



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

2026 Service Surgical Registrar Recruitment **Application Guide**



Classification: Official

health.wa.gov.au

Contents

Overview.....	3
Important dates.....	3
Eligibility criteria.....	4
Primary Employing Health Services.....	4
The Application Process	5
Preparing your application	5
Statement addressing the selection criteria	5
Theatre logbook	5
Curriculum vitae	6
Cover letter	6
Employment preferences	6
Specialty preferences.....	6
Referees	6
Assessment and selection	7
Suitable applicants.....	7
Not suitable	7
Feedback/Breach period.....	7
Specialty assessment.....	7
Offers.....	8
Accepting an offer	8
Declining an offer	8
Time limits to accept or decline.....	9
Duplicate offers.....	9
Withdrawing your application.....	9
If you have already accepted an offer on MedCareersWA and wish to withdraw, please email medicalrecruitment@health.wa.gov.au , clearly stating your intentions. The team will assist in processing your request.....	
Closure of the pool.....	9
Contact information.....	10

Overview

This guide details the Application Instructions for 2026 Western Australia (WA) Service Surgical Registrar (SSR) Recruitment Process. Applications are accepted through MedCareersWA, and contracts will be issued from the relevant participating Primary Employing Health Services (PEHS). Allow time for your application submission so that it is processed in MedCareersWA before the closing date and time. Please ensure you click submit on your application and receive an acknowledgment email prior to the closing date/time.

Once applications are submitted, they cannot be edited, and any additional documents cannot be uploaded. We recommend you save a draft of your application which you can edit as required until you are ready to submit it. 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 Monday 7 July 2025, 12:00pm (AWST). Late applications will NOT be accepted.

Important dates

Applications open	Monday 9 June 2025 – 8.00am (AWST)
Applications close <ul style="list-style-type: none">Your referees may be contacted after this date to provide a reference.	Monday 7 July 2025 – 12:00pm (AWST)
Assessment and Selection <ul style="list-style-type: none">Full assessment to suitability conducted through selection panels	Starts: Monday 7 July 2025 Finishes: Monday 28 July 2025
Suitable pool created <ul style="list-style-type: none">The suitable pool is created prior to any offers being made.Applicants are notified whether they have been appointed to the suitable pool.	Tuesday 29 July 2025 <i>Interviews (if required)</i> Tuesday 29 July 2025 – Monday 4 August 2025
Feedback/Breach Period <ul style="list-style-type: none">See Feedback/Breach period section for further information	Starts: Tuesday 29 July 2025 Finishes: Monday 4 August 2025 4.00pm (AWST)
Offer Period	First Round Offers Starts: Tuesday 26 August 2025 Finishes: Monday 8 September 2025 General Round Offers Starts: Monday 15 September 2025 Finishes: Tuesday 30 September 2025
Close of the suitable pool and end of offers	Tuesday 30 September 2025 4:00pm (AWST)

Eligibility criteria

To be considered for an SSR position, **you must** provide evidence you:

- Are eligible for registration with the Medical Board of Australia;
- Have and can demonstrate the qualifications, essential skills and experience required for the position, as described in the job description form and
- have worked for a minimum of 12 months as a registered medical practitioner in an Australian hospital or comparable hospital setting within the last 3 years (listed below).

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

Primary Employing Health Services

Health Service	Primary hospital	Specialty	Placement health services
Child and Adolescent Health Service (CAHS)	Perth Children's Hospital (PCH)	<ul style="list-style-type: none"> • General Surgery • Plastic Surgery • Ear Nose and Throat • Ophthalmology 	<ul style="list-style-type: none"> • N/A
East Metropolitan Health Service (EMHS)	Royal Perth Hospital (RPH)	<ul style="list-style-type: none"> • General Surgery • Ear Nose and Throat • Trauma Surgery • Plastic Surgery 	<ul style="list-style-type: none"> • Armadale Hospital • Bentley Hospital • Broome Hospital • Kalgoorlie Hospital • St John of God Midland Public and Private Hospitals
North Metropolitan Health Service (NMHS)	Sir Charles Gairdner Hospital (SCGH)	<ul style="list-style-type: none"> • General Surgery – Surgical Assessment Unit • Upper GI • Breast Surgery • Colorectal Surgery • Transplant • Ear Nose and Throat • Cardiothoracic Surgery • Plastic Surgery 	<ul style="list-style-type: none"> • Osborne Park Hospital
Ramsay Health Care (RHC)*	Joondalup Health Campus (JHC)	<ul style="list-style-type: none"> • General Surgery • Urology • Plastic Surgery 	<ul style="list-style-type: none"> • N/A
South Metropolitan Health Service (SMHS)	Fiona Stanley Hospital (FSH)	<ul style="list-style-type: none"> • General Surgery • Ear Nose and Throat • Cardiothoracic Surgery • Plastic Surgery • Urology 	<ul style="list-style-type: none"> • Fremantle Hospital • Rockingham General Hospital • St John of God Murdoch Hospital • Peel Health Campus

**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.*

The Application Process

To apply for this position, click the “Apply Now” button and complete the mini form on the top right-hand side with your First Name, Last Name, and Email address to access the application portal, and follow the prompts to complete the application.

