



## Remote Vocational Training Scheme Ltd (RVTS)

ACN 122 891 838

### 2019 Applicant Guide for Remote 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 three to 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 and rural Australia
- The AMS Stream, providing support specifically for doctors in Aboriginal Community Controlled Health Services (ACCHS <sup>1</sup>)

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 Remote Stream has an intake of 22 doctors annually. RVTS will run two application rounds for the 2019 intake. Up to fourteen positions will be filled in Round 1. The remaining positions will be filled in Round 2.

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

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

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1. An Aboriginal Community Controlled Health Service (ACCHS) is a primary health care service initiated and operated by the local Aboriginal community to deliver holistic, comprehensive, and culturally appropriate health care to the community which controls it (through a locally elected Board of Management).

## Key Dates

	Round 1	Round 2
Applications open	12 June 2018	27 August 2018
Applications close	16 July 2018	12 September 2018
Situational Judgement Test	2 July - 10 August 2018	2 September – 12 October 2018
Interviews	30 July – 17 August 2018	8 October – 19 October 2018
Training commences	29 January 2019	29 January 2019

## Eligibility Criteria

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

### 1. Location

- The location is in Modified Monash Model Region 4, 5, 6 or 7, (Locations outside of these regions are not eligible. Please check [here](#) for MMM location eligibility.), AND

### 2. Practice Status

- The position provides continuing comprehensive whole-patient medical care to individuals, families and their communities; AND

### 3. Medical Registration

- The doctor must have General, Provisional or Limited Registration for Area of Need with the Australian Health Practitioner Regulation Agency (AHPRA), AND

### 4. Doctors with Limited Registration

- The doctor must be on the Australian Medical Council Standard Pathway<sup>2</sup> and have successfully completed Australian Medical Council part 1 exam; AND
- Limited registration must have first been granted on or after 29 January 2017; AND
- The doctor must be at Level 3 or 4 supervision. Levels 1 and 2 are not eligible for the RVTS Training Program.

**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. If an applicant changes location prior to commencement of training, the training position will be forfeited.

Applications are accepted from Australian citizens, permanent residents and temporary residents. Temporary residents should have adequate time left on their visa to complete the training program.

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<sup>2</sup> See <http://www.amc.org.au/assessment/pathways/standard>

## 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 2019 must indicate this in their RVTS application.

Doctors who have applied or are currently enrolled in AGPT or the ACRRM Independent Pathway or the RACGP General Practice Experience Pathway must upload with their application documents, a statutory declaration of their intention to resign.

Applicants 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 all attempts at any segments of ACRRM or RACGP exams, including date of exam and the outcome.

## 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. RVTS Category

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 AHPRA.                       |
| Category 2 | A temporary resident who has applied for permanent residence and has General Registration with AHPRA.                           |
| Category 3 | An Australian or New Zealand citizen or Australian permanent resident who has Limited Registration for Area of Need with AHPRA. |
| Category 4 | A temporary resident who has Limited Registration for Area of Need with AHPRA.  |

### B. Solo Doctor Town Status<sup>3</sup>

Following on from ranking by A, 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.

### C. MMM Classification

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

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<sup>3</sup> 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.

### Acceptance for Interview and Situational Judgement Test:

The highest ranked applicants will then be invited to participate in the Situational Judgement Test (SJT) and interview process for a place in the Remote Stream.

	Round 1	Round 2
Number of places to be filled	14	4
Number of applicants to be interviewed	21	6

(Some of the positions on the Remote stream may be filled through the Targeted Recruitment Process, which is focused on designated locations of high workforce needs.)

Where applicants have equal ranking based on the above criteria, the RA and RRMA classifications will be used as further ranking criteria.

## The Selection Process

### Interviews

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:

1. Interest in and commitment to rural and remote practice
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.

### Situational Judgement Test

All eligible applicants selected for interview will be required to undertake an online Situational Judgement Test (SJT). The SJT score will contribute to the final score used to rank applicants.

An applicant will be considered unsuitable for RVTS if:

- Their interview score is equal to or less than 31, AND/OR
- Their SJT score is equal to or less than 31

Training places will be offered on the basis of aggregated interview and SJT scores<sup>4</sup>, and satisfactory referee reports. 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.

