



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

Basic Physician Training – Adult Medicine 2018

Frequently Asked Questions

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These Frequently Asked Questions (FAQ) may be updated periodically without notice. It is the responsibility of the applicant/reader to seek the most updated version of the document.

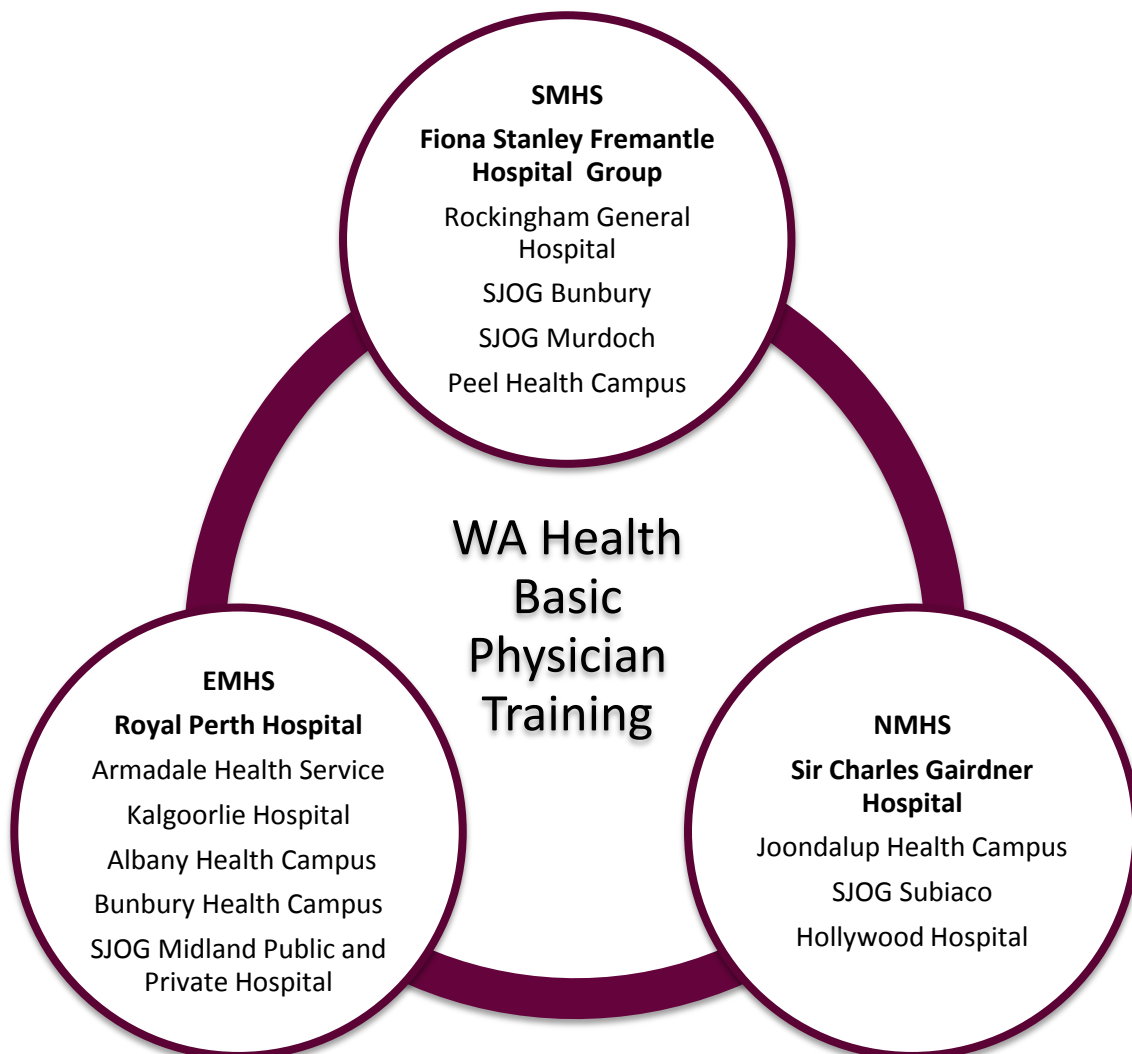
1. How does Adult Internal Medicine Basic Physician Training (BPT) work in the Western Australian public sector?

Under the leadership of the WA (Public) Health (Adult Internal Medicine) BPT Training Scheme Committee three sites are accredited as level 3 Teaching Hospitals with the Royal Australasian College of Physicians to deliver BPT in WA. These sites are the tertiary hospitals sitting within the relevant Health Service Providers (HSPs) previously known as Area Health Services.

