

Advanced Training in Nephrology Queensland

Candidate Guide
2024

Advanced Training in Nephrology, Queensland – Candidate How to guide.

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An electronic version of this document is available via email or on the RMO campaign website.

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Purpose of this document

This document provides guidance on the recruitment and selection process for advanced training in Nephrology throughout Queensland Health facilities. It outlines the selection requirements for eligible candidates and includes specific directions for preparing an application.

Queensland Health is responsible for and will oversee the recruitment of advanced training positions in Nephrology in hospitals throughout Queensland. Successful candidates are selected and appointed by a panel comprising of Heads of Queensland Renal Departments (or their delegate) with Royal Australian College of Physicians (RACP) accredited training positions. The panel considers each trainee's merits, training requirements and facility preferences, as well as Queensland's clinical workforce demands. This training program emphasises state-wide consistency and quality, in association with trainee equity, flexibility and choice, whilst also meeting all core RACP components of a three-year nephrology advanced training program.

Networked Training Program

The networked model of training is structured to align to the overall needs of Queensland's health system. Queensland has a unique and vast geography with 50 per cent of our population residing outside of a metropolitan area. Updates to the program's structure from 2024 reflect Australia-wide strategic imperatives to build a sustainable, highly trained medical workforce that can meet the current and emerging health needs of Australians, as outlined within the [National Medical Workforce Strategy 2021–2031](#) and the [RACP Regional Rural and Remote Physician Strategy](#).

To meet this need for equitable and accessible medical treatment for the Queensland population training sites are grouped as follows:

- Brisbane Metro
 - Princess Alexandra Hospital
 - Royal Brisbane and Women's Hospital
 - Mater Hospital
 - Greenslopes Hospital
 - Logan Hospital
- South-East Queensland
 - Gold Coast University Hospital
 - Toowoomba Hospital
 - Sunshine Coast University Hospital
- Regional Queensland
 - Rockhampton Hospital
 - Townsville University Hospital
 - Cairns Hospital

Most rotations to an area are expected to be 12 months, however, Brisbane Metro rotations may include six months at the Princess Alexandra Hospital and six months at the Royal Brisbane and Women's Hospital.

The program brings with it multiple benefits for trainees, including:

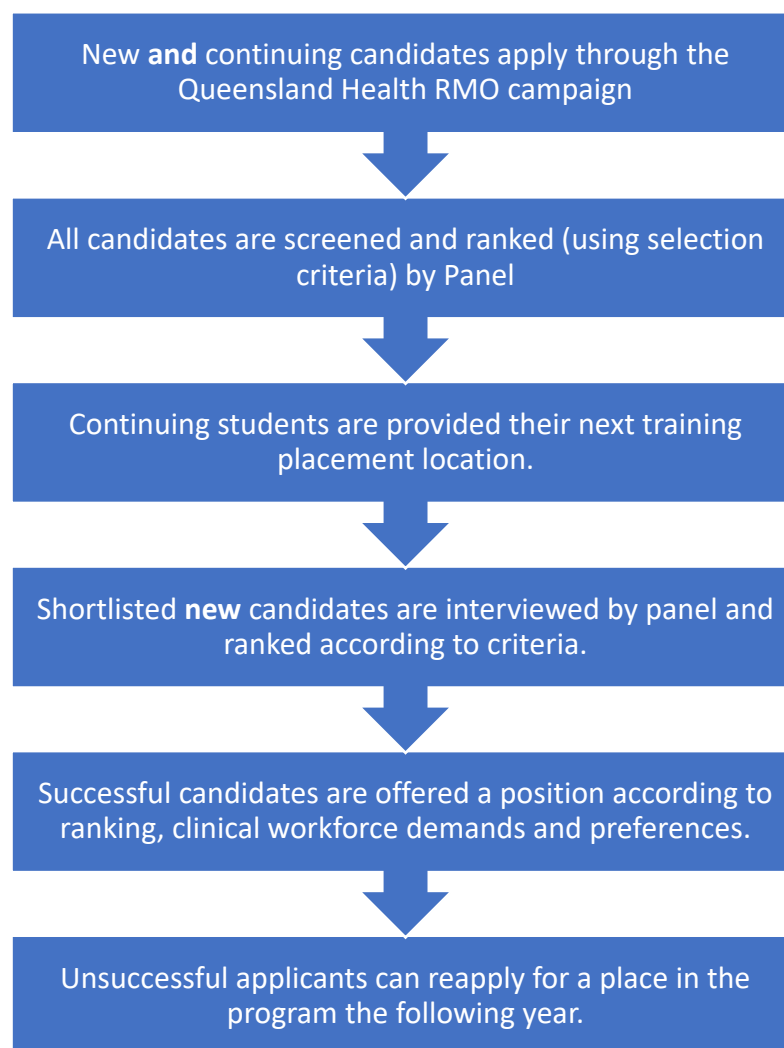
- only required to apply and interview for the program once to secure up to three years of advanced training,
- guaranteed transplant exposure,
- the opportunity to experience the rewards and challenges of regional medicine from a practitioner

