



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

Registrar Application Guide Annual Recruitment

For applications to registrar positions for
the next clinical year in Western Australia
through MedCareersWA

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1. Western Australian Registrar Recruitment Program

The recruitment and employment of registrars to WA Health is undertaken by individual WA Health Service Providers (HSPs) as autonomous employing entities. HSP Medical Workforce teams are responsible for the management of registrar recruitment campaigns. The WA Department of Health Medical Workforce Unit provides a level of governance, co-ordination, and support where positions are recruited via integrated or networked mechanisms.

Registrar positions are advertised on [JobsWA](#) and [MedCareersWA](#). WA Health services utilise the online portal MedCareersWA to advertise a range of medical practitioner positions throughout WA.

When applying via MedCareersWA, you can:

- edit and save (as draft) your application up to the submission/closing date
- maintain and update personal contact details
- indicate your preferred health services or hospitals (only for applications that ask applicants to preference participating hospitals)
- receive and accept offers online

If you have any questions or issues at any time during the application process, you can contact the OCMO Medical Workforce team at medicalrecruitment@health.wa.gov.au for assistance.

2. Registrar definitions

A registrar may be employed with or without the Part 1 Examination of an appropriate specialist qualification recognised by the Australian Medical Council. Key responsibilities and duties of a registrar are listed in the job description form (JDF), which can be found on the specific registrar job advertisement.

There are different types of registrar positions, including:

- Service registrar

A medical officer who is employed as a registrar according to the medical title cited on the relevant job description form (JDF).

Note: Entry into vocational training positions is separate from service positions except in the case of Royal Australasian College of Physicians (RACP) Basic Physician Training (BPT).

BPT in Adult Internal Medicine: Service registrars are required to secure eligible employment with an accredited training site prior to applying for BPT. For information refer to the Registrar Training website: https://ww2.health.wa.gov.au/Articles/N_R/Registrar-training.

BPT in Paediatrics and Child Health: Entry into the BPT pathway follows a separate application process. To be eligible for this process, candidates seeking to register with the Royal Australasian College of Physicians (RACP) as a first-year basic paediatric trainee are first required to secure employment for 12 months with Perth Children's Hospital (PCH) as a Resident Medical Officer (RMO) or Registrar, or secure employment for 12 months with Fiona Stanley Hospital (FSH) as a Paediatric or Neonatal Registrar. This must occur prior to the BPT Entry into Training application period – for 2025 applicants, the cut-off date is Sunday August 11 2024.

Prospective trainees, who have accepted eligible employment, will be informed of the BPT selection process by PCH Postgraduate Medical Education (PCH PGME).

More information regarding paediatric BPT can be obtained by visiting the RACP website (www.racp.edu.au), contacting the WA RACP Member Support Office (08 6382 0823), or contacting the PCH PGME office (08 6456 0503, or PCH.PGME@health.wa.gov.au).

- Trainee registrar

A medical practitioner who has been accepted into a recognised vocational training post or program with a specialised medical college for the purpose of undertaking specialist training. The position shall be supervised by a member of the relevant medical college or training provider. These positions may be described as advanced, basic or core training dependent on the terminology utilised by the relevant College for the specified training program.

- Senior registrar

A registered medical practitioner who is either appointed as a senior registrar, or a registrar who has obtained an appropriate specialist qualification acceptable to the Australian Medical Council or equivalent recognised by the Director General of Health.

- Fellow

A medical practitioner who has met all the College's requirements for admission to Fellowship or, after overseas training, has received an exemption from these requirements and been granted Fellowship.

3. Important dates

Disclaimer – Please note, if the position is not part of an annual intake, recruitment timelines will vary depending on service needs and hospital requirements.

3.1 2025 Annual intake registrar application dates

Please note that application timeframes may vary.

Process	Fellows / Senior	Service / Trainee
Applications open Application dates may vary for specific recruitments.	March 2024 onwards (varies)	March 2024 onwards (varies)
Applications close	Application dates may vary, see the advertisement for the close date and time.	
Notification of selection process outcome (Pool recruitments only) You will be notified whether or not you were assessed as suitable for the position and have been selected for the pool.	July 2024	August / September 2024
Breach period¹	The breach period will be stipulated in the notification letter.	
Standard offers / First round pool offers	July / August 2024	August 2024
General offers	August / September	September 2024

¹ Under the Employment Standard a minimum of four working days is required for notifiable employment decisions, where applicable.

