



**Rural Psychiatry Training**  
Western Australia

# **Application Guide**

## **RANZCP Stage 1 Trainee Intake**

### **WA Country Health Service**



Government of Western Australia  
WA Country Health Service



## Acknowledgements

Rural Psychiatry Training WA (RPTWA) acknowledges the Aboriginal people of the many traditional lands and language groups of Western Australia. We acknowledge the wisdom of Aboriginal Elders both past and present and we pay respect to Aboriginal communities of today.

We also extend that respect to Aboriginal, Torres Strait Islander, Māori and Pasifika peoples of Australia and New Zealand.

RPTWA are committed to creating a culture of safety and inclusivity in our program. We welcome and value the contribution of psychiatrists and psychiatrists in training:

- who are from the Aboriginal, Torres Strait Islander, Māori and Pasifika peoples of Australia and New Zealand.
- who have lived experience of mental health.
- who are members of LGBTQIA+ communities.
- who are from culturally and linguistically diverse backgrounds.
- who live with disabilities.

We are committed to supporting psychiatrists in training from all backgrounds to thrive and succeed in our program.

## Using the Term – Aboriginal

Within Western Australia (WA), the term Aboriginal is used in preference to Aboriginal and Torres Strait Islander, in recognition that Aboriginal people are the original inhabitants of Western Australia. Aboriginal and Torres Strait Islander may be referred to in the national context and Indigenous or First Nations people may be referred to in the international context.

No disrespect is intended to our Torres Strait Islander colleagues and community.



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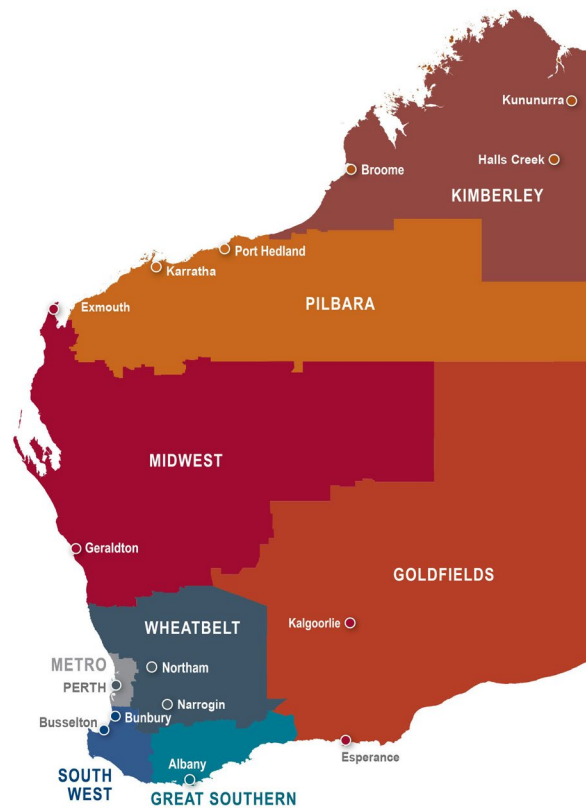
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## RURAL PSYCHIATRY TRAINING WA (RPTWA)

### About WACHS

The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to approximately half a million people, including 45,000 Aboriginal people, over a vast two and a half million square kilometre area. The organisation comprises seven regions, with a strong network of public hospitals, health services and health centres located across rural and remote Western Australia. Our core business is the provision of quality, accessible health services to country WA residents and visitors.

Providing high quality and culturally secure care and treatment for people experiencing mental health problems, including alcohol and substance use disorders, in rural and remote Western Australia is core business for WACHS. We recognise and value the importance of good mental health for all country people, and how it impacts on quality of life and the ability for people to be contributing members of the community.



### Overview of the RPTWA Program

Rural Psychiatry Training WA (RPTWA) is Australia's first ever dedicated rural Psychiatry training program. Run by an experienced team from our Bunbury Training Hub in WA's picturesque South West region, RPTWA provides comprehensive rural training at over 40 RANZCP accredited posts.

### Comprehensive Training Hubs

Stage 1 trainees are allocated to one of four Comprehensive Training Hubs, which each have the full range of training posts required for completion of a 5-year generalist RANZCP Fellowship.

