



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

Basic Physician Training – Adult Medicine 2020

Frequently Asked Questions

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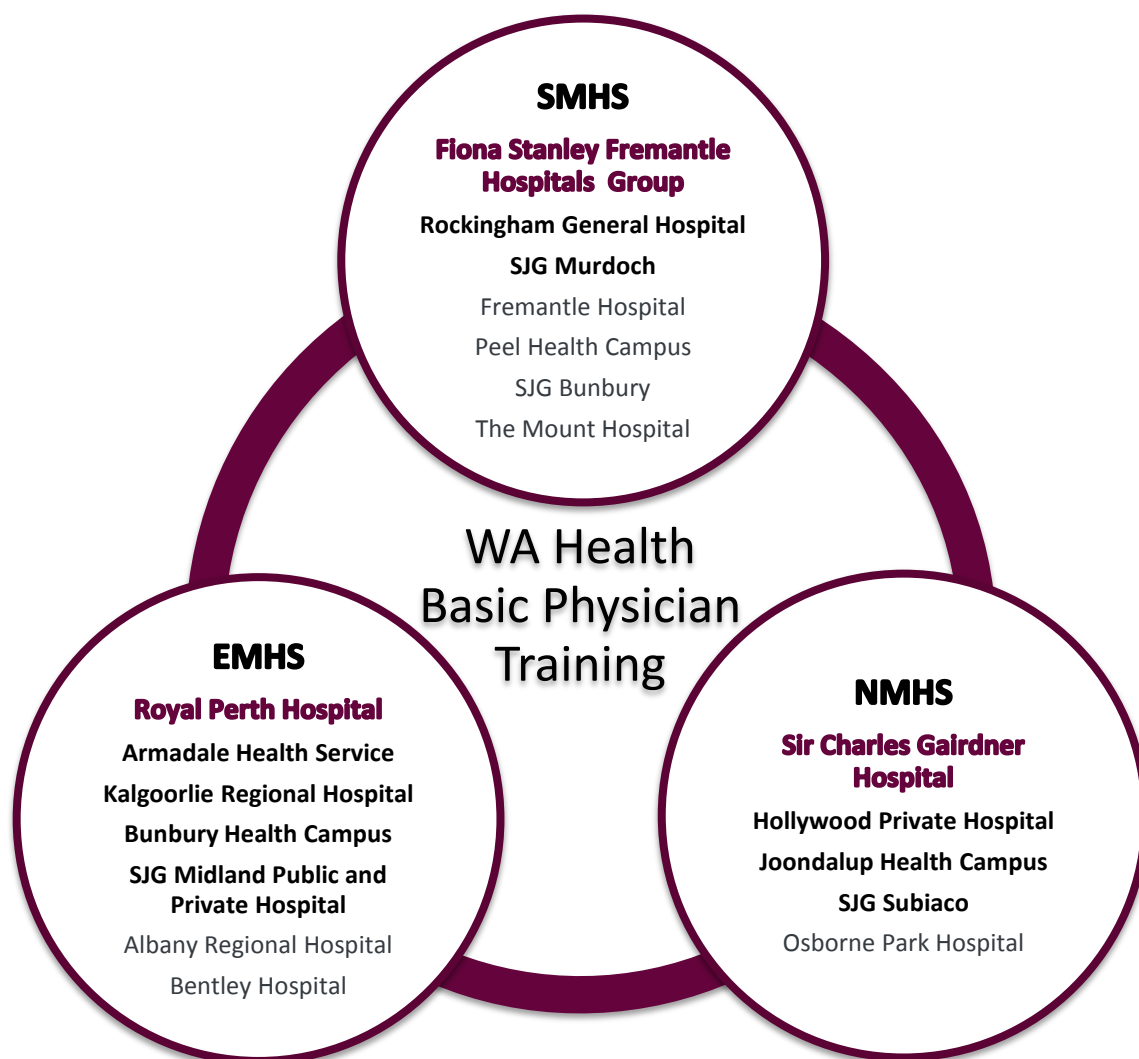
These Frequently Asked Questions (FAQ) may be updated periodically without notice. It is the responsibility of the applicant/reader to seek the most updated version of the document.