Offers for all participating sites and similar vacancies	2024
Close of the suitable pool (if applicable) and end of offers	September / October 2024

3.2 Registrar recruitment estimated timeline – Mid-year / Ad hoc intakes

Timelines vary between registrar recruitments. The time required is impacted by multiple variables such as the number of positions, number of applications received and recruitment methodology. Advertisements may be standard recruitments, limited life pools, open-ended pools, or a single advert for a variety of positions within a single health service or specialty.

Most registrar positions at WA public hospitals are filled through annual intakes. Mid-year intakes and ad hoc recruitments are used to fill vacancies occurring during the training year. Mid-year intakes are advertised approximately 5-7 months after the annual intake and are typically for general / service registrar roles. Ad hoc recruitments are advertised to fill immediate and short-term vacancies when necessary.

Note: MedCareersWA users can sign up for Job Alerts. Find the sign-up mini-form on the [Candidate settings](#) page via the 'My Profile' link, at the top of the Job Search page or on any job listing page. You can then manage your alerts on the 'My Profile' page.

The table outlines an estimated timeline for mid-year intakes and ad hoc recruitments. The estimated timeline may not apply for open-ended pools. Queries about a specific recruitment, including the timeline, can be directed to the contact/s on the advertisement.

Process	Date
Applications close	Est. 2 – 5 weeks after applications open at 4.00pm AWST unless otherwise stated on the advertisement
Notification of selection process outcome (Pool recruitments only) You will be notified whether or not you were successful / assessed as suitable for the position and have been selected for the pool.	Est. 4 – 8 weeks after applications close
Breach period¹	The breach period will be stipulated in the notification letter.
Offers	Est. 4 – 12 weeks after applications close
Close of the suitable pool (if applicable) and end of offers	Est. 3 – 12 months after applications close

4. Term dates

4.1 2025 Registrar term dates

2 Term Year	4 Term Year	2025 WA Health Registrar Term Dates		
		Start date	End date	Duration
Term 1	Term 1	03 February 2025	04 May 2025	13 Weeks
	Term 2	05 May 2025	03 August 2025	13 Weeks
Term 2	Term 3	04 August 2025	02 November 2025	13 Weeks
	Term 4	03 November 2025	01 February 2026	13 Weeks

4.2 2026 Registrar term dates

2 Term Year	4 Term Year	2026 WA Health Registrar Term Dates		
		Start date	End date	Duration
Term 1	Term 1	02 February 2026	03 May 2026	13 Weeks
	Term 2	04 May 2026	02 August 2026	13 Weeks
Term 2	Term 3	03 August 2026	01 November 2026	13 Weeks
	Term 4	02 November 2026	31 January 2027	13 Weeks

5. Eligibility to work as a registrar in WA

To be considered for a registrar position, you must:

- be eligible to work in Australia
- be eligible for registration with the Medical Board of Australia

Please check the job description form (JDF). A position may have specific registration requirements e.g., general registration.

- demonstrate that you have the qualifications, essential skills, and experience required for the position as described in the JDF and selection criteria.

Registration standards define the requirements that you will need to meet to be registered with the Medical Board of Australia. Requirements such as proof of English competency, completion of an internship, and completion of Australian Medical Council examinations will vary depending on individual circumstances.

For more information see the following:

- The Medical Board of Australia: www.medicalboard.gov.au/Registration-Standards.aspx
- The Australian Medical Council: www.amc.org.au

6. Preparing your application

The advertisement and supporting documents will include essential information on how to apply and any information or documentation that should be included with the application. There may be mandatory attachments.

The advertisement or application form may require you to submit documents such as:

- selection criteria response
- curriculum vitae (CV)
- cover letter
- end of term assessments
- evidence of professional development / education and training attendance
- research evidence
- evidence of citizenship/residency, Medical Board of Australia registration or English competency.

