

## How to apply

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

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

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# What is the General Paediatric Advanced Training Network?

In Queensland, trainees have the option of applying for coordinated training positions through the Queensland General Paediatric Advanced Training Network or applying to individual hospitals annually.

The network offers a two-year program which allows trainees to meet all core requirements for general paediatric advanced training with the Royal Australasian College of Physicians (RACP), including the community/developmental component. All two-year programs will include at least six months in a rural or regional site. The third year of advanced training is independent from the network allowing flexibility for trainees to tailor the final year according to individual specific educational and career interests.

Trainees will remain on the network subject to satisfactory performance.

## Eligibility criteria

The eligibility criteria for new applicants are:

- successful completion of the RACP Basic Training program, including the written and clinical exams
- commencing first or second year of advanced training in general paediatrics in 2024
- general registration with the Medical Board of Australia
- current registration with the Royal Australasian College of Physicians (RACP)

## Selection criteria

The network required selection criteria are as follows:

- evidence of clinical expertise at the level of an advanced training registrar
- evidence of interest and commitment in pursuing a career in general paediatrics
- evidence of high standards of written and verbal communication with children, families and other professionals in a culturally appropriate way
- evidence of experience with teamwork and leadership
- evidence of involvement in teaching and learning
- evidence of involvement in quality improvement activities and research
- demonstrated ongoing commitment to and participation in professional development activities and other community engagement activities
- evidence of high standards of professionalism
- demonstrated conflict resolution and problem-solving skills in clinical and learning environments

The network desired selection criteria are as follows:

- a willingness to take a position in a rural or regional area

For further information about the role and key responsibilities, refer to the *Role description* on the [network webpage](#).

## Training locations

The network comprises four rotations (Figure 1). Training will be hosted primarily at the Queensland Children’s Hospital, the Townsville University Hospital, the Gold Coast University Hospital, and the Sunshine Coast University Hospital. Extensive use will also be made of other accredited hospitals for specific components of core training, including general paediatric terms at both outer metropolitan and regional hospitals (not restricted to hospitals listed below. Also, listed hospitals below are interchangeable between rotations if an option is available for that year and a trainee wishes to change). Examples of potential two-year training networks are provided in the *Rotations and secondments* document together with information about individual network training hospitals on the [network webpage](#). There is flexibility for trainees to complete all training requirements in regional hospitals.

Queensland Children’s Hospital Rotation		Gold Coast University Hospital Rotation
Bundaberg Hospital Caboolture Hospital Cairns Hospital Gladstone Hospital Hervey Bay Hospital Ipswich Hospital Queensland Children’s Hospital Logan Hospital Mackay Base Hospital Mater Mothers’ Hospital NICU Mt Isa Hospital	Redcliffe Hospital Redland Hospital Rockhampton Hospital Royal Brisbane and Women’s Hospital NICU Sunshine Coast University Hospital The Prince Charles Hospital Toowoomba Hospital	Gold Coast University Hospital Leading Steps Paediatric Clinic Lismore Hospital Tweed Hospital
		<b>Sunshine Coast University Hospital Rotation</b>
		Gladstone Hospital Sunshine Coast University Hospital
		<b>Townsville University Hospital Rotation</b>
		Cairns Hospital Mackay Base Hospital Mt Isa Hospital Townsville University Hospital

Figure 1: Network Training Hospitals

## Key dates

<b>Application period</b>	Monday 5 June – Monday 3 July 2023
<b>Applicant interviews</b>	Thursday 27 July Friday 28 July
<b>Selection decision notification</b>	by Monday 14 August

## Network application process

Applications must be submitted through the Queensland Health RMO Campaign [www.health.qld.gov.au/rmo/](http://www.health.qld.gov.au/rmo/). Refer to key dates for application opening and closing dates. **Late applications will not be accepted.**

The network supports and encourages applications from Aboriginal and Torres Strait Islander applicants. All applicants (new and current network advanced trainees) are required to complete a number of network questions in the RMO Campaign 'Pathways 1 (Advanced Training)' section (step 7).

The first network question asks:

Are you applying for a **general paediatric advanced training** position through the Queensland General Paediatric Advanced Training Network?

- Yes
- No

Select 'Yes' and complete all subsequent questions.

## 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 flexible training position, please indicate your preference in the network application. The network is better placed to consider requests prior to allocation rather than after allocations have been determined. Part-time positions and job share arrangements are subject to availability and approval by the employing hospital.

## New applicants

Your suitability for a network position will be assessed and scored through the following components:

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

## Curriculum vitae

A current curriculum vitae (CV) must be uploaded as part of the RMO Campaign application. You are encouraged to use the CV template provided on the [network webpage](#). The template includes relevant headings for your application that will be assessed, for example clinical experience to date, involvement in professional, leadership and extra-curricular activities, and participation in teaching and research.