and patient perspective, all of which strengthens your ongoing professional capabilities as a clinician.

Nephrology advanced trainees who have already undertaken some training in Queensland will still need to complete an online application to provide details of prior training locations and timeframes for completed training, however, there will be no requirement to interview.

Please be aware that accredited training sites in both public and private hospitals in Queensland are included in this application process.

Application Process



Candidates are required to apply through the Queensland Health RMO campaign (www.careers.health.qld.gov.au/rmo).

All candidates are considered via a selection process overseen by a panel of Heads of Renal Departments (or delegate) that is accredited to deliver advanced RACP training. Selection will be merit based and congruent with recruitment and selection policy. Candidates will be assessed against assessment criteria pre-specified by the panel. **Continuing trainees** are not required to interview. The submission of an application is to ensure prior training is captured and considered in the planning of placements for 2025. Please see further information under 'current trainees applying to continue' below.

New candidates

New candidates will be required to submit a written application that will be scored against fixed assessment criteria that considers professional references, clinical experience, post-graduate education, and involvement with research. Candidates will be ranked for interview offers based on assessment of written applications. Candidates who then interview will be required to meet a minimum acceptable standard at interview to be deemed appointable. All interviewed candidates will be ranked. Program placements will be offered based on the ranking of interviewed candidates taking into account training facility requirements, clinical workforce demands, candidate preferences, and personal circumstances flagged in written applications or discussion during interview.

Current trainees applying to continue

Those trainees who have already undertaken some advanced training in Queensland will need to submit an application via the portal. There is a shortened process for these trainees which does not include an interview. If you are a current trainee, you are only required to:

- complete the online application demonstrating acceptable reports from supervisors of previous year(s) of training, and
- list your preferences for your next year of training.

Please remember to detail any relevant personal circumstances in your submission.

As these trainees have already completed an interview in their initial year of training in Queensland, there is no requirement to re-interview.

Current trainees who are taking parental leave or other extended leave, such as sick leave, during 2025 will need to notify the Panel Chair (via [email](#)) to ensure they remain on the program. If extended leave is planned for part of 2025, you should apply to enter the program and preference locations. Please see 'Part-time positions' below.

If you are a current trainee and do not apply for the 2025 program for other reasons resulting in a break of 12-months or longer, you will need to reapply as a new applicant if you wish to undertake further training in Queensland in subsequent years. This is to ensure continuity in successful, monitored training.

An important note on preferences

The preferences you select for training facilities will be impacted by previous experience training in locations outside of the Brisbane Metropolitan area. Demonstrated willingness to train in regional locations as part of your three-year program may make your application more competitive.

Trainees will be given points for each year of completed nephrology training as follows:

- 1 point for Brisbane Metro
- 2 points for South-East Queensland
- 3 points for Regional Queensland

Those applicants with the **highest total points** will be given preference for their requested training sites before those with fewer points. Please consider this in your preferencing as both a continuing trainee and as a new applicant.

Please note, allocation to a transplant training centre will be factored into all planning for training placements. This aspect of training will be completed by all participants in the three-year program.

This ranking and allocation pathway promotes a transparent, fair, and consistent recruitment process for all trainees.

Requests for consideration of training location will be considered by the panel. Reasons for special consideration may include family issues such as health, partner’s employment, caring or childcare responsibilities. Applicants will need to write to the Panel Chair (via [email](#)) detailing the request and reasons. The panel will consider these requests after final applicant ranking. Consideration will be given to previous and planned training locations, workforce demands, and training needs of other applicants.

Please note, the panel is unable to guarantee that a request will be able to be accommodated.