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

Under the leadership of the Western Australian Adult Medicine Basic Physician Training Network Committee three sites are accredited as Level 3 Teaching Hospitals with the Royal Australasian College of Physicians (RACP) to deliver BPT in WA. These tertiary hospitals sit within the Health Service Providers (HSPs) and each lead their HSP's BPT Network.

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)**

Relationships with relevant HSP sites are outlined in the below diagram:



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.

The following RACP policies have been considered in the development of the BPT Networks: Progression through Training, Trainee in Difficulty Support and Selection into Training.

2. What is the application & selection process for entry / continuation in the Basic Physician Training (BPT) program with a WA BPT Network?

Selection into the training program operates via the three HSP BPT Networks. Each Network maintains autonomy and operates independently in the delivery of their BPT program.

Successful application is dependent on a competitive selection process against candidate peers and is merit-based. The independent assessment takes into account skills, knowledge and abilities relevant to the training program requirements.

Application

This process only applies to Basic Physician Training (Adult Internal Medicine).

Candidates must first secure employment to be eligible to apply for BPT.

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

Applications for Basic Physician Training (Adult Internal Medicine) will be advertised on and submitted via [MedJobsWA](#). Candidates are expected to read the BPT advertisement. It will contain information about applying to enter or continue BPT with a WA BPT Network.

Applications open on Monday, 2 September 2019.

Applications will close on Monday, 30 September 2019 at 4.00pm WST sharp.

Applications for training will be separate to applications for employment i.e. applications for BPT are no longer be included in the Resident Medical Officer or Service Medical Registrar application processes. Emailed applications will **not** be accepted.

Candidates **must** have a Resident or Service Medical Registrar position in 2020 at Fiona Stanley, Royal Perth or Sir Charles Gairdner Hospital to be eligible to apply for a training place within their employer's BPT Network. Candidates **must** provide the details of the eligible employment in their BPT application or the application will not be considered eligible.

Candidates without a 2020 contract or accepted employment offer at Fiona Stanley, Royal Perth or Sir Charles Gairdner Hospital are not eligible to apply and will not be considered for BPT.

Candidates may only submit **one** BPT application. Candidates holding multiple employment contracts / accepted offers at the time of application (e.g. Resident *and* Service Medical Registrar), 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 BPT 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 i.e. the application be updated to link it to another eligible contract / accepted employment offer.

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.

Selection and Assessment

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

Selection into a 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 or continuation into the Network BPT Program will be issued if a candidate is successful in the selection process to BPT and has a position of employment as a Resident Medical Officer or Service Medical Registrar with the Level 3 Teaching Hospital.

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.

Interviews

Short-listed candidates may be required to be interviewed by their employer's BPT Network Selection Panel. The interview process uses a multiple mini interviews format.

