specialty RMO (for specialty positions at KEMH, PCH and WACHS)	✓	✓		• Numbers 1 – 6 • Relevant Number 7s
Service Medical Registrar (SMR)	✓		✓	• Numbers 1 – 6 • Numbers 8 - 9
Speciality RMO & SMR (applying for both)	✓	✓	✓	• 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)

### 2.2.2 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; please ensure to include a start and end date (at least month and year) for each relevant job role
- 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)



**Helpful Hint:** We recommend applicants to follow the [Standard Format for Curriculum Vitae](#) as outlined by Ahpra to ensure all essential information are

included in your CV. Workforce Australia has free online resources to provide coaching and support with job applications (including preparing CV (résumé), please explore their [Online learning modules](#) and [Improve your job applications](#) resources.

### 2.2.3 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 St John of God Health Care (SJGHC), please indicate in your cover letter your preferred SJGHC hospital site (Midland Public and Private Hospitals, Murdoch Hospital or Subiaco Hospital).

**Please note:** If applying to WACHS, the information in the cover letter is essential to assist the selection panel to understand your ideal location within WACHS, whether you have specific requirements about full-time or part-time work, and whether you are applying with a partner. This will allow WACHS to offer you the options which are most aligned with your professional and personal needs.

WACHS also need to know if you have any rural bonding commitments.

## 2.3 How to apply online

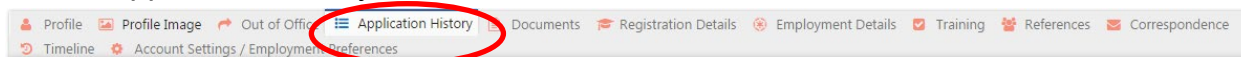
On the [MedJobsWA](#) homepage, scroll down to find the “2024 WA Resident Medical Officer and Service Medical Registrar Centralised Recruitment” vacancy. The reference number is 11750.

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 and are eligible to apply.

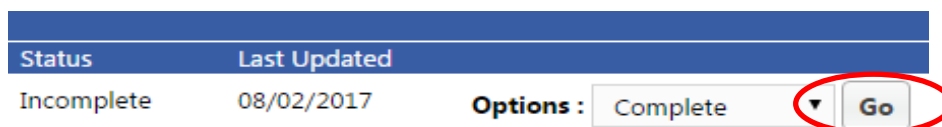
To apply for the position, click the ‘Apply Now’ button at the bottom of the advert, and follow the prompts to complete the application.

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’.

Complete 09/02/2017 Options : Update **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

## 2.3.1 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

ion / Registration Medical Employment History WA Government Employment Details Bonded Applicants Training College Details **Preferences** Supporting Documents

Application History Correspondence History Notes

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 January or July and SMR positions are February or August.

- 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.

+ Add Preference

- **WACHS** – if you are wishing to work at WACHS 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.
- **KEMH** – if you are wishing to work at KEMH you will be asked to choose your preferred rotation. Please note that choosing Neonate (NN) as your preferred rotation ('KEMH – NN' or 'KEMH O&G – KEMH NN') does not guarantee you a rotation in Neonates should you be offered a position. KEMH is a Women and Newborn hospital which specialises in Obstetrics and Gynaecology (O&G). KEMH cannot offer a position in Neonates as that is not a service KEMH governs or manages, that service is provided by Perth Children's Hospital. KEMH do second a limited number of Doctors into the Neonates Unit and your interest for a Neonates rotation may be considered when reviewing Term requests and allocations.
- **SJGHC** – if you are applying to SJGHC, you will need to indicate your preferred SJGHC hospital site in your cover letter – please see [2.2.3 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 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.

**Please note that any changes to hospital preferences will not be accepted after the application period is closed.**

### 2.3.2 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 is closed.



**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 referees 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 referees 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 referees 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.



## 2.4 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 display as 'Complete'.

You can edit your application up until the closing date and time. After this 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, which is 12pm midday (Australian Western Standard Time), Tuesday 20 June 2023.**

### **LATE APPLICATIONS WILL NOT BE ACCEPTED**

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](mailto:MedJobsWA@health.wa.gov.au). MedJobsWA technical support will be able to assist you with issues relating to:

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

## 2.5 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 1.3](#)). 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 preferred 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.