Once applications are submitted, they cannot be edited, and any additional documents cannot be uploaded. We recommend you save a draft of your application which you can edit as required until you are ready to submit it. **Saved applications are not automatically submitted at the closing of the application period.**

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 4pm (Australian Western Standard Time), Tuesday 25 June 2024. **Late applications will NOT be accepted.**

Once your application is successfully lodged, you will receive an email advising that your application is complete. You can also confirm your application status in your MedCareersWA profile; submitted applications display as ‘Application Received’.

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.

- Registration with the Medical Board of Australia – information on your current registration status, Australian Health Practitioner Regulation Agency (Ahpra) number and registration type/pathway, or evidence of eligibility for registration;
- Your statement addressing the selection criteria;
- Your theatre logbook;
- Your curriculum vitae outlining education, medical qualifications and employment experience; and
- Your cover letter.



Helpful Hint: Visit the MedCareersWA "[How to Apply - Online Application](#)" page for comprehensive guidance on preparing your application. You'll find tips on addressing selection criteria, standard CV formats, how to guides and more valuable information to assist you in completing your online application.

Statement addressing the selection criteria

The selection criteria, which detail the necessary skills, qualifications, and experience for an SSR position, play a crucial role in the merit-based assessment by each PEHS. Applications lacking responses to the selection criteria will score lower in the suitability assessment. You must provide a statement addressing each criterion. Please refer to the MedCareersWA advertisement for the full application selection criteria.

Theatre logbook

You are required to attach a logbook detailing the experience you have accumulated in your surgical career. While there is no mandatory format, a sample template ('Summary Theatre

Logbook_TEMPLATE') is provided in the advertisement. This template serves as a guide for the essential information to include, such as the date, procedure, and level of supervision.

Please note that this template is only a suggestion. You have the flexibility to submit your theatre logbook in any format you prefer. However, be aware that MedCareersWA does not accept Excel files, zip folders, or certain other formats. It is recommended to convert your logbook to PDF, Word, PowerPoint, or other accepted formats before uploading.

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.
- Medical employment history.
- 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).

Cover letter

Writing and submitting a cover letter as part of your application is essential. It provides a good opportunity to highlight information you have not covered in your selection criteria responses. Please note that there is a two-page limit for cover letters.

In your cover letter please outline:

- your specialty training preferences;
- your desire to work full or part time hours.

This will help guide your potential employer to offer rotations which align with your career aspirations.

Employment preferences

This year, split contracts are available for applicants. This enables applicants to move between PEHS' to facilitate 2x 6-month rotations.

Rank your top three PEHS' or split contract option in order of preference in your application.

The employment preferences will also provide an option for you to advise on your preferred start date, working hours, and contract duration. These will be reviewed by the PEHS and accommodated where possible, noting that the SSR recruitment process is highly competitive and there are limited places.

Specialty preferences

You must specify your THREE specialty preferences which will be considered during the assessment period. In the 'Employment Details 2' tab, rank your three specialties in order of preference. Ensure your preferred specialties are available at your chosen sites to receive the best possible offers.

Referees

- Provide the names, email address and at least one current phone number 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 MedCareersWA application are correct. The recruitment team receive hundreds of emails from applicants saying that the email address entered into their MedCareersWA application is wrong or outdated or has a typo. These errors may prevent your application from being assessed.

For more information see: [MedCareersWA - How to Apply](#)

Assessment and selection

Eligible applicants will be assessed and ranked by a selection panel.

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.

The 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.

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

Suitable applicants

Suitable applicants are placed into a recruitment pool that is created upon completion of the assessment process. Applicants are notified by email if they are considered suitable for the pool. Please note that this is not a job offer.

Not suitable

Applicants deemed not suitable will be notified by email once the assessment stage has been completed.

Feedback/Breach period

If you are deemed not suitable to the pool, you may want to discuss your application with the specialty/hospital who reviewed your application. The notification letter you receive will provide 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

Specialty assessment

Suitable applications will then be assessed and ranked by specialty assessment panels to determine suitability for specialty rotations.

