

Qld Geriatric Medicine AT Application Guide

RMO and Registrar Campaign

This document provides guidance on recruitment and selection processes for the **Queensland Geriatric Medicine Advanced Training Pathway**. It outlines the selection requirements for eligible applicants and includes specific directions for applicants preparing a suitable application.

Who is eligible to apply?

1. Registrars currently employed in Qld Health as Advanced Trainees in Geriatric Medicine
or
2. New Applicants who:
 - Are in the process of completing the FRACP clinical examination and have an interest in Geriatric Medicine
 - Have successfully completed the FRACP clinical examination (or sitting in 2023)
 - Are registered with the Medical Board of Australia (MBA) (General or Limited Registration).

How do I get started?

To apply for a position on the Geriatric Medicine Advanced Training Pathway in Queensland, you need to submit an online application via the Resident Medical Officers (RMO) and Registrars Campaign | Queensland Health.

Queensland Health is responsible for and oversees the Queensland Geriatric Medicine Advanced Training Pathway through which Registrars are recruited, selected and assisted with allocation to a Queensland Geriatric Medicine Advanced Training accredited site. Successful applicants will be selected and appointed by individual site directors taking into account each trainee's training requirements, facility preferences and clinical workforce demands. The training program emphasises state-wide consistency and quality, in association with trainee equity, flexibility and choice.

Application portal

Geriatric Medicine Advanced Training applications must be submitted via the RMO Campaign 2024: www.health.qld.gov.au/rmo/

Key dates for the pathway

RMO and Registrar Campaign applications open	Mon 5th June 2023
RMO and Registrar Campaign applications close	Mon 3th July 2023
Advanced Training 2024 - Interviews	
Shortlisted Geriatric Medicine Advanced Trainees	Fri 21st July 2023

If you miss the closing date of the RMO Campaign, you may still be able to apply for a position dependent on the number of applications and positions available.

Contact Qld Medical Coordinator: Dr Shaun Pandy (07) 3139 5157 or Shaun.Pandy@health.qld.gov.au

Preparing Your Application

All applicants must apply via the RMO Campaign online application portal. Only applications via the RMO Campaign will be accepted. **No hard copy applications will be accepted.**

The online application captures information to assess your eligibility and suitability for selection. The purpose of this guide is to provide an explanation about the questions in the online application, so that you can prepare all necessary information and documentation before you begin your application.

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, it will not be assessed. It is your responsibility to ensure that information contained in your application is complete and correct before submission.

Before you submit your application, please note the following:

- 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 that you access regularly.
- The QGMAT Advisory Panel strongly recommends 12 months core training outside of one of the Metro hospitals (PAH, TPCH, RBWH).
- You are encouraged to introduce yourself to each Site Director of your 5 preferred training sites *during the application process and prior to an interview with the Advisory Panel.*
- Submission of this application does not guarantee that you will be offered

employment by a Queensland Health training site.

- **Successful new trainee applicants will be required to attend an interview with the Qld Geriatric Medicine Advanced Training Advisory Panel.**
- If your situation changes and you no longer require a training position, please withdraw your application by contacting the RMO Campaign Coordinator at RMO-Recruitment@health.qld.gov.au

Completing Your Application

Once applications open, click on the application portal link on the RMO Campaign website. If you have previously applied to a Queensland Health campaign, use your email address and password to start your 2024 application. **Note:** most of the information and uploads provided in your previous application will populate your 2024 application.

Terms and Conditions

You must agree to the RMO Campaign terms and conditions, in order to submit an application.

Personal Details

Fill in your personal information including your:

- Current postal address (Australian or overseas)
- Contact telephone number (with area/country code as relevant)
- Valid email address (this email address will be used to send updates on the progress of your application, and seek clarification when required).
- Proof of identity documentation
- Evidence of vaccination requirements

Educational Details

You will need to provide details of your primary medical degree including where and when this was completed. New applicants will be required to **upload** evidence (electronic/scanned copies) of your primary medical qualification. You will also need to provide details of any additional academic qualifications relevant to your application.

Registration Details

You will need to identify your Medical Board of Australia (MBA) registration status, provide your registration number and specify the type of registration you hold (General, Limited or Provisional) and **upload** evidence of your registration.

You will also be asked to identify your last medical licensing (medical registration) authority, the country in which you completed your internship and the state/territory in which you completed year 12 (high school).

Employment Details

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

Other Details: Partner Location Consideration

Applicants who wish to be considered for partner location consideration will need to indicate this in their online application. Both applicants will be assessed independently for suitability for appointment. Partner location is subject to approval by individual Site Directors.

Employment History

You are required to provide details of their current and recent employment history. You are also required to **upload** your current Curriculum Vitae. Applicants are requested to use the Queensland Health CV template to assist with assessment of applications

<https://www.health.qld.gov.au/employment/work-for-us/clinical/medical/recruitment/rmo/applications/supporting-documents>.

