



Remote Vocational Training Scheme Ltd (RVTS)

ACN 122 891 838

2018 Applicant Guide for AMS Stream

Program Overview

The RVTS is a vocational training program, which is available to doctors who under ordinary circumstances could not complete vocational training except by leaving their communities. The four-year program allows doctors to access vocational training while they continue to provide general medical services to their communities. The community retains their doctor while the doctor receives the benefits of vocational training.

The program has 2 streams of trainees:

- The Remote Stream, for doctors working in remote & rural Australia
- The AMS Stream, providing support specifically for doctors in Aboriginal Community Controlled Health Services

Both streams train towards fellowship qualifications of the RACGP and/or ACRRM. The training includes webinars, education workshops, remote supervision and individualised training advice.

The AMS Stream has an intake of 10 doctors annually. RVTS will run three application rounds for the 2018 intake.

- Applicants unsuccessful at interview in Round 1 or 2 will not be eligible to apply for Round 3.
- Applicants successful at interview but not offered a position will automatically go into the next Recruitment Round if their circumstances have remained the same. Their interview score will apply in the subsequent Round.
- Applicants not offered an interview in Round 1 or 2 must complete an online application again to be considered in Round 3. Supporting documents that have remained current from an earlier Round need not be re-submitted. Only documents previously submitted which are no longer current must be updated and re-submitted.

At the time of applying, applicants must indicate whether their intention is to train towards fellowship of ACRRM or fellowship of RACGP, or both. Their training location must meet the requirements of the relevant College. If an applicant chooses to train towards both fellowships, their location must meet the requirements of both Colleges. Applicants who are undecided on which College Fellowship they will train towards should nominate both Colleges.

Doctors who have Fellowship of ACRRM and/or RACGP are ineligible to apply for the RVTS training program.

Key Dates

	Round 1	Round 2	Round 3
Applications open	5 June 2017	27 September 2017	22 October 2017
Applications close	30 June 2017	15 October 2017	30 November 2017
Interviews and Situational Judgement Test	24 July – 4 August 2017	30 October – 10 November 2017	TBC
Training commences	29 January 2018	29 January 2018	29 January 2018

Eligibility Criteria

To be eligible to apply for the AMS Stream, a doctor must meet each of the following criteria:

1. Location

- The doctor must be working in an Aboriginal Community Controlled Health Service; AND
- The position must be providing continuing comprehensive whole-patient medical care to individuals, families and their communities.

2. Medical Registration

- The doctor must have General Registration or Provisional Registration or Limited Registration for Area of Need with the Medical Board of Australia; AND

3. For Doctors with Limited Registration

- The doctor must be on the Australian Medical Council Standard Pathway and have successfully completed Australian Medical Council part 1 exam; AND
- Limited registration must have first been granted on or after 30 January 2016; AND
- The doctor must have a minimum of 2 years of previous general practice experience as assessed by the RACGP if intending to progress to award of FRACGP or 2 years of recognition of prior learning as assessed by ACRRM if intending to progress to award of FACRRM; AND
- The doctor must be at Level 3 or 4 supervision. Levels 1 & 2 are not eligible.

All applicants must be working in an eligible location at the time of application and remain in that location throughout their training. An applicant who, at the time of applying, is on leave of absence from their eligible location while undertaking accredited advanced specialised training is eligible to apply. The applicant must return to their eligible location prior to commencement of training. Evidence must be provided that the applicant will be returning to their location.

Applications are accepted from Australian citizens, permanent residents and temporary residents.

Preference will be given to Aboriginal and Torres Strait Islander doctors.

Enrolment in other vocational training programs

All applicants are required to indicate whether they are currently enrolled in another vocational training program.

Doctors who have applied to the Australian General Practice Training Program (AGPT) for training commencing in 2018 must indicate this in their RVTS application.

Doctors currently enrolled in AGPT or the ACRRM Independent Pathway or the RACGP General Practice Experience Pathway must formally resign from these programs prior to commencement of training with RVTS. Evidence of resignation must be provided to RVTS. A statutory declaration of intention to resign, sworn by the applicant, must be included with their application.