- **Great Southern** - Albany
- **Kimberley** – Broome
- **South West** - Bunbury
- **Midwest** - Geraldton

### Rural Training Centres

Stage 2 & 3 Trainees also have the option to explore the unique and well-supported training posts available at each of our Rural Training Centres.

- **South West** - Busselton
- **Pilbara** - Port Hedland
- **Wheatbelt** - Northam

## APPLICATION TO JOIN THE RPTWA PROGRAM

To be eligible for a training position you must have:

### At the time of application

1. successful completion of a medical degree
2. current general registration as a medical practitioner in Australia or Aotearoa New Zealand

### At commencement of training:

1. completed two years (FTE) of general medical training

For more information visit the following websites:

- [The Medical Board of Australia](#)
- [The Australian Medical Council](#)
- [The Royal Australian & New Zealand College of Psychiatrists](#)

## Preparing your application

### Curriculum Vitae

All applicants must complete their curriculum vitae (CV) on the CV Proforma provided under attachments.

### Personal Statement - Why Rural Psychiatry?

Applicants are requested to write a personal statement explaining why you wish to train as a rural Psychiatrist, which aspects of psychiatry you are most interested in and your career plans within psychiatry. The statement should not exceed 300 words and does NOT need to be handwritten.

### RPTWA – Application Form

Applicants are required to complete the RPTWA Application form provided under attachments.

### Cover Letter

You may attach a cover letter (maximum of one page) if you wish, however this is not required.

### Qualification and Registration

- Registration with AHPRA – your current registration status, AHPRA number and registration pathway.
- English language competency if applicable – outcome of any assessments of English competency to meet the requirements of the Medical Board of Australia English language skills registration standard.
- Medical qualifications including a full academic record from the university at which you completed your medical degree, including a certified copy\* of your degree (with a version translated into English if necessary).

*\* Documents can be certified by any of the following: Medical Practitioner, Police Officer, Justice of the Peace, Barrister/solicitor, Accountant (member of ICA, ASA, NIA or CPA, ATMA, NTAA).*

### Employment and Training

- Medical employment history – details of all employment as a registered medical practitioner. Any breaks in employment must be explained.
- Statements of Work Performance – a statement from each hospital/training scheme or practice at which you have been employed for at least the last 24 months. For PGY2 applicants, a letter from your Director of Prevocational Training can be submitted commenting on work performance and the terms completed, or you can submit copies of end of term reports. For applicants PGY3 and above please arrange a letter from the Clinical Director or similar.



## Referees

You are required to nominate three professional referees from past and present immediate clinical Supervisors and/or relevant Directors of Medical Services who can give an accurate picture of your capabilities. At least one should have provided supervision in a clinical placement.

More value will be placed on referees who are psychiatrists and those who have been clinical supervisors. Please ensure that you provide a valid email address and a current telephone number.

Your referees may be contacted by RPTWA or the health service at any time throughout the submission period and asked to complete a report. It is recommended that you contact your referees before you submit your application to confirm that they consent to providing a confidential referee report and that their contact details are correct. This confidential<sup>1</sup> report is used for the explicit purpose of assisting with the selection process and is only made available to the Selection Panel. Any inconsistent or non-supportive comments made by referees will be followed up with a personal phone call from a member of the Selection Panel.

If a Referee has any technical difficulties with submitting their report, they should contact the RPTWA team for assistance.

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*Please follow up with your Referees to ensure that Referee Reports are submitted on time.*

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Once applications close you are no longer able to add a new referee through [MedCareersWA](#). If you need to add an additional referee after this date, please contact [rptwa@health.wa.gov.au](mailto:rptwa@health.wa.gov.au).

If you need to update your current referee email addresses, you can update this in your own profile on [MedCareersWA](#).

Please do not attach written references or completed referee reports to your application. To add referees during the application process, click 'add new referee' and complete the fields:

Enter the details for your first referee and click the save button. Repeat this process for your second referee.

<sup>1</sup> Please note the limitations to this confidentiality. Applicants must be given the opportunity to respond to any adverse comment prior to interview. Applicants will not be told who made the adverse comment. Additionally, applicants may be able to apply to the courts for access to references.

