

## How to apply

This document will assist you in preparing and completing an application for a general medicine advanced training position through the Queensland General Medicine Advanced Training Network.

Documents relating to network recruitment are available on the [general medicine network webpage](#).

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# What is the Queensland General Medicine Advanced Training Network?

The network is a centrally coordinated statewide program for doctors wishing to complete general medicine advanced training in Queensland. It provides centralised recruitment to general medicine advanced training registrar positions across the state.

Trainees are appointed to network hospitals for 12-month periods, can spend a maximum of two years in one hospital and will remain on the network for the three years' duration of their training subject to ongoing satisfactory performance.

## Training locations

There are approximately 80 positions across the Queensland hospitals listed below.

Further information relating to each site is available in the [Network hospitals](#) document on the network webpage:

Caboolture Hospital	Princess Alexandra Hospital
Cairns Hospital	Queen Elizabeth II Jubilee Hospital
Gold Coast University Hospital & Robina Hospital*	Redcliffe Hospital
Greenslopes Private Hospital***	Redland Hospital*
Hervey Bay Hospital (pending accreditation)	Rockhampton Hospital
Ipswich Hospital	Royal Brisbane and Women's Hospital
Logan Hospital	Sunshine Coast Hospital and Health Service**
Mackay Base Hospital	Toowoomba Hospital
Mater Adult Hospital***	Townsville University Hospital
The Prince Charles Hospital	

\* **Gold Coast University Hospital, Robina Hospital and Redland Hospital** form a network offering a two-year program with an optional third year.

\*\* **Sunshine Coast Hospital and Health Service** incorporates Sunshine Coast University Hospital, Nambour Hospital and Noosa Hospital.

\*\*\* **Greenslopes Private Hospital & Mater Adult Hospital** If you are undertaking a portion of your training in a setting external to Queensland Health, a process has been established to ensure continuity of employment with Queensland Health, facilitate a smooth transition on your return, and maintain your QH leave entitlements. Further information is available from the network team [Physician\\_Training@health.qld.gov.au](mailto:Physician_Training@health.qld.gov.au).

## Eligibility criteria

The eligibility criteria for network selection are:

- general registration with the Medical Board of Australia
- registration with the Royal Australasian College of Physicians (RACP)
- successful completion of basic physician training including the written and clinical exams

## Selection criteria

You will be assessed on your ability to demonstrate and evidence the following:

- commitment to a career as a General Physician
- clinical expertise at the level of an advanced training registrar
- effective communication skills with patients, families and other healthcare professionals, including those from culturally and linguistically diverse backgrounds
- teamwork and leadership skills
- effective management of junior medical staff
- involvement in teaching, research and quality improvement processes
- high standards of professionalism

Applicants who have already commenced general medicine advanced training should have successfully completed the previous year's training and project requirements and will be asked to provide RACP evidence of this.

See the [role description](#) on the network webpage for information about the general medicine registrar role and key responsibilities.

## Key dates

<b>Application period</b>	Monday 3 June - Monday 1 July 2024
<b>Applicant interviews</b>	Tuesday 20 August and Wednesday 21 August 2024
<b>Selection decision notification</b>	Wednesday 28 August 2024

## Application process

Applications are submitted through the Queensland Health RMO Campaign (<https://www.careers.health.qld.gov.au/medical-careers/resident-medical-officer-rmo-and-registrar-campaign>) during the period specified above (late applications are not accepted). The network encourages and supports applications from Aboriginal and Torres Strait Islander doctors.

All applicants will need to answer a set of questions relating to network selection in the 'Pathways 1 – (Advanced Training)' section (step 7) of the RMO Campaign.

Select 'Yes' to the first network question and complete all subsequent questions.

## Queensland General Medicine Advanced Training Network

Are you applying for a **Queensland General Medicine Advanced Training Network** position?

Please visit the [Queensland General Medicine Advanced Training Network](#) website for specific and important information on applying for a position.

