



Service Surgical Registrar 2020 Frequently Asked Questions

Updated 21 February 2019

1. How do I apply for a Service Surgical Registrar position in the Western Australian public sector?

Service Surgical Registrar Recruitment is advertised annually on MedJobsWA. The advertisement opens early-mid June each year, recruiting for positions commencing in February and August (mid-training year) in the next training year.

Refer to the advertisement for position and contract details.

A single position will be advertised for a number of Surgical Service Registrar positions in WA Health public hospitals across the state. Successful applicants may be required to complete rural or leave relief terms.

Rotations in the following hospitals may be allocated to successful applicants. The following is a list of hospitals that placed Service Surgical Registrars in 2018:

- Fiona Stanley Hospital
- Sir Charles Gairdner Hospital
- Royal Perth Hospital
- Rockingham General Hospital
- Armadale Health Service
- Fremantle Hospital
- Hollywood Hospital
- Kalgoorlie Hospital
- Perth Children's Hospital
- Bentley Health Service
- Broome Hospital
- Geraldton Hospital
- Joondalup Health Campus
- Osborne Park Hospital
- Peel Health Campus
- SJOG Midland Public Hospital
- SJOG Murdoch

The recruitment and selection process is in accordance with [WA Health Recruitment, Selection and Appointment policy and procedure](#). Suitable applicants will be placed into a recruitment pool on the completion of the assessment process. Applicants will be notified by email if they are considered suitable for the pool. Please note that this is not a job offer. Applicants who have been selected into the pool will then be considered for site specific selection.

2. Will this application/selection process apply for all of the five HSPs?

Yes, a single recruitment will be used to fill Surgical Service Registrar positions at participating sites including Fiona Stanley, Perth Children's, Royal Perth and Sir Charles Gairdner Hospitals. WACHS will fill Surgical Service Registrar positions through both the 2019 Service Surgical Registrar recruitment and WACHS' annual recruitment.

3. How do I request / preference a particular site or specialty?

Preferences are managed by specialty not by site.

Service Surgical Registrars may be rotated to placements including:

- Cardiothoracic Surgery
- Ear, Nose and Throat Surgery (Otolaryngology)
- General Surgery including Acute Surgical Units
- Paediatric Surgery
- Plastic and Reconstructive Surgery
- Trauma Surgery
- Urology
- Vascular Surgery.

Service Surgical Registrars may be rotated to rural terms (e.g. Kalgoorlie, Geraldton and Broome) to gain exposure to varied and unique training opportunities. Service Surgical Registrars should be prepared to undertake a rural or leave relief rotation.

Applicants seeking a term in a particular specialty or rotation are asked to provide this information when completing the application form.

During the application process, applicants will be asked to specify the surgical specialty they are interested in in the advertised position.

Two additional questions allow applicants to provide more information:

“Are you seeking exposure to any other surgical subspecialties in the advertised position?” and “Do you have any professional or personal circumstances that require consideration in your rotation allocation?”.

A ‘Yes’ response to either of these questions will open a free text box for applicants to provide the details of their preferences and circumstances.

Applicants are asked to provide this information through the application form.

Please ensure that this section is completed if it applies to you and do not rely on application documents e.g. in a cover letter, or conversations with heads of departments or consultant surgeons for communication of this information.

Some specialties interview candidates that have indicated an interest in the specialty rotation via the application form. Only candidates in the suitable pool will be interviewed. Allocation interviews will only be used for the initial allocations and will not affect employment offers.

4. How is my application assessed?

Written applications will be assessed by a surgical panel against the Job Description Form (JDF).

Evidence that could be considered includes but is not limited to:

- Response to the position selection criteria
- CV and other supporting documentation submitted
- Eligibility to apply
- Referee reports

Applicants should not assume prior knowledge of their skills and competencies by the Assessment Panel and need to submit a competitive application to be considered for employment as the selection process is competitive.

Interviews only apply as per information provided in Question 3. The application instructions in the advertisement provide specific guidance.

5. How do I address the selection criteria?

The selection criteria are listed in the JDF attached to the advertisement. Consider utilising [RACS JDocs](#) as a resource in preparing your application. The [Registrar Application Guide](#) provides useful tips on selection criteria. Other guides on writing selection criteria are available online and at public and WA Health libraries.

6. Why are there 10 essential and 3 desirable selection criteria?

The JDF and selection criteria have been revised to better align with competencies and skills required to function effectively and safely in a Service Surgical Registrar position. These criteria align with the Royal Australasian College of Surgeons (RACS) [JDocs Framework](#) in order to develop defined competencies during postgraduate years.

7. How do I complete the RACS Operating with Respect eLearning module?

The RACS Operating with Respect eLearning module is not available to the general public.

The RACS Operating with Respect eLearning module is one of the [resources](#) that doctors can access following [subscription](#) to [RACS JDocs](#), RACS membership or as part of the process of applying for selection to a RACS training program. More information is available at <http://jdocs.surgeons.org/subscribing-jdocs>.

A [demonstration version](#) of the RACS Operating with Respect eLearning module is available from the [RACS website](#). This demo version is identical to the eLearning module but does not include the assessment questions required to formally complete the module.

Completion of the RACS Operating with Respect eLearning module is a *desirable* not *essential* selection criteria.

Completing any of the desirable selection criteria is not mandatory in order to apply for, or to successfully apply for a Service Surgical Registrar position. Successful application is dependent on a competitive selection process against candidate peers and is merit-based. It is an independent assessment that takes into account the skills, knowledge and abilities relevant to the work related requirements and position outcomes. Applicant answers to the essential and desirable selection criteria are part of this assessment. Health service selection panels operate in accordance with Public Sector Commission standards.

