

Advanced Training in Nephrology, Queensland

Candidate: How to guide
2022

Advanced Training in Nephrology, Queensland – Candidate How to guide.

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For more information contact:

Clinical Excellence Division, Department of Health, GPO Box 48, Brisbane QLD 4001, email statewide_renal_network@health.qld.gov.au,

An electronic version of this document is available via email or on the RMO campaign website.

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Purpose of this document

This document provides guidance on the recruitment and selection process for advanced training in nephrology position/s available throughout Queensland. It outlines the selection requirements for eligible candidates and includes specific directions for candidates preparing an application.

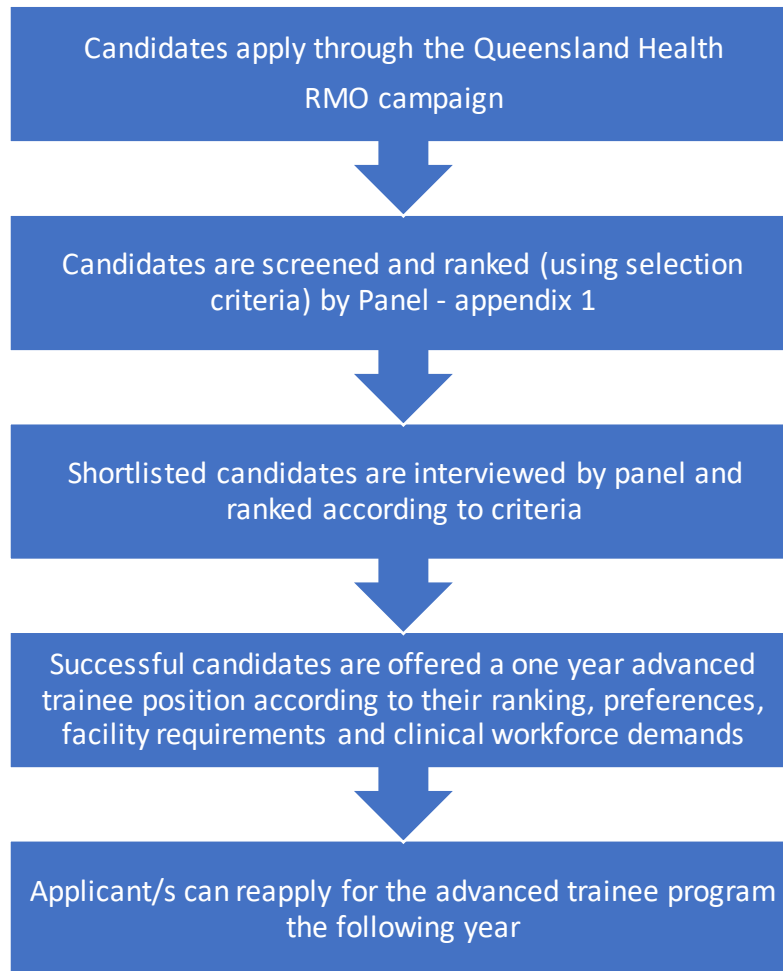
Queensland Health will be responsible for and will oversee the recruitment of advanced training positions in Nephrology. Successful candidates are selected and appointed by a panel comprising of Heads, Renal Departments (or their delegate) with Royal Australian College of Physicians (RACP) accredited training positions. The panel considers each trainee's merits, training requirements, facility preferences, as well as clinical workforce demands. The training program emphasises statewide consistency and quality, in association with trainee equity, flexibility and choice.

The program meets the core RACP components of 1 year of nephrology training. Up to 17 positions may be offered in this program in 2023.

A streamlined selection and allocation pathway promotes a transparent, fair and consistent recruitment process.