Candidates in other vocational training programs which lead to specialist medical registration outside of the RVTS program such as Fellowship of the Australasian College for Emergency Medicine (FACEM) etc. must obtain approval from RVTS to remain in that program prior to commencement of training with RVTS.

RVTS training must not be compromised by a registrar being enrolled in another vocational training program

College Exams

Applicants must provide details of having sat any segments of ACRRM or RACGP exams.

Ranking of applicants for interview

At the close of applications, all applicants meeting the eligibility criteria will be ranked to develop a list of applicants for interview. Applicants will be ordered sequentially by each of the following steps:

A. Indigenous Doctors

Indigenous doctors will be ranked higher than non-indigenous doctors.

B. RVTS Category

Following on from ranking by A, applicants will be ordered by RVTS Category where applicants meeting Category 1 criteria will have a higher ranking.

The RVTS categories are as follows:

- | | |
|------------|--|
| Category 1 | Australian or New Zealand citizen or Australian permanent resident, with General Registration with the Medical Board of Australia. |
| Category 2 | A temporary resident who has applied for permanent residence and has General Registration with the Medical Board of Australia. |
| Category 3 | An Australian or New Zealand citizen or Australian permanent resident who has Limited Registration for Area of Need with the Medical Board of Australia. |
| Category 4 | A temporary resident who has Limited Registration for Area of Need with the Medical Board of Australia. |

C. Solo Doctor Town Status¹

Following on from ranking by A & B, applicants will be ranked via their solo doctor town status. Applicants from a solo doctor town will be ranked higher than applicants from a multi-doctor town.

D. MMM Classification

Following on from ranking by A, B & C, applicants will be ranked via MMM classification. Applicants from MMM7 will be ranked highest, followed by applicants from MMM6, MMM5 and then MMM4..

Acceptance for interview:

The highest ranked applicants will then be interviewed for a place in the AMS Stream. If several doctors have equal ranking at the cutoff number to be interviewed, then the number of interviews will be increased to allow for each of the doctors of equal ranking to be interviewed.

¹ A Solo Doctor Town is a town where the applicant is the only doctor providing medical services in the town on more than 3 days per week as verified by the relevant rural workforce agency or Primary Health Network.

The Selection Process

A panel of RVTS representatives will interview selected applicants by videoconference.

The interview process will allow applicants to demonstrate their suitability for entry into the RVTS training program. Applicants will be assessed against the following criteria, and will be asked to provide examples of their:

1. Interest in and commitment to Aboriginal and Torres Strait Islander Health
2. Professional development
3. Communication skills
4. Time management
5. Applied clinical knowledge
6. Willingness to receive feedback and learn from it
7. Ethical practice

Each criterion will be scored from 1 to 7; 1 being significantly below satisfactory; 7 being significantly above satisfactory, 4 being borderline.

An applicant will be considered unsuitable for RVTS if at interview:

- They score 1 in more than one question or
- They score 2 in more than two questions or
- Their overall score is equal to or less than 31

Training places will be offered on the basis of eligibility, ranking, interview score and satisfactory referee checks. The offer will only apply for the location referred to in the application. If a successful applicant does not commence training in the location referred to in their application, they will forfeit their place on the program. At least 80% of successful applicants must be from ASGC-RA2-5 locations.

Situational Judgement Test

All candidates undertaking interviews may be required to undertake an online Situational Judgement Test. The test will provide RVTS with additional information to assist with training but will not be used to rank candidates.

Further requirements

All applicants must continue to work in an eligible RVTS location for the majority of their training (except for approved hospital training and advanced skills posts). If a successful applicant moves training location within the first twelve months of commencement of training, they will forfeit their place in the training program.

Limited Registration Doctors on the Australian Medical Council Standard Pathway

RVTS requirements are additional to any requirements laid out by the Medical Board of Australia. Doctors with Limited Registration with the Medical Board of Australia may have a requirement to obtain General or Specialist Registration within a certain time frame. Training with RVTS does not remove the need to meet this requirement. Doctors who will not be able to complete sufficient training time to gain Fellowship prior to expiry of their medical registration will not be considered for the program. Thus, limited registration must have first been granted on or after 1 February 2016 and the doctor must have a minimum of 2 years of previous general practice experience as assessed by the RACGP if intending to progress to award of FRACGP or 2 years of recognition of prior learning as assessed by ACRRM if intending to progress to award of FACRRM. Doctors must have a minimum of Level 3 or 4 supervision. Doctors with Level 1 or 2 supervision requirements are ineligible. It is up to a doctor with Limited Registration to examine their

individual registration requirements very carefully and consult with the Medical Board of Australia prior to joining RVTS.

