



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

Basic Physician Training Adult Medicine 2024

Application Guide and Frequently Asked Questions

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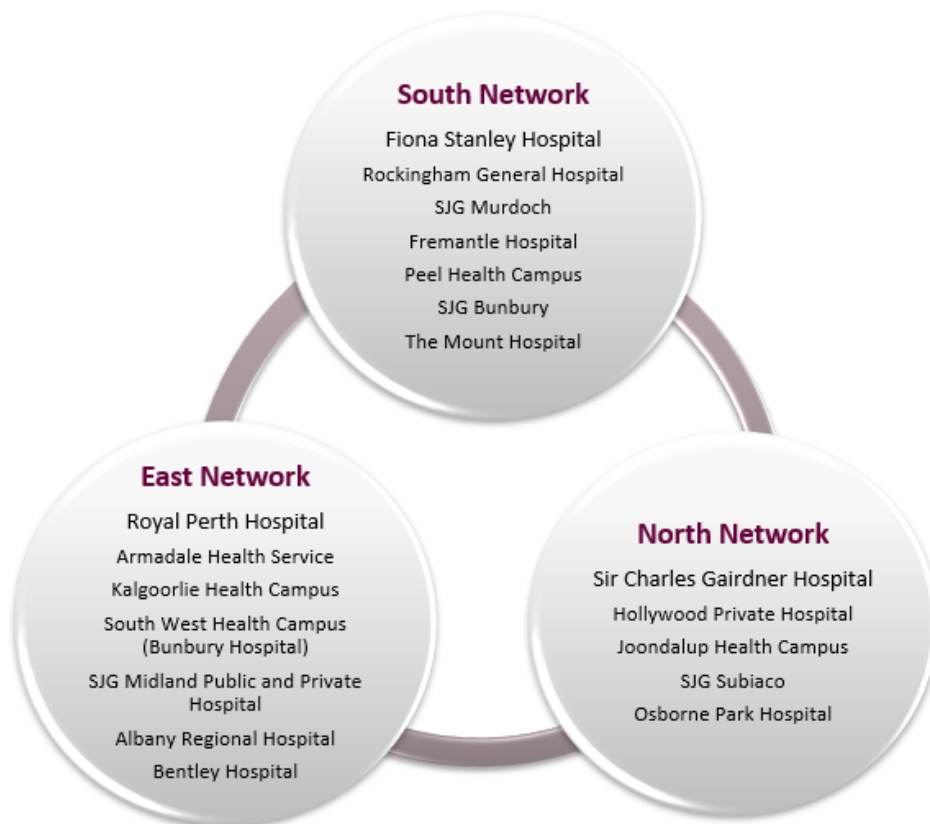
Summary of changes to Basic Physician Training (BPT) in Western Australia (WA)

- Candidates with primary employment at selected sites with the WA Country Health Service (WACHS) are eligible to apply for BPT training.
- The WA BPT Network supports and encourages applications from Aboriginal and Torres Strait Islander applicants. Additional application marks are available for these applicants as part of a commitment to growing this workforce.
- Amendments to desirable selection criteria scoring.
- Abbreviated application process for continuing trainees.
- To be eligible for basic physician training in 2025, you must qualify as postgraduate year 3 (PGY3) or above. Applicants may apply in PGY2 for commencement in PGY3. **Please note this change does not affect candidates applying for the 2024 clinical year.**

Introduction to BPT in WA

Under the leadership of the WA Adult Medicine BPT Network Committee, the 3 BPT Networks are aligned with the three RACP-accredited Level 3 Teaching Hospitals within the Health Service Providers (HSPs):

1. **Fiona Stanley Hospital – South Network**
2. **Royal Perth Hospital – East Network**
3. **Sir Charles Gairdner Hospital – North Network**



From 2024, the WA BPT Network has been expanded to include the following as eligible employment sites:

WACHS Geraldton
WACHS Kalgoorlie

WACHS Bunbury
WACHS Albany

Eligibility

Selection into BPT is a competitive merit-based process. The independent assessment considers the skills, knowledge, and abilities of the applicant relevant to the training program requirements.

To be eligible to apply for BPT, the candidate must first secure employment as a Resident Medical Officer (RMO) or Service Medical Registrar (SMR) with one of the [WA BPT Networks or an eligible WACHS site](#).

Each Network maintains autonomy and operates independently in the delivery of their BPT program.

