

Advanced Training in Nephrology, Queensland

Candidate: How to guide
2020

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

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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 a compliant application.

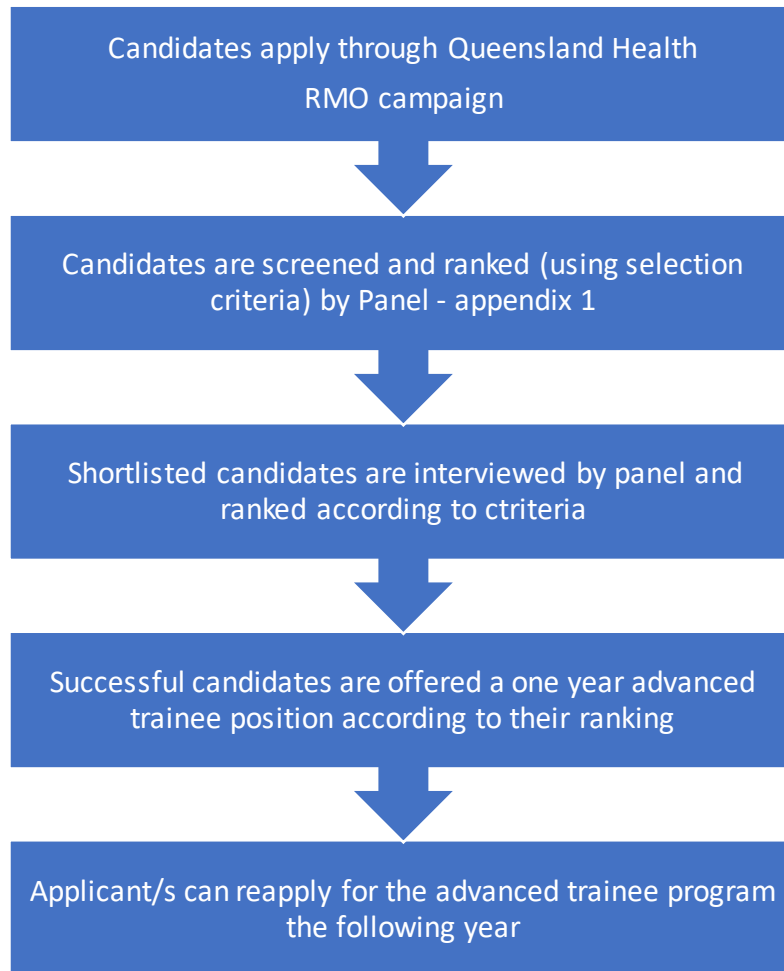
Queensland Health will be responsible for and will oversee the recruitment of advanced training positions in Nephrology. Successful candidates are selected and appointed by a panel comprising of Heads, Renal Departments (or their delegate) with RACP accredited training positions. The panel considers 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.

The streamlined centralised process is a 1-year advanced trainee program. The program meets the core RACP components of 1-year of nephrology training. Up to 16 positions may be offered in this program in 2021.

A centralised selection and allocation process ensure state-wide recruitment is transparent, fair and consistent.



Model:



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 undertake the selection process 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, 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 (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 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 and trainee preferences.

It is strongly recommended that all advanced trainee positions are recruited via the statewide centralised process. However, some Departments may have circumstances / vacancies which may lead to choosing candidates outside this process. Please note that these candidates will not need to be interviewed by the panel. The candidate may reapply for the 1-year advanced trainee program in subsequent year/s.

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 contactable referees that are able to fill in the referee template on the RMO campaign by the due date.

Application website

Advanced Training in Nephrology applications open on 1 June 2020, 9:00am AEST and close 29 June 2020 AEST. No late applications will be accepted.

