



Government of **Western Australia**  
Department of **Health**

# 2023 Recruitment Process

## Service Surgical Registrar Application Guide

Applications for 2023 Service Surgical Registrar  
positions in Western Australia (WA) through  
MedJobsWA

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## Version Control

Version	Date	Author	Reason for update
1.0	28/05/2021	Office of the Chief Medical Officer (OCMO)	First version
2.0	24/05/2022	Office of the Chief Medical Officer (OCMO)	Update for 2023

## Overview

This guide details the 2023 Western Australia (WA) Service Surgical Registrar (SSR) Recruitment Process, which is coordinated for WA Health by the Royal Perth Bentley Group (RPBG).

The guide is broken into the following sections:

- Section 1 includes the following general information:
  - Important dates
  - Existing contract holders
  - Eligibility
  - Participating sites
- Section 2 provides detailed information on the application process in MedJobsWA

Applications are accepted through MedJobsWA.

Contracts will be issued from the RPBG for site allocations through participating hospitals and health services.

The SSR recruitment process is extremely competitive. If after reviewing the selection criteria, you feel you may not have the required skills or experience, we encourage you to apply for an RMO position via the RMO and SMR Centralised Recruitment Process 2022 – position number #11355.

Please note that if you are currently a PGY2 holding a three-year contract with WA Health, you have the following options:

- if you wish to apply for an SSR position you will need to complete a separate application;
- if you wish to ensure you remain in the RMO “pool” with your current employer you need to login to MedJobsWA and submit your intention to continue your current 3-year contract through the 2023 RMO and SMR Centralised Recruitment – position number #11355 and indicate Option 1;
- if you wish to consider changing to another site as part of the RMO pool you will need to complete a new application in the 2023 RMO and SMR Centralised Recruitment – position number #11355 (Option 2). If you elect to change sites your application will be assessed along with the other new applicants.

Applying for an SSR vacancy will be managed through the MedJobsWA online portal.

When applying via [MedJobsWA](#), you can:

- edit and save your application up to the submission/closing date;
- maintain and update personal contact details;
- indicate your preferred health services or hospitals (only for applications that ask applicants to preference participating hospitals);
- check if referee reports have been requested or received for an application;
- receive and accept offers online.

If you have any questions or issues at any time during the application process, you can contact the RPBG Medical Workforce team via email at [RPH.Reg-FellowContracts@health.wa.gov.au](mailto:RPH.Reg-FellowContracts@health.wa.gov.au) for assistance.

## Section 1: General Information

### 1.1 Important dates

Process	Date
<b>Applications open</b>	Monday 30 May 2022 – 8.00am (AWST)
<b>Applications close</b> <ul style="list-style-type: none"> <li>Your referees may be contacted after this date to provide a reference.</li> </ul>	Tuesday 28 June 2022 – 4.00pm (AWST)
<b>Assessment and Selection</b> <ul style="list-style-type: none"> <li>Full assessment to suitability conducted through selection panels</li> </ul>	Starts: Wednesday 29 June 2022 Finishes: Friday 29 July 2022
<b>Suitable pool created</b> <ul style="list-style-type: none"> <li>The suitable pool is created prior to any offers being made.</li> <li>Applicants are notified whether they have been appointed to the suitable pool.</li> </ul>	Monday 1 August 2022  <i>Interviews (if required)</i> Tuesday 2 August 2022 – Friday 12 August 2022
<b>Feedback/Breach Period</b> <ul style="list-style-type: none"> <li>See <a href="#">section 2.5.2</a> for further information</li> </ul>	<b>Feedback Period:</b> Starts: Tuesday 2 August 2022 Finishes: Friday 12 August 2022 <b>Breach Period:</b> Starts: Tuesday 2 August 2022 Finishes: Friday 5 August 2022 – 5.00pm
<b>Offer Period</b>	Starts Monday 5 September 2022
<b>Close of the suitable pool and end of offers</b>	Friday 28 October 2022

## 1.2 Eligibility criteria

To be considered for an SSR position, you must provide evidence you:

- Are eligible for registration with the Medical Board of Australia;
- Are eligible to work in Australia. Evidence of valid Australian citizenship, permanent residency, temporary residency (or eligibility to obtain) and/or a relevant visa must be provided prior to commencement
- Have and can demonstrate you have the qualifications, essential skills and experience required for the position, as described in the job description form, and (separate) application selection criteria.