8. Do I need to attach a Logbook to my application?

Candidates are not required to attach logbooks to applications but can do so if they wish.

Service Surgical Registrars are strongly encouraged to keep logbooks.

While no one logbook resource is mandatory, candidates may wish to use the [MALT: Morbidity Audit and Logbook Tool](#) that is included with a [RACS JDocs](#) subscription. More information is available at <http://jdocs.surgeons.org/subscribing-jdocs>.

9. How can a prospective applicant make their application stand out?

- Read the advert *and* the attached documentation carefully. Don't risk missing key information contained in the advert.
- Write a succinct response to the selection criteria contained in the JDF. 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.

- Provide specific responses that demonstrate your rationale to undertake a position as a service surgical registrar.

Government websites such as <https://www2.jobsandskills.wa.gov.au/career-exploration/FindingAJob/ApplyingForWork/Pages/AddressingTheSelectionCriteria.aspx> and <http://www.bom.gov.au/careers/guide2SC.shtml> contain useful tips and instructions on understanding and addressing selection criteria.

- Customise your Curriculum Vitae (CV) to demonstrate your commitment to your chosen career path - List any research, audits, publications or presentations you have undertaken. Remember that the CV is limited to a maximum of four (4) A4 pages.
- Do not attach a signed copy of the JDF to your application. The certification box on the JDF is used for a separate administrative process.
- Have your documents organised in preparation for attachment to your job application e.g. CV, selection criteria, evidence of residency status and visa (if applicable), evidence of eligibility for AHPRA registration e.g. AMC Results and Certificate (if applicable) and any other supporting documents such as a cover letter or end of term assessments.
- You may choose to submit a short cover letter on why you should be selected for a Service Surgical Registrar position. Outline your commitment to an aspect of Surgical Training and what projects and/or initiatives you have been involved in. A cover letter should not be more than 500 words. This is not mandatory and will not disadvantage your application if not included.

If you choose to, ensure that you write your cover letter in advance and edit it before submitting it with your application.

- Do not forget to enter your allocation preferences in the relevant section of the application form if you have also covered it in your cover letter.
- If you plan to complete the RACS Operating with Respect eLearning module, it is recommended that you complete it at least a week before applications close.
- Provide the details of any registration requirements such as Level 2 or 3 Supervision when asked on the application form "Do you have any Conditions, Notations, Endorsements, Reprimands, Undertakings or other stipulations on your registration e.g. impairment, performance, health, Medical Board mandated Supervision Level".

Note that not all rotations are suitable for candidates with specific registration support needs. If this information is not provided with the application, candidates risk being allocated to a rotation that does not meet these requirements.

- Give yourself time to put together a competitive application - Don't leave it to the last minute!

10. I need to do some medical terms to meet my training application prerequisites. Can I do medical terms in a Surgical Service Registrar position?

Surgical Service Registrar employment is used to fill surgical operational needs in hospitals.

In this position you may be able to request a 3 months medical term by completing this request in the relevant free text box in MedJobsWA. However, there is no guarantee that this will be accommodated and opportunities are extremely limited.

Applicants seeking 6-12 months of medical terms should consider applying for either Resident Medical Officer, Service Medical Registrar or specialty specific service registrar recruitments. Resident annual recruitment opens in May and Registrar annual recruitments open in June.

11. Referees: Who, How, When and Follow Up?

Applicants must supply the names, verified email addresses and contact details of two referees. Both referees must be a clinical supervisor or manager, preferably within the last 12 months of employment in a clinical setting. It is recommended that one referee be a RACS Fellow. Remember to contact your referees for permission *before* you list them in your application and CV.

Referees will be asked to comment on an applicant's clinical competencies, professionalism, integrity and ethical behaviour. References may be requested at any stage in the recruitment process.

Applicants must enter the referee's email address. Applicants *must not* enter their own contact details in place of their referees' contact details. Applications submitted with misleading referee contact details may be invalid.

Applicants can check whether referee reports have been requested and received by logging on to [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.
If it says Not Sent next to a referee, a report has not been requested via MedJobsWA.
If it says No, the referee has been contacted and you may wish to follow up with them.
If it says Yes, the referee has submitted a referee report.

12. Is this a RACS Training Position?

No. This is a service registrar position.

13. How many positions are available?

The number of vacant positions will vary annually based on operational requirements. In 2017, approximately 75 positions were filled through the Service Surgical Registrar recruitment. *Applicants should be aware that the selection process is competitive and submitting a poor quality application is disadvantageous.*

14. What are the 2020 Registrar Term Dates?

2 Term year	4 Term year	2019 WA Health Registrar Term Dates		
Term 1	Term 1	3 February 2020	3 May 2020	13 Weeks
	Term 2	4 May 2020	2 August 2020	13 Weeks
Term 2	Term 3	3 August 2020	1 November 2020	13 Weeks
	Term 4	2 November 2020	31 January 2021	13 Weeks

15. 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.

The following historical leave application process is included as an example.
Please note: leave application processes differ and are subject to change.

- One type of Professional Development Leave application requires the application to firstly be directed to your current training supervisor for review and to endorse the application, confirming the application meets the provisions for entitlement to access Professional Development Leave. After review by the relevant training supervisor, the application is directed to Medical Workforce for review.

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.

16. How do I find out more?

Contact the officer provided on the advertisement.

For general information about registrars in WA, email RegistrarRecruitment@health.wa.gov.au.

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.

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

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