



Applicant Guide and FAQ's

Emergency Medicine Centralised Specialist Pool

Purpose

This document is designed to help applicants understand the pool process and to provide information which will assist in submitting a comprehensive application. The purpose of the centralised pool is to streamline the application process, enabling candidates to submit a single application that will be considered based on their preferences among the seven regions of the WA Country Health Services (WACHS) during the validity period of the pool.

Application Assessment

Recruitment processes within WACHS are guided by the WA Public Sector Commission Employment Standard. We are committed to ensuring every recruitment process abides by the following principles:

- Merit principle: The Western Australia public sector makes employment decisions based on merit. Merit usually involves the establishment of a competitive field. In applying the merit principle, a proper assessment must consider:
 - the extent to which the person has the skills, knowledge and abilities relevant to the work-related requirements and outcomes sought by the public sector body.
 - if relevant, the way in which the person carried out any previous employment or occupational duties.
- Equity principle: Employment decisions are to be impartial and free from bias, nepotism, and patronage.
- Transparency principle: Decisions are to be transparent and capable of review.

Regular recruitment rounds will be held to ensure that all new applications are thoroughly evaluated by a selection panel. Suitability for inclusion in the applicant pool will be determined based on an assessment of your online application submitted.

It is crucial that applicants carefully review the entire job advertisement, including the attachments and the job description form, with special attention to the application instructions in the body of advertisement. Assessments will be based on how well individuals demonstrate the work-related criteria outlined in the job description form. For medical roles, this may include your relevant clinical skills, medical knowledge, professional experience, qualifications, ongoing professional development, and registration with governing bodies such as the Australian Health Practitioner Regulation Agency (AHPRA) and vocational training recognised by the relevant accredited specialist medical college.

Suitable Applicants Pool

Once the assessment process is complete, all suitable applicants will be notified via email. It is important to note that being deemed suitable for the pool does not constitute a job offer. Applicants who are found suitable will be forwarded to their first preference site for consideration of any available positions. The site may then contact you to arrange a suitable time for a regional assessment, which may include an initial assessment meeting, a formal panel interview, and/or a workplace-based assessment.

Please be aware that if there is no suitable vacancy at your first regional preference at the time of your application, your application will be considered by your other regional preferences. If you do not secure an appointment, your application will remain in the suitable pool of applicants for future vacancies. The applications within the pool will be reviewed whenever vacancies arise, and you may be contacted anytime during the pool validity period which is specified in the correspondence confirming suitability to the pool.

Notification to Unsuccessful Applicants

Applicants not appointed to the suitable pool will be notified by email upon completion of assessment by the selection panel. Also, the notification email will contain information about who to contact for feedback on your application and/or the selection process if you wish to do so.

Breach Period

If you are not selected to the pool, the Public Sector Management (Breaches of Public Sector Standards) Regulations 2005, allows you to lodge a breach claim if you consider the Employment Standard has been breached and you have been adversely affected by the breach. Your notification letter will state the deadline for lodging a claim. For more information on public sector standards and the process for lodging a breach claim please visit www.publicsector.wa.gov.au.

Offers

Upon satisfactory assessment of the applicants (suitable to pool) by regions panel, the hospitals make offers to the applicants' suitable pool. Position offers can be made at any time during the life of the pool. All offers are made using the email address supplied in the application. The offer contains information about the hospital, employment contract duration, whether the position is full time or part time and a tentative start date. Also, the applicants will receive an email with instructions on how to check the status of their applications online and how to accept or decline an offer.

To view and action your offer letter, use the same login details that were used for applying to the pool:

Instructions for accepting or declining this offer:

1. Log in your account on the [MedCareersWA website](#).
2. Click 'My Profile' and then on the 'Application History' tab.
3. In the Offers section, click on Respond.
4. Click 'Accept' or 'Decline' and then click on 'Submit'.

Note: It is important to make sure your email account filter does not remove emails sent via MedCareersWA to you and/or get placed in spam or junk mail folders. If you have difficulty accepting or declining your offer, please don't hesitate to reach out WACHSDoctors.Senior@health.wa.gov.au for assistance.

Time Limits to Accept or Decline

Unless otherwise stated, you have FOUR (4) business days to accept/decline your offer. If you fail to respond within this time, your offer may be automatically forfeited.

Withdrawing your application

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

1. Log in your account on the [MedCareersWA website](#).
 - Your account should automatically open to the 'Home' tab, then navigate down to the 'Submitted Applications' section.
2. Locate the relevant recruitment process and click "Withdraw".
3. You will then be instructed to select a reason for withdrawn and provide any other relevant details regarding your withdrawal.