## Short statement

New network applicants are required to upload a short statement (total 500 words), which will be assessed together with your CV. Please indicate and provide recent examples of how your experience, abilities, knowledge, and personal qualities are relevant to each of the [network selection criteria](#). **Please consider the importance of this document when preparing your application.** In addition, applicants are required to outline their personal opinions and willingness to undertake a portion of training in a rural or regional setting.

## Interviews

An interview is required for all shortlisted applicants. Further information about the interview process will be released in due course. Refer to the [key dates](#).

## References

Refer to [Referees](#) section

## Preferences – new applicants

There are two sections in the RMO Campaign application where you will be asked to indicate your training preferences.

### 1. Network questions (step 7)

Select your **first, second and third preference** for a general paediatric advanced training network **rotation** from the following:

- Gold Coast University Hospital Rotation
- Queensland Children’s Hospital Rotation
- Sunshine Coast University Hospital
- Townsville University Hospital Rotation

### 2. RMO Campaign ‘Preferences’ (step 10)

Complete your **first preference** as follows:

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? *
Paediatrics ▼
What is your first preferred Sub-Specialty? *
General Paediatrics (AT) ▼

NOTE: In this part of the application, **you must select 'Position status - Full Time'**. If you selected 'Yes' to the network question – 'Are you interested in a part time position, or a job share arrangement?' – your response will still be considered.

**To ensure you are considered for positions in the event you are unsuccessful in obtaining a network position, indicate your preferences 2–5 for other hospital placements.**

Refer to the RMO available positions search tool <https://www.health.qld.gov.au/employment/work-for-us/clinical/medical/recruitment/rmo/process/positions> to preference positions (including sub-specialty). You can only select positions made available by facilities.

## Term allocations

Allocation to a two-year network will be on the basis of both merit ranking and identifying the best fit for each trainee's needs. Training allocations for the entire two-year period will be confirmed with trainees prior to commencement on the network. Upon acceptance of an offer trainees will be expected to fulfil all allocated terms.

## Current network advanced trainees

If you were accepted on to the Queensland General Paediatric Advanced Training Network last year you are still required to complete the network application questions (step 7) of the RMO Campaign application.

You will need to indicate that you are currently an advanced trainee on the Queensland General Paediatric Advanced Training Network.

Current network trainees do not need to supply a short statement or CV; however, trainees are required to nominate referees and a current supervisor. Subject to satisfactory performance—as confirmed by your director of paediatric medicine and current supervisor—you will continue on the network and be reappointed to your allocated network facility.

Current network advanced trainees with performance issues are required to undertake a remediation process in order to continue on the network.

## Preferences – current network advanced trainees

RMO Campaign 'Preferences' (step 10)

Complete your **first preference** as follows:

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? *	Paediatrics ▼
What is your first preferred Sub-Specialty? *	General Paediatrics (AT) ▼

NOTE: In this part of the application, **you must select 'Position status - Full Time'**. If you selected 'Yes' to the network question – 'Are you interested in a part time position, or a job share arrangement?' – your response will still be considered.

## Aboriginal and Torres Strait Islander General Paediatric Advanced Training Affirmative Pathway

The purpose of the Pathway is to promote the success of Aboriginal and Torres Strait Islander junior doctors in the Queensland Health workforce. Eligible applicants will be shortlisted for interview and, if successful, will be allocated their first rotation and hospital preference.

Applicants wishing to access the Aboriginal and Torres Strait Islander General Paediatric Advanced Training Affirmative Pathway as part of the RMO 2024 recruitment campaign will:

- Be of Aboriginal and/or Torres Strait Islander descent; and
- Identify as Aboriginal and/or Torres Strait Islander; and
- Be accepted as an Aboriginal and/or Torres Strait Islander person by the Aboriginal and/or Torres Strait Islander community in which they live, or previously lived.

Applicants will need to provide the following supporting documents in addition to the other documents outlined in the How to Apply.

- Written [confirmation of acceptance](#) by the Aboriginal and/or Torres Strait Islander community they live in, or previously lived in, **or**
- A [statutory declaration](#) signed by the applicant stating that they are of Aboriginal and/or Torres Strait Islander descent and identify as Aboriginal and/or Torres Strait Islander

If you provide a confirmation of acceptance, it should be from an incorporated community organisation, association or body. The confirming organisation must have a majority of Aboriginal or Torres Strait Islanders in leadership and exist at the time you apply. You can use an original or notarised copy of a letter of confirmation or a confirmation you have from another organisation.

All documents must be certified as copies of the original by either a Justice of the Peace, Commissioner of Declaration, Barrister, Solicitor, or notary public.

