Queensland Basic Physician Training (Adult Medicine) Network

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 document regularly for updates.

How to apply (3-year network)

This document provides guidance on recruitment and selection processes for the Queensland Basic Physician Training (Adult Medicine) Network. It outlines the selection requirements for eligible applicants and includes guidelines for preparing an application.

What is the network?

The Queensland Basic Physician Training (adult medicine) Network provides centralised selection and allocation of Royal Australasian College of Physicians (RACP) registered basic physician trainees intending to commence basic physician training in Queensland. If you wish to commence basic physician training or you expect to have less than 44 weeks of accredited terms in 2021 you should apply to the network.

The 3-year network:

- is a 3-year program designed to optimise support for medical officers commencing basic physician training in adult medicine
- provides centralised selection and allocation with an emphasis on consistency and quality in association with trainee equity, flexibility and choice
- provides trainees with access to training that enables completion of Royal Australasian College of Physicians (RACP) basic training requirements, through rotations.

The network comprises five rotations that consist of a defined group of RACP-accredited training hospitals, through which trainees rotate to complete the requirements of the College for their basic training. Network trainees can expect to undertake a portion of their training in any of the rotation hospitals including fly-away locations.
Rotations and network hospitals

Figure 1 – The 5 rotations and their respective RACP-accredited training hospitals

Eligibility criteria

To be eligible for the 3-year network prior to commencement you must:

- hold general registration with the Medical Board of Australia
- be eligible for registration with the RACP as a basic physician trainee
- have a minimum of 20 weeks experience in general medicine OR medical specialties as outlined in the Medical Experience for Eligibility document.
- have a confirmed Medical Resident or Medical Registrar position in 2021 at one of the 23 RACP-accredited Queensland hospitals.

*Two years postgraduate clinical experience is preferred. It is recommended that you discuss your plans for physician training with a RACP Educational Supervisor or Director of Physician Education (DPE) prior to submitting an application.

Selection criteria

You will be assessed on your ability to demonstrate the key attributes within the context of the responsibilities described in the role descriptions for a Medical Registrar and/or a Senior House Officer on the network webpage.

Prior to applying

Consider when to commence physician training

Two years postgraduate experience is recommended, and your level of experience will be assessed, scored and contribute to your overall ranking. Before commencing training, you should consider whether you are ready to commit to the following:
Your first year of training will be in one hospital training setting at either a medical resident or medical registrar position; however, the second year of training will be at the Medical Registrar level only across multiple training settings.

There is an expectation that you will attempt the clinical exam as a BPT3, therefore if you commence training in 2021 you intend to sit the clinical exam in 2023. If you plan to sit the exam any later than this, you should consider applying next year.

Discuss your intentions directly with the hospitals you are applying to.

It is recommended that you talk directly to the hospital(s) that you are applying to about their local processes and timelines as each may differ slightly. As part of these discussions you should also flag your intention to undertake basic physician training in 2021 as this will have an impact on the terms that you will require to meet the RACP training requirements.

Discuss your plans for training with an RACP Education Supervisor or Director of Physician Education (DPE)

You are encouraged discussed your plans for physician training with an RACP Educational Supervisor or Director of Physician Education (DPE) prior to submitting your application. As part of this discussion you should consider when you are likely to sit the RACP examinations.

Key dates

Refer to the key dates on the network webpage.

Application Process

The RMO Campaign application enables you to simultaneously apply for the 3-year network by completing the relevant questions in step 8 and to apply for employment with individual RACP-accredited hospitals. As long as term allocations are suitable for Basic Training (no more than 1 non-core term), and the DPE approves you to join the Network for 2021, you will be able to sign up with the RACP by February of next year and commence basic training.

Applications must be submitted through the Queensland Health RMO Campaign (www.health.qld.gov.au/rmo) within the specified dates. Note: If you have already secured an extended contract from your local hospital for 2021 as a medical resident or medical registrar, you are still required to complete an application online through the RMO Campaign to be considered for physician training selection.