For more information see the [How to Apply Guide](#) and [Attachments and supporting documents](#).

The job description form (JDF), 'Application Guide' and other attachments can be found attached within the MedCareersWA advertisement.

The JDF outlines the duties and reporting relationships for the position. The JDF also contains the essential and desirable selection criteria. Supporting documents provide useful information about the position, the recruitment process and advice on what to include in an application. For training positions, the advertisement and supporting documents may contain references to training program entry and continuation requirements and links to additional information.

Applications will be considered along with others as part of the competitive process for appointment. Your application should demonstrate that you possess the qualifications, essential skills, and experience required to perform as a registrar in the position that you are applying for.

Tip: You should be aware that the selection process is competitive and submitting a poor-quality application is disadvantageous.

Tip: You should not assume that the panel has prior knowledge of your abilities, competence, or experience.

6.1 Selection criteria

Selection criteria outline the qualifications, skills and experience considered necessary to successfully perform the duties of a registrar. These will be outlined in the JDF, which is available through the position advertisement.

You are expected to prepare a statement addressing how you meet each of the selection criterion. This forms a significant part of the merit-based assessment process undertaken by employing hospitals' selection panels. The advertisement may prescribe or recommend a word limit or a maximum number of pages. For each criterion aim for a succinct and focused statement that provides enough detail to clearly demonstrate that your skills and experience will enable you to be capable and successful registrar.

It is very important to address all the selection criteria in your statement (unless otherwise instructed in the advertisement).

Selection criteria may differ with each registrar position. Read the advertisement thoroughly along with any other documentation that is attached to the advertisement as this may contain

important information on the selection process and position that you are applying for. You will need to clearly and succinctly address the specific selection criteria requirements to submit a competitive application.

Guides on addressing selection criteria are available from public libraries and online. Government websites such as [Get that job! | Jobs and Skills WA](#) and [How to Apply \(bom.gov.au\)](#) contain useful tips and instructions on understanding and addressing selection criteria.

Each advertisement has a Contact Person who you can contact if you have any queries about the position or the application process. The contact information can normally be found near the end of the advertisement.

Tip: Don't leave writing your application documents to the last minute. Give yourself time to put together a good and complete application. Practice writing selection criteria and allow enough time to proof and edit your selection criteria before submitting your application.

Selection criteria about equal opportunity are common. You may wish to familiarise yourself with the resources and information available from the:

- Equal Opportunity Commission - <http://www.eoc.wa.gov.au/>
- Disability Services Commission - <http://www.disability.wa.gov.au/> and
- Aboriginal Health, WA Department of Health - <http://ww2.health.wa.gov.au/Improving-WA-Health/About-Aboriginal-Health/Aboriginal-cultural-learning>

6.2 Curriculum vitae

You must attach your curriculum vitae (CV) to your application.

Your CV should include the following:

- educational background (including, where applicable, outcome of English competency examinations e.g., IELTS, OET)
- medical employment history (including dates (DD/MM/YYYY format recommended), position titles, facility name and contact details, responsibilities, and hours of work)
- list any research, audits, publications, or presentations you have undertaken
- professional development, courses, or exams e.g., Teaching on The Run (ToTR), Advanced Life Support 1 or 2, Generic Surgical Sciences Examination (GSSE)
- names and contact details of two referees (including at least one previous clinical supervisor).

Check the advertisement for specific requirements regarding referee nominations e.g., Basic Physician Training requires at least one referee to be a Physician.

Tip: Contact your referees for permission before you list them in your application and CV. Make sure you have the correct contact email address.

Helpful Hint: We recommend applicants to follow the [Standard Format for Curriculum Vitae](#) as outlined by Ahpra to ensure all essential information are included in your CV.

6.3 Cover letter

It is optional to submit a cover letter as part of your application unless specifically stated in the advertisement.

When submitting a cover letter, use correct letter formatting, keep it brief and use it to highlight important information you have not addressed in your CV or in the selection criteria.

The advertisement may contain a limit on the number of pages for the cover letter as well as instructions on what information to include. The commonly mandated lengths for cover letters are two A4 pages or 500 words.

