Advanced Training in Nephrology, Queensland

Applicants: how to guide

June 2017
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Purpose of the document

This document provides guidance on the recruitment and selection process for advanced training in nephrology positions available throughout Queensland. It outlines the selection requirements for eligible applicants and includes specific directions for applicants preparing a suitable application.

Queensland Health will be responsible for and will oversee the recruitment of advanced training positions in Nephrology. Successful applicants may be selected and appointed by a panel comprising of renal heads of departments taking into account each trainee’s merits, training requirements, facility preferences and clinical workforce demands. The training program emphasises statewide consistency and quality, in association with trainee equity, flexibility and choice.

This process allows for the highest ranked two advanced trainees per year (excluding 1st year trainee applicants) the opportunity to interview once for a centralised training pathway for available positions across Queensland. This process will provide continuity of training for a selection of trainees to satisfy the core components of nephrology training. The goal is to offer a maximum of 2 applicants, a 2 year statewide supported training program through a prospectively coordinated and planned pathway to achieve optimal outcomes for hospitals, supervisors and trainees alike. These applicants will need to nominate their transplant year in advance and fit in with existing centralised advanced nephrology trainees as only 2 positions are available at the Queensland Renal Transplant Services per year for the pathway.

It is important to be aware that The Princess Alexandra Hospital Renal Department have at least two more available advanced training positions in Nephrology which would also include training in renal transplantation outside of the (up to) two centralised pathway positions.

A centralised selection and allocation process will ensure that statewide recruitment is transparent, fair and consistent. Those applicants that are not accepted onto the 2 year coordinated centralised advanced trainee pathway, may be eligible for a standard advanced trainee position for 1 year. This process will facilitate the appointment to other vacancies across the state and comprises the majority of advanced trainee positions.
Selection model

*Progress reports from prior training years, on the pathway will help guide further training allocations.

Applicants applying for the advanced training in Nephrology in Queensland are required to apply through the Queensland Health RMO campaign ([https://www.health.qld.gov.au/rmo](https://www.health.qld.gov.au/rmo)). All applicants for advanced training in nephrology undertake the selection process and would be considered by the panel (renal heads of department with advanced training accredited position(s)). Selection will be merit based and congruent with Queensland Health recruitment and selection policy. Applicants will be assessed against defined Assessment criteria as selected by the panel. Applicants must meet a minimum acceptable standard to be deemed appointable (i.e. scoring an average of at least 50% by panel members on each of the interview questions as discussed in the following sections. All interviewed applicants will be ranked on their application/s, interview, referee reports, level of training, RACP training requirements and training needs and availability. A maximum of up to two applicants will be offered a position on the centralised advanced trainee pathway. Pathway placements (allocation) will be determined by the panel taking into consideration trainee requests.

It is strongly recommended that all advanced trainee positions are recruited via the statewide centralised process. However we can appreciate that some departments may have circumstances / vacancies which may need them to choose applicants outside of this process. Please note that these applicants will not need to be interviewed by the panel although they will not be eligible for the centralised advanced trainee pathway. The candidate can apply for the centralised advanced trainee pathway in the following year.
How / what do I need to do to get started?

Read and complete all mandatory requirements outlined within the Nephrology Advanced Training Pathway webpage.

To apply for Advanced Training positions in Nephrology you need to make an application through the Queensland Health RMO Campaign.

You will need to have reliable internet and computer access, an email address, contact phone number, FRACP written results (or equivalent) and two reliable contactable referees that are able to fill in the referee template of the RMO campaign.