How to get started

Read and complete all mandatory requirements outlined within the [Nephrology Advanced Training Program](#) webpage. To apply for Advanced Training positions in Nephrology, you need to complete an online application through the [Queensland Health RMO Campaign](#). You will need reliable internet and computer access, an email address and contact phone number.

New candidates will also require FRACP written results (or equivalent) and two reliable and contactable referees that are able to fill in the referee template on the RMO campaign by the due date.

Key dates

Action	Date***	Whom
Campaign opens	3 June 2024 (9:00am AEST)	RMO Campaign
Campaign closes (no late applications will be accepted)	1 July 2024 (3:00pm AEST)	RMO Campaign
Referee Report due	7 July 2023	Candidates
Candidates to be advised of interview details	By 26 July 2024 COB	Network Coordinator
Candidate interviews	15 August 2024*	Panel / Network Coordinator
Candidates notified	The day of interviews.	By phone. Panel
Clinical assessment results**	TBC	Candidates to advise result
Candidates commence work as Advanced Trainees	As per HHS contracts	Candidate/s and HHS

*Subject to change if clinical assessment results are delayed by RACP.

**Inclusive of RACP provisional / conditional pass

Advanced Training position eligibility

You will be eligible to apply for an advanced traineeship position in the 2024 program if you are:

- An existing Advanced Trainee in Nephrology, or

- A new candidate who has successfully completed or is in the process of completing the FRACP clinical examination (or equivalent recognised qualification) and have an interest in Nephrology.

Please note: The Royal Australasian College of Physicians (RACP) controls dates for the Divisional Clinical Exams (DCEs) in Adult Medicine and Paediatrics & Child Health. The RACP will provide more information about the timing of the DCEs and release of DCE results. Please see the RACP website for further information.

The following candidates are eligible for shortlisting/interview:

- Candidates who have successfully completed FRACP written and clinical examination.
- Candidates who have successfully completed written examination but not DCE will also be eligible for shortlisting/interview on the proviso that they take up DCE later in the year and are successful in passing. Candidates will need to provide results when available and prior to commencing advanced training.

Candidates must be registered (or eligible to be registered) with the Australian Health Practitioner Regulation Agency (AHPRA)

Please note: To practice medicine in Queensland, medical practitioners are required to be registered with the Medical Board of Australia (MBA). Types of registration and details are available at [Medical Board of Australia \(MBA\)](http://www.mba.gov.au). More information on requirements to practice can be found at: <https://www.careers.health.qld.gov.au/medical-careers/registration-requirements>

Overseas Trained Practitioners

Queensland Health must ensure that the recruitment of overseas professionals into clinical roles strengthens the regional economies through engagement of skills that complement but do not replace the skills of the available local labour market.

Only in circumstances that an Australian applicant pool is insufficient to fill a skilled clinical vacancy may Queensland Health sponsor applicants from the overseas market ([HR Policy B46](#), June 2014)

Overseas trained practitioners must have a current Visa at the time of interview.

For more information on working in Australia see:

- <http://www.doctorconnect.gov.au/internet/otd/publishing.nsf/Content/frequentlyAskedQuestions>
- https://www.health.qld.gov.au/_data/assets/pdf_file/0041/395879/qh-pol-250.pdf
- [Can I work as an overseas trained doctor](#)

Information regarding a temporary Visa

For information regarding a temporary Visa please visit the [Australian Government Department of Home Affairs, Immigration and Citizenship Visa Finder](#).

Advanced training positions and locations

In Queensland Health the approach to advanced training locations means that over the 3 years spent in

the pathway, trainees will undertake at least one year outside Brisbane Metro.

Four training locations – Cairns, Rockhampton, Toowoomba and Townsville – support trainees employed by Hospital and Health Services to relocate to these locations under two general policies:

- [HR Policy D8](#) – *Resident medical officers on secondment or rotation* – for trainee placements of up to six months
- [HR Policy D4](#) – *Transfer and Appointment Expenses* – for trainee placements between six and 12 months.

For information about working and living in each hospital location, please refer to the following websites.