Please note: If you have difficulty withdrawing your application, please don't hesitate to reach out WACHSDoctors.Senior@health.wa.gov.au for assistance.

Do NOT withdraw your application if you want the position.

Information for International Candidates

We encourage applications from international specialists and international medical graduates (IMGs) and are committed to supporting a Culturally and Linguistically Diverse (CALD) workforce. We value the unique perspectives and skills that international applicants bring to our healthcare system.

Definitions:

- **SIMG (Specialist International Medical Graduate):** A medical professional who has completed specialist training outside of Australia and seeks recognition to practice as a specialist in Australia.
- **IMG (International Medical Graduate):** A medical professional who obtained their primary medical degree outside of Australia and seeks to practice medicine in Australia, however, has not completed specialty training.

This recruitment pool is specifically for Emergency Medicine Consultants. We can only progress to the appointment stage of the process for candidates obtaining medical registration via the AHPRA Specialist Pathway and have received a determination of 'substantially comparable' from ACEM. The Specialist Assessment process is crucial as it determines whether your training and qualifications are comparable to those of Australian-trained specialists in emergency medicine, ensuring compliance with Australian standards.

1. Application Process based on country where training was completed: Countries Recognised by ACEM: ACEM generally recognises training programs from Canada, Ireland, the UK, the USA, and New Zealand as comparable to the Australian emergency medicine specialist training program. If your training was completed in one of these countries, you do not need an outcome letter to progress with assessing your application. However, before offering an employment contract, WACHS will require you to complete the ACEM Specialist Assessment to confirm your training is comparable.
2. Countries Not Recognised by ACEM: If your specialist training was completed in a country not listed above, you must undertake an ACEM Specialist Assessment and receive a comparable outcome. Applications submitted without an ACEM outcome letter will be placed on hold until a fair assessment can be conducted, considering your college outcome.

Please note: In line with the requirements of the [Medical Board of Australia Registration Standards: Specialist Registration](#) it is a breach of National Law for practitioners to use the protected 'Specialist' title if they do not hold specialist registration with AHPRA. SIMGs completing a supervision period with ACEM as part of the specialist assessment process cannot be appointed to a consultant specialist position with WACHS until the practitioner holds specialist registration and it is reflected on the AHPRA website. WACHS can appoint suitable applicants as a Senior Medical Practitioner, Health Service Medical Practitioner or District Medical Officer while supporting the completion of the supervision period. Individual assessment of a SIMG application will determine the appropriate classification individual practitioners can be appointed to.

There are several pathways for doctors to obtain medical registration in Australia . It is the responsibility of doctors to conduct their own research to ensure they obtain up-to-date information about the pathway best suited to their individual circumstances. WACHS does not accept responsibility for advice provided regarding chosen pathways. If you haven't completed specialist training overseas or don't think the AHPRA Specialist Pathway is right for you, we encourage you to reach out, as we may have other employment opportunities better suited to your situation.

For more information, visit:

- [Medical Board of Australia - International Medical Graduates](#)
- [ACEM - Specialist Assessment for Overseas Qualified Specialists](#)

For more information on medical vacancies, please visit our [WA Country Health Service - Medical vacancies](#).

Visa Requirements for International Candidate:

Before starting work, international employees must have the legal right to work in Australia. WACHS provides visa nominations based on individual circumstances. Here are some key points to consider:

1. Commonly Utilised Visas for Nomination by WACHS

- Temporary Skill Shortage (TSS) Visa (482): Allows you to work in Australia for up to four years if you have an offer from an approved employer and meet specific skill requirements.
- Employer Nomination Scheme (ENS) Visa (186): Provides a pathway to permanent residency if you are nominated by an approved Australian employer.
- Regional Sponsored Migration Scheme (RSMS) Visa (187): Allows skilled workers to live and work in regional areas of Australia and offers a pathway to permanent residency.

2. Visa Requirements:

- You must meet the qualifications and experience requirements for your specific role.
- Your qualifications and work experience may need to be assessed by relevant Australian authorities.
- You may need to provide proof of English language proficiency and undergo health and integrity checks.

3. Application Process:

- Secure a job offer from an approved employer in Australia.
- Apply for the appropriate visa based on your job offer and long-term career plans.
- Ensure all necessary documentation is prepared and submitted with your visa application.

4. Support and Resources:

- We have an internal visa team available to support you with your visa applications and provide guidance throughout the process.
- For detailed information on visa applications and requirements, please visit the Australian Department of Home Affairs website.

Our internal visa team is here to assist you and ensure a smooth transition to working in Australia. If you have further questions or need support, please contact WACHSVisas@health.wa.gov.au for personalised assistance.