1. **Fiona Stanley Hospital (South Metropolitan Health Service)**
2. **Royal Perth Hospital (East Metropolitan Health Service)**
3. **Sir Charles Gairdner Hospital (North Metropolitan Health Service)**

This process only applies to adult internal medicine.

Relationships with relevant Health Service Provider (HSP) sites are outlined in the below diagram:



Entry into BPT may be from postgraduate year (PGY) 2 or later if the criteria for selection are met. Regardless of your post graduate year or year of employment with a WA Health HSP, at entry into the program your first year of accredited training will commence at BPT Year 1.

A minimum of 3 years is required for completion of the BPT program from your initial entry point irrespective of prior non-accredited training.

The following Royal Australasian College of Physicians (RACP) policies have been considered in regard to development of the WA training scheme:

- Progression through Training policy
- Trainee in Difficulty Support policy
- Selection into Training policy (New from 1 January 2017)

2. What is the application & selection process for entry into the Basic Physician Training (BPT) program at WA Health?

Entry into the training program operates via the three HSPs which each form a clinical Network. Each of these three HSPs will maintain autonomy and operate independently in the delivery of their BPT program.

Application

An applicant can submit an application for BPT when they apply for a Resident or Service Medical Registrar position via [MedJobsWA](#). This will act as your BPT application as well as your application for employment.

Ability to nominate for Adult Internal Medicine BPT applies to applications submitted through the annual Centralised Resident Medical Officer (CRMO) and annual Service Medical Registrar recruitments. The advert will contain information about applying to BPT as well as applying for a job.

CRMO applications open in May and Service Medical Registrar applications open in June. The BPT section of the application form is the same for each.

The CRMO requires applicants make ONE application in [MedJobsWA](#) for RMO positions with all participating hospitals and similar vacancies.

The Service Medical Registrar annual recruitment requires applicants to make ONE application in [MedJobsWA](#) for Service Medical Registrar positions with all participating hospitals and similar vacancies.

Applications for training will be assessed after offers commence. Applicants for training must accept an applicable offer of employment before their application is considered eligible. Applicants that do not accept a position before the assessment and interview period deadlines, estimated to be September/October, will not be considered for BPT. This is due to the time required to complete assessment and appointment processes prior to the commencement of employment and BPT training.

NOTE

If you apply for a job as a Service Medical Registrar and nominate BPT but are not successful in obtaining a job as a Service Medical Registrar, you will not be considered for a place in the BPT program; Except if you have submitted a separate job application for an RMO position, have nominated BPT in your RMO application and have accepted an RMO offer by the deadline.

3. Does this application/selection process apply for all of the three HSPs?

Yes. It will therefore affect those placement sites that are linked or networked to each HSP tertiary site. Each HSP will maintain autonomy in determining their capacity to train and managing their appointment and selection process for BPT.

4. What do I need to do to apply for BPT?

During the process of completing your application for employment for a Service Medical Registrar or RMO position via [MedJobsWA](#) you will be asked if you wish to apply for entry into or continuation in a RACP Basic Physician Training (BPT) Adult program. If you choose the “Continuation” or “Entry” option, you will be prompted to complete the BPT section of the application form and upload the following documents for your BPT application.

BPT application documents

The following documents are required to support your application for entry into training:

1. BPT (Adult) Cover Letter - This provides you with the opportunity to explain why you are passionate about joining the BPT program.
2. BPT (Adult) CV – This is the copy of your CV that is part of your BPT application so that the relevant DPE can consider your request for appointment to training. It can be the same as the employment CV.
3. BPT (Adult) Selection Criteria response – This your written response to the BPT selection criteria (different to the position selection criteria in the job description form). For information about addressing selection criteria see the Registrar Application Guide.
4. Evidence of professional development / education and training attendance
5. BPT (Adult) End of Term Assessments 1 – You are required to attach two End of Term Assessments to your BPT application. This is the spot to attach the first.
6. BPT (Adult) End of Term Assessments 2 – This is the spot to attach the second.
7. Research Evidence (Optional).
8. Other documents to support application for training (Optional).

5. 2018 Basic Physician Training Selection Criteria

Essential Criteria

- i. Demonstrated commitment to training as a specialist physician.
- ii. Demonstrated clinical and cultural competence with sound decision-making appropriate to the applicant’s level of experience.
- iii. Demonstrated professionalism, including ethical behaviour. Demonstrated high level communication and interpersonal skills as well as cultural awareness.

Desirable Criteria

- i. Demonstrated commitment to continuing professional development as well as teaching and training support of other staff such as Teaching On The Run program (or similar) or Advanced Life Support (ALS) training.
- ii. Experience in conducting or active involvement in research activities, audits and/or publications.