Facility	Website
Cairns Hospital	Careers Cairns and Hinterland Hospital and Health Service
Rockhampton Hospital	Careers at CQ Health CQ Health Queensland Health
Gold Coast University Hospital	Career opportunities Gold Coast Health
Princess Alexandra Hospital	Join our team Metro South Health
Queensland Kidney Transplant Service	Queensland Kidney Transplant Service Health and wellbeing Queensland Government (www.qld.gov.au)
Logan Hospital	Join our team Metro South Health
Sunshine Coast University Hospital	Sunshine Coast Hospital and Health Service Careers Queensland Health
Toowoomba Hospital	Work with us Darling Downs Health
Townsville Hospital	Career Opportunities Townsville Hospital and Health Service
Royal Brisbane and Women's Hospital	Careers - Royal Brisbane and Women's Hospital (health.qld.gov.au)
Greenslopes Private Hospital	https://www.greenslopesprivate.com.au
Mater Private Hospital	https://www.mater.org.au/health/hospitals/mater-hospital-brisbane

Example Training Hospital Numbers (2020)

Facility	HD Patients			PD Patients		Total Dialysis Patients	Total Chronic Transplant Patients
	Facility	Satellite	Home	APD	CAPD		
QUEENSLAND	1483	1205	251	376	264	3583	
CAIRNS HOSPITAL	117	218	28	46	7	416	113

GOLD COAST UNIVERSITY HOSPITAL	103	91	23	31	27	275	232
PRINCESS ALEXANDRA HOSPITAL	177	154	92	117	123	663	862
ROCKHAMPTON HOSPITAL	71	26	5	12	4	118	74
ROYAL BRISBANE AND WOMEN'S HOSPITAL	151	153	40	49	55	448	207
SUNSHINE COAST UNIVERSITY HOSPITAL	59	90	14	8	6	177	220
TOOWOOMBA HOSPITAL	62	39	26	25	12	164	114
TOWNSVILLE UNIVERSITY HOSPITAL	116	59	11	37	19	246	99

Data sourced from: ANZDATA 44th Annual Report Summary of Data collected to 31 December 2020

Preparing and Completing Your Online Application

All candidates must apply via the Queensland Health RMO Campaign Specialist Training Program. This is an online application available at www.careers.health.qld.gov.au/rmo. Only applications via the RMO Campaign online application will be accepted. **No hard copy or late applications will be accepted.**

The online application captures information to assess your eligibility and suitability for selection into Nephrology Advanced Training. Please ensure that you complete all required sections of the application. It is important that you give clear, concise and relevant answers for all questions. If your application is found to be incomplete (including failure of nominated referees to provide references), it may be deemed not assessable. It is your responsibility to ensure that information contained in your application is complete and correct before submission.

It is **very important** that you select the training Program relevant to your application. You will need to select the 'yes' option at the question, **"Are you applying for an Advanced Training Nephrology Program?"**

Qld Nephrology Advanced Training Program specific questions will appear, some of which will assist in clarifying your eligibility for this Advanced Training Program.

FRACP clinical examination status

As a candidate for the Advanced Training Positions in Queensland, you will be asked if you have passed the FRACP (or equivalent recognised qualification) clinical exam and, if so, you will be required to upload a copy of your exam results or of a "provisional pass". If you answer "No" you will be asked if you intend to sit the exam in 2023. If you are unsuccessful in the FRACP clinical examination, you may be invited to continue as a Principal House Officer on the basis that no one is disadvantaged.

FRACP written examination status

As a candidate, you will be asked about your written exam. You are required to upload your results of the FRACP written exam (or equivalent) if you have received them. If you answer "No" you will be ineligible to apply in this program and will be re-directed to the RMO application form to preference other Queensland Health positions.

Preferences

All candidates are required to preference accredited Nephrology Advanced Training facilities from the drop-down list of Hospitals. This list is NOT a guarantee of a position.

Before you submit your application, please note:

- **Email is the primary method of communication** – please ensure you carefully check that the email address you provide in your application is correct, and that it is an email account you can access regularly.
- When you provide preferences for the various accredited training sites in Queensland, you must preference EVERY site. The Networked program requires all applicants to preference all facilities.
- Submission of this application does not guarantee that you will be offered employment with Queensland Health.
- If your situation changes and you are no longer available for the applied position with Queensland Health, please withdraw your application by contacting the RMO Campaign Coordinator at RMO-Recruitment@health.qld.gov.au

Visit www.careers.health.qld.gov.au/rmo to commence the online application. Applications **open Monday 3 June 2024 at 9:00 (AEST)** and close **Monday 1 July 2024 at 3:00pm (AEST)**.