Helpful Hints

Scan and save your necessary attachments as soon as possible to allow time to ensure your files are within file size limitations.

- Start your application early to allow time to deal with any issues that may arise.
- If this is your first time applying for a role via MedCareersWA ensure your CV is clear, concise and up to date. The system will scan your CV and prefill the relevant application fields.
- If this is not your first time applying for a role via MedCareersWA ensure you check that the pre-filled fields in the application form are still correct from the last time you applied.
- Have a scan of your current passport or residency certificate and an electronic copy of other documents ready to upload.
- If you are an International Medical Graduate, please ensure you attach a copy of your college outcome paperwork, AMC documentation or any other relevant paperwork relevant to obtaining medical registration in Australia.
- **IMPORTANT:** To exit the application at any stage, save and logout. All information will be saved to this point.

Frequently Asked Questions

What is an open-ended pool and how does it work?

An open-ended pool means that you could be considered for any position in the specialty that arises for as long as the pool is valid. (For example, if the advert states the closing date for applications is 30 June 2026, and the pool is valid until 31 December 2027 – this means that if you submit your application before 30 June 2026, you could be considered for appointment to the pool and subsequently any suitable positions that arise until 31 December 2027.)

What are the “work-related requirement” that is referred to?

"The 'Work-Related Criteria' are the essential qualifications needed to succeed in the role, as outlined in the Job Description Form (JDF). When applying for the centralised specialist pool, you do not need to submit a separate document addressing these criteria. Instead, there are 'Eligible Criteria Questions' integrated into the online application, which pertain to the work-related criteria.

IMPORTANT: Recruitment processes often vary for different roles within WACHS. Be sure to thoroughly review the application instructions for each role before applying.

Can I apply to more than one region?

Yes, you can apply to more than one region. In your application, you will have the opportunity to specify your preferences among the seven regions of the WA Country Health Services (WACHS). Your application will be considered for your first preference initially, and if there are no suitable vacancies at that site, it will be considered by your other regional preferences. This allows you to maximise your chances of securing a position in one of your desired locations.

Are there opportunities for part-time or flexible working arrangements?

Yes, there may be opportunities for part-time or flexible working arrangements in rural health services. The availability of such arrangements can vary depending on the specific role, region, and site requirements. During the regional interview, you can discuss your preferences for part-time or flexible work with the recruitment team. They will provide information on whether these arrangements are possible for the positions you are interested in and help you understand how they might be accommodated.

Will there be an interview?

As explained above, applicants who are found suitable will be forwarded to their first preference site for consideration of any available positions. The site may then contact you to arrange a suitable time for a regional assessment, which may include an initial assessment meeting, a formal panel interview, and/or a workplace-based assessment.

A panel interview may consist of 2 to 3 panel members and are usually conducted over Microsoft Teams. Interviews generally involve questions related to your clinical skills, experience, and how you meet the selection criteria outlined in the job description. Be prepared to discuss your past roles, relevant cases, and how you handle various medical scenarios. Additionally, you might be asked about your motivation for working in rural health services and your adaptability to the specific challenges and opportunities presented by the region.

Asking questions during an interview is an important way to demonstrate your interest in the role and to gather essential information about the position and organisation. Thoughtful questions can show that you have done your research and are genuinely considering how you will fit into the team and contribute to the organisational goals. Enquire about specifics of the job responsibilities, opportunities for professional development, the team's work culture and any challenges the role might present. This not only helps you make an informed decision but also shows the interviewers that you are proactive and engaged.

Do you contact my referees?

We will reach out to the referees you have provided to obtain further insights into your work ethic, skills, and suitability for the position. It is advisable to inform your referees in advance that they may be contacted, ensuring they are prepared to provide timely and detailed feedback regarding your qualifications and performance.

Who do I contact if I wish to follow up on my application?

If you wish to follow up on your application, you can contact the WA Country Health Services (WACHS) recruitment team at WACHSDoctors.Senior@health.wa.gov.au.

They will be able to provide you with updates on the status of your application and answer any questions you may have regarding the recruitment process. Make sure to include your application reference number and any relevant details in your email to help them assist you more efficiently.

How long does it take?

The duration of the application process can vary depending on the number of applicants and the specific requirements of the selection process. Regular recruitment rounds are held to ensure thorough evaluation of new applications. Generally, you can expect to be notified of your application status within a few weeks after the recruitment round closes.

Once you have received your successful notification, it really depends on whether there are any current vacancies in your specialty. Rest assured that the specialty pools are the first go-to when vacancies arise. The time it takes for a vacancy to be offered also depends on factors such as supervision capacity within the region or site, and other considerations. Please don't hesitate to contact the recruitment team for an update at WACHSDoctors.Senior@health.wa.gov.au.