The cover letter will be reviewed by the panel as part of the assessment. Topics you may wish to consider covering in your cover letter may include:

- Desired career path and interests – If you are applying for a training position, your cover letter is the ideal place to demonstrate why you should be selected for entry into the training program. Outline your commitment to an aspect of the training and what projects and/or initiatives you have been involved in to prepare for training.
- Specific requirements necessary for the health service to consider such as if you are requesting to work part-time / job share, applying with a partner or participate in a part-time registrar research fellowship / service improvement program.
- Any scholarships or rural bonding received and whether you would like this to be considered in rotation allocations e.g., rurally bonded registrar seeking rural rotations as part of an advanced training position.

7. The application process

How to apply for a registrar position on MedCareersWA

- Register with MedCareersWA (if a first-time user) or login to apply
- Prepare your application
- Apply for the position by completing the application form/process
- Attach your application (supporting) documents
- Edit and save your application as draft up to the submission/closing date
- Submit your application
- Receive and respond to offers online

For more information see: [MedCareersWA - How To Apply Guide](#)

7.1 Registering with MedCareersWA for first time users

Applicant profiles are registered with MedCareersWA at the time of application and is where you can view your job applications and edit your profile information. For those keen to create a profile on MedCareersWA but are waiting for the right position, please complete the registration form available on [Create a Profile](#) page.

Ensure to use your formal name as it appears on your Australian Health Practitioners Regulation Agency (Ahpra) registration, or your medical degree if you are not yet registered with Ahpra.

Existing applicants, please log in through the Applicant Login button on the [Candidate settings](#) page. Choose your preferred login method: a one-time email code, linking to Google or LinkedIn, or by creating a password.

7.3 Applying for a registrar vacancy

Go to [MedCareersWA](#) homepage and scroll or search down to find the relevant registrar vacancy. You may wish to sign up for Job Alerts on [MedCareersWA](#) to receive notifications of vacancies as they become available.

Click on the job title link to access the position details, advertisement, job description form (JDF), selection criteria and application guide. It is recommended that you download these documents to refer to when preparing your application.

Read all the position documents to ensure that you understand the application process. Determine whether you meet the position requirements and selection criteria and whether you can undertake the duties of the role.

To apply for the position, click the 'Apply Now' button at the bottom of the advert, and follow the prompts to complete the application.

Apply Now

Read the application form and questions carefully.

Click 'Save and Exit' to exit the application process at any stage. All information will be saved to this point. Incomplete applications can be edited at any time up to the closing date and time.

Once applications are submitted, they cannot be edited, and any additional documents cannot be uploaded. We recommend you save a draft of your application which you can edit as required until you are ready to submit it. **Saved applications are not automatically submitted at the closing of the application period.**

You can view your submitted application at any time via your 'Profile'.

7.4 Application questions

Below is an outline of information required for a generic registrar application through MedCareersWA. Please note that these may vary slightly for each registrar position.

At any point during the application, you can go to a specific section by clicking on the relevant section name from 'save and jump to:' section options at the top. Do not use the internet browser back button as information may be lost.

Name and contact details

- Confirmation of your personal and contact details – this information should automatically populate from your saved profile. Please ensure details are correct.

Eligibility questions

- Confirmation of your eligibility for registration with the Medical Board of Australia and your eligibility to work in Australia.

Citizenship and residency

- Confirmation of current citizenship and residency which confirms your eligibility to work in Australia

Qualification and registration

- Registration with the Medical Board of Australia – information on your current registration status, Ahpra number and registration type/pathway.

This information may automatically populate from previous applications. Please check that your **registration type** and **number** are correct and that any conditions, notations etc. are recorded correctly.

- Internship – details of your internship including country you undertook your internship in and year of completion.
- Medical qualifications – details of your primary medical degree including medical school, country of qualification and year of completion.
- English language competency (if applicable) – how you meet the requirements of the [Medical Board of Australia English language skills registration standard](#).