Offers

Applicants will receive an email to notify them that they have been conditionally offered a position. The offer will contain information about contract duration, employment type and the employment dates.

All offers are made using the email address supplied in your MedCareersWA registration. You can check the status of your application and view and respond to offers online. It is important to make sure your email account filter does not remove emails from MedCareersWA. It is recommended that you check spam or junk mail folders for emails from MedCareersWA.

Accepting an offer

To accept the offer, follow the instructions below:

1. Click the login link in the email. Alternatively, visit MedCareersWA and click **existing applicant login**
2. Enter your **email address** and **password**
3. Click **login**
4. The applicant portal will load with a yellow message bar informing you of the offer
5. Click **view offer**
6. Read the instructions
7. Click to open every document available
8. Select the acknowledgement checkbox
9. The **I accept** button should now be active to click
10. Your status will automatically update to **offer accepted**.

Once the offer has been accepted online, the employing PEHS will send a formal contract later in the year, for which a separate response is required.

If you are overseas or away from an internet connection, you will need to arrange for someone to accept/decline your offer on your behalf. The use of the MedCareersWA website and distribution of your login details should be made at your discretion, in accordance with the website terms of use. Arrangement for a proxy to sign in and update your status on your behalf is at your discretion.

Declining an offer

To decline an offer, follow the instructions below:

1. Click the login link in the email. Alternatively, visit MedCareersWA and click **existing applicant login**.
2. Enter the **email address** and **password**
3. Click **Login**
4. The applicant portal will load with a yellow message bar informing of the offer
5. Click **view offer**
6. Click the **I decline** button
7. At the **offer declined** screen, select a **reason for declining**
8. Enter any details
9. Click **submit**
10. Your status will automatically update to **Offer Declined**

Please note: If you have already accepted the offer but later experience a change in circumstances and wish to decline the offer (and return to the general suitable pool) or withdraw from the process, please email medicalrecruitment@health.wa.gov.au, clearly stating your intentions. The team will assist in processing your request.

Time limits to accept or decline

Unless otherwise stated, you have four days to accept or decline your offer. If you fail to respond within this time, your offer will be 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.

Duplicate offers

We understand that you may submit applications for other positions outside of this process. We ask that if you accept an offer outside of this process, you withdraw your application for this role and any other roles you may have applied for through MedCareersWA. This is vital in ensuring that any remaining positions can be allocated to your colleagues and to guarantee that the operational needs of WA Health services are met.

Please note that WA Health workforce teams are given a “duplicate acceptances” report, and applicants who are holding more than one offer will be contacted and asked to make a decision.

Withdrawing your application

You can withdraw your application at any time during the process. If you have not yet accepted an offer, please follow the instructions below to withdraw from the recruitment process:

1. Login to your MedCareersWA profile
2. Click **Withdraw**
3. Select a reason for withdrawing and provide any additional details
4. Click **Withdraw application**
5. Your application will now be withdrawn and no longer displayed on your home page

Upon withdrawing your application, you will receive an email notification. You may also be asked to complete a short survey to help us improve our medical workforce management.

If you have already accepted an offer on MedCareersWA and wish to withdraw, please email medicalrecruitment@health.wa.gov.au, clearly stating your intentions. The team will assist in processing your request.

Closure of the pool

Applicants in the suitable pool who have not been successful in obtaining an offer for an SSR position, will be notified by email when the recruitment process has closed.

Contact information

If you have any questions relating to the recruitment process	medicalrecruitment@health.wa.gov.au
If you are having any problems with the MedCareersWA Website	MedCareersWA@health.wa.gov.au
If you have a question about the position or you have a site-specific query	Fiona Stanley Fremantle Hospital Group FSH.MW@health.wa.gov.au
	Joondalup Health Campus BoxK@ramsayhealth.com.au
	Perth Children's Hospital cahs.medicalworkforce@health.wa.gov.au
	Royal Perth Bentley Group RPH.Reg-FellowContracts@health.wa.gov.au
	Sir Charles Gairdner Osborne Park Health Care Group SCGH.Registrar@health.wa.gov.au

This document can be made available in alternative formats on request for a person with disability.

© Department of Health 2025

Copyright to this material is vested in the State of Western Australia unless otherwise indicated. Apart from any fair dealing for the purposes of private study, research, criticism or review, as permitted under the provisions of the Copyright Act 1968, no part may be reproduced or re-used for any purposes whatsoever without written permission of the State of Western Australia.

health.wa.gov.au