Application website

Advanced Training in Nephrology applications open on the 7 June 2017, 9:00 AEST.
Key Recruitment Dates for Pathway Applicants

<table>
<thead>
<tr>
<th>Action</th>
<th>Date</th>
<th>Whom</th>
</tr>
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<tbody>
<tr>
<td>Campaign open</td>
<td>7 June 2017</td>
<td>RMO campaign</td>
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<tr>
<td>Campaign Closes</td>
<td>5 July 2017</td>
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<td>Applicants to be advised of interview</td>
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<td>Clinical assessment results</td>
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<td>Applicants interviews</td>
<td>18 August 2017</td>
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<td>Applicants notified</td>
<td>Within 7 days of interview</td>
<td>Letter of offer / Coordinator</td>
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<td>Applicants commence work as AT</td>
<td>As per HHS contracts</td>
<td>Applicant/s</td>
</tr>
<tr>
<td>Panel review existing candidate/s on centralised pathway</td>
<td>August 2018</td>
<td>Panel</td>
</tr>
</tbody>
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Advanced Training Position Eligibility

1. Advanced trainees currently employed as Advanced Trainees in Nephrology or
2. New Applicants who:
   - Have successfully completed or are in the process of completing the FRACP clinical examination (or equivalent recognised qualification) and have an interest in Nephrology.

   Please note that interviews are deferred until after the FRACP clinical exam results are available; only applicants who have successfully completed their FRACP clinical examination and whose written applications merit short-listing will be interviewed.

   Are registered (or eligible to be registered) with the Australian Health Practitioner Regulation Agency (AHPRA).

Overseas Trained Practitioners

“Queensland Health must ensure that the recruitment of overseas professionals into clinical roles strengthens the regional economies through engagement of skills that compliment but do not replace the skill of the available local labor market.”
Only in circumstances that an Australian applicant pool is insufficient to fill a skilled clinical vacancy may Queensland Health sponsor applicants from the overseas market (HR Policy B46, June 2014)

To meet this HR policy requirement, all suitable pathway applicants must be prioritized for pathway job offers as follows:

**Priority group 1.**
Australian or New Zealand citizens or Australian permanent residents.
This group of applicants must be offered positions first.

**Priority group 2.**
Temporary residents of Australia (not Australian/New Zealand citizens or Australian permanent residents) who hold a current visa with valid work rights and does not require Queensland Health sponsorship (includes dependents of existing Queensland Health sponsored visa holders).
This group of applicants will be offered positions after group 1 applicants.

**Priority group 3.**
Temporary residents of Australia (not Australian/New Zealand citizens or Australian permanent residents) who are currently sponsored by Queensland Health.
This group of applicants will be offered positions after group 2 applicants.

**Priority group 4.**
Temporary residents of Australia (not Australian/New Zealand citizens or Australian permanent residents) who require sponsorship by Queensland Health.
This group of applicants will be offered positions after group 3 applicants.

*For more information on working in Australia see:*


### The Selection Process

All applications for Advanced Training position/s will be reviewed by a panel consisting of the renal heads of department (or their delegate) from accredited renal departments. There are three stages in this process – online application, shortlisting and interview. As a guide, appendix 1 outlines how the panel scores CVs.

### Shortlisting

The applications will be reviewed by the panel utilising predetermined criteria based on application and 2 referee reports (50% written, 25% referee 1, 25% referee 2). Shorted listed applicants will be offered interviews and advised via email no later than 08/08/16 by the statewide coordinator.
Interviews

All short-listed applicants will be required to attend an interview (either in person or via teleconference) with the panel which is made up of the renal unit, head of department (or their nominated delegate). Applicants shortlisted will be required to email through their results of their written test no later than **COB Monday 15 August 2017**

Applicants will be scored against the predetermined interview questions and ranked accordingly. Each year up to two applicants will be offered a place on the centralised advanced trainee pathway. The remaining interviewed applicants may be offered 1 year positions at the hospitals that have training vacancies and that meet the interview criteria.

The positions will be offered to applicants based on their interview ranking.

Interviews will be conducted on **18 August 2017**. The interview will follow a merit-based selection process. On rare occasions, a training spot may not be filled if there are no applicants that meet a minimum acceptable standard (i.e. scoring an average of at least 50% by panel members on each of the interview questions).