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

If you do not have a contract with your training site for the next training year then you will need to nominate your desire to continue in BPT with your application for an RMO and/or Service Medical Registrar position.

There is no automatic guarantee that an applicant for employment in an RMO or Service Medical Registrar position will:

1. Receive an offer of employment from their current employer, or
2. Be assessed as progressing satisfactorily through training by your DPE.

Current BPTs that are changing site OR are not progressing satisfactorily through training will be required to re-apply to continue in BPT.

If you are not progressing satisfactorily, you will be advised by your DPE of this.

Current BPTs that are applying for a position of employment for the following year with their current (same) place of employment (where they are currently undertaking BPT training), will not be required to undergo formal reassessment by the BPT panel to progress to BPT 2 or 3 **if** the DPE has assessed their training progress as satisfactory at the annual interview.

If a current BPT does apply for, and accept a new employment contract from their current employer and does not require re-assessment for BPT, as described above, the application will automatically be swept for management by the site DPE and site BPT panel.

7. I already have an RMO / SMR contract with an Adult Medicine Level 3 Teaching Hospital for the next training year. How do I apply for BPT?

If you are an RMO/SMR with a contract for the next training year and you wish to commence BPT, you will be required to register your interest with the DPE of your employing hospital (FSH, RPH or SCGH) and will be required to submit an application for training through an internal vacancy.

Email invitations to apply to the internal vacancy will be sent to those that have registered their interest with the DPE and provided contact information.

If you are a current BPT with an RMO/SMR contract for the next training year and:

1. Intend to change site of employment

You will be required to submit an application for employment AND nominate to continue in BPT.

2. Are not progressing satisfactorily through training

You will be required to discuss your progress with the DPE of your employing hospital (FSH, RPH or SCGH) and submit an application for training through an internal vacancy.

8. I am applying for entry into BPT and do not have a contract. How do I apply for BPT?

You cannot apply for entry in Adult Internal Medicine BPT in WA without first applying for a position of employment.

Please refer to Question 2 [“What is the application & selection process for entry into the Basic Physician Training \(BPT\) program at WA Health?”](#) for more information.

9. How are BPT applications assessed?

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

1. Skill and abilities demonstrated in the written application and interview (if applicable)
2. Documents supporting the candidate’s application for a position on the BPT program. These include cover letter, statements addressing the *BPT selection criteria*, evidence of attendance at teaching activities and end of term assessments
3. Interview for year one BPT applicants and relevant year 2/3 applicants
4. Year 2/3 continuation will be automatic where:
 - a) The current trainees remain employed by the same HSP as the previous year of training, AND
 - b) the current trainee is progressing satisfactorily through the program based on term assessments and performance review by the Director of Physician Education (DPE)

All applications received will be assessed according to your relevant BPT Year (1-3). The relevant Director of Physician Education (DPE) and nominated representative(s) will assess all of the applications by BPT Year to identify those who will be shortlisted, interviewed and selected into the training program.

A Letter of Offer for entry or continuation into the Network BPT Program will be issued if a candidate has a position of employment as a Resident Medical Officer or Service Medical Registrar with the HSP, and has been deemed successful in the selection process to BPT.

10. What can a prospective applicant do to make their application stand out?

- Your cover letter is the ideal place to demonstrate why you should be selected for entry into a BPT Program. Outline your commitment to an aspect of Medicine/Physician Training and what projects and/or initiatives you have been involved in.

- A cover letter shouldn't be more than 500 words. Write your cover letter in advance and edit it before submitting it with your application.
- Customise your CV - List any research, audits, publications or presentations you have undertaken.
- Get your documents organised in advance e.g. a letter or supporting documents from a PGME outlining attendance in teaching activities or statement of attendance.
- Submit a complete application including the documents listed in [FAQ #4](#).
- Contact your referees for permission before you put them down in your application and CV. *Do* make sure you have the correct contact email address. Don't put the wrong email address or mistype the email address of your referee!
- Have at least one RACP Fellow as a referee.
- Choose end of term assessments that have good written comments.
- Don't leave it to the last minute! Give yourself time to put together a good and complete application.
- Read the advert carefully and the attached documentation. Don't risk missing key information contained in the advert.

11. What happens if I decline an RMO/ Service Medical Registrar offer, do not sign my contract or resign/do not start?

If your job status changes and you do not have a job as a Service Medical Registrar or RMO, your nomination for BPT submitted with the job application cannot be considered.

For example:

If you accept a position but do not sign your contract or resign, you cannot be considered for or keep a place in the BPT program unless you have a separate job for an RMO/SMR position and have been successful in the selection process to BPT with this position.