**Please note:** for more information on requirements to meet registration standards with the Medical Board of Australia, please visit the following websites:

- Medical Board of Australia: <https://www.medicalboard.gov.au/Registration-Standards.aspx>
- Australian Medical Council (AMC): [www.amc.org.au](http://www.amc.org.au)

For more information on the minimum requirements an international medical graduate must meet to be eligible to work as a doctor in Australia, please see:

<https://www.health.gov.au/initiatives-and-programs/doctorconnect/about-working-in-australia/am-i-eligible-to-work-in-australia>

## 1.3 Participating hospitals/health services

Health Service	Primary hospital	Specialty	Placement health services
South Metropolitan Health Service (SMHS)	Fiona Stanley Hospital (FSH)	<ul style="list-style-type: none"> <li>• General Surgery</li> <li>• Ear Nose and Throat</li> <li>• Cardiothoracic Surgery</li> <li>• Plastic Surgery</li> <li>• Urology</li> <li>• Vascular Surgery</li> </ul>	<ul style="list-style-type: none"> <li>• Fremantle Hospital</li> <li>• Rockingham General Hospital</li> <li>• St John of God Murdoch Hospital</li> <li>• Peel Health Campus</li> </ul>
North Metropolitan Health Service (NMHS)	Sir Charles Gairdner Hospital (SCGH)	<ul style="list-style-type: none"> <li>• Endocrine Surgery</li> <li>• Ear Nose and Throat</li> <li>• General Surgery</li> <li>• Urology</li> <li>• Vascular Surgery</li> <li>• Cardiothoracic Surgery</li> <li>• Plastic Surgery</li> </ul>	<ul style="list-style-type: none"> <li>• Hollywood Private Hospital</li> <li>• Joondalup Health Campus</li> <li>• Osborne Park Hospital</li> </ul>
East Metropolitan Health Service (EMHS)	Royal Perth Hospital (RPH)	<ul style="list-style-type: none"> <li>• General Surgery</li> <li>• ENT</li> <li>• Vascular Surgery</li> <li>• Urology</li> <li>• Trauma Surgery</li> <li>• Plastic Surgery</li> <li>• Paediatric Surgery (PCH)</li> <li>• Cardiothoracic Surgery (PCH)</li> </ul>	<ul style="list-style-type: none"> <li>• Armadale Hospital</li> <li>• Bentley Hospital</li> <li>• Broome Hospital</li> <li>• Kalgoorlie Hospital</li> <li>• Perth Children's Hospital</li> <li>• St John of God Midland Public and Private Hospitals</li> </ul>
Ramsay Health Care (RHC)	Joondalup Health Campus (JHC)*	General Surgery	N/A

\*JHC is part of Ramsay Health Care. Employment terms and conditions are contained within the Ramsay Health Care Employment Agreement and may differ from WA Health hospitals.

## Section 2: The Application Process

### How to apply for an SSR position in MedJobsWA

- Register with MedJobsWA if a first-time user or update your personal profile if a returning user
- Prepare your Application
- Apply for the position by completing the application process
- Attach your application (supporting) documents
- Edit and save your application up to the submission/closing date
- Submit your application online
- Receive and respond to offers online

### 2.1 Registering with MedJobsWA

#### 2.1.1 First time users

First time users will need to create a [MedJobsWA](https://medjobswa.mercury.com.au) account by visiting <https://medjobswa.mercury.com.au> and selecting 'Register' at the right of the screen and completing the registration details.

Use your formal name as it appears on your Australian Health Practitioners Regulation Agency (Ahpra) registration, or your medical degree if you are not yet registered with Ahpra. You will then receive an email to activate your account.

Return to [MedJobsWA](https://medjobswa.mercury.com.au) and select 'Login' from the right-hand menu. Log in using your username or email address and password. Select your name in the top right-hand corner to complete your profile information and save your details.