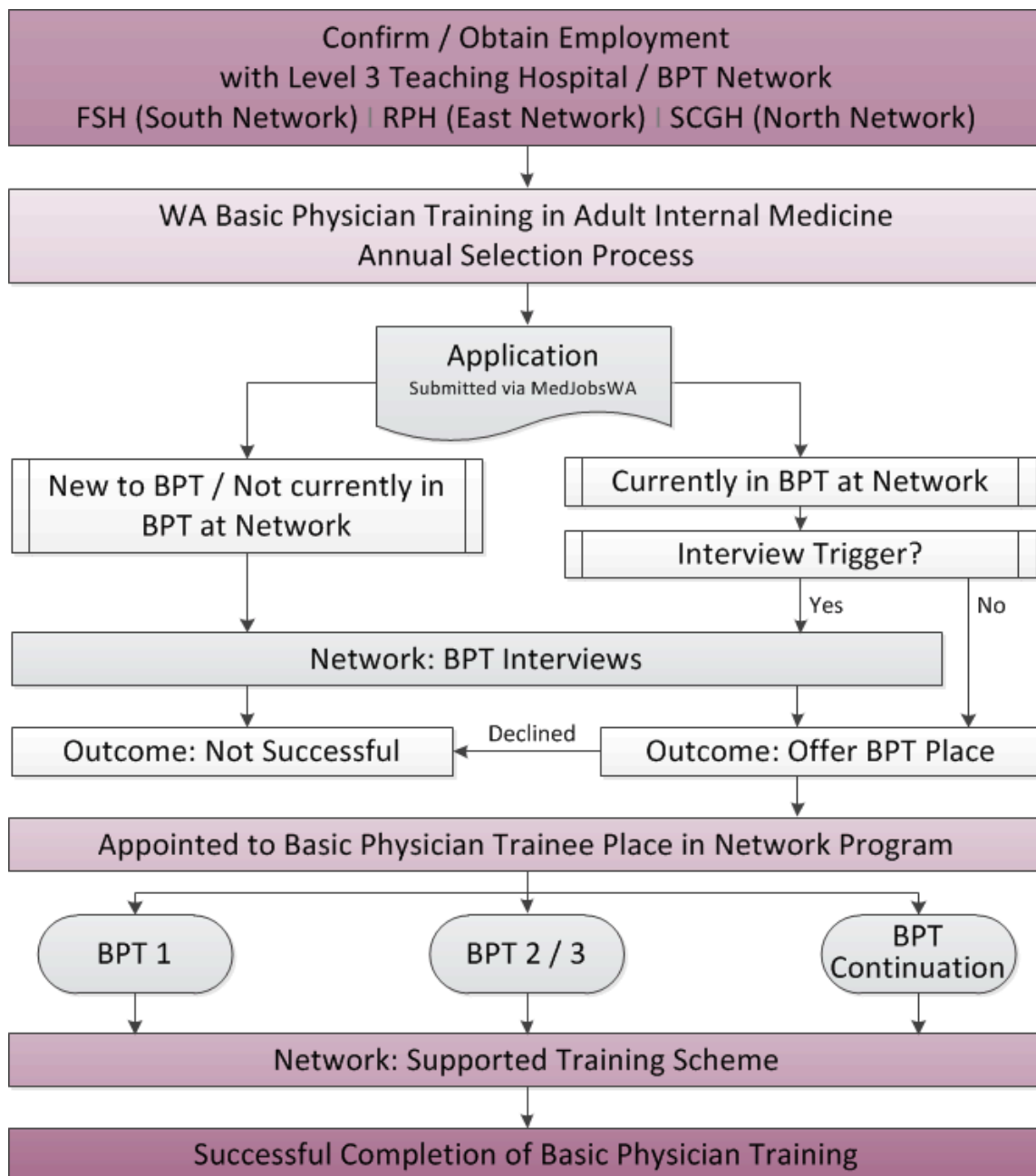
All short-listed candidates applying for entry into BPT will be interviewed by the employer's BPT Network Selection Panel.

Current trainees (short-listed) who are applying to continue training in 2020 with their current (the same) BPT Network (where they are currently undertaking BPT), will not be required to undergo formal interview by the panel to progress to BPT 2 or 3 **if** the BPT Network Director of Physician Education (DPE) has assessed their training progress as satisfactory at the annual interview.

A trainee (short-listed) applying to continue BPT will be interviewed *if*:

- The trainee is changing BPT Network due to employment as a Resident or Service Medical Registrar with a different Level 3 Teaching Hospital.
- 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.