Action	Date	Whom
Campaign opens	1 June 2020 (9:00am AEST)	RMO Campaign
Campaign closes	29 June 2020 (4:00pm AEST)	RMO Campaign
Referee Report due	5 July 2020	Candidates
Review applications	15 – 22 July 2020	Panel (email)
Shortlist candidates	3 August 2020	Panel (video conference)
Clinical assessment results**	13 August 2020	Candidates to advised result
Candidates to be advised of interview details	By 4 August 2020 COB	Statewide Coordinator
Candidates interviews	20 & 21 August 2020*	Panel / Statewide Coordinator
Candidates notified	The day of interviews.	By phone
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



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: *On the 02.04.2020 The Royal Australasian College of Physicians (RACP) advised that the 2020 DCE in Adult Medicine and Paediatrics & Child Health will now be postponed to 2021. Any trainees eligible to sit the exam this year will be able to provisionally progress to Advanced Training in the 2021 clinical year. The RACP will provide more information about how provisional progression will work in the coming weeks as it becomes available. Only candidates who have successfully completed their FRACP clinical examination or have a provisional pass and whose written applications merit short-listing will be interviewed.*
3. Candidates must be 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 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>

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.

Stage 1 - Application

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

Stage 2 - Shortlisting

Applications will be assessed by the panel on their CV and 2 referee reports (50% written, 25% referee 1, 25% referee 2). As a guide, appendix 1 outlines how the panel scores CVs.

Short-listed candidates will be offered interviews and advised via email no later than 04/08/2020 by the statewide coordinator.

Stage 3 - Interviews

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

NB: if you are shortlisted and do not have your **clinical assessment results or provisional pass**, you must email the Statewide Coordinator via statewide_renal_network@health.qld.gov.au of your results no later than **COB Friday 14 August 2020**.

Interviews will be conducted over two days, **20 August 2020 at The Princess Alexandra Hospital and 21 August 2020 at 15 Butterfield Street Herston** (subject to change if clinical assessment results are delayed by RACP). The Statewide Coordinator will notify you by email of the venue (Brisbane or video / teleconference 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 and ranked accordingly. Positions will be offered to the highest ranked candidates based on their interview.

On rare occasions, a training position may not be filled if there are no candidates that meet a minimum acceptable standard (i.e. scoring an average of at least 50% by panel members on each of the interview questions).

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

Advanced training positions

Patients treated 2018 by Hospital

Facility	HD Patients			PD Patients		Total Dialysis Patients	Transplant Procedures				Total Nephrology Patients
	Facility	Satellite	Home	APD	CAPD		Living Donor	Deceased Donor	Total Grafts	[Pre-emptive Transplants]	
QUEENSLAND	1368	1039	276	332	296	3311	40	314	354	[25]	7330
CAIRNS HOSPITAL	119	179	37	45	10	390	1	11	12	[1]	804
GOLD COAST UNIVERSITY HOSPITAL	68	89	25	26	25	233	3	10	13	[0]	492
PRINCESS ALEXANDRA HOSPITAL	162	188	95	99	135	679	3	45	48	[4]	1454
QUEENSLAND RENAL TRANSPLANT SERVICE	0	0	0	0	0	0	23		179	[14]	202
ROCKHAMPTON HOSPITAL	81	18	10	5	4	118	0	6	6	[0]	248
ROYAL BRISBANE AND WOMEN'S HOSPITAL	141	132	40	58	47	418	1	21	22	[2]	880
SUNSHINE COAST UNIVERSITY HOSPITAL	49	91	12	7	2	161	0	11	11	[0]	344
TOOWOOMBA HOSPITAL	53	34	24	18	23	152	0	7	7	[0]	318
TOWNSVILLE UNIVERSITY HOSPITAL	121	83	16	39	33	292	1	7	8	[0]	600

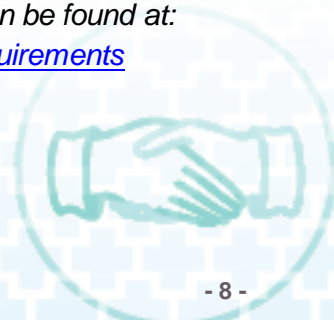
Data sourced from: ANZDATA 42nd Annual Report 2019 - ANZDATA Patients Summary 2018

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.**

Placement will be based on interview ranking and preferences of each trainee.