#### 2.1.2 Returning users

If you have previously used [MedJobsWA](https://medjobswa.mercury.com.au), you must use the same account to apply for the 2023 SSR recruitment process as you will have been allocated a unique account ID at this time. **Please do not set up a new profile.**

If you have previously used a student email address to access your MedJobsWA account, this may no longer be active. It is suggested that you update your details in your MedJobsWA profile and ensure your contact details are current, particularly your current email address.

Once you have created your personal profile in MedJobsWA, it will store basic information in your profile account for your future use should you choose to apply for subsequent medical practitioner roles in WA Health.

## 2.2 Preparing your application

The following items will form part of your application and will need to be prepared prior to commencing the online recruitment process through MedJobsWA.

- Registration with the Medical Board of Australia – information on your current registration status, Australian Health Practitioner Regulation Agency (Ahpra) number and registration type/pathway, or evidence of eligibility for registration;
- Your statement addressing the selection criteria;
- Your curriculum vitae outlining education, medical qualifications and employment experience; and
- Your cover letter.
- Your evidence of COVID19 vaccination

### 2.2.1 Statement addressing the selection criteria

The selection criteria outline the skills, qualifications and experience considered necessary to successfully perform the duties of an SSR and forms a significant part of the merit-based assessment process undertaken RPBG (the employer).

Applications submitted without a response to the selection criteria will receive a lower grading on their assessment of suitability.

You are required to write a statement to address each selection criterion. This is likely the most important document in your application as it is used by the employers to assess you against other applicants.

**The selection criteria are not contained within this guide and will only be available during the advertisement period.** You will need to refer to the MedJobsWA advertisement for the full application selection criteria (separate document from the JDF).

#### How to address the selection criteria:

- Keep it brief, clear and concise (max 500 words per criterion) – this is a way of demonstrating your communication skills.
- Be relevant and factual and use recent examples. Utilise different examples in your responses and never write ‘see response above’.
- Be positive. Ensure your potential employer understands your skills.
- Make a separate heading for each criterion. Do not combine the selection criteria as it makes it difficult for the panel to find your response.
- Do not sign and submit the JDF as your response to the selection criteria – you must provide a detailed statement for each criterion to outline your skills and experience, and to present your case for consideration in this competitive process.
- Consider using either of these response models when addressing the selection criteria:
  - STAR – Situation, Task, Action, Result:
    - **Situation** – give the background and set the scene. Describe a specific event or situation and provide enough detail for the reader to understand.
    - **Task** – describe the task, project or objective you had to complete.

- **Action** – describe the actions you took. Be sure to keep the focus on you, even if you are discussing a group project or effort.
- **Result** – describe the positive outcome – what happened, what you accomplished, what you learned.
- SAO – Situation, Action, Outcome
  - **Situation** – where and when did you do the task?
  - **Action** – what did you do? How did you do it?
  - **Outcome** – what was the result of your action?
- For more information on how to address the selection criteria, please see: <https://www.jobsandskills.wa.gov.au/sites/default/files/uploads/Jobs&Careers/jswa-selection-criteria.pdf>

### 2.2.2 Curriculum vitae

You must attach a curriculum vitae (CV) or resume to your application. A CV should not exceed three A4 pages, and should include the following:

- Educational background;
- Medical employment history;
- Research, audits, publications or presentations you have undertaken;
- Professional development, courses or exams e.g. Teaching on The Run (ToTR), Advanced Life Support 1 or 2, Generic Surgical Science Examination (GSSE).

### 2.2.3 Cover letter

Writing and submitting a cover letter as part of your application is essential. It provides a good opportunity to highlight information you have not covered in your selection criteria responses. Please note that there is a two-page limit for cover letters.

In your cover letter please outline:

- your specialty training preferences;
- your desire to work full or part time hours.

This will help guide your potential employer to offer rotations which align with your career aspirations.

## 2.3 How to apply online

On the [MedJobsWA](#) homepage, scroll down to find the “2023 WA Service Surgical Registrar Recruitment” vacancy.

Click on the job title link to access the position details, advertisement, job description, application selection criteria and application guide. Read all the position documents to ensure you meet the required selection criteria for your preferences. It is recommended that you download these documents to refer to when preparing your application.