## Attachments

The following documents must be attached to your application:

*We recommend printing this page and ticking off items as you go through your application.*

Document	Completed
1. CV (must be completed on the CV Proforma provided).	
2. 'Why Rural Psychiatry' statement	
3. RANZCP Application to Commence Training	
4. Proof of Citizenship/Residency status e.g., copy of passport <u>and</u> (if applicable) copy of current visa OR Australian birth or citizenship certificate.	
5. Evidence of English language skills registration standard (if applicable).	
6. AMC Certificate and exam result (if applicable).	
7. A copy of your AHPRA Certificate of Registration (available on AHPRA website), or equivalent.	
8. Statements of Work Performance	
9. Evidence of a current C or C-A class drivers licence	

It is recommended that you have these documents ready before you start your online application.

Copies of documents must be in English, and certified (e.g. signed by a State Public Servant, Justice of the Peace, etc).

The accepted formats of documents are **.doc**, **.docx**, **.pdf**, **.jpeg**, **.gif** and **.xls**.

Please note **.pages** and **.png** are not accepted formats.

## Principles Underpinning Selection

Applicants are selected for the RPTWA program based on their suitability, skills, and experience to ensure:

- that they are capable of providing psychiatric care to the standard expected by people with mental health problems and mental illness in Australia
- they are potentially capable of completing the training program within the time allowed.

All trainees must have the requisite skills, competency, and qualifications in general medicine prior to entry to enable the development of core psychiatry skills in the integration of physical and mental health.

## Equal Employment Opportunity/Accountability & Governance

The selection process acknowledges and abides by the guidelines of Equal Employment Opportunities as governed by the Public Sector Standards Commission, ensuring all applicants are treated in a fair and impartial manner.

For the RPTWA training zone, the selection process is managed by WA Psychiatry Training Committee. Following the selection process the Selection Panel forwards its recommendations to the WA Psychiatry Training Committee for ratification.

## Selection

All applications will be screened by the Selection Panel to determine eligibility and shortlisting for the selection interview.

Ineligibility can arise from:

- Past exclusion from, or unsatisfactory performance in, a Psychiatry Training Program (at the discretion of the WA Psychiatry Training Committee).
- Not having the ability to achieve or be eligible for general medical registration by the application closing date.
- Not having Australian citizenship or permanent residency at the application closing date.
- Failure to demonstrate achievement of essential criteria.

Applicants are selected based on their written application, curriculum vitae, referee reports and performance at interview.

Depending on the number of applicants, there may also be a shortlisting process, with only selected applicants proceeding to the interview stage. An objective and transparent process of shortlisting will be used, based on the assessment criteria below. Applicants will be given timely notice of whether they have been shortlisted.



## The Selection Panel

The selection and interview panels for Stage 1 entry to the RPTWA program are made up of:

- RPTWA Director of Training (FRANZCP)
- Psychiatrists (FRANZCP) experienced in supervising trainees with an interest in training.
- A representative from the WACHS Aboriginal Mental Health team.
- An RPTWA trainee representative.
- Independent observer

These panels aim to have a mix of genders. Panel members will identify any applicants who might represent a conflict of interest for them, and this conflict is managed in compliance with WACHS requirements and RANZCP guidelines.

## Assessment criteria of the Selection Panel

The Selection Panel will utilise both the Essential and Desirable criteria throughout the selection process, as well as the following RANZCP criteria in the assessment of the required selection components for training:

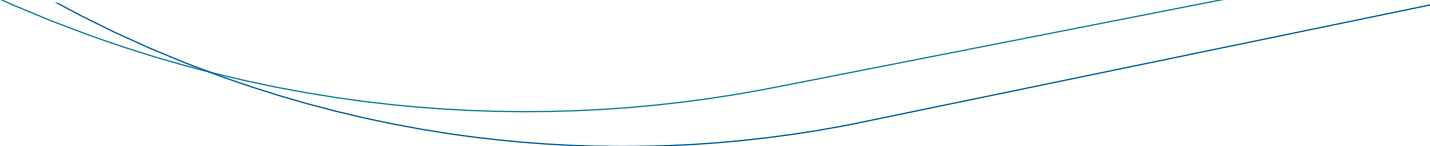
- Academic performance.
- Employment history.
- Competence in general medicine.
- Experience working as a doctor in a psychiatric setting.
- Ability to work in teams.
- Understanding of psychological factors in medicine and psychiatry.
- Interpersonal and communication skills.
- Other useful experiences and skills.
- Professional conduct

The following desirable criteria are rated by assessment of the applicant's curriculum vitae, referee reports and interview:

- Above average performance in academic record.
- Above average performance in employment history.
- Above average level of competence in general medicine.
- Sound level of understanding of psychological factors in medicine and psychiatry.
- Demonstration of good interpersonal and communication skills.
- Proven ability to work in teams.