12. Why have changes been made to the BPT Program?

The factors that resulted in a need to improve how BPT training is delivered in Western Australia included:

- Increased competition for positions on training programs
- Less placements available to appoint to training programs
- Recognition by hospitals of a 'limited capacity to train' and ability to support successful training outcomes for training program participants
- Increased requirements for supervision set by the College.

13. How many applicants will be accepted each year?

Each HSP maintains responsibility for determining their ability to support training numbers in any given year. This number includes both RMO and Service Medical Registrar positions. Depending on operational activity, College requirements and progression of trainees, this number may fluctuate from year to year.

14. Will current WA Health BPTs automatically gain a BPT position for the following year?

There is no automatic guarantee that an applicant will receive an offer of employment from their current employer or will be assessed as progressing satisfactorily at the annual DPE interview.

Current BPTs that are changing site OR are not progressing satisfactorily will be required to re-apply to continue in BPT. Applications will be considered along with other applicants as part of the competitive process for appointment to BPT. This will include participation in an interview prior to the BPT selection process being completed.

Current BPTs that are not changing site, and therefore program place, will not undergo formal reassessment by the BPT panel on the condition that the DPE has assessed their training progress as satisfactory at the annual interview.

If current BPTs are meeting training program requirements demonstrated via end of term reports and performance reviews *and* have a contract with the same HSP *and* did not need to reapply, then they will continue in the BPT program.

15. What teaching and mentoring will be offered by HSP networks to Service Medical Registrars who are unsuccessful in gaining a BPT position?

Major teaching hospitals, are known for their diverse case mix and unique teaching and learning environments. This will provide rich educational opportunities for all clinical staff, including Service Medical Registrars.

Specific resources are targeted to support prevocational doctors, and educational activities such as grand rounds and lectures which are available to all. Many of the educational workshops delivered by the Network sites are of value for Service Medical Registrars, some of which are available via teleconferencing to trainees whilst rostered to a placement health service. Level 1 Teaching Hospitals and Secondment sites also provide specific resources and teaching opportunities for trainees. Specific BPT workshops will only be available to Doctors in Training who have been appointed to the BPT program by a Network.

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

16. What is the broad outline of the education program planned for BPT?

Each Network already has comprehensive educational programs tailored to BPTs in operation. This current framework will retain its core components and will continue to provide well established training structure.

17. Can you outline the changes to the exam (written and practical structure)?

Intending trainees should review the college training site as employers have no jurisdiction over the College assessment requirements.

LINK: <https://www.racp.edu.au/trainees/basic-training>

18. What support will be offered to Trainees for the written and clinical exams in the new system?

Each Network already has a training structure for written and clinical exam preparation and this will continue to be offered. Any future changes to be introduced to the BPT Networks will facilitate further resources accessible to candidates preparing for exams.

19. If you do not pass the RACP exams on your first attempt, what are the options?

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

The WA Networks and their linked Level 1 and secondment sites will provide full support by their medical education teams for one attempt for each of the exams. If you are not successful at passing the exam on your first attempt, the following shall occur:

- Areas of the exam that you did not pass will be reviewed
- Determination on the most appropriate course of action will be undertaken on an individual basis
- The expectation for you to continue with the BPT Program for the following year will be considered, and
- Entry into the mock exams/exam preparation will be reviewed depending on available resources
- There will only be limited avenues to continue to support trainees after exam fails due to the competitive nature of selection for positions. 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.

The RACP Trainee in Difficulty Support (TIDS) policy introduced on 1 January 2016 and Progression through Training Policy will be considered in decision making regarding trainee progression through training.

Trainees who are deemed ineligible to continue on a training program with employer based support will revert to a Service Medical Registrar / RMO position based on the terms of their employment contract.

Please refer to the RACP Basic Training webpage for further information regarding College policy.

20. Can I apply for an interruption of training?

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 via the below link.

LINK: <https://www.racp.edu.au/trainees/education-policies-and-governance/education-policy>

21. When are the RACP exam dates?

For more information about the RACP exams, including dates set nationally, please visit the below website.

LINK: [RACP Exams](#)

22. How do I access more information on the BPT Program

Fiona Stanley Hospital

FSH.BPT@health.wa.gov.au

Royal Perth Hospital

Judith.Ritchie@health.wa.gov.au

Sir Charles Gairdner Hospital

SCGH.BPT@health.wa.gov.au

Royal Australasian College of Physicians

LINK: [RACP: Become a Physician](#)

Or contact the WA RACP Member Support Office as follows:

Email: Helen.Prince@racp.edu.au

Phone: 08 6382 0823

Mobile: 0407 451 576

For general queries and advice you can contact the Integrated Registrar Reform team on:

RegistrarRecruitment@health.wa.gov.au

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