Note: You may be required to attach evidence that demonstrates that you meet the English language skills registration standard. Evidence may be test results e.g., IELTS or OET, proof of secondary and tertiary education in English in a recognised country or other documents that demonstrate compliance with the registration standard.

Referees

- Provide the names, email address and at least one current phone number of two professional referees. Ensure at least one is a recent previous clinical supervisor (within past 12 months).
- Please contact your referees before you submit your application to confirm that they consent to providing a confidential referee report. Ensure that they will not be on leave or have retired or relocated and cannot access their emails, and, most importantly that their contact email is correct.
- Your referees may be contacted after the application period closes.

Note: Check and then **double check** that the email addresses you have entered for your referees into your MedCareersWA application are correct.

Employment and training

- Medical employment history – details of your recent employment as a registered medical practitioner.

Government employment details

- Details of public sector employment

Note: If you are currently working for a WA Department of Health, health service or hospital you are currently employed in the WA public sector e.g., Royal Perth Bentley Group, East Metropolitan Health Service.

- Details of bonded or return of service obligations.

Career and training intentions

- Postgraduate education and training – current and intended prevocational and vocational training programs and postgraduate study.

Note: Identifying information will only be disclosed to the extent necessary to process and assess your application. Data from your application may be used in planning for the future medical workforce of WA. Understanding how doctors progress through different career paths can help to plan to meet longer term workforce and community needs.

Employment preferences

- If requested, identify your preferred type of employment, contract length and start date.

Note: All offers are made at the employing hospital's discretion and your preferences will be considered, however the employing hospital will make offers pending position availability.

You may be required to work day, evening, night, and weekend shifts and participate in on-call rosters.

Availability of part-time employment and/or flexible working arrangements varies across hospitals and departments. It is recommended that you provide information about your employment needs / requests in a cover letter.

Attachments and supporting documents

- It is strongly recommended that you attach the documents requested in the advert, to your application, for example:
 - curriculum vitae (CV)
 - statement addressing the position selection criteria
 - cover letter where requested in the advertisement
If not stated as required, you can submit a cover letter if you believe that it enhances your application.
 - proof of citizenship and residency status (e.g., copy of your Australian birth certificate or passport **and**, if applicable, a copy of your current visa)
 - relevant qualification/s
 - any other documents that are listed in the advertisement or identified in MedCareersWA as required.
- You may also be required to submit the following documentation where it is specified as a requirement:
 - evidence of English language skills as per the [registration standard](#), where applicable
 - specific roles may request specific documentation for inclusion in your application (e.g., End of term assessments)
 - AMC Certificate and AMC Multiple Choice Questionnaire results, where applicable.

Note: It is recommended you have these documents ready prior to commencing your application.

- Other relevant supporting documents may also be attached at your own discretion to enhance your application.
- The accepted formats of documents are .doc, docx, .pdf and .jpeg (where applicable).

Note: .pages and .png are not accepted formats.

- It is recommended that you scan and save attachments in advance and allow time to ensure your files are within file size limitations. It is recommended that files not exceed 5MB.
- You are not required to attach completed referee reports.

Declarations

- You will be required to complete several declarations in your application pertaining to the requirements and responsibilities of working as a registrar with WA Health and being eligible for registration with the Medical Board of Australia.

7.5 Submitting your application

Allow time to submit your application so that it is successfully lodged and received before the closing date and time. Once your application is successfully lodged, you will receive an email advising that your application is complete. Submitted applications cannot be edited, and any additional documents cannot be uploaded.

All applications must be submitted by the closing date and time. It is recommended that you print a copy of your application.

Note: Saved applications are not automatically submitted, and late applications will not be accepted

7.6 Assessment and selection

Applications are assessed by a selection panel. Assessment is competitive and merit based. This means it is an independent assessment that considers the skills, knowledge, and abilities relevant to the work-related requirements and position outcomes. Your answers to the required essential and desirable selection criteria are a requirement for assessment by the panel.

Health service selection panels operate in accordance with Public Sector Commission standards. If your application is assessed as suitable, your application will be progressed to the next relevant stage depending on the type of recruitment campaign e.g., notice of successful application (standard vacancy) or appointed to the recruitment pool (pool recruitment).