(Select 'No' if you are applying for a **Chief Medical Registrar** position.)

\*

- Yes  
 No

### NOTE

- Previous applicants who were not matched to a position will need to undertake the full network selection process again.
- Dual trainees who wish to apply for a general medicine advanced training position should also apply through this network process (see under [Applying for dual training in the RMO Campaign application](#))
- The network does not cover certain **Chief Medical Registrar** positions. These can be selected in the RMO Campaign 'Preferences' section (step 10 of the application). See the [Chief Medical Registrar preferencing guide](#) for more information. See further information under [preferences](#).

## New applicants

Your suitability for a network position will be assessed against the [network selection criteria](#) through the following components:

- a written application – curriculum vitae and a short statement
- an interview
- references

## Written application

You will be asked to upload the following documents to your RMO Campaign application:

### Curriculum vitae (on network template):

- Using the [network CV template](#) include information such as your clinical experience, involvement in professional, leadership and extra-curricular activities, and participation in teaching and research

### Short statement (maximum one-page A4):

- Indicate your plans for training and plans for practice when you finish your advanced training
- Use examples to demonstrate how your experience, skills, abilities and personal qualities are relevant to each of the network selection criteria

## Interviews

It is not guaranteed that you will receive an interview. Applicants will be shortlisted based on their merit ranking and those shortlisted will be invited to attend a virtual interview on one of the dates below:

- Tuesday 20 August 2024
- Wednesday 21 August 2024

The network interview process comprises five multiple mini interviews including a clinical scenario. The interview domains are based on the network selection criteria.

## Current network trainees

If you are a current network trainee, you will need to indicate that you are currently a registrar on the network (in the network questions in step 7 of the RMO Campaign application) – see question below.

Are you currently a registrar on the Queensland General Medicine Advanced Training Network?

**Answer 'Yes' if you are:**

1. a current Queensland General Medicine Advanced Training Network trainee
2. a dual trainee who has attended a Queensland General Medicine Advanced Training Network interview within the last two years

**Answer 'No' if you are:**

1. yet to commence General Medicine training
2. a current General Medicine advanced trainee applying from interstate
3. a dual trainee who does not meet the criteria in 'Yes' note 2 above.

\*

Yes

No

Subject to satisfactory performance—as confirmed by your current supervisor and director of general medicine—you will continue on the network. Current network trainees with identified performance issues are required to undertake a remediation process, with the most appropriate training location negotiated between the trainee, local supervisors and the network.

Network trainees can spend a maximum of two years in one institution, in order to gain exposure to a variety of training environments and practices.

It is important to take responsibility for, and carefully plan, your second and subsequent years of advanced training. You must discuss your ongoing training and term requirements with your local director of advanced training / director of general medicine, and with the director of general medicine in your first three preferred hospitals prior to the allocation meeting at the end of August. This is primarily to ensure the availability of appropriate terms, which can be especially challenging for larger hospitals managing the requests of multiple advanced trainees.

## Referees

At least one of your referees—but preferably both—must have directly observed your clinical skills. In step 11 of the RMO Campaign application you should nominate the following:

1. Your **current immediate supervisor**
2. A **clinical supervisor**—preferably a general physician—from your last 12 months’ employment  
**FOR NEW APPLICANTS ONLY** (in network questions):
3. Your **current director of general medicine/director of general medicine training**  
(For dual or post-FRACP trainees, this referee should be a current supervisor—preferably a general physician—or relevant subspecialty department director).

## Referees – important points

Your referees must be able to comment on your skills and experience and have worked with you directly within the last 12 months.

Information provided by your referees will be used in conjunction with your application to determine your suitability for appointment to a network position. You will be responsible for following up receipt of your reports with your referees.

Please ensure that you:

- seek approval from your referees before providing their details
- have spelt their details correctly, particularly their email address
- have checked that they will not be on leave during the application period in June.