Specific questions relating to the network are incorporated in Step 8 of the online application and will be scored. The score will contribute towards ranking.

The application captures information that will be used by the Network selection panel to assess your eligibility and suitability for selection into training. This same application will be used by hospitals that you preference to determine your suitability for employment.

If your application is found to be incomplete, it may not be considered. It is your responsibility to ensure that information contained in your application is complete and correct before submission.

The network supports and encourages applications from Aboriginal and Torres Strait Islander applicants. If you satisfy the network criteria, you will be notified that your application will be progressed when you provide evidence that you have secured employment for your first year of training (2021).
Network specific questions - Step 8 RMO application

In Step 8 of the RMO Campaign application, you will need to select YES to the question “Are you applying for the Queensland Basic Physician Training (Adult Medicine) Network? After selecting YES to this option, you will be asked a series of network specific questions. All subsequent questions will need to be completed and certain documents uploaded as follows.

Behaviours that contribute to a positive health care environment
You are asked to give anonymous examples of behaviours that you have seen exhibited by medical registrars that have helped contribute to a positive health care environment. (250 words maximum).

Plan for basic training
You are asked to summarise your plan for basic training (the next 3 years) including where you intend to work and what experiences you are planning to gain. (250 words maximum).

Commitment to and participation in clinical teaching and education
You are asked to outline specific examples of teaching and education activities you have been involved in. This may include your involvement in supervision of students, provision of lectures, clinical bedside coaching, participation in hospital and/or college committees and professional societies and courses completed etc. Specific examples must be provided. (250 words maximum).

Leadership and quality improvement
You are asked to provide examples of any leadership activities you have been involved in and any quality improvement initiatives you have participated in. (250 words maximum).

Commitment to the Health of Queenslanders
You are asked to demonstrate your motivation and commitment to providing healthcare for Queensland’s population, including those who are socially disadvantaged and geographically isolated. Include any work experience and/or family connections to regional Queensland. (250 words maximum).

Clinical experience
You are required to upload detailed information about your recent clinical experience, up to the last three years, which may include your intern year. Applicants must demonstrate recent experience in clinical / internal medicine, including terms approved by the RACP for basic physician training. As part of this question you will be provided with a weblink to an approved clinical experience template that you must complete, save and then upload in response to this question. The following information is required for each term/placement:

- Specialty description (e.g. general medicine, cardiology etc). For relieving terms indicate the number of weeks of medicine completed and in which sub-specialty.
- Facility/hospital
- Position you held at the time (e.g. Intern or Junior House Officer) and whether it was undertaken in a part time or full-time capacity
- Year and duration (number of weeks) of the placement
- Name of supervising consultant for each term/placement listed (first name and last name).

In addition to previous experience you will also be asked to provide details of terms that you are expecting to complete in the second half of the current training year. *Random checks will be undertaken to evidence experience that you claim.
RMO campaign global questions

Once the network specific questions have been completed, you will be re-directed back to the RMO Campaign global questions. In Step 10 (preferences) you will need to ensure that you preference a position at an RACP accredited hospital in order to be considered by that hospital for employment in 2021. After this step you will finalise and submit your application.

Curriculum vitae

A current Curriculum Vitae (CV) must be uploaded as part of the RMO Campaign application. The network selection committee requests that applicants use the standard Queensland Health template (www.health.qld.gov.au/workforus/cv-template).

The information you provide in your CV will be assessed by the network selection committee and employing hospitals.

Preferences – Step 10 RMO application

First Preference

To be considered for the network, in Step 10 of your application, you must nominate (in order of preference) the RACP hospital(s) at which you are hoping to secure a position. To maximise your chances of securing a suitable position, it is recommended that you utilise preferences 1-5 --

- What is your preferred facility: Select a “RACP-Accredited Queensland facility”
- What is your preferred position: Select either ‘SHO’, ‘JHO’ or ‘Registrar’
- What is your preferred specialty: Select Medicine / Rotational / or other similar available option

Individual hospital preference options may vary. You must talk directly to the hospitals that you plan on applying to about their local requirements for preferencing and flag that you are applying for the BPT Network. Note: If you have already secured an extended contract for 2021, then preference this hospital and position.

