

## 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 the network website regularly for updates.

This document provides guidance on recruitment and selection processes for the Queensland General Paediatric Advanced Training Network. It outlines the selection requirements for eligible applicants and includes guidelines for preparing an application.

Documents relating to network recruitment are available on the network webpage.

[www.health.qld.gov.au/employment/work-for-us/clinical/medical/recruitment/training/advanced-paediatric](http://www.health.qld.gov.au/employment/work-for-us/clinical/medical/recruitment/training/advanced-paediatric)

## 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, including the written and clinical exams or passed the written exam and planning to sit the clinical exam in 2021
- commencing first or second year of advanced training in general paediatrics in 2021
- general registration with the Medical Board of Australia
- current registration with the Royal Australasian College of Physicians (RACP).

## Provisional Advanced Training

Selection to a network position for provisional advanced trainees will be dependent on successful completion of the RACP clinical examination in 2021. Refer to the [Term allocations](#) section for further information.

## Selection criteria

The network 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 research
- demonstrated ongoing commitment to and participation in professional development activities
- evidence of high standards of professionalism, demonstrated conflict resolution and problem-solving skills in clinical and learning environment

For further information about the role and key responsibilities, refer to the Role description on the network webpage.

## Training locations

The network comprises three rotations (Figure 1). Training will be hosted primarily at the Queensland Children's Hospital, the Townsville University Hospital and the Gold 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). 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
		Townsville University Hospital Rotation
		Cairns Hospital Mackay Base Hospital Mt Isa Hospital Townsville University Hospital

Figure 1: Network Training Hospitals

## Key dates

<b>Application period</b>	Monday 1 June – Monday 29 June 2020
<b>Applicant interviews</b>	Thursday 30 July (Townsville) Tuesday 4 August (Gold Coast) Wednesday 5 August (Brisbane)
<b>Selection decision notification</b>	Monday 17 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.

## New applicants

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

- a written application – curriculum vitae and a 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 (500 words), which will be assessed together with your CV, indicating how your experience, abilities, knowledge and personal qualities are relevant to each of the [network selection criteria](#). 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. Due to COVID-19, further information about the interview process will be released in due course. Refer to the [key dates](#).

## Preferences – new applicants

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

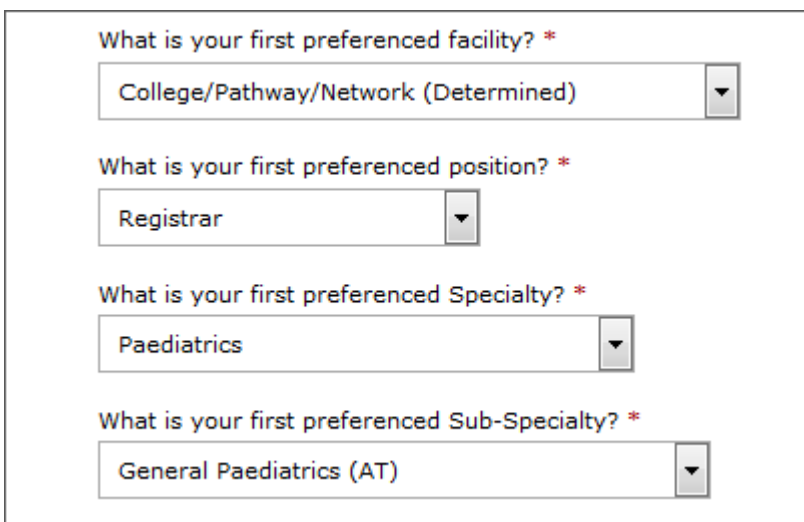
### 1. Network questions (step 7)

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

- Gold Coast University Hospital Rotation
- Queensland Children's Hospital Rotation
- Townsville University Hospital Rotation

### 2. RMO Campaign 'Preferences' (step 10)

Complete your **first preference** as follows:



The screenshot shows a form with four dropdown menus for selecting preferences. Each dropdown is preceded by a question and an asterisk, indicating a required field. The selected options are: College/Pathway/Network (Determined), Registrar, Paediatrics, and General Paediatrics (AT).