The Statewide Renal Clinical Coordinator will notify you by **email** of the venue (Brisbane or teleconference), date and time you will be required to attend an interview.

Advanced training positions

Highest ranked applicants will be offered their preferred hospitals as predetermined and discussed with the applicant by the interview panel. There are only up to two positions available in the Queensland Renal Transplant Service at the Princess Alexandra Hospital through the centralised advanced trainee pathway. We strongly recommend that the successful (up to two) applicant/s (including dual trainees) in their first year on the pathway choose this rotation to ensure a secure position. Choosing the transplant position after the first year may mean competition with other applicants applying for the centralised advanced trainee pathway. Positions may not necessarily be filled if there are no applicants that meet a minimum acceptable standard.

Applicants on the centralised advanced trainee pathway in Nephrology will have their performance reviewed annually.

Performance Review

The panel will review the incumbent trainee/s on the centralised advanced trainee pathway and jointly confirm if the candidate has the necessary skills to continue on the pathway. This will be discussed during the annual statewide interviews.

- If the candidate has demonstrated the skills and behaviours expected of a trainee at their level of experience, they will then progress on to the next stage.
- At the discretion of the panel the trainee may be required to participate in an interview.
- If the candidate does not have the necessary skills as per the panel, the applicant will be notified in writing that they will no longer be part of the
centralised advanced trainee pathway and will be required to reapply for positions each year.

**Appointment to advanced training positions in Queensland**

You will be asked to indicate your preferences for the various accredited Renal Sites in Queensland as part of your online application. Placement will be based on interview ranking and individual preference of each trainee.

*All applicants must also satisfy Queensland Health requirements to be eligible for appointment. Further information on these requirements can be found at [https://www.health.qld.gov.au/employment/work-for-us/clinical/medical/practise-requirements](https://www.health.qld.gov.au/employment/work-for-us/clinical/medical/practise-requirements)*

**Preparing Your Application**

All applicants must apply via the Queensland Health RMO Campaign online application. Only applications via the RMO Campaign online application will be accepted. **No hard copy applications will be accepted.**

The online application captures information to assess your eligibility and suitability for the Nephrology Advanced Training selection. The purpose of this guide is to provide an explanation about the questions in the online application, so that you can prepare all necessary information and documents before you begin your application.

Please ensure that you complete all required sections of the application. It is important that you give clear, concise and relevant answers for all questions. If your application is found to be incomplete (including failure of nominated referees to provide references), it may be deemed not assessable. It is your responsibility to ensure that information contained in your application is complete and correct before submission.

**Before you submit your application, please note the following:**

- **Email** is the primary method of communication – please ensure you carefully check that the email address you provide in your application is correct, and that it is an email account that you access regularly.

- In the interests of obtaining a broader training experience, trainees are encouraged to complete 12 months of training outside of a Metropolitan Tertiary Hospital. *(Please note this is encouraged only and not forced training).* Many positions within the south-east corner of Queensland are highly sought after. To increase position options available, you are encouraged to consider preferencing locations outside of this area.

- Submission of this application does not guarantee that you will be offered employment with Queensland Health.

- If your situation changes and you are no longer available for the applied position with Queensland Health please withdraw your online application.
Accessing the application

Visit the [Application Portal](#) to commence the online application.

**Applications open 9:00am (AEST), Wednesday 7 June 2017 and close 3:00pm (AEST) Wednesday 5 July 2017.**

The [Applicant Portal User Guide](#) will assist you when completing your RMO campaign application.

Terms and Conditions

Applicants must agree to the RMO Campaign terms and conditions in order to submit an application.

Personal Details

Fill in your personal information including your:
- Current postal address (Australian or overseas)
- Contact telephone number (with area/country code as relevant)
- Valid email address (this email address will be used to send updates on the progress of your application, and seek clarification when required).
- Citizenship or visa status (including expiry date).

