How to apply

As the impacts of the COVID-19 pandemic continue to evolve, certain elements of the network selection processes and dates may change. Please check this website regularly for updates.

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.


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 satisfactory performance.

Training locations

There are approximately 70 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
- Cairns Hospital
- Gold Coast University Hospital & Robina Hospital*
- Greenslopes Private Hospital
- Ipswich Hospital
- Logan Hospital
- Mackay Base Hospital
- Mater Adult Hospital
- The Prince Charles Hospital
- Princess Alexandra Hospital
- Queen Elizabeth II Jubilee Hospital
- Redcliffe Hospital
- Redland Hospital*
- Rockhampton Hospital
- Royal Brisbane and Women’s Hospital
- Sunshine Coast Hospital and Health Service**
- Toowoomba Hospital
- Townsville University Hospital

Medical Vocational Training Pathways
Queensland Country Practice
A unit of Darling Downs Health
* 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.

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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 the RACP written and clinical examinations and basic physician training.

NOTE:

- Dual trainees who wish to apply for a general medicine advanced training position should also apply through this network process.
- The network does not cover certain specific 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.

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

Application period       Monday 1 June — Monday 29 June 2020
Applicant interviews     Date TBC
Selection decision notification  Date TBC

Application process

New applicants and continuing trainees must submit an application for a general medicine network position online through the Queensland Health RMO Campaign (www.health.qld.gov.au/rmo) during the period specified above. Late applications are not accepted.

The network encourages and supports applications from Aboriginal and Torres Strait Islander doctors.

You are required to answer a set of questions relating to general medicine network recruitment (in step 7 of the RMO Campaign application form (Pathways 1 – Advanced Training)).

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 in 2021?

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.

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 – curriculum vitae and short statement

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

Interviews

An interview is required for all shortlisted applicants. Due to COVID-19, dates and further details about the interview process will be advised in due course.

Continuing network trainees

If you are a continuing network trainee, you are still required to complete the network questions in step 7 of the RMO Campaign application.

You will need to indicate that you are currently a registrar on the network – 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.

Subject to satisfactory performance—as confirmed by your director of general/internal medicine and current supervisor—you will continue on the network and be allocated to a facility based on your preferences, where possible.

Network trainees can spend a maximum of two years in one facility.

If there is competition for a training position at a particular facility, trainees will be ranked and the position awarded according to merit.
Current network trainees with performance issues are required to undertake a remediation process and should not assume that they will be offered a position: training places are awarded based on performance and merit.

**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/internal medicine**
   (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.
- 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. 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 in June and that you have spelt their details correctly, particularly their email address.

**Preferences**

*It is critical that you discuss your proposed application and required rotations with the director of general medicine of the hospital(s) at which you wish to work. Contact details are available in the Network hospitals document on the network webpage.*

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.

2. **Training program preferences** (in step 10: RMO Campaign ‘Preferences’ section)
Complete your **first preference** as follows:

![Image of preference selection](image)

**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.

**NOTE:**
- Applicants who preference 2 other training programs before General Medicine (AT) will not be considered.
- Dual trainees who wish to be considered for a general medicine advanced training position should select the above options in preference 1 or 2.

**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.

**Offers**

Trainees are allocated to positions based on ranked merit, preferences and training requirements. Allocations will be completed for General medicine applicants first; **dual trainees who have been unsuccessful in their application to their first preferred training program will be allocated in a subsequent round to available positions which may include a regional hospital** (see [Applying for dual training in the RMO Campaign application](#) for further information).

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 their allocated facility.

**NOTE:**
- Late withdrawal without acceptable cause is considered extremely unprofessional behaviour and may affect your future employability in Queensland. Previous applicants who have demonstrated such behaviour will not be considered for future network selection.

### Allocations

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

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

Continuation on the network is subject to a satisfactory performance review.

### RACP and Queensland Health

It is important to distinguish between the function of the network and that of the RACP: the network coordinates the employment of doctors within Queensland Health (including to Mater and Greenslopes Hospitals) whereas the college is responsible for approving doctors onto its general 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. For example, a key change in requirements for trainees commencing after 2017 is the need to obtain 12 months’ experience in general medicine-like terms including six months working in a general medicine unit, together with two separate six-month terms of core subspecialty exposure.

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

- Recruitment/employment queries – Physician_Training@health.qld.gov.au
- Accreditation of terms/training requirements – RACP Advanced Training Committee (phone: (02) 9256 9669 or (02) 8247 6248, email: generalmedicineadvanced@racp.edu.au)

### 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-specialty / 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 (see note 1 below) to your desired commencement of general medicine training

• contact the directors of general medicine training of your 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 2021 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 as one of your first two RMO preferences.

Applicants should be aware that hospital allocations are completed for General Medicine trainees first. In a subsequent round, dual trainees who have been unsuccessful in their application to their first preferred training program will be allocated to available positions which may include a regional hospital.

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 only 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 will be advertised through Queensland Health directors of general medicine and will be awarded prior to the opening of the RMO Campaign. The selection process for the GMATS will be completed in parallel with that of the network.

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.

Further information

Network:
Email: Physician_Training@health.qld.gov.au

College training:
Email: generalmedicineadvanced@racp.edu.au

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