A minimum of 3 years is required for completion of the BPT program from the initial entry point irrespective of prior non-accredited training. At entry into the program the first year of accredited training will commence at BPT Year 1 regardless of the trainee's postgraduate year (PGY) or year of employment.

Entry into BPT may be from PGY2 or later if selection criteria are met* ([due to change in 2025](#))

Application dates

Process	Date
Applications open	Monday, 4 September 2023
Applications close	4.00pm AWST on Monday, 9 October 2023
Interviews	27 October 2023
Offers	Beginning November 2023

Application & selection process for NEW TRAINEES

If you are currently in the BPT program and are wanting to change networks, you will need to follow this process.

WACHS Applicants

You are required to rank the Networks (with 1 being your first preference) on the WACHS Network Preferences Proforma that is attached to the advertisement. Please ensure you attach this document to your application.

The 3 accredited BPT Networks in WA are Fiona Stanley Hospital, Royal Perth Hospital and Sir Charles Gairdner Hospital

Your Network Preferences will decide which Network Training Selection Panel will assess your application. It will also decide the Network you are linked with in your second and subsequent years (unless you change Networks).

Please be aware the linkage to one of these networks is only for the purpose of Basic Physician Training and does not guarantee employment at this Network in subsequent years. You will be required to apply through the centralised recruitment process for employment at this Network.

Application

Candidates must meet the [RACP BPT criteria](#) to be eligible to apply.

Applications for training are a separate process to applications for employment.

Candidates who *do not* have a 2024 contract or an accepted employment offer at a [WA BPT Network or one of the four WACHS sites](#) are *not* eligible to apply and *will not* be considered for BPT.

Candidates **must** provide the details of their eligible employment in their BPT application. Applications for Basic Physician Training (Adult Internal Medicine) will be advertised on [MedJobsWA](#).

Candidates are expected to read the BPT advertisement which contains information about applying to enter or continue BPT with a WA BPT Network. Applications for BPT can only be submitted through MedJobsWA. Emailed applications will **not** be accepted.

Candidates may only submit **one** BPT application. Candidates holding multiple employment contracts / accepted offers at the time of application (e.g., RMO *and* SMR), may only apply for BPT with **one** of these contracts / accepted offers (not both).

NOTE

If a candidate's employment offer/contract as detailed on the BPT application is withdrawn or declined the application linked to the employment becomes ineligible.

If applications are still open, the BPT application must be updated with eligible employment details and be resubmitted to meet eligibility requirements.

If a BPT application becomes ineligible due to withdrawal or decline of the associated employment offer or contract, after applications have closed, the application will be ineligible, and the candidate will not be considered for a place in the BPT program.

Required Documentation

The following documents are **required** to support an application for selection into the BPT program. The list order reflects the application form.

1. Cover Letter – This provides candidates with the opportunity to explain why they are passionate about joining the BPT program. Note – the cover letter will not be scored. (Limit – one A4 page)
2. Curriculum Vitae – This is where candidates provide information relevant to assessment for appointment to training. The CV should include details of professional experience, education and training, professional development, research, publications, and other information. It can be tailored for the BPT application or the same as an employment CV.
3. BPT (Adult) Selection Criteria response – This is a written response to the BPT selection criteria, which are different from the selection criteria for an employment application. For information about addressing selection criteria see the [Registrar Application Guide](#). (Limit – five hundred (500) words per criterion.)
4. Evidence of professional development / education and training attendance – This is a summary of professional development / education activities and commitment to professional learning with supporting evidence, which should demonstrate attendance at activities. This may be a formal statement of attendance at teaching activities, letter, or other supporting document from a Medical Education Unit.
5. End of Term Assessments – Candidates are required to attach two End of Term Assessments to their application. These can be hospital End of Term Assessment forms or College / RACP Term Assessment forms. It is recommended that the assessments be from the most recently assessed clinical role.
6. Research Evidence – Provide a summary and supporting evidence of medical research or active involvement in medical research activities, quality improvement projects, the audit cycle and/or publications. Audit evidence should demonstrate completion of the audit cycle, quality improvement and any change to clinical practice. Candidates without medical research evidence should attach a written response outlining relevant medical research skills, plans or experience such as involvement in projects or the audit cycle.
7. Other documents to support application for training (*optional*).
8. WACHS Network Preferences proforma for network preferences (WACHS applicants only)

Selection and Assessment

The BPT Network Director of Physician Education (DPE) and Training Selection Panel will assess applications to identify those who will be shortlisted, interviewed and selected into the training program. All applications received will be assessed according to the relevant BPT Year (1-3).