To apply for the position, click the ‘Apply Now’ button at the bottom of the advert, and follow the prompts to complete the application.

Click ‘Save’ and ‘Logout’ to exit the application process at any stage.

Incomplete applications can be edited at any time up to the closing date by following the steps below:

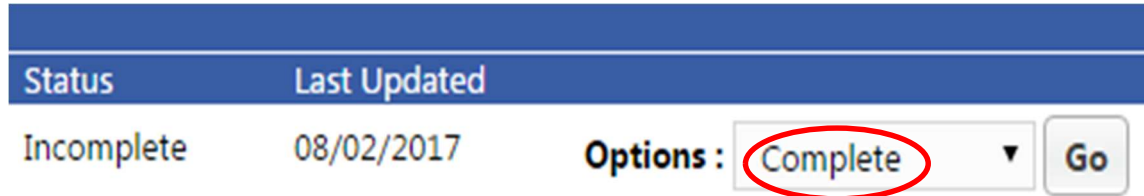
- Click your name in the top right-hand corner and select ‘Profile’



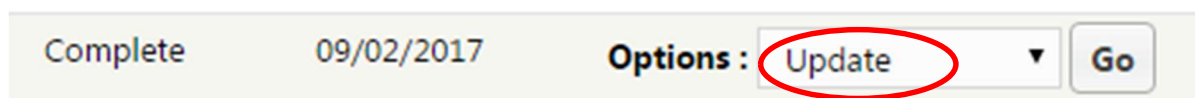
- Select 'Application History'



- Locate the vacancy you wish to complete your application for. The drop-down menu should automatically select 'Complete' then click 'Go'.



Complete applications can be edited at any time up to the closing date by following the same steps above, except selecting 'Update' instead of 'Complete', then clicking 'Go'.



- When editing a complete application, the application must be submitted again. Do not 'save and exit' as this will not resubmit the application
- To exit the application process at any stage, click 'Save' and logout
- When you are ready to submit the application, click the "Submit Now" button at the bottom of the application form

You can view your submitted application at any time via your 'Profile'.

### Helpful Hints:

- Scan and save your necessary attachments in advance and allow time to ensure your files are within file size limitations. It is recommended that files not exceed 5MB.
- Start your application early to allow time to deal with any issues that may arise.
- Have a scan of your current passport or residency certificate and an electronic copy of other documents ready to upload. The accepted formats of documents are .doc, docx, .pdf and .jpeg.
- When entering your Ahpra number, you do not need to type MED, but you do need to enter the leading zeros:

Please enter your 9 digit AHPRA  
Registration Number

MED 000123456


## 2.3.1 Specialty preferences

You must specify your THREE specialty preferences which will be considered during the assessment period.

Please follow the steps below:

- In the 'Employment Details 2' Tab you can specify your three specialty preferences. Please see the below:

Apply for Position - Service Surgical Registrar 2022



Service Surgical Registrar

\* Do you intend to apply for entry into or continuation in a Surgical Education and Training (SET) program?  Yes  No

\* Please specify the surgical specialty you are interested in the advertised position

\* Are you seeking exposure to any other surgical subspecialties in the advertised position?  Yes  No

\* Please specify

\* Do you have any professional or personal circumstances that require consideration in your rotation allocation?  Yes  No

*Red annotations in the original image:*  
 - A red circle highlights 'Employment Details 2' in the progress bar.  
 - A red box highlights the question 'Please specify the surgical specialty you are interested in the advertised position' with an arrow pointing to it from the text 'Please specify your 1<sup>st</sup> specialty preference here'.  
 - A red box highlights the question 'Are you seeking exposure to any other surgical subspecialties in the advertised position?' with an arrow pointing to it from the text 'Please specify your 2<sup>nd</sup> and 3<sup>rd</sup> specialty preferences here'.

- Rank your top three specialties in order of preference.

## 2.3.2 Referees

- Provide the names, email address and at least one current phone number of two professional referees. Ensure at least one is a recent previous clinical supervisor (within past 12 months).
- Please contact your referees before you submit your application to confirm that they consent to providing a confidential referee report. Ensure that they will not be on leave or have retired or relocated and cannot access their emails, and, most importantly that their contact email is correct.