Process:



Candidates applying for the advanced training in Nephrology program in Queensland are required to apply through the Queensland Health RMO campaign (<http://www.health.qld.gov.au/rmo/default.asp>). All candidates for advanced training in nephrology, are considered via a selection process overseen by a panel of the Heads of Renal Departments with advanced training RACP accredited position(s). Selection will be merit based and congruent with Queensland Health recruitment and selection policy. Candidates will be assessed against assessment criteria pre-specified by the panel. Candidates' written applications will be scored against the assessment criteria in Appendix 1, generating a short list of candidates. Short listed candidates will be offered an interview with the panel. Candidates must meet a minimum acceptable standard at interview to be deemed appointable. All interviewed candidates will be ranked at the end of the day. Program placements (allocation) will be offered based on the ranking of interviewed short listed candidates, candidate preferences, facility requirements and clinical workforce demands.



How to get started

Read and complete all mandatory requirements outlined within the [Nephrology Advanced Training Program](#) 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 and contactable referees that are able to fill in the referee template on the RMO campaign by the due date.

Key Dates

Action	Date***	Whom
Campaign opens	6 June 2022 (9:00am AEST)	RMO Campaign
Campaign closes (no late applications will be accepted)	4 July 2022 (3:00pm AEST)	RMO Campaign
Referee Report due	10 July 2022	Candidates
Review applications	11-22 July 2022	Panel
Shortlist candidates	1 August 2022	Panel
Candidates to be advised of interview details	By 5 August 2022 COB	Network Coordinator
Candidate interviews	18 and 19 August 2022*	Panel / Network Coordinator
Candidates notified	The day of interviews.	By phone. Panel
Clinical assessment results**	TBC (mid-late September 2022)	Candidates to advise result
Candidates commence work as Advanced Trainees	As per HHS contracts	Candidate/s and HHS

*subject to change if clinical assessment results are delayed by RACP.

**Inclusive of RACP provisional / conditional pass

*** dates subject to change pending any impacts of COVID-19 waves



Advanced Training Position Eligibility

1. Advanced trainees currently employed as Advanced Trainees in Nephrology or
2. New Candidates who:
 - a. 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: *The Royal Australasian College of Physicians (RACP) have advised that the 2022 Divisional Clinical Exams in Adult Medicine and Paediatrics & Child Health will be held between June and August 2022 (depending on location and delivery format). The RACP will provide more information about the timing of the DCEs and release of DCE results, however, in 2021 it was mid-late September. Please see the RACP website for further information. The following candidates are eligible for shortlisting/interview:*
 - (i) *Candidates who have successfully completed FRACP written and clinical examination will be eligible for interview.*
 - (ii) *Candidates will have successfully completed written examination but not DCE will also be eligible for shortlisting/interview on the proviso that they take up DCE later in the year and provide results when available.*
3. Candidates must be registered (or eligible to be registered) with the Australian Health Practitioner Regulation Agency (AHPRA)

Please note: *In order to practice medicine in Queensland, medical practitioners are required to be registered with the Medical Board of Australia (MBA). Types of registration and details are available at [Medical Board of Australia \(MBA\)](https://www.health.qld.gov.au/employment/work-for-us/clinical/medical/practise-requirements). More information on requirements to practice can be found at: <https://www.health.qld.gov.au/employment/work-for-us/clinical/medical/practise-requirements>*

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 labour 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) https://www.health.qld.gov.au/_data/assets/pdf_file/0041/395879/qh-pol-250.pdf

Overseas trained practitioners must have a current Visa at the time of interview.

For more information on working in Australia see:

<http://www.doctorconnect.gov.au/internet/otd/publishing.nsf/Content/frequentlyAskedQuestions>
https://www.health.qld.gov.au/_data/assets/pdf_file/0041/395879/qh-pol-250.pdf

Can I work as an overseas trained doctor - <https://www.racp.edu.au/become-a-physician/overseas-trained-physicians-and-international-medical-graduates/overseas-trained-physicians-in-australia>

Information regarding a temporary Visa

For information regarding a temporary Visa please visit the Australian Government Department of Home Affairs, Immigration and Citizenship via the following the link:

<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-finder>

Advanced training positions

The following table lists the number of accredited positions by facility.