What happens after I receive my successful notification?

After receiving your successful notification, your application will be included in the suitable applicant's pool. The next steps depend on the availability of positions in your preferred region. Your application will be forwarded to your first preference site for consideration. If there are no immediate vacancies at that site, your application will be reviewed by your other regional preferences.

You may be contacted for further assessment, which could include a regional assessment meeting, a formal panel interview, or a workplace-based assessment. If a suitable position becomes available, the site may make you an offer, which you will receive via email. Be sure to regularly check your email and MedCareersWA account for updates and instructions on how to respond to any offers or additional requests for information.

Is there a way to get feedback on my application if I'm unsuccessful?

Yes, if your application is unsuccessful, you can request feedback to help improve future applications. Your notification email will include contact details for obtaining feedback on your application and the selection process. Reach out to the contact provided for detailed insights into why your application was not selected and any areas for improvement. This feedback can be valuable in refining your application for future opportunities.

Can I reapply if my application is unsuccessful?

Yes, you can reapply if your application is unsuccessful. You are encouraged to review any feedback you receive to improve your application for future opportunities. You can submit a new application in subsequent recruitment rounds, ensuring you address any areas for improvement and update your CV and supporting documents as needed. Reapplying allows you to enhance your chances based on your latest qualifications and experience.

How do I tell you if my circumstances change?

If your circumstances change, such as your availability, contact information, or preferences, you can update your details through your MedCareersWA account. Log in to your account, navigate to the relevant section to update your information, and ensure that all changes are saved. If you encounter any issues or need further assistance, you can contact the WACHS recruitment team at WACHSDoctors.Senior@health.wa.gov.au to notify them of your changes and ensure your application reflects your current situation.

How do I stay informed about new vacancies and what sites have vacancies at present?

To stay informed about new vacancies, regularly check the WACHS Medical Vacancies website, [WA Country Health Service - Medical vacancies](#) where all new job postings and updates are listed. Additionally, ensure that your contact information is up-to-date in your MedCareersWA profile so that you receive email notifications about relevant opportunities. If you have any specific queries, you can contact WACHSDoctors.Senior@health.wa.gov.au for more information.

What if I am not ready to move and look for a change in 12 months' time?

If you are not ready to move and are considering a change in 12 months' time, you can still apply to the suitable applicants' pool and indicate your interest in future opportunities. Once in the pool, your application will remain active for the validity period specified in your notification.

I don't know much about the regions; how can I find out more about them?

To learn more about the regions, you can start by visiting the WA Country Health Services (WACHS) medical vacancy website found here [WA Country Health Service - Medical vacancies](#), which provides detailed information about each region, including the local communities, healthcare facilities, and lifestyle aspects on the right-hand pane. Additionally, you find the following video: [Working for WA Country Health Service in rural and remote WA](#) provides a comprehensive overview. The video is chaptered by regions so you can skip to the region of interest by simply running your cursor across the tracking bar at the base of the video.



Also, consider reaching out to the WACHS recruitment team at WACHSDoctors.Senior@health.wa.gov.au for specific questions or insights about the regions. Connecting with current or past employees from those regions through professional networks or social media can also provide valuable first-hand perspectives on living and working in the area which our recruitment team can coordinate for you.

Is there support for relocating to rural areas?

Yes, there may be support available for relocating to rural areas. This can include relocation assistance, such as help with moving expenses and temporary housing. The specific support offered can vary by region and position. It's a

good idea to enquire about relocation support during your regional interview. Additionally, you can contact the WACHS recruitment team at WACHSDoctors.Senior@health.wa.gov.au for detailed information on the relocation support options available for the regions you are interested in.

What career development opportunities are there in rural health services?

Rural health services offer a range of career development opportunities. These may include:

- **Leadership Roles:** Opportunities to take on leadership positions and manage teams, which can be a valuable experience for career advancement.
- **Specialised Training:** Access to specialised training programs and workshops tailored to the needs of rural health care, including skills in remote and emergency care.
- **Professional Development:** Funding for continuing education, conferences, and certifications to keep your skills and knowledge up to date.
- **Mentorship and Support:** Programs that provide mentorship and support from experienced professionals, helping you navigate career growth and development.
- **Community Involvement:** Opportunities to engage in community health initiatives and projects, which can broaden your professional experience and impact.
- **Research and Innovation:** Involvement in research projects or innovative health care solutions specific to rural settings.

For more specific details about career development opportunities in a particular region, this can be discussed during your regional interview. Alternatively, we can arrange a personal one on one discussion with a clinical leader in the region of interest.