## Preferences

In the RMO Campaign application, you will be asked to nominate your preferences for hospitals and a training program as follows:

1. **Hospital preferences for General Medicine advanced training** (in step 7: general medicine network questions)
  - Preference up to **six hospitals** (only include those that you would be willing to work at if a position was offered to you). Preferences selected are *not* guaranteed.

**It is important that you discuss your proposed application and required rotations with the listed contacts of your top 3 preferred hospitals and also with the director of general medicine at your current hospital. Contact details are available in the [Network hospitals](#) document on the network webpage.**

**It is a characteristic of ballot systems that more popular hospitals will fill their available positions rapidly, often exclusively from candidates who have preferred them first. Consider this carefully when preferencing in order not to “waste” your later preferences.**

2. **Training program preferences** (in step 10: RMO Campaign ‘Preferences’ section)
  - Complete your **first preference** as follows. You should select full-time as there are no specific part-time training positions:

What is your first preferred facility? \*

College/Pathway/Network (Determined) ▼

What is your first preferred position status? \*

Full Time ▼

What is your first preferred position? \*

Registrar ▼

What is your first preferred Specialty? \*

Medicine ▼

What is your first preferred Sub-Specialty? \*

General Medicine (AT) ▼

**Only one preference is required as above to indicate that you wish to be considered for general medicine advanced training.**

You should include another position for example Principal House Officer (PHO) in Medicine as one of your other preferences in case you are not successful in the general medicine network selection process.

Dual trainees should refer to [Preferences for dual trainees](#) for information on how to preference.

## Chief Medical Registrar positions

If you are applying for a Chief Medical Registrar position as your first preference and you are interested in applying for general medicine advanced training, you should add the General Medicine network (General Medicine (AT)) as your second preference and answer the General medicine network questions.

## Selection outcome

Trainees are allocated to positions based on ranked merit, preferences and training requirements.

Allocations will be completed for general medicine applicants first; see [Allocation for dual trainees](#) for further information on allocations for dual training applicants.

If you decline a position, you will be considered in a second round of offers for any vacant positions.

If you accept an offer and then withdraw later due to extenuating circumstances, you are expected to discuss this directly with the director of general medicine of your allocated hospital.

### NOTE

- Late withdrawal from a position without acceptable cause is considered unprofessional behaviour and may affect your future employability in Queensland.

Any suitable applicants who have not been allocated to a facility will be placed in ranked order on a waitlist for consideration by hospitals should any vacancies arise post allocation.

## Allocation

If you are successful in the selection process, you will be allocated to a training hospital for 12 months. An employment contract is arranged by the employing hospital. For subsequent training years (AT2 and AT3),

you are responsible for negotiating hospital placements and term allocations with directors of general medicine and on the proviso that you can spend no more than two years in any one training setting.

## 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 training position it is recommended that you indicate this in your application. Part-time positions are subject to availability and approval by the employing network hospital.

## Dual training with general medicine

The network accepts applications from dual trainees.

To prepare for dual training if you commence training in your co-subspecialty, you are recommended to:

- carefully consider the skills and attributes that are required for your career as a dual-trained specialist and plan your training experiences accordingly and in detail
- discuss your training requirements and register with the RACP Advanced Training Committee in General and Acute Care Medicine
- contact the director of general medicine at your hospital to discuss your training plans, and to arrange General Physician supervision of dual subspecialty / general medicine terms
- register your interest in the Queensland Internal Medicine Education Program (QIMEP)
- apply for a position on the Queensland General Medicine Advanced Training Network through the RMO Recruitment Campaign in the year prior to your desired commencement of general medicine training (see note 1 below)
- contact the directors of general medicine of your top three preferred hospitals to discuss your application and training requirements (see [Network hospitals document](#) on the webpage for contact details).

### NOTE

1. If you are a dual trainee who has already attended an interview with the Queensland General Medicine Advanced Training Network prior to the RMO 2025 Campaign, you will be allowed two years to commence your general medicine training and have your previous recruitment score applied.
2. If you are a dual trainee who has previously completed a period of training on the Queensland General Medicine Advanced Training Network, you will be subject to a satisfactory performance review before continuing with general medicine training on the network.