Selection into the BPT program is a merit-based process with selection based on:

1. competencies, skills and experience demonstrated in the written application
2. interview (if applicable).

A letter of offer for entry into the BPT program will be issued if a candidate is successful in the selection to training process and has an eligible offer/contract of employment as an RMO or SMR.

Application Scoring for New Trainees

Applications are reviewed prior to assessment to confirm that the [RACP BPT criteria](#) are met.

The application is then assessed against the selection criteria by the Training Selection Panel. This includes the documents submitted and the MedJobsWA application form.

Note: A total of 50 marks are available for the written application. The total number of marks is balanced across the selection criteria and evidence (application documents). This is in recognition of the different forms of evidence and competencies required for successful completion of the BPT program.

Evidence	Selection Criteria Assessed	Result / Marks (total 50)
<ul style="list-style-type: none"> Selection Criteria Other application evidence* 	Essential criteria 1 - 5	Available marks: 7.5
<ul style="list-style-type: none"> Curriculum Vitae (CV) 	Essential criteria 1 - 5	Available marks: 12.5
<ul style="list-style-type: none"> End of Term Assessment 1 End of Term Assessment 2 	Essential criteria 1 - 5	Available marks: 5 each, total of 10
<ul style="list-style-type: none"> Evidence of professional development / education and training attendance Other application evidence* 	Essential criteria 5	Available marks: 10
<ul style="list-style-type: none"> Research Evidence (summary and supporting) Other application evidence* 	Desirable criteria 1	Available marks: 5
<ul style="list-style-type: none"> Demonstrated experience in rural and remote medicine** 	Desirable criteria 2	Available marks: 5

*Other application evidence refers to all other supporting documents both listed and not listed in the matrix as well as application form (MedJobsWA) information.

**Experience in Rural and Remote Medicine

Up to a total of 5 marks will be available for candidates in this section. Except when it is sequential, the below are either/or statements.

- Completion of 2 rural/remote clinical terms – 2 marks
- Completion of 3 or more rural/remote clinical terms – 3 marks
- Successful completion of 8 months of the [RAPTOR program](#) at the time of interview – 3 marks

The scoring matrices used in the written and interview assessments apply a model that divides available marks into five bands. The score awarded within the applicable band is determined by the Training Selection Panel with reference to the level of competency and experience demonstrated.

Band	Selection Criteria	End of Term Assessment	PD/Education & Training	CV
Exceptional	6–7.5	5	8-10	10-12.5
Above Expected Standard	4-5.5	4	6-8	7.5-10
At Expected Standard	2.5-3.5	3	4-6	5-7.5
Below Expected Standard	1-2	2	2-4	2.5-5
Unsatisfactory	0-0.5	1	0-2	0-2.5

Additional application marks

The WA BPT Networks are committed to supporting Aboriginal and Torres Strait Islander medical practitioners.

For 2024 selection to training, the following additional marks are available as follows:

- Candidates who identify as Aboriginal and Torres Strait Islander – 7 marks.

Interviews

Interviews will be held on the 27 October 2023.

The interview process uses a multiple mini-interviews (MMI) format. Each candidate will progress through five interview stations. A maximum of three doctors may be interviewed for each basic trainee position available.

Standardised interview questions are developed by the Training Selection Panel.

Interview questions incorporate professional attributes, competencies, and medical knowledge. Candidates who are found to have disclosed interview questions to other interviewees may be subject to disciplinary action.

A total number of 50 marks are available for the interview process.

Evidence	Selection Criteria Assessed	Result / Marks
<ul style="list-style-type: none">• Response to Interview component – MMI station	Essential criteria 1 – 5 Desirable criteria 1 - 2	Available marks: 10 per station There are 5 MMI stations. Each station is worth 10 marks.