Educational Details

You will need to provide details of your primary medical degree including where and when this was completed. New applicants to Queensland Health will be required to upload evidence (electronic/scanned copies) of your primary medical qualification.

Registration Details

You will need to identify your APHRA registration status, provide your registration number and specify the type of registration you hold (General, Limited or Provisional) and upload evidence of your registration.

You will also be asked to identify your last medical licensing (medical registration) authority, the country in which you completed your internship and the state/territory in which you completed year 12 (high school).

Employment Details

If you are currently a Queensland Health employee you will be asked to provide details of your current employment including details of extended contracts, if applicable.
Specialist Training Pathway Applicants:

It is **very important** that you select the training Pathway relevant to your application. You will need to select the ‘yes’ option at the question, **“Are you applying for an Advanced Training Nephrology Pathway?”** Qld Nephrology Advanced Training Pathway specific questions will appear, some of which will assist in clarifying your eligibility for this particular Advanced Training Pathway.

1. **FRACP clinical examination status:**
   As a candidate for the Advanced Training Positions in Queensland, you will be asked if you have passed the FRACP (or equivalent recognised qualification) clinical exam and if so you will be required to upload a copy of your exam results. If you answer “No” you will be asked if you intend to sit the exam in 2015/6. If you intend sitting the FRACP clinical exam and do not subsequently pass, you will not be invited for interview and will instead be advised to continue with basic physician training and reapply for Advanced Nephrology Training the following year.

2. **FRACP written examination status:**
   As a candidate you will be asked about your written exam. You are required to upload your results of your FRACP written exam (or equivalent) if you have received them.

3. **Pathway rotation preferences:**
   If you are currently an advanced trainee on the Advanced Training Nephrology Pathway, you will still be required to indicate your site preferences. Your site preference will assist in determining specific rotations that you may require to complete your training, but it is not a guarantee of placement.

4. **Preferences** –
   All applicants are required to preference an accredited Nephrology Advanced Training facility from the drop down list of Hospitals available. This list is NOT a guarantee of a position.

**Employment History**

Applicants are required to provide details of their current and recent employment history. You are also required to **upload** your current Curriculum Vitae. The information you provide in your CV will be assessed during the Pathway application process.

**Position Preferences – RMO Campaign**

In addition to your specific Pathway application preferences, you are required to also nominate additional positions within Queensland Health.

**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 online application. Part-time positions are subject to availability and approval by individual renal unit, head of department. It is important that you endeavour to share a part-time position with a trainee of equal experience and level of training.

Referee Details

You will be required to nominate two (2) Referees, who will each be contacted to provide information about your relevant skills and experience. Information provided by your Referees will be used in conjunction with your application to determine your suitability for appointment to a Pathway position.

Queensland Health (via the RMO Campaign) will contact each nominated Referee directly using the contact information you provide in your application. Referees are requested to respond within two (2) weeks. You are advised to inform Referees of your nomination before submitting your application and to also ensure that they are not on leave.

You are required to nominate two specific Referees as follows:

- Your current/immediate supervising consultant; and
- Other supervising consultant.

Please note that failure of one or both of your Referees to provide a reference will adversely impact on your application score and will seriously compromise your application’s chances of success. Choose your referees wisely.

Submitting Your Application

On completing all questions and successfully submitting your application, you will be sent a confirmation email. Please note that your application will NOT be considered complete until both of your referee reports have been received.

Notification of successful applicants

The Panel is responsible for determining allocations to the accredited training sites in Queensland. Applicants will be offered a training position by the Head of Department of the training site that has selected them. If a candidate has not received any notification within seven days of the interview they should contact the Statewide Renal Coordinator at statewide_renal_network@health.qld.gov.au

Employment Contracts

The Hospital and Health services to which you are allocated will issue your letter of appointment and employment contract. All appointments are subject to routine Queensland Health pre-employment screening, including the Pre-employment Structured Clinical Interviews (PESCI) and criminal history checking. It is expected that
appointments to specific Health Service Districts will occur at the conclusion of the recruitment phase.