Diagram: Basic Physician Training Application and Progression



3. What are the Application Dates for BPT?

Process	Date
Applications open	Monday, 2 September 2019
Applications close	4.00pm WST on Monday, 30 September 2019
Interviews	Mid October 2019
Offers	Mid-Late October 2019

4. Does this application/selection process apply to all of the three BPT Networks?

Yes. This is the single application process for the three (3) HSP BPT Networks and applies to the Level 3 Teaching, Level 1 Teaching and Secondment Hospital positions within each Network. Each BPT Network maintains autonomy in determining their capacity to train and managing their selection and appointment process.

5. What do I need to apply for BPT?

Applications must be submitted via [MedJobsWA](#). Candidates are required to complete the MedJobsWA application form and upload their BPT application documents.

Applicants should be aware that the selection process is competitive and submitting a poor quality application is disadvantageous.

Applicants should not assume prior panel member knowledge of their abilities and experience.

BPT application documents

The following documents are **required** to support an application for appointment to 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/continuing the BPT program. (Limit – Maximum one A4 page)
2. Curriculum Vitae – This Curriculum Vitae (CV) is where candidates provide factual 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 factual 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 (different to selection criteria for an employment application). For information about addressing selection criteria see the [Registrar Application Guide](#). (Limit – Maximum five hundred (500) words per criterion.)
4. Evidence of professional development / education and training attendance – This is a document that demonstrates attendance of professional education activities and commitment to professional learning. This may be a letter or supporting document from a Medical Education Unit outlining attendance at teaching activities or a formal statement of attendance.
5. End of Term Assessments 1 – Candidates are required to attach two End of Term Assessments to your BPT 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. This is the spot to attach the first.
6. End of Term Assessments 2 – This is the spot to attach the second.
7. Research Evidence – This is evidence of research or active involvement in research activities, audits and/or publications. Candidates without research / audit / publication evidence should attach a written response outlining any relevant research skills, experience or plans.
8. Other documents to support application for training (Optional).

6. 2020 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 cultural awareness and ethical behaviour.
- iv. Demonstrated high level communication and interpersonal skills.
- v. Demonstrated commitment to continuing professional development and teaching.

Desirable Criteria

- i. Experience in conducting or active involvement in research activities, audits and/or publications.
- ii. Experience in rural medical practice and interest in continuing rural practice.

7. What can an applicant do to make their application stand out?

- 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.
- If applying to continue BPT, submit new or updated documents rather than re-submitting an out-of-date application.
- 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 for entry into / continuation in a BPT Program.
- 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.
- Contact referees for permission before submitting your application and CV. **Do** make sure you have the correct contact email address. Do not put the wrong email address or mistype the email address of your referee!
- Have at least one RACP Fellow as a referee.
- **Resubmit** your application if you have made changes to the application before the closing date and time. Changes made after the initial submission do not automatically update the original submission. The application must be resubmitted with the changes.

8. Are there word / page limits? Will I be marked down if I am under or over the limit?

Yes, there are word and page limits for some application documents.

Candidates should use their judgement and not write up to, or excessively exceed, the limits. The selection criteria responses should be succinct and appropriate.

Candidates should assess and reflect on the information they provide and whether it fairly 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 the cover letter.

9. What should I attach to my application if I do not have Research Evidence?

It is acknowledged that some candidates may not have yet participated in research, completed an audit or published research. Candidates without research / audit / publication evidence should attach a written response outlining any relevant research skills, experience or plans.

10. Can I do a rural / WACHS rotation as part of BPT?

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 on hardship grounds. Trainees should first discuss concerns with the Network DPE prior to requesting an exemption.

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

Yes. If you are a continuing trainee, you are required to submit an application to continue training.

Current trainees who are applying to continue training in 2020 with their current (the same) BPT Network (where they are currently undertaking BPT training), will not be required to undergo formal interview by the BPT panel to progress to BPT 2 or 3 **if** the BPT Network DPE has assessed their training progress as satisfactory at the annual interview.

A trainee applying to continue BPT will be interviewed *if*:

- The trainee is changing BPT Network due to employment as a Resident or Service Medical Registrar with a different Level 3 Teaching Hospital.
- 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.