Application tips & tricks

- Don't leave applying to the last minute! Give yourself time to put together a well written and complete application.
- Read the advert **carefully** and the attached documentation. Don't risk missing key information contained in the advert.
- Check your application for readability. If it is hard to read, consider rewording sentences and adjusting punctuation and formatting.
- Keep selection criteria responses succinct and appropriate. Do not assume that the panel has prior knowledge of your skills and experience.
- Use your professional judgement on how much detail to provide and how it demonstrates your skills and competencies. Remember that *showing* your skill is more powerful than stating that you have the skill.
- Consider the application as a whole, as well as reviewing each document separately.
- Check that the employment details provided in your application are correct.
- Write your cover letter in advance and review it before attaching it to your application. A cover letter should not be more than one (1) A4 page.
- Outline your commitment to an aspect of medicine / physician training and what projects and/or initiatives you have been involved in. Your cover letter is the ideal place to demonstrate why you should be selected.
- Customise your Curriculum Vitae (CV) - List any research, audits, publications, or presentations you have undertaken.

- Organise your application documents in advance e.g., a letter or supporting documents from a Medical Education Unit outlining attendance at teaching activities. Aim to have everything ready at least one (1) week before applications close.
- Choose End of Term Assessments from your most recently assessed clinical role.
- Have at least one RACP Fellow as a referee. Contact referees for permission before submitting your application and CV. Make sure you have the correct contact email address.
- **Resubmitting your application** - If you make changes to the application before the closing date and time, the application must be resubmitted with the changes. Changes made after the initial submission do not automatically update the original submission.

Word and page limits

There are word and page limits for some application documents. A selection criteria response should be succinct and appropriate. Candidates should use their judgement and not write up to, or excessively exceed, the limits. Candidates should assess and reflect on the information they provide and whether it demonstrates their high level of professionalism and judgement.

Limits:

- five hundred (500) word limit per criterion for selection criteria responses
- one (1) A4 page for a cover letter.

Research evidence

It is acknowledged that some candidates may not have formally participated in research, completed an audit, or published research. Candidates without research, audit, quality improvement or publication evidence should attach a written response which outlines research skills that you may have acquired, experience gained in informal or unpublished research, involvement in projects or the audit cycle and any future research plans.

Application & selection process for CONTINUING TRAINEES within the same Network

Application

Candidates must meet the [RACP BPT criteria](#) to be eligible to apply.

Applications for training are a separate process to applications for employment.

Applications to continue in Basic Physician Training (Adult Internal Medicine) will be advertised **internally** on [MedJobsWA](#).

You will need to login to your MedJobs account to see the advertisement.

In accordance with the RACP Selection into Training policy, continuation in BPT and progression to year 2 / 3 of BPT will be supported where a current trainee:

- a) is eligible to apply for BPT
- b) applies to continue BPT in their current BPT Network
- c) is employed by the same Level 3 Teaching Hospital as the previous year of training
- d) is progressing satisfactorily through the program based on term assessments and performance review by the DPE.

Candidates who *do not* have a 2024 contract or an accepted employment offer at a [WA BPT Network or one of the four WACHS sites](#) are *not* eligible to apply and *will not* be considered for BPT. Candidates **must** provide the details of their eligible employment in their BPT application.

Candidates are expected to read the BPT advertisement which contains information on applying to continue BPT within the same WA BPT Network. Applications for BPT can only be submitted through MedJobsWA. Emailed applications will **not** be accepted.

Candidates may only submit **one** BPT application. Candidates holding multiple employment contracts / accepted offers at the time of application (e.g., RMO *and* SMR), may only apply for BPT with **one** of these contracts / accepted offers (not both).

Required Documentation

Do I need to apply for BPT if I am a continuing trainee?

Yes.

For the 2024 Selection to Training process, a continuing trainee will need only to submit the following documentation in their application:

1. Professional development plan
2. Statement of achievements and career plan
3. Record of attendance at educational activities
4. 2x most recent End of Term assessment reports

Interviews

Current trainees who are applying to continue training in 2024 with their current BPT Network will not be required to undergo a formal interview to progress to BPT 2 or 3 if the BPT Network DPE has assessed their training progress as satisfactory.

A continuing trainee will be interviewed if:

- The trainee is not progressing satisfactorily through training.
(NB: If you are not progressing satisfactorily, you will be advised of this by your DPE)
- The trainee has been practicing interstate or internationally for the preceding 12-month period.
- The trainee is returning from an interruption of training that was not supported or registered by the BPT Network DPE.
- The trainee is returning from an interruption of training for 12-months or more. It is expected that this will be discussed with your DPE.
- The trainee wishes to continue their training at a different WA BPT Network.