- Your referees may be contacted after the application period closes.

**Helpful Hint:** Check and then double check that the email addresses you have entered for your referees into your MedJobsWA application are correct. The MedJobsWA team receive hundreds of emails from applicants saying that the

email address entered into their MedJobsWA application is wrong or outdated or has a typo. These errors may prevent your application from being assessed.

Following are the instructions for adding or amending a referee once the application period has closed if you discover you have made an error with the email address, or you would like to add another referee.

### Changing current referee details

As we are unable to update the email address on your behalf, you will need to use the following steps to update your referees' email address:

1. Log in to MedJobsWA at <https://medjobswa.mercury.com.au> using your email address and password;
2. Click your name at the top right of the screen, then click 'Profile' and then select the 'References' tab;
3. You will see a table with your referees' details listed. In the 'action' column click on the blue icon for the relevant referee. This will open a new screen with the details of the referee;
4. Update the relevant details and press save at the bottom of the screen;
5. Email [RPH.Reg-FellowContracts@health.wa.gov.au](mailto:RPH.Reg-FellowContracts@health.wa.gov.au) advising that the new referee email address has been added. We will then send out a new referee request.

### Adding a new referee

As we are unable to add a new referee on your behalf, you will need to use the following steps to add the new referee's details to your profile:

1. Log in to MedJobsWA using your email address and password;
2. Click your name at the top right of the screen, then click 'Profile' and then select the 'References' tab;
3. You will see a table with your referees' details listed. At the bottom of the list of referees there is an option to 'add new reference';
4. Update the relevant details and press save at the bottom of the screen;
5. Email [RPH.Reg-FellowContracts@health.wa.gov.au](mailto:RPH.Reg-FellowContracts@health.wa.gov.au) advising that the new referee has been added. We will then send out a new referee request.

### Check referee reports

You can check whether referee reports have been requested and received in MedJobsWA:

1. Log in to MedJobsWA and go to the Application History section of your profile page;
2. Click Go to view your application;
3. Open the Referees section;
4. If it says **Not Sent** next to a referee, a report has not been requested via MedJobsWA;
5. If it says **No**, the referee has been contacted but a reference has not been submitted via MedJobsWA. You may follow up your referee if you wish;
6. If it says **Yes**, the referee has submitted a referee report.

## 2.4 Completing your application

Once your application is successfully lodged, you will receive an email advising that your application is complete.

You can confirm your application status in the 'Application History' section of MedJobsWA; where submitted applications display as 'Complete'.

You can edit your application up until the closing date and time. After this time you will not be able to change your application. If your contact details change, you can update these via your 'Profile' at any time (even after the close of applications).

**Note: Do not forget to submit your application.**

**Saved applications are not automatically submitted at the closing of the application period. Please ensure you click submit on your application and receive an acknowledgment email prior to the closing date/time.**

**All applications must be submitted by the close of the application period, which is 4pm (Australian Western Standard Time), Tuesday 28 June 2022.**

**NO late applications will be accepted.**

Applicants can contact MedJobsWA technical support at [MedJobsWA@health.wa.gov.au](mailto:MedJobsWA@health.wa.gov.au). MedJobsWA technical support is available during business hours ([Australian Western Standard Time](#) (AWST)) and will be able to assist you with issues relating to:

- document uploading and attachments
- account activation
- account de-activation
- email subscriptions.

## 2.5 Assessment and selection

Eligible applicants will be assessed and ranked by a selection panel.

This process is competitive and merit-based which means it is an independent assessment that considers the skills, knowledge and abilities relevant to the work-related requirements and position outcomes. Your statement addressing the selection criteria is a requirement for assessment by the panel.

The selection panels operate in accordance with Public Sector Commission (PSC) standards. If your application is assessed as suitable, you will be recommended for the suitable pool.

It is important to be aware that some specialties may conduct interviews as part of their assessment of applicants. If you are selected for an interview, you will be emailed directly from the specialty with the relevant interview details. You will need to ensure you have access to your emails and availability to attend any interviews if required, during the assessment period.

### 2.5.1 Suitable applicants

Suitable applicants are placed into a recruitment pool that is created upon completion of the assessment process. Applicants are notified by email if they are considered suitable for the pool. Please note that this is not a job offer.