### Additional Points:

- Applicants unsuccessful in Round 1 selection will not be eligible to apply for Round 2.
- Applicants who achieve RVTS minimum selection requirements in Round 1 but not offered a position will automatically be considered for Round 2 if their circumstances have remained the same. Their score from Round 1 will apply for Round 2.
- Applicants not offered an interview in Round 1 must complete an online application for Round 2 and must upload all supporting documents to be considered for Round 2.

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<sup>4</sup> Where candidates have the same aggregated total score and there are greater number of candidates than remaining positions, they will be ranked according to MMM, followed by RA and RRMA classification.

## **Further requirements**

All applicants must continue to work in an eligible RVTS location for their training, except for approved hospital training and advanced skills posts. If a successful applicant moves training location, 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 AHPRA. Doctors with Limited Registration with AHPRA 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 29 January 2017.

Since supervision is normally undertaken remotely, doctors must have a minimum of Level 3 or 4 supervision. Doctors with Level 1 or 2 supervision requirements are ineligible for the RVTS Training Program. It is up to a doctor with Limited Registration to examine their individual registration requirements very carefully and consult with AHPRA prior to joining RVTS.

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

**Applicants who have Conditions, Undertakings or Reprimands with AHPRA are not eligible to apply.**

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 AHPRA for Specialist Registration as a General Practitioner.

In order to legally practise 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 ended immediately 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. If contract is ongoing (and has no end date) this needs to be indicated in the letter**
  - state whether you work full time or part time and total number of face to face, rostered, patient consultation hours and which days worked each week
  - 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 (eg certified copy of birth certificate if Australian or New Zealand born, or citizenship certificate or passport) (.JPG or PDF)
- If applicable, evidence of the date when the applicant became or applied for permanent residency (eg 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. (.JPG or PDF)
- Evidence of name change if applicant's name appears differently in supporting documents (eg marriage certificate or deed poll) (.JPG or PDF)
- 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 ***Note: Resignation should only be tendered after acceptance has been confirmed into the RVTS Training Program, commencing in 2019.*** (Word or PDF)
- If working in a solo doctor town, a statement from the relevant rural workforce agency or Primary Healthcare Network verifying that it is a solo doctor town

Applicants are required to submit clear, colour original scans or photographs of their supporting documentation. If an applicant is unable to do so, they must submit certified copies of their documentation. If the original document is black and white, RVTS can only accept a certified copy. Certification of a document may also be requested by RVTS at any time.

### Additional documentation required from limited registration doctors

- 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 (eg certificate or letter from medical board) (including New Zealand trained doctors).

### 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 may 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 [applications@rvts.org.au](mailto:applications@rvts.org.au) or mailed to:

RVTS Ltd  
PO Box 37  
ALBURY NSW 2640

**IMPORTANT NOTICE:** Applicants are required to submit clear, colour original scans or photographs of their supporting documentation. If an applicant is unable to do so, they must submit certified copies of their documentation. If the original document is black and white, RVTS can only accept a certified copy. Certification of a document may also be requested by RVTS at any time.

## Complaints and Appeals

If you believe the application and selection process has not been applied fairly, a complaints and appeals process is available at:

[http://rvts.org.au/downloads/policies/Reconsideration\\_Reviews\\_and\\_Appeals\\_Policy.pdf](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 to, or collect personal information about you, from the entities and organisations listed below:

- Your referees
- Your employer
- Australian College of Rural and Remote Medicine (ACRRM)
- Australian Defence Force (if I am an ADF applicant)
- 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)
- 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](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 nominated supervisors. You are required to obtain the consent of your referees and 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 the 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 2019 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.
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

## Application checklist:

- Applied online
- Provided all required supporting documentation via upload link in Application form
  - Curriculum Vitae
  - A letter of support from 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. If contract is ongoing (and has no end date) this needs to be indicated in the letter**
    - 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 (eg 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 (eg 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 (eg 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 (eg certificate or letter from medical board) (including New Zealand trained doctors).
- Evidence of Level 3 or 4 Supervision
- Notified referees and nominated supervisors
- Printed out 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.