Application & selection process for CONTINUING TRAINEES - changing Network

A continuing trainee who wishes to change Networks must submit a full application and re-interview with their preferred Network.

To do this, please follow the [New Trainee process](#).

Rural/WACHS rotations

Trainees are strongly encouraged to undertake at least one 3-month rural term as part of the three (3) year BPT program. Rural rotations can provide unique opportunities to develop self-confidence as well as independent practice and leadership skills.

Information about the rural rotation/s you are interested in can be incorporated into your cover letter. Both Royal Perth Hospital (East Metropolitan Health Service) and Fiona Stanley Hospital (South Metropolitan Health Service) BPT Networks have rural BPT terms.

Trainees may request to be exempted from allocation to a rural term due to exceptional personal circumstances. Trainees should first discuss concerns with the Network DPE prior to requesting an exemption.

Deferring BPT

Should an applicant receive an offer for BPT but need to decline due to a change in their circumstances, it is possible for the candidate to instead defer their offer for up to 12 months after discussion with their BPT Network DPE. A notice of deferment should be submitted in writing to the DPE. The candidate must discuss their reasons for deferral and their return date with their DPE.

Parental Leave

Any interruption of training should be discussed with the BPT Network DPE prior to commencement in order that trainee intentions and needs are reviewed. Trainees are required to clearly and pro-actively communicate with their DPE about their intentions and expectations. Trainees with concerns or questions are strongly encouraged to contact the BPT Network DPE. Arrangements associated with taking a long period of leave for personal reasons, to conduct research or to work interstate or overseas, may require tailored support.

Please refer to the [RACP Flexible Training Policy](#) on the College website for information regarding the time limit to complete a training program, leave entitlements (including parental leave), part-time training, and interrupted training.

Dual vocational training

Requests for dual training are assessed on a case-by-case basis considering the prospective trainee's intentions and training needs and the BPT Network's capacity to provide support. Candidates considering dual vocational training incorporating BPT are asked to contact the BPT Network DPE prior to application.

Interruptions of Training

Any interruption of training should be discussed with the BPT Network DPE prior to commencement in order that trainee intentions and needs are reviewed. Trainees are required to clearly and pro-actively communicate with their DPE about their intentions and expectations. Please refer to the [RACP Flexible Training Policy](#) on the College website to access information regarding the time limit to complete a training program, leave entitlements (including parental leave), part-time training, and interrupted training.

Both current continuing trainees and trainees returning from an interruption of training are required to apply to continue BPT. A trainee returning from an interruption of training may be required to be interviewed to continue BPT.

A trainee returning from an interruption of training will not be interviewed if:

- The interruption was supported and registered by the BPT Network DPE and was less than 12 months.

- The DPE has registered the intention to recommence BPT.
- The trainee will be employed in an RMO or Service SMR position and is returning to the same BPT Network.

A trainee returning from an interruption of training will be interviewed if:

- The trainee has been practicing interstate or internationally for the preceding 12-month period.
- The interruption of training was not supported or registered by the BPT Network DPE.
- The trainee is recommencing BPT at a different BPT Network
- The trainee is returning from an interruption of training for 12 months or more.

Re-admittance to training is not guaranteed after a trainee exits a Network BPT program.

A trainee may have been considered to have exited a Network BPT program if the trainee changed to a different BPT Network or undertook an interruption of training not supported or registered with the Network DPE. Trainees can confirm whether they have exited a Network BPT program by contacting the Network DPE.

Trainees on an interruption of training who are not employed by a Level 3 Teaching Hospital as an RMO or SMR are not eligible to recommence BPT with one of the Level 3 Teaching Hospital BPT Networks.

Frequently Asked Questions

How do I transition my training between WACHS and the BPT Network?

Every trainee must re-apply to BPT each year, however there is an abbreviated application process in place for continuing trainees.

If after completing their WACHS training, the trainee wishes to remain with their linked BPT Network they will be able to follow the [Continuing Trainee process](#). Under this process, the trainee will not need to re-interview.

If after completing their WACHS training, the trainee does not obtain employment with their linked Network they will need to follow the New Trainee process.

Please note, *all* continuing trainees are required to re-apply if they wish to change their Network site: see [Interviews](#).

**Remember, employment is separate to training. See [Eligibility](#).*

I only have a 6-month contract / I am only seeking 6 months BPT. Can I still apply for BPT?