### PLEASE NOTE:

The Aboriginal and Torres Strait Islander General Paediatric Advanced Training Affirmative Pathway operates within the RMO 2024 recruitment campaign described on the Queensland Health website at [RMO and Registrar Recruitment Campaign | Queensland Health](#)

Applicants wishing to access the Pathway **must** meet all standard requirements of the RMO recruitment campaign and are subject to established pre-employment requirements conducted by the Hospital and Health Services

## Dual trainees

**Dual trainees in General Paediatrics and Neonatal and Perinatal Medicine** are invited to apply to both training networks. Successful applicants will be able to develop a learning plan to meet the training requirements for both specialties. If you wish to apply for both General Paediatrics and Neonatal and Perinatal Medicine Advanced Training Networks, you should indicate that you are applying for a General Paediatrics Advanced Training Network position, answer the network questions and include the network as your first RMO preference. Select Neonatal and Perinatal Medicine as your second preference. You will be contacted by the Network Medical Director to discuss.

**Dual trainees in General Paediatrics and subspecialties other than Neonatal and Perinatal Medicine** are not eligible to defer their training with the General Paediatric Advanced Training Network in order to pursue training in another subspecialty. Trainees are welcome to apply for a position in the General Paediatric Advanced Training Network again in the future when they are prepared to complete Advanced Training in General Paediatrics.

## Referees

All applicants are required to nominate two referees in the 'Referees' section (Step 11) of the RMO Campaign as specified below:

New applicants:

1. Current educational supervisor (ES) or director of paediatric education
2. Most recent paediatric supervisor you have worked with closely within the last two years

Current network advanced trainees:

1. Current advanced training supervisor
2. Recent paediatric supervisor

At least one referee—but preferably both—**must have directly observed your clinical skills**.

## Important points

- You must **seek approval** from your referees before providing their details.
- Information provided by your referees will be used in conjunction with your application to determine your suitability for appointment to a network position. It is therefore **critical that both reports are provided and include comments to reflect your true abilities**.
- You will be responsible for **following up receipt** of your reports with your referees.
- You must ensure that your **referees will not be on leave** during the application period (mid-June – late July) and that you have provided correct details, particularly the email address.

## Selection and allocation

The selection and allocation process will comply with relevant Queensland Health human resource policies including the principles of equal employment opportunity. All applications and selection to the network will be overseen by a panel of College recognised directors of paediatric medicine and directors of paediatric education.



Assessment criteria will be used to determine eligibility and suitability of applicants for appointment to network positions within Queensland Health (refer to the [eligibility and selection criteria](#)). Applicants must also satisfy Queensland Health requirements to practise to be eligible for appointment.

## Condition of offer

It is assumed successful applicants will accept the two-year network position to which they have been allocated. If an applicant has accepted an offer and then wishes to withdraw at a later date due to extenuating circumstances, it is the expectation that it is discussed directly with the director of paediatric medicine and the network is notified at [Paediatric-Training@health.qld.gov.au](mailto:Paediatric-Training@health.qld.gov.au).

Note: The late renegeing of offers without acceptable cause is considered unprofessional behaviour and may affect your future employability in Queensland.

## Appointments

Appointments (employment contracts) are arranged annually by the employing facility at the conclusion of the network selection process. Continuation on the network is subject to a satisfactory performance review.

## Special consideration

It is recognised that some trainees may have exceptional circumstances arise during advanced training. If you believe you have a major medical or social issue that will preclude you from fulfilling allocated training rotations, you are invited to apply for special consideration. Refer to the *Special consideration* guidelines on the [network webpage](#).

## 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 paediatric advanced trainees to positions within Queensland Health (for trainees who chose to apply to the network) whereas the college is responsible for approving doctors onto its General Paediatrics advanced training program and for accrediting terms.

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

If you have any specific questions, we recommend that you direct them as follows:

- Network recruitment queries – [Paediatric-Training@health.qld.gov.au](mailto:Paediatric-Training@health.qld.gov.au)
- Accreditation of rotations/training requirements – RACP Advanced Training Committee (ATC) in General Paediatrics: 02 9256 5444, [GeneralPaedsAdvanced@racp.edu.au](mailto:GeneralPaedsAdvanced@racp.edu.au)

# 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 network *Appeals* document on the [network webpage](#) provides an overview of this framework.

## Further information

**Network:** Email: Queries to Dr Gavin Cleland, Medical Director Paediatric Training  
[Paediatric-Training@health.qld.gov.au](mailto:Paediatric-Training@health.qld.gov.au)

Web: <https://www.health.qld.gov.au/employment/work-for-us/clinical/medical/recruitment/rmo/medical-specialty-training/medicine-advanced-training/general-paediatrics>

**College training:** Email: [GeneralPaedsAdvanced@racp.edu.au](mailto:GeneralPaedsAdvanced@racp.edu.au)

Web: [www.racp.edu.au/trainees/advanced-training/advanced-training-programs/general-paediatrics](http://www.racp.edu.au/trainees/advanced-training/advanced-training-programs/general-paediatrics)

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