**Unsuccessful in obtaining a state-wide pathway position**
Applicants that are unsuccessful securing a position on the statewide supported pathway are still eligible for a standard advanced training accredited position/s available within Queensland using this process. However they will not be guaranteed a position on a transplant service. Applicants will need to reapply every year to secure a position on the training pathway.

**Feedback**
Applicants that apply for an advanced training position in Nephrology through the RMO campaign are eligible for feedback post interview from the panel, as per the Queensland Health Recruitment and Selection Human Resources Policy B1 (QH-POL-212:2014). In the case of advanced training in Nephrology, the chair will provide timely, specific and constructive post-selection feedback, sufficient to explain to the candidate why they were not successful. Applicants seeking feedback on their application should request this by emailing: Statewide_Renal_Network@health.qld.gov.au Feedback to applicants will be provided verbally unless otherwise advised. Applicants must ensure that they provide a contact phone number as part of their feedback request.

**Appeals**
The Public Service Act 2008–Appeals and Reviews is applied to Queensland Health employees via the Public Service Regulation 2008. The chapter sets out the categories of employees who can appeal specific decisions, such as promotion and transfer decisions. The Public Service Commission Appeals Guide and the Appeals Directive (No.02/14) detail the eligibility for each type of employee and the types of recruitment and selection decisions that can be appealed. These documents can be accessed through the Public Service Commission website www.psc.qld.gov.au/for-employees/behaviour-and-culture/appeals.aspx

Timeframes for lodging appeals are set out in the Public Service Commission Appeals Guide.

For more Information please email: statewide_renal_network@health.qld.gov.au.
Appendix 1 – Selection Scoring for CV’s

This guide is for shortlisting applicants for interviewing: Score 50/100 (Referee reports 50/100) CVs will only be scored according to what information is contained in the CV (if there are known omissions, they cannot be counted). Untrue claims in a candidate’s CV will lead to automatic disqualification of that candidate.

1. Qualifications and Medical experience (Max 15)
   - FRACP (written and clinical) exam 3 points
   - PhD/Research Doctorate, 5 points
   - Masters by research/coursework 4 points
   - Post grad diploma (includes the Postgraduate MD from India/Sri Lanka and MMed from Singapore) 3 points
   - BMedSci (for undergraduate research project) 2 points.
   - College/Specialty society committee/protocol groups 2 points.
   - Hospital governance committee/protocol groups 1 point

2. Peer-reviewed Publications (Max 15)
   - First author: original research paper 5 points
   - First author: book chapter, review or editorial 4 points
   - First author: letter or case report 3 points
   - Co-author: original research paper 4 points
   - Co-author: book chapter, review or editorial 3 points
   - Co-author: letter or case report 2 points

3. Presentations (Max 10)
   - Posters at international conferences 3 points
   - Posters at local conferences (e.g. ANZSN, TSANZ, Congress) 2 points
   - Oral presentations at international conferences 4 points
   - Oral presentations at local conferences 3 points
   - Lectures to college/specialty society/university 2 points (N.B NOT Grand rounds or local hospital presentations).

4. Academic skills/Courses/Medical awards and achievements (Max 10)
   - Prizes-Awards, scholarships from national/international bodies (e.g. NHMRC, RACP foundation) 5 points
   - Prizes-Awards/scholarships from university/hospital 3 points
   - Guideline committee 2 points
- Courses accredited by university or national/international professional bodies (e.g. ANZSN postgraduate course) 2 points (employer-mandated courses, such as ALS training or aggressive behaviour management do not count)
- Conjoint university teaching appointments (e.g. UQ, Griffith) 2 points

Scoring Table

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<th>Candidate</th>
<th>CV1 (15%)</th>
<th>CV2 (10%)</th>
<th>CV3 (10%)</th>
<th>CV4 (10%)</th>
<th>CV5 (5%)</th>
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