What is your first preferred facility? *	College/Pathway/Network (Determined)
What is your first preferred position? *	Registrar
What is your first preferred Specialty? *	Paediatrics
What is your first preferred Sub-Specialty? *	General Paediatrics (AT)

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 [www.health.qld.gov.au/employment/work-for-us/clinical/medical/recruitment/rmo/positions](http://www.health.qld.gov.au/employment/work-for-us/clinical/medical/recruitment/rmo/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.

## For provisional advanced trainees

If you are planning to sit the RACP Divisional Clinical Examination (DCE) in 2021, you will be provisionally selected to a 12-month network position. This allocation will be dependent on successful completion of the DCE in 2021.

If you fail to sit or are unsuccessful in the clinical exam you will exit provisional advanced training and no longer be considered a network trainee. You will revert to being a "continuation basic trainee" which may include nights, relieving and/or secondment terms. If possible, you will continue on your allocated rotations.

For more information on provisional Advanced Training refer to the [RACP website](#).

## 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.

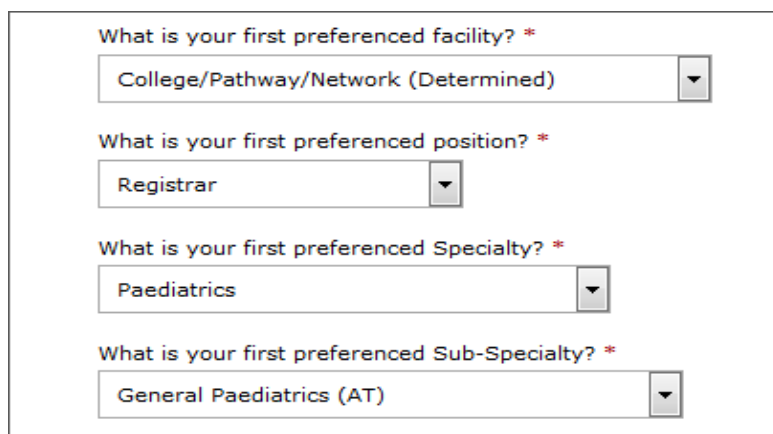
Subject to satisfactory performance—as confirmed by your director of paediatric medicine and current supervisor—you will continue on the network and be reappointed to your allocated network facility.

Current network advanced trainees with performance issues are required to undertake a remediation process: training places are awarded based on applicant performance and merit.

## Preferences – current network advanced trainees

RMO Campaign 'Preferences' (step 10)

Complete your **first preference** as follows:



The screenshot shows a form with four dropdown menus, each with a red asterisk indicating it is a required field. The first dropdown is labeled "What is your first preferred facility? \*" and has "College/Pathway/Network (Determined)" selected. The second is "What is your first preferred position? \*" with "Registrar" selected. The third is "What is your first preferred Specialty? \*" with "Paediatrics" selected. The fourth is "What is your first preferred Sub-Specialty? \*" with "General Paediatrics (AT)" selected.

## Dual trainees

### Note: Dual trainees applying to the general paediatric and neonatal and perinatal medicine advanced training networks

If you wish to be considered for both the general paediatric and neonatal and perinatal medicine advanced training networks, you should indicate that you are applying for a general paediatric 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 Director to discuss.

## 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 their 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](#).

## 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 Vana Sabesan, Medical Director Paediatric Training  
[Paediatric-Training@health.qld.gov.au](mailto:Paediatric-Training@health.qld.gov.au)

Web: [www.health.qld.gov.au/employment/work-for-us/clinical/medical/recruitment/training/advanced-paediatric](http://www.health.qld.gov.au/employment/work-for-us/clinical/medical/recruitment/training/advanced-paediatric)

**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)