Facility	Number of accredited positions
Cairns Hospital	2
Gold Coast University Hospital (GCUH)	2
Princess Alexandra Hospital / Queensland Kidney Transplant Service (QKTS)	5
Rockhampton Hospital	1
Royal Brisbane & Women's Hospital (RBWH)	4
Sunshine Coast University Hospital (SCUH)	1
Toowoomba Hospital	1
Townsville University Hospital (TUH)	1

Note: On rare occasions, a training position may not be filled if there are no candidates that meet a minimum acceptable standard.

For information about working and living in each hospital location, please refer to the following websites.

Facility	Website
Cairns Hospital	Careers Cairns and Hinterland Hospital and Health Service
Rockhampton Hospital	Careers at CQ Health CQ Health Queensland Health
Gold Coast University Hospital	Career opportunities Gold Coast Health
Princess Alexandra Hospital	Join our team Metro South Health
Queensland Kidney Transplant Service	Queensland Kidney Transplant Service Health and wellbeing Queensland Government (www.qld.gov.au)
Sunshine Coast University Hospital	Sunshine Coast Hospital and Health Service Careers Queensland Health
Toowoomba Hospital	Work with us Darling Downs Health
Townsville Hospital	Career Opportunities Townsville Hospital and Health Service
Royal Brisbane and Women's Hospital	Careers - Royal Brisbane and Women's Hospital (health.qld.gov.au)

Patients treated 2020 by Hospital

Facility	HD Patients			PD Patients		Total Dialysis Patients	Transplant Procedures*			
	Facility	Satellite	Home	APD	CAPD		Living Donor	Deceased Donor	Total Grafts	[Pre-emptive Transplants]
QUEENSLAND	1483	1205	251	376	264	3583	14	137	151	[8]
CAIRNS HOSPITAL	117	218	28	46	7	416	1	6	7	[0]
GOLD COAST UNIVERSITY HOSPITAL	103	91	23	31	27	275	0	10	10	[0]
PRINCESS ALEXANDRA HOSPITAL	177	154	92	117	123	663	3	36	39	[1]
QUEENSLAND RENAL TRANSPLANT SERVICE**							16	127	143	[8]
ROCKHAMPTON HOSPITAL	71	26	5	12	4	118	0	4	4	[0]
ROYAL BRISBANE AND WOMEN'S HOSPITAL	151	153	40	49	55	448	2	18	20	[2]
SUNSHINE COAST UNIVERSITY HOSPITAL	59	90	14	8	6	177	2	9	11	[1]
TOOWOOMBA HOSPITAL	62	39	26	25	12	164	0	10	10	[0]
TOWNSVILLE UNIVERSITY HOSPITAL	116	59	11	37	19	246	0	5	5	[0]

Data sourced from: ANZDATA 44th Annual Report Summary of Data collected to 31 December 2020

* Transplant procedures by referring hospital

**Transplant procedures by referring hospital and transplanting hospital

***Prevalent + New patients

The Selection Process

All applications for Advanced Training position/s will be assessed by a panel consisting of the Heads, Renal Department (or their delegate) with advanced training positions accredited by the RACP in nephrology. There are three stages in this process – online application, shortlisting and interview. The following weightings are applicable:

Shortlisting:

- Curriculum Vitae: 30%
- Referee reports: 10%

Interview (for applicants who are shortlisted for interview): 60%

Stage 1 - Application

For information on preparing your application please go to Page 9.

Stage 2 - Shortlisting

Shortlisting will be based on the applicant's Curriculum Vitae (CV) and 2 referee reports. As a guide, Appendix 1 outlines the shortlisting process.

Shortlisted candidates will be offered interviews and advised via email as per the Key Dates above.

Stage 3 - Interviews

All short-listed candidates will be required to attend an interview (either in person or via video / teleconference) with the panel.

