



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

2025 WA Resident Medical Officer and Service Medical Registrar Centralised Recruitment

Application Guide

MedCareersWA Ref 492307

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Overview

This guide details the 2025 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).

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.

If you are a 2023 or 2024 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 [MedCareersWA](#) online portal. When applying, you can:

- 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 for assistance.

1. General Information

1.1. Important dates

Process	Date
Applications open	13 May 2024
Applications close <ul style="list-style-type: none"> Your referees may be asked after this date to provide a reference 	10 June 2024 – 4:00 pm (AWST)
Assessment and Selection <ul style="list-style-type: none"> OCMO eligibility screening. 1st preferenced site selection panel conduct assessments for eligible applicants. 	11 June to 12 July 2024
Suitable pool created <ul style="list-style-type: none"> Applicants are notified if they have been appointed to the suitable pool or were unsuccessful. 	15 July 2024
Feedback/Breach Period <ul style="list-style-type: none"> Some employers may conduct in-person interviews during this stage 	15 July to 19 July 2024. 5:00pm (AWST)
First round offer period <ul style="list-style-type: none"> Offers from first preference hospitals/positions 	5 August to 23 August 2024
General round offers <ul style="list-style-type: none"> Offers from all participating sites 	26 August to 13 September 2024
Close of the suitable pool and end of offers	13 September 2024, 5:00 pm (AWST)

The above dates are subject to change without notice

1.2. 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>
<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>	<i>Malaysia</i>

For a country to be recognised as having a comparable health system to ours it must fit within our criteria, as adapted from the New Zealand Comparable Hospital setting criteria: <https://www.mcnz.org.nz/registration/getting-registered/registration-policy/comparable-health-system-criteria/>

Applications that do NOT provide sufficient evidence of their ability to meet the above eligibility criteria will be considered ineligible and therefore not progress further, and will not assessed for suitability to a site.

The applicant is responsible for ensuring that all information contained in an application, including the referee information, is true and accurate. It is not the responsibility of the Recruitment manager or an employing sites to ask for additional information, or confirmation that an application question has been answered correctly.

Please see the essential application documents, and supporting documents section below, for details on what is required in your application. Additional documentation will NOT be accepted after the close of applications.

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

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>

1.3. Participating hospitals and health services

The WA hospitals and health services participating in this centralised recruitment process are listed in the table below.

Please be aware the below hospitals are the primary hospital/group and you may be rotated to placements at other general or regional hospital sites. A list of placement sites is available on our [website](#).

Fiona Stanley Hospital (FSH)	RMOs and SMRs
King Edward Memorial Hospital (KEMH)	RMOs only
Perth Children's Hospital	RMOs only
Peel Health Campus**	SMRs only
Royal Perth Hospital (RPH)	RMOs and SMRs
Sir Charles Gairdner Hospital (SCGH)	RMOs and SMRs
WA Country Health Service (WACHS)	RMOs
St John of God Health Care (SJGHC)*	RMOs and SMRs
Ramsay Health (Joondalup Health Campus)	RMOs and SMRs

*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.

* 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

**Operations at [Peel Health Campus \(PHC\)](#) will transfer operations to SMHS in August 2024. Travel assistance for Peel Health Campus placements may be available

1.4. 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 MedCareersWA.

Essential Application Documents

- Statement addressing the Application Selection Criteria
- Curriculum vitae (CV) or resume
- Cover letter
- Registration with the [Medical Board of Australia](#) – information on your current registration status, Australian Health Practitioner Regulation Agency (Ahpra) number and registration type/pathway
- Medical qualification(s)
- Proof of citizenship and/or residency status (e.g., copy of your Australian birth certificate or passport and, if applicable, a copy of current visa)
- English competency test results ([Ahpra accepted English language tests](#))

Additional Documents (if applicable)

- Two recent end of term assessments
- AMC Certificate (Successful completion of Part 1 and 2)
- AMC Multiple Choice Questionnaire (Part 1) examination results

Statement addressing the Application Selection Criteria

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

The selection criteria will be attached with the advertised position on MedCareersWA 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	Respond to Criteria
Generic RMO	✓			<ul style="list-style-type: none"> Numbers 1 - 6
Specialty RMO <i>(for specialty positions at KEMH, PCH and WACHS)</i>	✓	✓		<ul style="list-style-type: none"> Numbers 1 – 6 Relevant Number 7s
Service Medical Registrar (SMR)	✓		✓	<ul style="list-style-type: none"> Numbers 1 – 6 Numbers 8 - 9
Specialty RMO & SMR <i>(applying for both)</i>	✓	✓	✓	<ul style="list-style-type: none"> Numbers 1 – 6 Relevant Number 7s Numbers 8 - 9

2. Centralised Recruitment - Application Process

2.1. How to apply online

To apply for this position, click the 'Apply Now' on the advert, and follow the prompts to complete the application.

Incomplete applications can be edited at any time up to the closing date.

Please ensure your application is complete before submission.

Once you have submitted your application it can no longer be edited.

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.

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 in your application.

However **please note:**

- **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.
- **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 2025 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.

2.2. National Framework for Prevocational Medical Training

- As of 2025, all PGY2s are required to meet certain requirements as stipulated by the Australian Medical Council's [National Framework for Prevocational \(PGY1 & PGY2\) Medical Training](#) (Prevocational Framework). The involvement of PGY2s in the Prevocational Framework is new in 2025, however it's important to note that it doesn't impact on medical graduates needing to satisfactorily complete an accredited period of supervised clinical training as a PGY1 (internship) to become eligible for general registration as per the Medical Board of Australia's [Registration Standard](#). Refer to [PMCWA](#) for more information about PGY2 requirements, including meeting requirements across split contracts.

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

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.

Check and then **double check** that the email addresses you have entered for your referees into your MedCareersWA application are correct. Any errors in your referee information may prevent your application from being assessed.

All applications must be submitted by the close of the application period, which is 4pm (Australian Western Standard Time), Monday 10 June 2024.

LATE APPLICATIONS WILL NOT BE ACCEPTED

2.3. Assessment and selection

All applications will be assessed by the OCMO screening panel to ensure that they meet the minimum eligibility criteria. **Ineligible applications will not progress further to assessment for suitability.**

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 consider 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 the 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 employer.

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 the employer.

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.

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

Offers for positions

Employers make offers to suitable applicants in the recruitment pool. Offer rounds commence from 5 August 2024 with first preference hospital positions, then second preference hospital positions and so-forth. The offer notification email will contain information about the employer, contract duration and dates, and employment type. All offers will be sent to the email address in your MedCareersWA profile.

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

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.

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.

Contact information

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

Frequently Asked Questions

Can I apply for more than one position?

Yes. You can nominate 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 MedCareersWA 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).

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

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

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 have not been offered a position by the conclusion of first 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. 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 all participating health services.

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 MedCareersWA **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.

What about the Community Residency Program?

You will need to secure an employment contract for 2025 at one of the participating employing hospitals (RPBG, SCGOPHCG or FSFHG) **AND** submit a separate application through the relevant “2025 Community Residency Program” (metro or rural) vacancy.

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 MedCareersWA 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.