In addition to the above criteria, favourable consideration will be given to those applicants who can document the following experiences:

- Working with disadvantaged groups.
- Working with people from other cultures and Indigenous people.
- Working in rural areas.
- Having skills in other languages



The Selection Panel will assess a trainee's work performance from any hospitals and/or training schemes or practices in which an applicant has been employed during the 24 months leading up to the time of application, if applicable. This review may also extend to any earlier relevant employment.

## Selection Process

The selection process follows three stages which are consistent with RANZCP standards and WA Psychiatry Training Committee processes. Our process has been adapted in recognition of RPTWA's focus on Rural training and our commitment to supporting the next generation of Aboriginal psychiatrists.

Applicants who identify as Aboriginal & Torres Strait Islander, Māori or as being from rural origins background will automatically be offered an interview, providing they meet the eligibility criteria in accordance with the [RANZCP Registration for Entry into Training, Education and Training Policy and Procedure](#). More information can be found by reading the policy, specifically section 4.7.3.

## Stage 1: Review of Written Application

### Personal Statement

The selection panel will review the statement from an applicant explaining their rationale wishing to train as a rural psychiatrist, the aspects of psychiatry in which the applicant is most interested and/or any plans for the applicant's future career in psychiatry.

### Written Application scoring

All written applications are scored against the assessment criteria below, up to a maximum score of 25 points.

1. Eligibility <i>(if yes to either of the below, applicant proceeds directly to interview)</i>			
Does the applicant identify as Aboriginal, Torres Strait Islander or Māori	Yes	No	
Does the applicant identify as being from a rural origins background prior to entering medical training? <i>(applicant's home address was situated in accordance with the Modified Monash Model (MMM) classification system in areas classified as MM2 to 7 for a minimum of 5 years consecutive or 10 years cumulative).</i>	Yes	No	
<b>2. CV Scoring</b> <ul style="list-style-type: none"> <li>• PHD or equivalent higher-level degree</li> <li>• Fellowship of Australian or New Zealand Medical College</li> <li>• Graduating with honours in medicine and/or receiving undergraduate academic prize or Citation or nomination for award as a doctor (e.g., Intern of the year or Rural SMO of the year)</li> <li>• Research experience (such as an audit, published paper, poster or conference presentation)</li> <li>• Worked in a psychiatric setting for at least 20 weeks in the last 5 years.</li> <li>• Worked as a Doctor for 6 months+ in rural area</li> <li>• Worked as a Doctor for more than 30 months.</li> <li>• Attended Rural Clinical School (or equivalent) during Medical School</li> <li>• Experience and fluency with languages other than English</li> </ul>	1 2 1 1 2 3 2 3 1		/16
<b>3. Documented significant experience working with:</b> Applicants who provide a limited description will score 1, applicants who provide a detailed description will score 3.	Basic	Substantial	
• Indigenous people	1	3	
• Culturally and linguistically diverse groups	1	3	
• Disadvantaged groups	1	3	/9
<b>TOTAL</b>			/25

## Stage 2: Review of Referee Reports

### Referee Reports

Applicants must nominate 3 referees who can provide information about the applicant's professional capabilities. A confidential pro forma referee report is sent to each referee. The Selection Panel will follow up references by telephone if necessary and appropriate.

In addition to the nominated referees, the Selection Panel may contact the Clinical Directors of units in which they have recently worked or their previous Director of Training. Applicants are given the opportunity to identify any previous Director with whom there has been conflict or to explain why a Director's comments may not represent a fair and unbiased assessment of the applicant's work performance.

References may contain confidential information, within limitations, and the applicant may not be aware of their content. An applicant with an adverse comment in their application documentation will be given the opportunity to respond to the comment before the formal interview. The College & RPTWA will not give an applicant the identity of a person who made an adverse comment; however, the applicant may be able to apply for access to references under the relevant Freedom of Information Laws.