Interviews will be conducted over two days, **18 August 2022 (Princess Alexandra Hospital / Queensland Kidney Transplant Service (QKTS) positions) and 19 August 2022 (for the Cairns, GCUH, Rockhampton, RBWH, Toowoomba and TUH positions)** (subject to impacts of COVID-19 and/or delays in clinical assessment results from RACP). The Network Coordinator, Statewide Renal Clinical Network will notify you by email of the venue or virtual meeting details, date and time you are required to attend the interview.

The interview is a merit-based selection process. Candidates will be assessed against the predetermined interview questions. Positions will be offered to the highest ranked candidates based on their ranking, trainee preferences, facility requirements and clinical workforce demands.

Appointment to advanced training positions in Queensland

You will be asked your preferences for the various accredited Renal sites in Queensland as part of your online application. **Do not select a site you do not intend to accept if offered a position.** Please see the websites above for further information about working at each facility and living in the local area. You are encouraged to contact the Renal Departments at the facilities where you are interested in applying for further information.

Placements (allocation) will be offered based on the ranking of interviewed short listed candidates, trainee preferences, facility requirements and clinical workforce demands.



Preparing and Completing Your Application

All candidates must apply via the Queensland Health RMO Campaign Specialist Training Program online application available at www.health.qld.gov.au/rmo/. Only applications via the RMO Campaign online application will be accepted. **No hard copy or late applications will be accepted.**

The online application captures information to assess your eligibility and suitability for selection into Nephrology Advanced Training.

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. 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 application by contacting the RMO Campaign Coordinator at RMO-Recruitment@health.qld.gov.au
- You will be asked your preferences for the various accredited Renal sites in Queensland as part of your online application. **Do not select a site you do not intend to accept if offered a position.**

Visit www.health.qld.gov.au/rmo/ to commence the online application. Applications open 9:00 (AEST), Monday 6 June 2022 and close 3:00pm (AEST) Monday 4 July 2022.

Candidate user Manual for the RMO campaign can be found at

https://www.health.qld.gov.au/_data/assets/pdf_file/0027/444285/candidate-usermanual.pdf

Terms and Conditions

Candidates 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 candidates 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 Program Candidates:

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

1. **FRACP clinical examination status:**

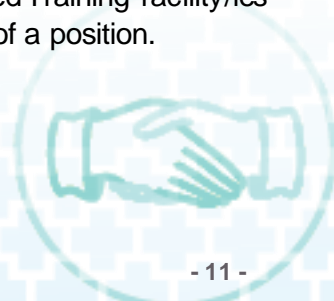
As a candidate for the Advanced Training Positions in Queensland, you will be asked if you have passed the FRACP (or equivalent recognised qualification) clinical exam and, if so, you will be required to upload a copy of your exam results or of a "provisional pass". If you answer "No" you will be asked if you intend to sit the exam in 2023. If you are unsuccessful in the FRACP clinical examination, you may be invited to continue as a Principal House Officer on the basis that no one is disadvantaged.

2. **FRACP written examination status:**

As a candidate you will be asked about your written exam. You are required to upload your results of the FRACP written exam (or equivalent) if you have received them. If you answer No, you will be ineligible to apply in this program and will be re-directed to the RMO application form to preference other Queensland Health positions.

3. **Preferences**

All candidates are required to preference an accredited Nephrology Advanced Training facility/ies from the drop-down list of Hospitals available. This list is NOT a guarantee of a position.



Employment History

Candidates 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 Curriculum Vitae (CV) will be assessed during the Program application process.

Position Preferences – RMO Campaign

In addition to your specific Program application preferences, you are invited 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 advanced 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. Endeavours to share a part-time position with a trainee of equal experience and level of training are considered favourably.

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 Program 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
- Another 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.

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 candidates

The Panel is responsible for determining allocations to the accredited training sites in Queensland. Candidates will be offered a training position by the Head of Department of the training site.