RVTS will not accept responsibility for loss of registration due to failure to meet Medical Board registration requirements.

RVTS provides training toward FRACGP/FARGP and FACRRM. Once Fellowship of ACRRM or RACGP is achieved, doctors with Limited Registration are able to apply to the Medical Board of Australia for Specialist Registration as a General Practitioner.

In order to legally practice in a broad range of environments General Registration is required. RVTS doctors with Limited Registration may apply for General Registration if they have attained the AMC Certificate and can demonstrate that they have completed the equivalent of an intern year. RVTS doctors with Limited Registration on the AMC Standard Pathway are encouraged to complete their AMC Certificate while training with RVTS.

Termination of Training

RVTS is able to provide the training program as a result of funding from the Australian Government and acknowledges that support. If at any time this funding was to end then the training may be immediately ended by written notice.

The training may also be brought to an end immediately by RVTS if a doctor undertaking the training does not achieve satisfactory progress or no longer meets location, practice status or medical registration and residency requirements or there is found to have been a material error in their application.

To Apply

Applications are to be completed electronically at <https://rms.rvts.org.au/apply>. Please note supporting documentation must be uploaded at time of application. (See list below) Once the application is submitted, an email will be sent to the applicant with a link to their completed application.

Changes can be made to the application up until the closing date for applications by following the relevant link provided in the email.

In submitting their application, applicants confirm via electronic acknowledgement that they have read and understood the Applicant Declaration and the Australian Privacy Principle 5 Notification.

Supporting Documentation

It is essential that the following documents are uploaded as part of the application process:

- Curriculum Vitae (Word or PDF)
- A letter of support from their current practice (Word or PDF) which must:
 - be dated and signed by the Practice Principal, Senior Medical Director, CEO, Director, or Practice Manager
 - be on practice letterhead
 - state the specific date and duration of employment including the end date of your current contract
 - state whether you work full time or part time and total number of face to face, rostered, patient consultation hours worked each week
 - state the duration of your weekly sessions
 - state the nature of work including all duties performed
- A passport-sized photo (.JPG)
- Evidence of Australian or New Zealand citizenship or Australian permanent or temporary residency (e.g. certified copy of birth certificate if Australian or New Zealand born, or citizenship certificate or passport) (.JPG, .PDF)
- If applicable, evidence of the date when the applicant became or applied for permanent residency (e.g. letter from Department of Immigration and Citizenship, or photocopy of Australian permanent residency status in passport). Please ensure that the date of permanent residency or application can be seen clearly.
- Evidence of name change if applicant's name appears differently in supporting documents (e.g. marriage certificate or deed poll) (.JPG, .PDF)
- If applicable, a sworn statutory declaration of intention to resign from AGPT or ACRRM Independent pathway or RACGP Practice Experience pathway (Word or PDF) if selected into the RVTS program. Note: Resignation should only be tendered after acceptance has been confirmed into the RVTS Training Program, commencing in 2018.

Additional documentation required from limited registration doctors

- Evidence of ACRRM RPL or RACGP assessment of GP experience (.JPG or PDF)
- Evidence of pass in AMC Part 1 exam or certified copy of Advanced Standing Certificate (.JPG or PDF)
- Evidence of the date of first medical registration in an Australian state or territory (e.g. certificate or letter from medical board) (including New Zealand trained doctors).(JPG or PDF)

Documents required prior to acceptance into the program

Offers of a position in the program will be conditional upon receipt of the following documents:

- Certified evidence of Australian or New Zealand citizenship or Australian permanent or temporary residency (e.g. certified copy of birth certificate if Australian or New Zealand born, or citizenship certificate or passport)
- Certified evidence of name change if applicant's name appears differently in supporting documents (e.g. marriage certificate or deed poll)

Certification of Documentation

Documents can be certified by one of the following authorised officers:

- A Justice of the Peace (JP).
- A Commissioner for Declarations or Oaths
- A bank manager or credit union branch manager
- A pharmacist
- A clerk of the court
- A postal manager

- A barrister, solicitor
- A police officer
- A dentist, chiropractor or optometrist
- A current public servant (5 years or more in service)
- An Australian consular officer

Documents certified by medical practitioners cannot be accepted.