### Scoring

Each Referee Report is assessed against the following criteria, up to 20 points as follows:

1. Referee Type:	Points
• No direct supervisory relationship	0
• Registrar	2
• Consultant	4
2. Referee Medical Specialty:	
• Other (e.g., Medical, ED etc)	2
• Psychiatry	4
3. Worked with or supervised the applicant for:	
• Less than 3 months	1
• Less than 6 months	2
• 6 – 12 months	4
• Greater than 12 months	5
4. Report based on performance in position:	
• Medical Student	0
• PGY2 (Intern)	1
• PGY3 (RMO)	2
• PGY4 or more (e.g., Registrar, SMP, GP)	3
5. Time since observation/supervision:	
• More than 5 years	1
• 3-5 years ago	2
• Within the last 2 years	4

There are also 12 referee questions which are each scored out of 5. They include information on the following:

- The applicant's competency in general medicine.
- The applicant's ability to work within a multidisciplinary team.
- The applicant's verbal and written communication skills and management of documentation tasks.
- The applicant's suitability for a career in psychiatry and grasp of psychological factors in medicine.
- The applicant's professionalism (for example: reliability, responsibility, organisation, initiative and ethical attitudes).
- The applicant's academic ability and attitudes towards developing their knowledge and skills.
- Applicant's collegiality with their peers, consultants and others in the workplace.
- Applicant's suitability to commence training in psychiatry in a rural setting.
- Any other relevant comments.

The scores for the referee assessment (out of 20) and referee questions (out of 55) are combined for each of the three referee reports. This overall total is then averaged to give a final referee report score which is then weighted and scored in Criterion 2.

### **Stage 3: Shortlisting & Interviews**

Applicants who identify as Aboriginal & Torres Strait Islander, Māori or as being from rural origins background will automatically progress to interview, providing they meet the eligibility criteria in accordance with the RANZCP Registration for Entry into Training, Education and Training Policy and Procedure.

If there are more applicants than the available training posts, all applicants will be ranked by combining their written application score (out of 25) and their referee report score (out of 75).

Those who are successful in the shortlisting process will be invited to attend an interview. The interview will be objective and free from bias. The goal of the interview is to provide an opportunity for the applicant to demonstrate their suitability for rural training.

- The interview will be held via video link as the panel members are working across rural WA.
- Members of the Selection Panel involved in the interview will to be introduced and their position/affiliation made known.
- The questions will be set prior to the round of interviews and the same set of lead-in questions will be asked of all applicants.
- Candidates will be given an opportunity to ask questions.

### **Final Ranking & Outcome**

Suitability for rural psychiatry training is based on the standard of the written application, the referee reports, and performance at interview.

Candidates will be notified of the outcome of their application by email.

### **Feedback**

After you have been advised of the outcome of your application you are invited to seek feedback. If you are not offered an interview, telephone feedback regarding your application is available, by appointment.

If you are unsuccessful at interview, feedback via video link can be arranged, by appointment only. Appointments for feedback can be made by contacting RPTWA.

## Appeals

The Western Australian Public Sector Management Standards provide that unsuccessful applicants have the right to appeal against the selection process if they believe a standard has been breached.

The relevant Public Sector Standards are as follows:

- The applicant's skills, knowledge, and abilities relevant to the training program are fairly assessed.
- The call for applicants is advertised as widely as practical.
- Bias-free documentation outlines the relevant selection criteria.
- Methodologies and their application are free from bias, patronage, and nepotism.
- Decisions and processes embody the principles of natural justice.
- Decisions are documented and capable of review.
- Confidentiality is maintained.

General information about your rights and the appeal process are available on the [WA Health](#) website. If an applicant is unsuccessful, they will be provided with more specific instructions for lodging an appeal at the time they are notified.

You may also request to appeal the decision via the formal RANZCP Appeals Process, which is available on the RANZCP website; <https://www.ranzcp.org/about-us/governance/governance-documents>.