The information you provide in your CV will be assessed during the application and selection process.

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 online application. Part-time positions are subject to availability and approval by individual Training Site Directors. It is important that you endeavour to share a part-time position with a trainee of equal experience and level of training.

Geriatric Medicine Pathway Applicants

To apply to the Pathway, you will need to answer **'Yes'** to **"Are you applying for a position on the Queensland Geriatric Medicine Advanced Training Pathway?"** and complete the subsequent questions, some of which will assist you in clarifying your eligibility to the Pathway.

Queensland Geriatric Medicine Advanced Training Pathway

Are you applying for a position on the **Queensland Geriatric Medicine Advanced Training Pathway**?

Please visit the [Queensland Geriatric Medicine Advanced Training Pathway](#)  for eligibility, facility and application requirements before completing this section. *

- ☒ Yes
☐ No

1. FRACP clinical examination status

As an applicant you will be asked if you have passed the FRACP clinical exam and if so, you will be required to upload a copy of your exam results. If you answer “No” you will be asked if you intend to sit the exam in 2023.

2. Pathway rotation preferences

If you are currently a registrar on the Pathway, you still will be required to indicate your site preferences. Your site preferences will assist in determining specific rotations that you may require to complete your training however it is not a guarantee of placement.

3. Preferences

You are required to preference an accredited training facility from the drop-down list. This list is NOT a guarantee of a position.

What is your first preferred Geriatric Medicine Advanced Training facility? *

--Please Select--



What is your second preferred Geriatric Medicine Advanced Training facility? *

--Please Select--



What is your third preferred Geriatric Medicine Advanced Training facility? *

--Please Select--



What is your fourth preferred Geriatric Medicine Advanced Training facility? *

--Please Select--



What is your fifth preferred Geriatric Medicine Advanced Training facility? *

--Please Select--



Referee Details

You will be required to nominate two (2) Current 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 Pathway position.

Once you complete the 'Referee' section of the online application, an automated email will be sent to your nominated referees. Your referees will be required to click on a reference link within the email and complete the reference. Once completed, the referee needs to click 'Submit' at the bottom of the page, for the form to be attached to your online application.

You are advised to inform Referees of your nomination before starting your RMO application and to also ensure that they are not on leave.

You are required to nominate two specific Referees as follows:

Your **current / immediate supervising consultant**; and

One other **current supervising consultant**.

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 until **both of your referee reports** have been received and uploaded to your application. **It is the responsibility of the applicant to ensure that both reports have been uploaded to your application prior to assessment of applications.**

Pathway Selection Process

All applications for Queensland Geriatric Medicine Advanced Training in 2024 will be reviewed by the Qld Geriatric Medicine Advanced Training Advisory Panel (QGMAT_AP). The panel is made up of all Training Site Directors or their designee. For applicants who are in the process of completing their FRACP examination in 2023, interviews will be confirmed following the outcome of review of the applicants RMO Campaign Application 2024, referee reports and CV

Interviews

All applicants who have been successfully shortlisted will be required to attend an interview with the panel. The purpose of the interview is to provide expert advice, support and direction in the educational and training needs of each advanced trainee and to review suitable positions for a potential training position.

Interviews will be conducted on the following date:

- **Friday 21st August 2023**

The Medical Education Officer will notify successful applicants by email of the date required to attend an interview. Interviews will be held either in person or via videoconference and held in Brisbane.

Selection to a Training Sites

As part of your online application, applicants will be asked to list their top 5 preferences to accredited training sites in Queensland.

Allocation to an accredited training site will be based on:

- applicant's training site preferences; and
- selection by the Site Directors, taking into consideration the needs of the trainee.

Applicants need to make contact with the Site Director of each of their 5 preferred training sites prior to the date of interview.

Notification to Successful Applicants

The Panel is not responsible for determining allocations to training sites in Queensland. Successful applicants will receive a confirmation of a position directly from the Director of that training site.

If an applicant has not received any notification from a Director by the **Friday 28th July 2023**, they should contact Dr. Shaun Pandey at Shaun.pandy@health.qld.gov.au.

Employment Contracts

The Health Service District / Hospital to which you are allocated will issue your letter of appointment and employment contract. All appointments are subject to routine Queensland Health pre-employment screening, including the *Pre-employment Structured Clinical Interviews* (PESCI) and criminal history checking. It is expected that appointments to specific Health Service Districts will occur at the conclusion of the recruitment phase in November 2023.

For Further Information

Please contact either the:

- State-wide Geriatric Medicine Advanced Training Clinical Training Coordinator

Dr Shaun Pandey - Shaun.Pandy@health.qld.gov.au

or

- Qld Geriatric Medicine Advanced Training Medical Education Officer

Ms Margaret Morton - Margaret.Morton@health.qld.gov.au