### **2.5.1 Suitable applicants**

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

### **2.5.2 Not suitable**

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

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.

### **2.5.3 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)

### **2.5.4 Offers for positions**

Employers make offers to suitable applicants in the recruitment pool. Offers will commence from 14 August 2023 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 '2024 WA Resident Medical Officer and Service Medical Registrar Centralised Recruitment' then select either 'Accept' or 'Decline' from the drop-down list.

### **2.5.5 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.

### 2.5.6 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.

## 2.6 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.

## 2.7 Closure of the pool

Applicants in the suitable pool who have not been successful in obtaining an offer for an RMO or SMR position, will be notified by email when the recruitment process closes.

## Section 3: Other Recruitment Processes

### 3.1 Basic physician training (adult and paediatric)

**BPT in Adult Internal Medicine:** Service registrars are required to secure eligible employment with an accredited training site prior to applying for BPT. For information refer to the Registrar Training website: [https://ww2.health.wa.gov.au/Articles/N\\_R/Registrar-training](https://ww2.health.wa.gov.au/Articles/N_R/Registrar-training).

**BPT in Paediatrics and Child Health:** Entry into the BPT pathway follows a separate application process. To be eligible for this process, candidates seeking to register with the Royal Australasian College of Physicians (RACP) as a first-year basic paediatric trainee are first required to secure employment for 12 months with PCH as an RMO or a registrar, or secure employment for 12 months with FSH as a paediatric or neonatal RMO/registrar. Additionally, an offer of employment must be made prior to the BPT Entry into Training application period – for 2024 applicants, the cut-off date is Sunday August 13 2023. Prospective trainees, who have accepted eligible employment, will be informed of the BPT selection process by PCH Postgraduate Medical Education (PCH PGME).

More information regarding paediatric BPT can be obtained by visiting the RACP website ([www.racp.edu.au](http://www.racp.edu.au)), contacting the WA RACP Member Support Office (08 6382 0823), or contacting the PCH PGME office (08 6456 0503, or [PCH.PGME@health.wa.gov.au](mailto:PCH.PGME@health.wa.gov.au)).

## 3.2 GP Hospital Training Pathway

RMOs who have applied to the Australian General Practice Training (AGPT) or Rural Generalist Training Scheme (RGTS), or plan to do so in future, may be eligible to join the GP Hospital Training Pathway for 2024 (the GP Pathway). The GP Pathway offers:

- support for current and future GP trainees to prepare for entry to community training
- allocation of participants to a combination of rotations that will facilitate their preparation for a community placement over 1 to 2 years
- potential opportunities for AGPT/RGTS Registrars to access an additional year of GP hospital training time in 2025.

RMOs who have applied or plan to apply to the AGPT or RGTS within the 18 months, should identify GP in the 'Training intentions' section of their MedJobsWA application. This will facilitate the provision of instructions on how to express interest in the GP Pathway for 2024.

Expressions of interest for the GP Pathway will open on 17 July 2023.

## 3.3 Community Residency Program (CRP)

### WACHS (Rural CRP)

RMOs applying for a full time position at FSFHG, RPBG and SCGOPHCG can apply for a rural CRP rotation with WACHS by making a separate application through the "2024 Rural Community Residency Program" vacancy also on [MedJobsWA](#).

To find out more about eligibility and locations in 2024 please contact the WACHS CRP Medical Education Officer:

Phone: (08) 6391 0647

Email: [WACHS.CRP@health.wa.gov.au](mailto:WACHS.CRP@health.wa.gov.au)

Online: <https://www.wacountry.health.wa.gov.au/Our-workforce/Work-with-us/Medical-workforce/Junior-doctors/WACHS-placement-opportunities>

### Silver Chain (Metropolitan CRP)

RMOs applying for a full time position at FSFHG, RPBG and SCGOPHCG can apply for a metropolitan CRP rotation with Silver Chain by making a separate application through the "Metro Community Residency Program 2024" vacancy also on [MedJobsWA](#).