Applicants within the pool will then be considered for specialty specific selection by each craft group.

### 2.5.2 Not suitable

Applicants deemed not suitable will be notified by email once the assessment stage has been completed.

#### Feedback/Breach period

If you are not deemed suitable, you may want to discuss your application with the specialty/hospital who reviewed your application. The notification letter you receive will provide information on who to contact.

The Public Sector Management (Breaches of Public Sector Standards) Regulations 2005 allows you to lodge a breach claim if you consider any Employment Standards have been breached and you have been adversely affected. For more information on these standards and the process for lodging a breach claim, visit [www.publicsector.wa.gov.au](http://www.publicsector.wa.gov.au)

**Reminder:** Please be mindful that if you do not show evidence of eligibility for registration with Ahpra, or you do not show evidence of eligibility to work in Australia, you will not be considered suitable and therefore not placed in the suitable pool. Additionally, if you do not address the selection criteria, your application will receive a lower grading on assessment of suitability.

### 2.5.3 Specialty assessment

Suitable applications will then be assessed and ranked by specialty assessment panels to determine suitability.

### 2.5.4 Offers for positions

Applicants will receive an email to notify them that they have been conditionally offered a position. The offer will contain information about contract duration, employment type and the employment dates.

All offers are made using the email address supplied in your MedJobsWA registration. You can check the status of your application and view and respond to offers online. It is important to make sure your email account filter does not remove emails from MedJobsWA. It is recommended that you check spam or junk mail folders for emails from MedJobsWA.

**To accept or decline an offer**, follow the same login process and details used when applying for this recruitment process:

- Visit [MedJobsWA](http://MedJobsWA) and login using your email address and password.
- Click your name at the top right of the screen, then click 'Profile' and then select the 'Application History' tab.
- Click '2023 WA Service Surgical Registrar Recruitment' then select either 'Accept' or 'Decline' from the drop-down list.

### 2.5.5 Time limits to accept or decline

Unless otherwise stated, you have four business days to accept or decline your offer. If you fail to respond within this time, your offer will be automatically forfeited, and your application will return to the recruitment pool. There is no guarantee that a forfeited offer will be reissued, or that further offers will be made.

### 2.5.6 Duplicate offers

We understand that you may submit applications for other positions outside of this process. We ask that if you accept an offer outside of this process, you withdraw your application for this role and any other roles you may have applied for through MedJobsWA. This is vital in ensuring that any remaining positions can be allocated to your colleagues and to guarantee that the operational needs of WA Health services are met.

Please note that WA Health workforce teams are given a “duplicate acceptances” report, and applicants who are holding more than one offer will be contacted and asked to make a decision.

## 2.6 Withdrawing your application

You can withdraw your application at any time during the process:

- Visit [MedJobsWA](https://www.medjobs.wa.gov.au) and login using your email address and password;
- Click your name at the top right of the screen, then click 'Profile' and then select the 'Application History' tab;
- In the 'Application History' section, locate the appropriate position and select 'Withdraw' under the 'Offer Status';
- To withdraw your offer and application select 'Withdraw' under the 'Offers Decision – Response section' and then 'Submit';
- Review the 'Application History' tab and confirm that the offer displays correctly as withdrawn.

If you withdraw your application, you will receive an email notification. You will also be asked to complete a short survey, providing information to help us improve the way we manage our medical workforce.

## 2.7 Closure of the pool

Applicants in the suitable pool who have not been successful in obtaining an offer for an SSR position, will be notified by email when the recruitment process closes.

## Contact information

<b>If you have any questions relating to the recruitment process</b>	<a href="mailto:RPH.Reg-FellowContracts@health.wa.gov.au">RPH.Reg-FellowContracts@health.wa.gov.au</a>
<b>If you are having any problems with the MedJobsWA Website</b>	<a href="mailto:medjobswa@health.wa.gov.au">medjobswa@health.wa.gov.au</a>
<b>If you have a question about the position or you have a site-specific query</b>	<a href="mailto:RPH.Reg-FellowContracts@health.wa.gov.au">RPH.Reg-FellowContracts@health.wa.gov.au</a>

## Frequently Asked Questions

### **Can I apply for more than one hospital?**

No, as with one application you are applying for a contract of employment with RPBG, in which you may be rotated to any of the participating hospitals/health services.