Employment Details

If you are currently a Queensland Health employee you will be asked to provide details of your current employment including extended contracts, if applicable.

Employment History

Candidates are required to provide details of their current and recent employment history. You are also required to **upload** your current Curriculum Vitae. The information you provide in your Curriculum Vitae (CV) will be assessed during the Program application process.

Queensland Health position preferences

In addition to your specific Program application preferences, you are invited to also nominate additional positions within Queensland Health.

Part-time positions

Queensland Health encourages and supports the implementation of flexible work practices including the provision of part-time employment and job-sharing arrangements. If you would like to be considered for a part-time advanced training position it is recommended that you indicate this in your online application. Part-time positions are subject to availability and approval by individual Heads of Department. Endeavours to share a part-time position with a trainee of equal experience and level of training are considered favourably.

Referee Details

You will be required to **nominate two (2) referees**, who will each be contacted to provide information about your relevant skills and experience. Information provided by your referees will be used in

conjunction with your application to determine your suitability for appointment to a position.

Queensland Health (via the RMO Campaign) will contact each nominated referee directly using the contact information you provide in your application. Referees are asked to respond within two (2) weeks. You are advised to inform referees of their nomination before submitting your application and to also ensure that they will not be on leave.

You are required to nominate two specific referees as follows:

- Your current / immediate supervising consultant; and
- Another supervising consultant.

Please note that failure of one or both of your Referees to provide a reference will adversely impact your application score and seriously compromise your application's chances of success.

Submitting Your Application

On completing all questions and successfully submitting your application, you will be sent a confirmation email. Please note that your application will **NOT** be considered complete until both of your referee reports have been received.

Interviews

All shortlisted new candidates will be required to attend an interview with the panel. The Network Coordinator, Queensland Renal Clinical Network will notify you by email of the online meeting details, date and time (held via Microsoft Teams)..

The interview is a merit-based selection process. Candidates will be assessed against predetermined interview questions. Positions will be offered to the highest ranked candidates considering trainee preferences, facility requirements and clinical workforce demands.

Please note existing Advanced Trainees **do not** need to complete an interview.

Notification of successful candidates

The Panel is responsible for determining allocations to accredited training sites in Queensland. Each candidate who is offered a training position will be contacted by the Head of Department of the training site. Positions will be offered after all interviews have been finalised.

If you are successful in obtaining a position, the expectation is that you will accept or decline the position when offered by the corresponding Head of Department. If you decline an offered position, the selection panel will consider this withdrawal from the program. If you then wish to re-enter the program at a later date, you will need to reapply as a new applicant.

Employment Contracts

The Hospital and Health Service to which you are allocated will issue your letter of appointment and employment contract. All appointments are subject to routine pre-employment screening, including the *Pre-employment Structured Clinical Interviews* (PESCI) and criminal history checking. It is expected that appointments to specific Hospital and Health Services will occur at the conclusion of the recruitment phase.

Feedback

Candidates who apply for an advanced training position in Nephrology through the RMO campaign are eligible for feedback post interview from the panel, as per the [Queensland Health Recruitment and Selection Human Resources Policy B1](#) (HR Policy B1, December 2019)

Candidates seeking feedback on their application should request this by emailing QldRenalNetwork@health.qld.gov.au

Feedback to candidates will be provided verbally unless otherwise advised. Candidates must ensure that they provide a **contact phone number** as part of their feedback request. The panel chair will provide specific and constructive post-selection feedback sufficient to explain to the candidate why they were not successful.

Appeals

Chapter seven of the *Public Service Act 2008–Appeals and Reviews* is applied to Queensland Health employees via the *Public Service Regulation 2008*. The chapter sets out the categories of employees who can appeal specific decisions, such as promotion and transfer decisions. The Public Service Commission Appeals Guide and the Appeals Directive (No.02/14) detail the eligibility for each type of employee and the types of recruitment and selection decisions that can be appealed. These documents can be accessed through the Public Service Commission website. Timeframes for lodging appeals are set out in the Public Service Commission Appeals Guide.

For more information visit <https://www.forgov.qld.gov.au/appeal-decision-affecting-your-employment>

Questions

The selection process is being overseen by the Queensland Renal Clinical Network. If you would like further information on any of the topics provided in this Candidate Guide please contact the Network Coordinator, Queensland Renal Clinical Network via [email](#).