To find out more about eligibility in 2024 please contact the OCMO Medical Recruitment team:

Email: [medicalrecruitment@health.wa.gov.au](mailto:medicalrecruitment@health.wa.gov.au)

Online: <https://www.pmcwa.org.au/careers/community-residency-program/>

### 3.4 Rural Generalist Pathway

As part of the National Rural Generalist Pathway, the WA Country Health Service (WACHS) hosts the Rural Generalist Pathway WA (RGPWA) Coordination Unit to support the expansion of a dedicated training pathway for aspiring rural generalists in WA. The aim of the RGPWA is to facilitate the transition for rural generalist trainees through the various educational and training components, as well as provide post-fellowship support to rural generalists.

The RGPWA is flexible and can be joined at various points throughout a current or aspiring rural generalist's training journey. If you are interested in training to be a rural generalist or are currently enrolled in training, you may be eligible to apply to join the pathway. The pathway offers an open intake with applications accepted throughout the year.

To find out more about the pathway, including the eligibility criteria and the application process, visit the RGPWA website or contact the RGPWA Coordination Unit.

Administered by the RGPWA Coordination Unit, the John Flynn Prevocational Doctor Program (JFPDP) offers rural primary care rotations to eligible WACHS prevocational junior doctors in postgraduate years 1-5. Placements include:

- Kimberley Aboriginal Medical Service and Royal Flying Doctor Service
- South West Aboriginal Medical Service
- Pioneer Health Albany.

To find out more about the program, visit the JFPDP section on the Rural Generalist Pathway WA website or contact the Coordination Unit.

Phone: 08 6553 0873

Email: [ruralgeneralist@health.wa.gov.au](mailto:ruralgeneralist@health.wa.gov.au)

Website: <https://ruralgeneralist.health.wa.gov.au/>

### 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>
Joondalup Health Campus	<a href="mailto:boxk@ramsayhealth.com.au">boxk@ramsayhealth.com.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	RMO: <a href="mailto:RPH.RMO-InternContracts@health.wa.gov.au">RPH.RMO-InternContracts@health.wa.gov.au</a> SMR: <a href="mailto:RPH.Reg-FellowContracts@health.wa.gov.au">RPH.Reg-FellowContracts@health.wa.gov.au</a>

Sir Charles Gairdner Osborne Park Health Care Group	RMO: <a href="mailto:SCGH.RMO@health.wa.gov.au">SCGH.RMO@health.wa.gov.au</a> SMR: <a href="mailto:SCGH.Registrar@health.wa.gov.au">SCGH.Registrar@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 preferenced 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 preferenced 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 preferenced 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 preferenced employer.

If you have received an email indicating you are 'suitable', your first preferenced 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 1.5](#).

**What about a Community Residency Program?**

You will need to secure an employment contract for 2024 at one of the participating employing hospitals (RPBG, SCGOPHCG or FSFHG) **AND** submit a separate application through the relevant "2024 Community Residency Program" (metro or rural) vacancy also on [MedJobsWA](#).

**What rotations are suitable for general practice training?**

The [General Practice \(GP\) Hospital Training Pathway](#) provides participants with access to GP-suitable rotations that will facilitate their preparation for community GP training. If you plan to apply to future intakes of the Australian General Practice Training (AGPT) or Rural Generalist Training Scheme (RGTS) and wish to access GP-suitable rotations, please identify 'General Practice' as a preference when completing the 'training intentions' section in your MedJobsWA application. This will enable the GP Project team to provide you with information on the Pathway and how to apply.

**Can I step up from an RMO to an SMR halfway through the year?**

You should apply for an RMO position as your first preference with a special note in your cover letter that would you like to step up to an SMR. Alternatively, you can apply for a registrar position through the mid-year recruitment process or liaise directly with your medical workforce team.

**What about a Workplace Based Assessment Program?**

To apply for the 2024 Workplace Based Assessment (WBA) program you must be eligible for limited registration on the standard pathway with the Medical Board of Australia and have secured a 12-month contract of employment for 2024 at a hospital accredited for WBA (Bunbury, Geraldton, or Kalgoorlie). To secure an employment contract, please apply through this centralised recruitment process ensuring you indicate WACHS as your first preference site.

Selection and appointment to the WBA program is competitive and securing employment does not guarantee you a place on the WBA program. For further information please visit the WACHS [website](#) or contact [wbawa@health.wa.gov.au](mailto:wbawa@health.wa.gov.au). Appointment to the WBA program will be confirmed after October 2023 when the Centralised RMO and SMR Recruitment Pool has closed.