### **Do I need a cover letter?**

Writing a cover letter is essential. Your cover letter provides a good opportunity to highlight information you have not covered in your selection criteria responses including your interest in specialty training. It allows your employer to best match up your preferences with the positions they have available.

### **Who do I address my cover letter to if my preferences are across different specialties?**

Focus on addressing your first preference, however, it may be worth mentioning the reason for your subsequent preferences as well.

### **Who is an appropriate referee?**

You must provide the names and contact details for two professional referees. It is essential that at least one of your referees has supervised your clinical work within the past twelve months.

### **I was expecting a contract extension from my hospital but haven't received one.**

If you did not receive an extension but expected one, please contact your employer. Without a contract extension you will need to submit an application for a new position for 2023.

### **Who will assess my application?**

All applications will be screened initially by RPBG as the employing health service for assessment.

Your application will be assessed and ranked by the selection panel with the specialty you have indicated as your first preference.

### **What does it mean to be in the suitable pool?**

'Suitability' means that you meet the criteria for the role that you have applied for. Once you have been deemed suitable you will move to the suitable pool. From there, you can be offered a position as an SSR.

### **I have received an offer. What happens to my application if I accept? What happens to my application if I decline?**

If you **ACCEPT** an offer, the employer (RPBG) is notified and your application is no longer available in the suitable pool. You will not receive any further offers of employment from this process.

If you **DECLINE** an offer, the employer (RPBG) is notified, and your application will be returned to the suitable pool or removed from the pool depending on your selected response to the offer email. If you wish to be considered for further offers, your application will be returned to the suitable pool for consideration as vacancies arise. Please note that there is no guarantee you will receive another offer.

If you do not respond to an offer by the deadline, the offer becomes void and is assumed to be declined. The offer will be marked as declined and your application will be returned to the suitable pool. If you miss the deadline but wish to accept the offer, please contact RPBG's medical workforce team as soon as possible to discuss.

### **What happens if I do not receive an offer?**

Positions are highly sought after, and the selection process is very competitive. If you are unsuccessful in gaining an offer in the first round, you may be selected through a second or third round.

### **What is the next step after I accept an offer?**

Once an offer is accepted, the next step is for the employer to send you the conditional contract paperwork. Any further enquiries regarding offers should be directed to your employer's medical workforce team.

### **Can I swap my allocated terms with another SSR?**

Yes. Please contact your employer (RPBG) for information on how to organise a term swap.

### **Who do I apply to for leave if I am successful?**

The leave application process varies between hospitals. Please liaise with the site Medical Workforce team in a timely manner for information on the leave application process that applies for the period you are allocated to that hospital. The allocated hospital may have a leave guide which is sent to new staff at the start of the rotation.

**Leave approvals are not able to follow you** - If you have had leave approved and you initiate a term swap you will be required to re-submit your application to the new department and Medical Workforce team (as applicable).

**Annual Leave or other planned leave types:** Each site has a different Annual / Planned Leave application process. It is recommended that you contact the relevant site's Medical Workforce team to confirm the current leave application processes.

The following historical leave application processes are included as examples.

Please note: leave application processes differ and are subject to change.

- One application pathway is to submit a leave form (L1 – Leave Doctors) to the Head of Department of the term to which you are allocated for that period of time. The approved leave form should then be sent to the Medical Workforce team at the allocated site. If the period of leave is for longer than the rotation at the allocated site, contact the Medical Workforce team at the site you are allocated for the remaining time to discuss your options.
- Some sites advise registrars of a predetermined date from which leave applications will be accepted. An excel leave e-form (L1 – Leave Doctors) is submitted via email to the relevant Medical Workforce team for review from that date.

**Professional Development Leave:** Each site has a different Professional Development Leave application process. It is recommended that you contact the relevant site's Medical Workforce team for more information.

Please note that applications for Professional Development Leave must be submitted at least two months prior to the commencement of the leave as stated in Section 18 (6) of the AMA Industrial Agreement 2016.