Applications are for a 12-month appointment to a training program. Applicants must have employment for the whole 2024 clinical / training year except where the applicant is seeking only 6 months of BPT or the DPE has agreed to accept the application conditional on continuing employment.

Candidates with contracts shorter than 12 months seeking 12 months of BPT should discuss their training intentions and eligibility with their employer's BPT Network DPE prior to applying. There is no guarantee that a request to apply for 12 months of BPT without a 12 month or longer contract will be granted. Candidates are encouraged to attach the details of the request and discussion with the Network DPE to their application.

Candidates seeking only 6 months of BPT must discuss their training intentions and eligibility with their employer's BPT Network DPE prior to applying. There is no guarantee that a request for 6 months BPT will be granted. Candidates seeking only 6 months of BPT are encouraged to attach the details of the request and discussion with the Network DPE to their application.

Will I still be considered for BPT if I decline my RMO / SMR offer, withdraw, do not sign my contract, or resign / do not start?

The BPT application linked to the employment will become ineligible for BPT and will not be considered for a place in the Network BPT program, if a candidate terminates the employment detailed on their BPT application.

If a BPT application becomes ineligible due to withdrawal or decline of the associated employment offer or contract, after applications have closed, the application will be ineligible, and the candidate will not be considered for a place in the Network BPT program.

If applications are still open, the BPT application must be updated with eligible employment details and be resubmitted before the close of applications to meet eligibility requirements i.e., the application be updated to link it to another eligible contract / accepted employment offer.

What teaching and mentoring will be offered by HSP networks to SMRs who are not in the BPT program?

Major teaching hospitals are known for their diverse case mix and unique teaching and learning environments. Rich educational opportunities are available for all clinical staff including SMRs. Educational and professional support resources and educational activities are provided at BPT accredited hospitals.

Many of the educational activities / workshops delivered within the BPT Networks, some of which are available via teleconferencing to registrars on rotation to a different hospital, are of value for SMRs. Specific BPT workshops will only be available to trainees who have been appointed to a Network BPT program.

RACP also provides education opportunities. Please contact the RACP Education Officer for further information.

How many applicants will be accepted each year?

Each BPT Network is responsible for determining their training capacity (ability to support training numbers) in any given year. This training capacity includes both RMO and SMR positions and will be dependent on operational activity, College requirements and progression of current trainees. As a result, the volume of trainees and capacity to train may fluctuate from year to year.

What support is offered to trainees for written and clinical exams?

Each BPT Network provides structured written and clinical exam preparation. The exam preparation includes mock exams (written and clinical) and is available to Network trainees.

What happens if a trainee does not pass the RACP exams on the first attempt?

The WA BPT Networks and the Network Level 1 Teaching and Secondment Hospitals will provide support, through the medical education teams, for one attempt for each exam.

There is no longer 'open-ended' support for unlimited attempts at the RACP exams.

If a trainee is not successful at passing the exam on the first attempt, the following shall occur:

- Areas of the exam that the trainee did not pass will be reviewed.
- The expectation for the trainee to continue with the BPT program for the following year will be considered.
- Entry into the mock exams / exam preparation will be reviewed depending on available resources.
- Full support and access to employer-based resources will be provided for a further year, which will then be reviewed based on availability of resources.

There will only be limited avenues to continue to support trainees after exam fails due to the competitive nature of selection for positions. Determination of the most appropriate course of action will be undertaken on a case-by-case basis.

The RACP [Trainee in Difficulty Support \(TIDS\) Policy](#) and [Progression Through Training Policy](#) will be considered in decision-making regarding trainee progression through training.

Please refer to the [RACP Basic Training website](#) for [College policies](#) and further information. Trainees who are deemed ineligible to continue a BPT Network training program with employer-based support will revert to a non-BPT RMO or SMR position based on the terms of the employment contract.

How do I access more information on the BPT program or contact the Director of Physician Education (DPE)?

