

How to apply

This document will assist you in preparing and completing an application for a Neonatal and Perinatal Medicine advanced training position through the Queensland Neonatal and Perinatal Medicine (NPM) Advanced Training Network.

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What is the Network?

The network offers a three-year program which allows trainees to meet all core requirements for NPM advanced training with the Royal Australasian College of Physicians (RACP), including projects, neonatal retrievals, long term follow up and surgical components of NPM advanced training.

Trainees will remain on the network subject to satisfactory performance.

The network applies to trainees who:

- want to commence neonatal and perinatal medicine advanced training
- intend to pursue dual training in general paediatrics and neonatal and perinatal medicine.

Eligibility criteria

The eligibility criteria for new applicants are:

- successful completion of RACP Basic Paediatric Training including the written and clinical exams (or a pass in the written exam and awaiting results of the clinical exam or planning to sit the clinical exam in 2022)
- commencing your first year of NPM advanced training or have already commenced NPM advanced training but will have less than 12 months of accredited training at commencement on the network in 2023
- current general registration with the [Medical Board of Australia](#)
- current registration with the [Royal Australasian College of Physicians](#)

Selection criteria

The network selection criteria are as follows:

- evidence of clinical expertise in Neonatal and Perinatal medicine (at least six months experience at basic trainee level).
- evidence of interest in pursuing a career in Neonatal and Perinatal Medicine and or dual training in general paediatrics and neonatal/perinatal medicine
- evidence of high standards of written and verbal communication with parents, 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.

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

Training locations

The network comprises four different rotations involving two or more of the four tertiary neonatal units in Queensland; Royal Brisbane and Women's Hospital, The Townsville University Hospital, Mater Mothers Hospital and Gold Coast University Hospital. Examples of rotations are available on the [network webpage](#).

Key dates

Application period: Monday 6 June – Monday 4 July 2022

Applicant interviews: Thursday 4 August (Brisbane)

Selection decision notification: Friday 26 August

Network application process

Applications must be submitted through the Queensland Health RMO Campaign 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 are required to complete network questions in the RMO Campaign - Step 7, (Advanced Training)

The first network question asks:

Are you applying for a **Neonatal and Perinatal Medicine Advanced Training** position through the Queensland NPM 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 (40%)
- an interview (60%)

Curriculum vitae

A current curriculum vitae (CV) must be uploaded as part of the RMO Campaign application. You are required to use the template provided on the [network webpage](#). Your CV should include information that is relevant to your application, 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. 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.**

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](#).

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 **preferences** for a NPM advanced training network **rotation** from the following:

- Gold Coast University Hospital Rotation
- Mater Mothers Hospital Rotation
- Royal Brisbane and Women's Hospital Rotation
- The Townsville University Hospital Rotation

2. RMO Campaign 'Preferences' (step 10)

Complete your **first preference** as follows:

What is your first preferred facility? *

What is your first preferred position? *

What is your first preferred Specialty? *

What is your first preferred Sub-Specialty? *

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 to preference positions (including sub-specialty). You can only select positions made available by facilities.

Term allocations

Allocation to a three-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 three-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 NPM 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 NPM Advanced Training Network.

Subject to satisfactory performance—as confirmed by your director of neonatal and perinatal 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:

What is your first preferred facility? *

What is your first preferred position? *

What is your first preferred Specialty? *

What is your first preferred Sub-Specialty? *

Dual trainees

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

If you wish to be considered for both the neonatal and perinatal medicine and general paediatric advanced training networks, you should indicate that you are applying for a neonatal and perinatal medicine advanced training network position, answer the network questions and include the network **as your first RMO preference** (select general paediatric advanced training 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

- Current advanced training supervisor
- 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 (6 June – 4 July) and that you have spelt their details correctly, particularly their 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 neonatal medicine.

Assessment criteria will be used to determine eligibility and suitability of applicants for appointment to 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 www.health.qld.gov.au/employment/work-for-us/clinical/medical/practise-requirements.

Condition of offer

It is assumed successful applicants will accept the three-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 expected that they will discuss this directly with the unit director allocated facility and notify the Neonatal and Perinatal Medicine Network team at Paediatric-Training@health.qld.gov.au.

Note: The late renegeing of offers without acceptable cause is considered extremely unprofessional behaviour and will 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 neonatal and perinatal medicine advanced trainees to positions within Queensland Health whereas the college is responsible for approving doctors onto its Neonatal and Perinatal Medicine advanced training program and for accrediting terms.

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

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

- Network recruitment queries – Paediatric-Training@health.qld.gov.au
- Accreditation of terms/training requirements – RACP Advanced Training Committee (phone: (02) 9256 9669 or (02) 8247 6248, email: Neonatalperinatal@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

Email: Paediatric-Training@health.qld.gov.au

Web: <http://health.qld.gov.au/employment/work-for-us/clinical/medical/recruitment/training/advanced-neonatal>