The authorised officer must certify each document by writing '*I certify this to be a true copy of the document shown and reported to me as the original*' and signing on the same side of the document. All certifying officers must also include their name, occupation, contact telephone number and the date the documents were certified.

Photocopies of certified copies will not be accepted. Double sided documents must be certified on both sides. Certification cannot be on the back of single sided documents.

Referees

Applicants are required to provide the names and contact details of two referees on the application form.

Referees;

- Must be based in Australia
- Should be professional colleagues who are familiar with the applicant's work over the last three years.
- Must have been in a supervisory or management position in relation to the applicant's position at that time.
- Must not currently work in the same practice as the applicant.
- Must not be personally or financially related to the applicant.
- Must be contactable by phone or email, preferably during business hours, throughout the RVTS selection process for the relevant round

Referees will be contacted to provide information about the applicant's suitability for the RVTS training program.

RVTS reserves the right to request the names and contact details of additional referees.

RVTS will contact nominated referees on a discretionary basis.

Supporting Documentation

Supporting documentation must be uploaded at the time of application. If additional supporting documentation is required by RVTS, it can be emailed to applications2@rvts.org.au or mailed to:

RVTS Ltd
PO Box 37
ALBURY NSW 2640

Complaints and Appeals

If you believe the application and selection process has not been applied fairly, a Reconsideration, Review and Appeals process is available at:

http://rvts.org.au/downloads/policies/Reconsideration_Reviews_and_Appeals_Policy.pdf

Your Privacy

In Accordance with the Australian Privacy Principle 5 Notification, RVTS advises the following:
The Remote Vocational Training Scheme (RVTS) is collecting personal information about you to:

- assess your suitability for acceptance to the RVTS program;
- administer and manage your training for the duration of the RVTS program if your application is successful;
- facilitate the provision of Medicare Provider Numbers for successful applicants through the Department of Human Services (Medicare);
- for quality assurance purposes and other program activities such as promotion of the RVTS program; and
- conduct research, including research relevant to public health or public safety, for example: to further refine the selection process and RVTS policies.

If you do not provide all the personal information requested, RVTS will not be able to accept your application, or manage your training (if your application is successful).

RVTS may disclose your personal information or collect personal information about you to the entities and organisations listed below:

- Your referees
- Your employer
- Australian College of Rural and Remote Medicine (ACRRM)
- Australia Health Practitioner Regulation Agency (AHPRA)
- Australian Indigenous Doctors' Association (AIDA)
- Australian Medical Council (AMC)
- Department of Health (DoH)
- Department of Human Services (DHS)
- Department of Immigration and Border Protection (Immigration)
- General Practice Registrars Australia (GPRA)
- National Aboriginal Community Controlled Health Organisation (NACCHO)
- NACCHO State Affiliates
- Regional Training Organisations (RTOs)
- Royal Australian College of General Practitioners (RACGP)
- Rural Health Workforce Australia and Rural Workforce Agencies
- State and Territory health jurisdictions
- Any other organisations identified by the RVTS

RVTS has a privacy policy which you can read at:

http://www.rvts.org.au/downloads/RVTS_Privacy_policy.pdf.

As part of this application it is necessary for you to provide details of your referees and your nominated supervisors. You are required to obtain the consent of your referees and your nominated supervisors to provide their personal information as part of your application (such as name, contact information and position held) prior to submitting your application.

APPLICANT DECLARATION

This declaration forms part of the application process. By submitting your online application, you confirm electronically that you have read and understood the Applicant Declaration and the Australian Privacy Principle 5 Notification.

Privacy Consent

I acknowledge that I have read the above information (Australian Privacy Principle 5 Notification) and the RVTS Privacy Policy.