7.7 Suitable applicants

Suitable applicants are placed into a recruitment pool that is created at the completion of the assessment process; you will be notified by email if you are considered suitable for the pool.

Please note this is not a job offer.

Applicants within the pool will then be considered for specific registrar positions.

7.8 Notification to unsuccessful applicants

If you are not appointed into a registrar position or into a registrar recruitment pool, you will be notified by email once the selection process is complete. The email will inform you who you can contact for feedback about your application or the selection process, if you wish to do so.

7.9 Breach period

If you are not selected for a position that you have applied for, you may want to discuss your application with the employer who reviewed your application. The notification letter you receive will provide information on who to contact.

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 visit: <https://publicsector.wa.gov.au>.

7.10 Offers

Applicants will receive an email to notify them that they have been conditionally offered a position. The offer will contain information about contract duration, employment type and the employment dates.

All offers are made using the email address supplied in your MedCareersWA registration. You can check the status of your application and view and respond to offers online. It is important to make sure your email account filter does not remove emails from MedCareersWA. It is recommended that you check spam or junk mail folders for emails from MedCareersWA.

Accepting an offer

To accept the offer, follow the instructions below:

1. Click the login link in the email. Alternatively, visit MedCareersWA and click **existing applicant login**
2. Enter your **email address** and **password**
3. Click **login**
4. The applicant portal will load with a yellow message bar informing you of the offer
5. Click **view offer**
6. Read the instructions
7. Click to open every document available
8. Select the acknowledgement checkbox
9. The **I accept** button should now be active to click
10. Your status will automatically update to **offer accepted**.

Once the offer has been accepted online, the employing PEHS will send a formal contract later in the year, for which a separate response is required.

Declining an offer

To decline an offer, follow the instructions below:

1. Click the login link in the email. Alternatively, visit MedCareersWA and click **existing applicant login**.
2. Enter the **email address** and **password**
3. Click **Login**
4. The applicant portal will load with a yellow message bar informing of the offer
5. Click **view offer**
6. Click the **I decline** button
7. At the **offer declined** screen, select a **reason for declining**
8. Enter any details
9. Click **submit**
10. Your status will automatically update to **Offer Declined**

Note: If you are overseas and/or away from an internet connection, you will need to ensure that you have arranged for someone to accept/decline your offer on your behalf. The use of the MedCareersWA website and distribution of your login in details should be made at your discretion in accordance with the website terms of use. Arrangement for a proxy to sign in and update your status on your behalf is at your discretion.

7.11 Withdrawing your application

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

1. Login to your MedCareersWA profile
2. Click **Withdraw**

3. Select a reason for withdrawing and provide any additional details
4. Click **Withdraw application**
5. Your application will now be withdrawn and no longer displayed on your home page

If you withdraw your application, you will receive an email notification. You will also be asked to complete a short survey, providing information to help us improve the way we manage our medical workforce.

ALERT: Do NOT withdraw your application unless you do not want a registrar position.

8. Review

Version	Effective From	Review Due	Amendment(s)
REG V1.0	18.02.2016	31.05.2017	
REG V2.0	31.05.2017	01.05.2018	21.06.2017
REG V3.0	18.10.2017	01.05.2018	
REG V4.0	09.05.2018	01.05.2019	29.08.2018
REG V5.0 – Annual Intake	08.05.2019	01.02.2019	
REG V6.0 – Annual Intake	27.05.2020	01.02.2021	
REG V7.0 – Annual Intake	30.04.2021	01.02.2022	
REG V8.0 – Annual Intake	26.04.2022	01.02.2023	27.04.2022, 04.05.2022
REG V9.0 – Annual Intake	10.03.2023	10.03.2024	
REG V10.0 – Annual Intake	15.01.2024	10.03.2025	31.05.2024 (MedCareersWA)

9. Authorisation

Approval by	WA Health Medical Workforce Operational Forum
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Owner	Medical Workforce – Office of the Chief Medical Officer
Dept. File No	TBC

For more information:

Medical Workforce

Office of the Chief Medical Officer
 Clinical Excellence Division
 Department of Health
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