## Applying for dual training in the RMO Campaign application

If you wish to be considered for both general medicine and your dual training co-subspecialty, you should indicate that you are applying for a general medicine advanced training position, answer the network questions and include the network in your RMO preferences as follows:



## Preferences for dual trainees

**The network will consider dual training applicants as follows:**

1. With general medicine as their first preference
2. With general medicine as their second preference if applying for dual training with Geriatric Medicine, Palliative Care, Clinical Pharmacology, or Obstetric Medicine

**For other dual training subspecialties not listed above:**

Applicants with general medicine as their second preference will be placed on a merit ranked list and, if unsuccessful in their first preference selection process, will be offered an interview for the general medicine network in merit order and if interview capacity allows it.

## Allocation for dual trainees

Hospital allocations are completed for general medicine trainees first.

In a subsequent round, dual trainees who have been successful in the general medicine network selection process but unsuccessful in their application to their first preferred training program will be allocated to available positions which may include a regional hospital.

## RACP and Queensland Health

It is important to distinguish between the function of the network and that of the RACP: the network coordinates the selection and allocation of general medicine advanced trainees to Queensland hospitals whereas the college is responsible for approving doctors onto its General and Acute Care Medicine advanced training program and for accrediting terms.

The guidelines for General Medicine training evolve progressively – you should refer to the [RACP General and Acute Care Medicine webpage](#) for changes and updates to training requirements.

If you have any specific questions, you should direct them as follows:

- Network recruitment queries – [Physician\\_Training@health.qld.gov.au](mailto:Physician_Training@health.qld.gov.au)
- Accreditation of terms/training requirements – RACP Advanced Training Committee (phone: (02) 8247 6217 or Member services 1300 697 227 (ask for education officer for gen med), email: [generalmedicineadvanced@racp.edu.au](mailto:generalmedicineadvanced@racp.edu.au))

## General Medicine Advanced Training Scheme

The General Medicine Advanced Training Scheme (GMATS) is available to current first year Queensland advanced trainees only. It is a two-year mentored program for up to five network trainees who are committed to becoming General Physicians. Supernumerary funding is available in the final year for successful applicants to tailor a special training experience which enhances their skills in, for example:

- Procedural or special skill training
- A senior registrar/junior consultant role
- Hard-to-access subspecialty training.

The application period for the GMATS positions is currently open. The selection process for the GMATS will be completed in parallel with that of the network.

Further information is available on the GMATS webpage <http://qheps.health.qld.gov.au/qcp/html/gmats.htm>.

## Appeals

The network is governed by Queensland Health, and Queensland Health's human resources policies provide the framework for the resolution of complaints, appeals and access to feedback on recruitment and selection decisions. The appeals document on the network webpage provides an overview of this framework.

## Requesting consideration for change in circumstances

It is a condition of appointment to the Queensland General Medicine Advanced Training Network that successful applicants commit to the network for the duration of their training.

If circumstances affect your ability to comply with this condition, you can apply for special consideration. Refer to the *Requesting consideration for change in circumstances guidelines* on the [network webpage](#).

## Further information

### Network:

Email: [Physician\\_Training@health.qld.gov.au](mailto:Physician_Training@health.qld.gov.au)

Web: <https://www.careers.health.qld.gov.au/medical-careers/resident-medical-officer-rmo-and-registrar-campaign/medical-specialty-training-programs/medicine-advanced-training/general-medicine>

### College training:

Email: [generalmedicineadvanced@racp.edu.au](mailto:generalmedicineadvanced@racp.edu.au)

Web: [www.racp.edu.au/trainees/advanced-training/advanced-training-programs/general-and-acute-care-medicine](http://www.racp.edu.au/trainees/advanced-training/advanced-training-programs/general-and-acute-care-medicine)

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