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Referees

Information provided by your referees will be used in conjunction with your application to determine suitability for selection to the network as a basic trainee. You are required to nominate two (2) referees, who will each be contacted to provide information about your relevant skills and experience. The network selection committee requires referees to use professional/institutional email addresses when submitting referee reports. Feedback from non-professional email addresses will not be considered.

Queensland Health (via the RMO Campaign) will contact each nominated referee directly using the contact information provided in your application. You are advised to inform referees of your nomination (including the professional email address requirement) before submitting your application.

You are required to nominate two (2) specific referees as follows:
1. Your current/immediate supervising consultant, who has observed your daily clinical work.

2. The supervising consultant from your most recently completed general/internal medicine (or medical specialty) term, who has observed your daily clinical work.

Please ensure that referees are nominated according to these specifications and that both reports are received by the due date for applications to be considered complete and assessable.

Evidence of secured employment

In order to satisfy the network eligibility criteria, you must provide evidence that you have secured employment for 2021 in a RACP-accredited training facility/position (via email to Physician_Training@health.qld.gov.au).

The network will contact you to provide written advice from the employing facility (Medical Administration, Director of Medicine or Director of Physician Education) of the position level and duration of employment you have secured. Some examples are:

- an email confirming an offer of employment
- an email stating you are the preferred candidate subject to satisfactory pre-employment checks, or you are progressing to selection
- an extended contract
- a letter of appointment

Selection to the network / approval to join training program

Once evidence of your employment has been provided, the local RACP Director of Physician Education (DPE) of your employing hospital will be provided with your network application, referee reports, previous clinical experience and interview outcome. In consideration of this information the DPE will have the option of approving you to commence basic training and join the network.

If you receive DPE approval and are successful at interview you will join the network for a maximum of 4 years subject to satisfactory ongoing performance.

Interview

To join the network, you must be successful at a network interview. The network interview dates for 2020 are published – see key dates information on the network webpage. All eligible applicants will be invited to participate in the network interview session that corresponds with their first preference rotation. If an alternative network interview session is more suitable to you then please contact the network rotation to discuss.

Applicants will need to make themselves available for an interview either face-to-face or virtual. It is most likely, due to COVID-19 restrictions, interviews will be virtual. Details of the interview date, time and format will be provided to you.

Commitment to rural / regional practice

The network has committed to supporting and encouraging growth of a rural and regional workforce in Queensland by incorporating strategies that strengthen rural and regional training. Applicants will be assessed on their demonstrated regional commitment with current and completed hospital placements rated against a tier system for ‘areas of workforce need / rurality’. Scoring will be based on information provided in the clinical experience template and will be worth 10% of the total score for ranking.
Allocations

The employing hospitals are responsible for determining term allocations in line with basic training requirements. You will need to discuss your RACP training requirements and preferences for term allocations with your employing hospital and where appropriate your DPE.

Employment contracts

Successful applicants will receive an employment contract from their employing hospital. If you are successful at the network interview, you will be offered a network training place and further annual employment contracts to cover the remaining 2-3 years of your basic training (subject to satisfactory ongoing performance).

An additional third year will be available should an exam re-attempt or deferral be required. This will cover the remainder of your basic physician training. The training hospitals to which you are allocated each training year will issue your letter/s of appointment and employment contract/s.

All Queensland Government appointments are subject to routine pre-employment screening, and criminal history checking. It is expected that appointment letters will be sent to successful applicants at the conclusion of the recruitment phase.

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 provides an overview of this framework and is available on the network webpage.

Further information

Please contact the Physicians Training Team for further information about the network and the application process via email to Physician_Training@health.qld.gov.au

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