Please refer to [“Question 2: What is the application & selection process for entry / continuation in the Basic Physician Training \(BPT\) program with a WA BPT Network?”](#) for more information.

12. What do I need to do if I will be taking or am returning from Extended or Parental Leave (12 months or more)?

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 [“Question 14: What do I need to do if I am returning from or starting an interruption of training?”](#) for more information on returning from a period of extended leave.

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.

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

13. Can I undertake dual vocational training with BPT?

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.

14. What do I need to do if I am returning from or starting an interruption 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.

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

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 long.
- The DPE has registered the intention to recommence BPT.
- The trainee will be employed in a Resident or Service Medical Registrar position at the same Level 3 Teaching Hospital 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 as they are employed by a different Level 3 Teaching Hospital.
- 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 a Resident or Service Medical Registrar are not eligible to recommence BPT with one of the Level 3 Teaching Hospital BPT Networks.

15. I am on a '3 year Intern and Resident' contract / have a Resident / Service Medical Registrar contract with an Adult Internal Medicine Level 3 Teaching Hospital for the next training year. Can I apply for BPT?

Yes. Candidates are eligible to apply for BPT *if*:

- The candidate will be employed as a Resident or Service Medical Registrar by a Level 3 Teaching Hospital (Fiona Stanley, Royal Perth or Sir Charles Gairdner Hospital) for the next training year.
- The candidate meets the [RACP BPT eligibility criteria](#).
- The candidate has not already completed BPT.

Applicants should review the content of these Frequently Asked Questions for more information about the application process.

Eligible candidates can apply to enter or continue BPT using the method outlined in [“Question 2: What is the application & selection process for entry / continuation in the Basic Physician Training \(BPT\) program with a WA BPT Network?”](#)

There is only one application method for 2020 BPT with one of the three Level 3 Teaching Hospital BPT Networks.

16. What if I have accepted Resident AND Service Medical Registrar positions, can I apply for BPT with each employer / position?

No. Candidates with multiple contracts may only apply for BPT in one position with one employer. Please choose which position will be associated with your BPT application and provide the information in the application form.

Multiple BPT applications will not be accepted. Where multiple applications are uploaded, the last application to be uploaded will be the only application accepted and considered for BPT.

17. 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 2020 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 for 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.

18. Will I still be considered for BPT if I decline the Resident / Service Medical Registrar 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.

19. I want to apply for BPT but do not have an offer or contract. How do I apply for BPT?

Candidates are not eligible to apply for BPT with one of the three BPT Networks without first securing employment as a Resident or Service Medical Registrar with a Level 3 Teaching Hospital (Fiona Stanley, Royal Perth or Sir Charles Gairdner Hospital) for the next training year.

Please refer to [“Question 2: What is the application & selection process for entry / continuation in the Basic Physician Training \(BPT\) program with a WA BPT Network?”](#) for more information.

20. What education program is planned for BPT?

Each BPT Network has a comprehensive educational program tailored to trainees. This framework retains its core components and will continue to provide the well-established training structure. Please contact the relevant officer listed in [“Question 26: How do I access more information on the BPT Program?”](#) for more information.

21. What teaching and mentoring will be offered by HSP networks to Service Medical Registrars 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 Service Medical Registrars.

Educational and professional support resources and educational activities are provided at BPT accredited hospitals.

Many of the educational 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 Service Medical Registrars. Specific BPT workshops will only be available to Doctors in Training who have been appointed to a Network BPT program.

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

22. 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 Resident and Service Medical Registrar 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.

23. What are the RACP exam dates?

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

LINK: <https://www.racp.edu.au/trainees/assessments/exams>

24. 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.

25. 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 on a BPT Network training program with employer based support will revert to a non-BPT Resident or Service Medical Registrar position based on the terms of the employment contract.

26. 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 Officer as follows:

Email: Helen.Prince@racp.edu.au

Phone: 08 6382 0823

Mobile: 0407 451 576

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

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