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>



Preparing Your Application

Applications for Advanced Training in Nephrology positions will open on **Monday 1 June 2020, 9:00am (AEST)**. 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. 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. 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 application by contacting the RMO Campaign Coordinator at RMO-Recruitment@health.qld.gov.au

Accessing & Completing the application

Visit www.health.qld.gov.au/rmo/ to commence the online application. Applications open 9:00 (AEST), Monday 1 June 2020 and close 4:00pm (AEST) Monday 29 June 2020.

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:**

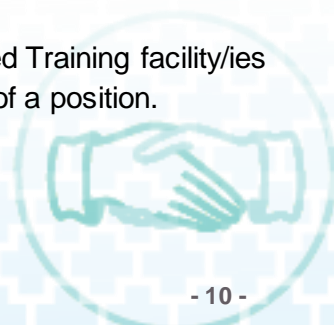
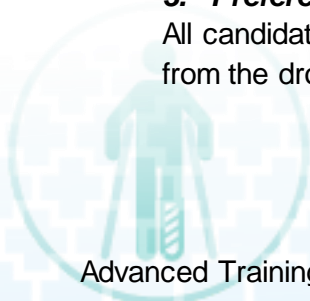
As a candidate for the Advanced Training Positions in Queensland, you will be asked if you have passed the FRACP (or equivalent recognised qualification) clinical exam and, if so, you will be required to upload a copy of your exam results or of a "provisional pass". If you answer "No" you will be asked if you intend to sit the exam in 2021. If you intend sitting the FRACP clinical exam and do not receive a provisional 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 the FRACP written exam (or equivalent) if you have received them.

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 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 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 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 Advanced Training In Nephrology, Coordinator through email:

statewide_renal_network@health.qld.gov.au.



Appendix 1 – Scoring algorithm for short listing

This guide is for shortlisting candidates for interviewing.

Your total score consists of two parts

- 25/100 from each of your two referees (=50/100) and
- 50/100 allocated according to the following criteria.

The information to score against the criteria will be extracted from your CV.

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 ie 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 as follows:

1. Qualifications and Medical experience (Max 15)

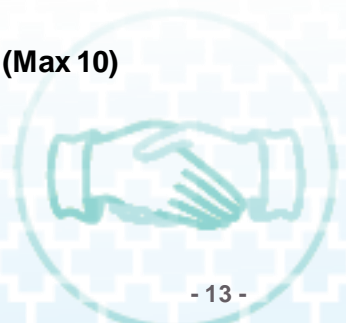
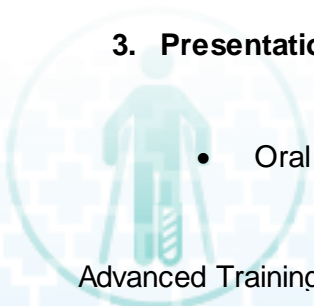
- PhD/Research Doctorate - 5 points
- Masters by research/coursework - 4 points
- Fellowship of college or equivalent - 4 points
- FRACP (written and clinical) exam - 3 points
- Post grad diploma (includes the Postgraduate MD from India/Sri Lanka and MMed from Singapore) - 3 points
- BMedSci (for undergraduate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

2. Peer-reviewed Publications: that have been accepted for publication ie in press or published (Max 15)

- 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

3. Presentations: that have been accepted for presentation or presented (Max 10)

- 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*).

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
- 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

Candidate	Criteria 1 (15%)	Criteria 2 (15%)	Criteria 3 (10%)	Criteria 4 (10%)	Referee 1 (25%)	Referee 2 (25%)	Total