## Further information for potential applicants:

If you require additional information about the psychiatry training program generally, please contact the Rural Psychiatry Training WA team on (08) 9722 2282 or [rptwa@health.wa.gov.au](mailto:rptwa@health.wa.gov.au)



## HOW TO APPLY

### MedCareersWA Application Process

WA Health advertises registrar positions on [MedCareersWA](#). Applying for a position via [MedCareersWA](#) is simple:

- Create your personal profile including:
  - medical registration details,
  - education and employment experience,
  - career and training pathways.
- Complete an application for your preferred position/s.
- Edit and save your application prior to the submission closing date.
- Submit your application prior to the submission closing date.
- Maintain and update personal contact details.

Note: Don't forget to submit your application! Saved applications are not automatically submitted at the closing of the application period. Applicants who do not submit their application prior to the closing date will not be considered.

If you do not follow the instructions on how to apply you will not be eligible for assessment and selection.

### How do I apply online?

To view information and an informative explanation on how to apply, please visit the How to Apply section on [MedCareersWA](#).

### Sign Up

First time users will need to create a MedCareersWA account by selecting 'My Profile' at the right of the screen and complete the registration details. You will then receive an email to activate your account. Please use your formal name as it appears on your AHPRA registration.

### Personal Details

In completing your personal details for your application please ensure that you use all your legal names (first, middle and family) as they appear on your medical registration, passport, birth certificate or driver's licence.

If you have a preferred name, please indicate this in the Preferred Given Name question.

Telephone numbers should include country and area codes as applicable.

## How to add referees during the application process

You will need to add three referees to your application. To add the third referee, you will need to click on the add more button.

### Referee 1

First name:*	<input type="text"/>
Last name:*	<input type="text"/>
Type of referee:*	<input type="text" value="Select"/>
Organisation:	<input type="text"/>
Relationship to you Acceptable responses are limited to:	<input type="text"/>
<ul style="list-style-type: none"><li>• Term Supervisor</li><li>• Clinical Supervisor</li><li>• Supervisor</li><li>• Registrar</li><li>• Lecturer</li><li>• Manager</li><li>• Chairperson</li></ul>	
Please enter this referee's relationship to you here:*	
Mobile phone:*	<input type="text"/>
Email address:*	<input type="text"/>

## Submitting your application

All applications must be submitted by the close of the application period.

Late applications will not be accepted.

**Saved applications are not automatically submitted.** You can confirm your application status in the My Application History section of MedCareersWA. Submitted applications display as 'Complete'.

Please allow time to complete your application so that it can be submitted before the closing date and time.

Once your application is successfully lodged, you will receive an email advising that your application is complete.

You can edit your lodged application up until applications close. After this you will not be able to change your application. You can however update your contact details.

## Assistance

For technical issues with MedCareersWA please email [MedCareersWA@health.wa.gov.au](mailto:MedCareersWA@health.wa.gov.au)

Please include the name used for registration on your application (rather than preferred name) and your application ID.

## Helpful Hints

- Scan and save your necessary attachments as soon as possible and ensure your files are within file size limitations.
- Attachments must be made using the proformas when provided.
- Start your application early to allow time to deal with any issues that may arise.
- Have scanned certified copies of your passport/visa and electronic copies of other documents ready to upload.
- When entering your AHPRA number – don't forget to enter the leading zeros.

✱ **Please enter your 9 digit AHPRA  
Registration Number**

MED 000123456

- Submit your application well in advance of the closing date and time if possible.
- An active, reliable email account is essential as **ALL** correspondence will be via email.
- For any problems experienced accessing [MedCareersWA](https://medcareerswa.health.wa.gov.au) please send an email to: [MedCareersWA@health.wa.gov.au](mailto:MedCareersWA@health.wa.gov.au)
- It is recommended that you print a copy of your application for your own records.

## Withdrawing your application

You can withdraw your application at any time.

- Visit MedCareersWA.
- Sign in using your preferred method, if you click login with one-time code, this will send a code to your registered email which you can enter to login to your account.
- Click 'Submitted applications' to view the position.
- To withdraw, click "Withdraw" from the drop-down list.

We understand that you might apply for more than one position. We ask that you inform us as soon as you have accepted another offer and no longer seek a position in rural WA. This allows us to consider other applicants.

If you withdraw, you will receive an email notification. You will also receive a quick survey to gather information to help us improve the way we manage our prevocational medical workforce.