Positions will be offered on the day, after all interviews have been finalised. If you are successful in

obtaining a position, the expectation is that you will accept or decline the position when offered by the corresponding Head of Department. You will also be notified the same day if you are unsuccessful.

Employment Contracts

The Hospital and Health Service 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 Hospital and Health Services will occur at the conclusion of the recruitment phase.

Unsuccessful in obtaining a statewide program position?

Candidates that are unsuccessful in securing a position on the advanced trainee program are eligible to reapply next year.

Feedback

Candidates 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 (HR Policy B1, December 2019)

https://www.health.qld.gov.au/_data/assets/pdf_file/0034/635893/qh-pol-212.pdf

Candidates seeking feedback on their application should request this by emailing:

Statewide_Renal_Network@health.qld.gov.au

Feedback to candidates will be provided verbally unless otherwise advised. Candidates must ensure that they provide a **contact phone number** as part of their feedback request.

The panel chair will provide specific and constructive post-selection feedback sufficient to explain to the candidate why they were not successful.

Appeals

Chapter seven of 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

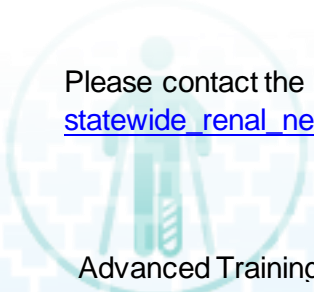
<https://www.forgov.qld.gov.au/appeal-decision-affecting-your-employment>

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

For further information

Please contact the Network Coordinator, Statewide Renal Clinical Network, through email:

statewide_renal_network@health.qld.gov.au



Appendix 1 – Scoring for short listing (Curriculum Vitae and Referee Reports)

This guide is for shortlisting candidates for interview.

Your score consists of the following.

- Referee reports: 10% (for your two referee reports)
- Curriculum Vitae (CV): 30% (allocated according to the following criteria)

The information to score against the following criteria will be extracted from your CV. (Please note: If the information is not in your CV, a score cannot be credited to you. Members of Panel are not able to credit scores based on known information that is not contained in your CV, that is, if there are known omissions, they cannot be counted. Untrue claims in a candidate's CV will lead to automatic disqualification of that candidate).

Criteria for scoring CVs as follows:

1. Qualifications and Medical experience (Max 15 points)

- PhD/Research Doctorate – 5 points
- Masters by research/coursework – 4 points
- Fellowship of college or equivalent – 4 points
- FRACP (written and clinical) exam – 3 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. Work experience (Max 10 points)

- Ability to perform procedures, including central venous access devices (CVADs) insertions, peritoneal dialysis catheter insertions and kidney biopsies– 5 points
- Rural, remote, interstate, overseas work experience – 1 point/year (max 5 points) (can include non-renal training time)
- Work undertaken in subspecialty as a Principal House Officer – 3 points for 6 months in renal as a Principal House Officer; 5 points for 12 months as a Principal House Officer.

3. Peer-reviewed Publications: that have been accepted for publication (in press or published) (Max 10 points)

- First author: original research paper – 5 points
- First author: book chapter, review or editorial – 4 points
- Co-author: original research paper – 4 points
- First author: letter or case report – 3 points

- Co-author: book chapter, review or editorial – 3 points
- Co-author: letter or case report – 2 points

4. Presentations: that have been accepted for presentation or presented (Max 5 points)

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

5. Academic skills/Courses/Medical awards and achievements (Max 10 points)

- 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
- University teaching appointments (e.g. UQ, Griffith) – 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*)

Scoring Table – Referee reports and CV

Candidate	CV (total of 30% based on criteria below)					Referee Reports (total of 10%)		Total %
	Criteria 1 (15 points)	Criteria 2 (10 points)	Criteria 3 (10 points)	Criteria 4 (5 points)	Criteria 5 (10 points)	Report 1 (5 points)	Report 2 (5 points)	

Note: For applicants who are shortlisted for interview, the interview score will contribute to 60% of your total score.