I consent to RVTS:

1. collecting my personal information and sensitive personal information in accordance with the Australian Privacy Principle 5 Notification and RVTS Privacy Policy;
2. using and disclosing of my personal information in accordance with the Australian Privacy Principle 5 Notification and the RVTS Privacy Policy;
3. collecting sensitive information such as information about my racial or ethnic origin and in rare cases, health information about me for the purposes indicated above and if the collection is under or required by law; and
4. sharing my personal information with the organisations and entities listed above.

In applying to join the 2018 RVTS program:

I Declare:

The information supplied by me is true, accurate and complete.

I have permission from my referees and nominated supervisors to provide their personal information as part of my application.

I Understand that:

1. The giving of false or misleading information is a serious offence punishable under the Criminal Code Act 1995.
2. By providing information that is not true, accurate and complete, RVTS, will (at its discretion) declare me ineligible for the RVTS program.

I Agree to:

1. Commence my training as required by RVTS.
2. Meet the requirements of RVTS.
3. Adhere to the RVTS policies including not undertaking RACGP and/or ACRRM assessments in the first year of training.
4. Provide all necessary documents.
5. Participate in:
 - i. The annual RVTS registrar satisfaction survey
 - ii. Quality assurance activities conducted by RVTS
 - iii. Other surveys or research activity authorised by RVTS

Confirmation

By submitting my application, I acknowledge that I have read and understood the Applicant Declaration and the Australian Privacy Principle 5 Notification.

Application checklist:

- Applied online
 - Provided all required supporting documentation via upload link in Application Form
 - Curriculum Vitae
 - A letter of support from their current practice which must:
 - be dated and signed by the Practice Principal, Senior Medical Director, CEO, Director, or Practice Manager
 - be on practice letterhead
 - state the specific date and duration of employment including the end date of your current contract
 - state whether you work full time or part time and total number of face to face, rostered, patient consultation hours worked each week
 - state the duration of your weekly sessions
 - state the nature of work including all duties performed
 - A passport-sized photo
 - Evidence of Australian or New Zealand citizenship or Australian permanent or temporary residency (e.g. certified copy of birth certificate if Australian or New Zealand born, or citizenship certificate or passport)
 - If applicable, evidence of the date when the applicant became or applied for permanent residency (e.g. letter from Department of Immigration and Citizenship, or photocopy of Australian permanent residency status in passport). Please ensure that the date of permanent residency or application can be seen clearly
 - Evidence of name change if applicant's name appears differently in supporting documents (e.g. marriage certificate or deed poll)
 - If applicable, a sworn statutory declaration of intention to resign from AGPT or ACRRM Independent pathway or RACGP Practice Experience pathway if selected into the RVTS program
 - If working in a solo doctor town, a statement from the relevant Rural Workforce Agency or Primary Health Network verifying that it is a solo doctor town
- Additional documentation required ONLY from limited registration doctors**
- Evidence of ACRRM RPL or RACGP assessment of GP experience
 - Evidence of pass in AMC Part 1 exam or certified copy of Advanced Standing Certificate
 - Evidence of the date of first medical registration in an Australian state or territory (e.g. certificate or letter from medical board) (including New Zealand trained doctors).
 - Evidence of Level 3 or 4 Supervision
- Notified your referees and nominated supervisors
 - Kept a copy of your application and all supporting documents
 - Received email confirmation from RVTS that application and supporting documents have been received.

Disclaimer

By making an application, you release, hold harmless and indemnify RVTS, its officers, staff and agents from and against any liability arising from or as a result of:

- the application;
- any refusal of or delay in granting any application;
- training (or failure or delay in providing that training); or
- otherwise

howsoever arising (including negligence). Without limiting the generality of the foregoing, in no circumstances shall RVTS, its officers, staff and agents be liable for special, indirect or consequential loss or damages.

The selection process remains at the unfettered discretion of RVTS. RVTS will not provide reasons for its decisions and is not subject to rules of natural justice.

Acceptance into RVTS does not imply that training will automatically be recognised towards fellowship of either ACRRM or RACGP.

In particular, it is up to individual doctors to determine whether their location will be suitable for ACRRM training if they are intending to progress toward FACRRM.