Fiona Stanley Hospital

FSH.BPT@health.wa.gov.au

Royal Perth Hospital

BPT.RPH@health.wa.gov.au

Sir Charles Gairdner Hospital

SCGH.BPT@health.wa.gov.au

WA Country Health Service

WACHS.BPT@health.wa.gov.au

Royal Australasian College of Physicians

Or contact the WA RACP Member Support Officer (Helen Prince) as follows:

Email: racpwa@racp.edu.au

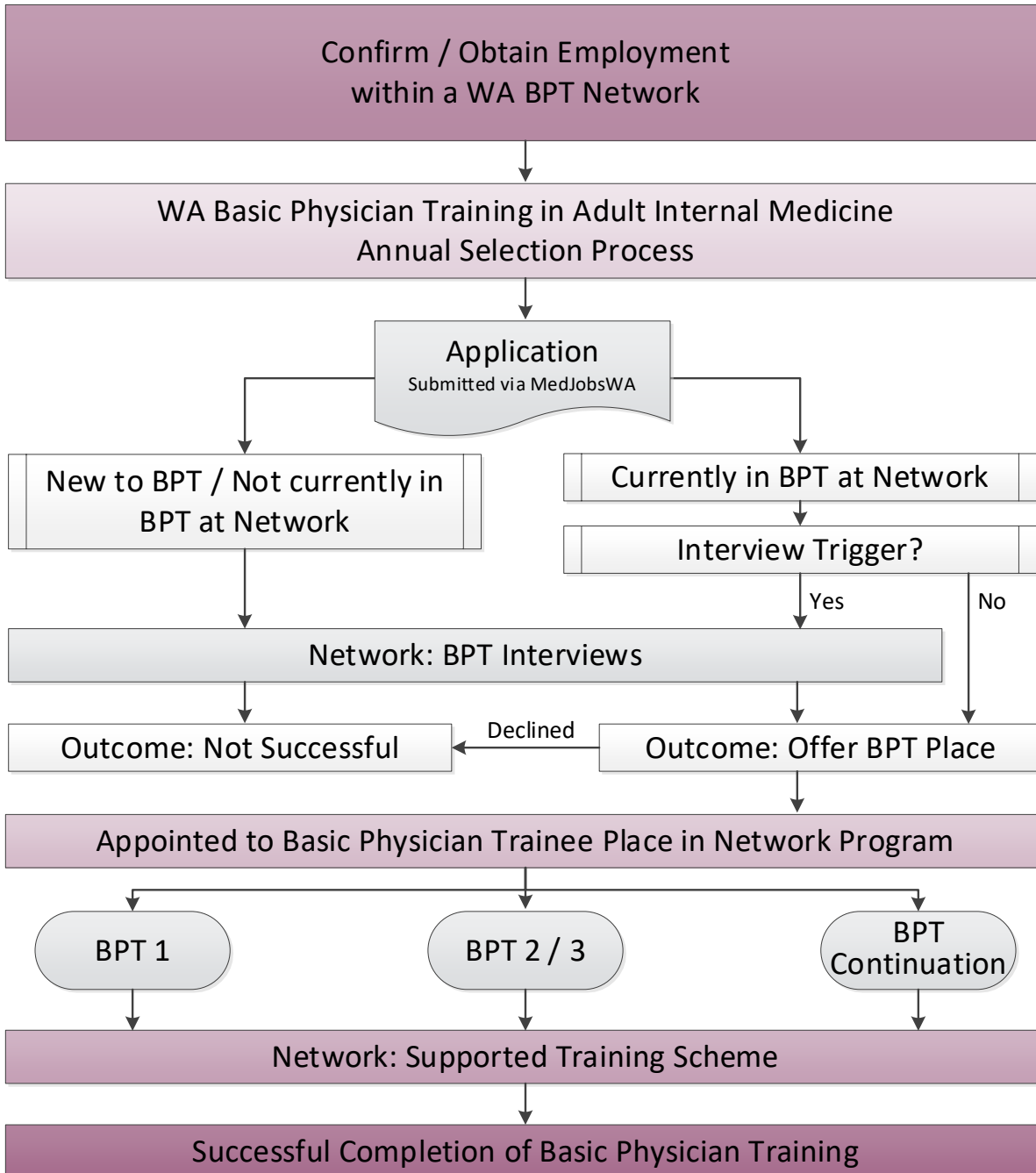
Phone: 08 6382 0823

For general queries, please contact: MedicalRecruitment@health.wa.gov.au

COVID-19

For the most up to date guidance from the RACP on COVID-19 pandemic responses and implications for BPT, please visit the [website](#).

Diagram: Basic Physician Training Application and Progression



This document can be made available in alternative formats on request for a person with a disability.

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