



## Remote Vocational Training Scheme Ltd (RVTS)

ACN 122 891 838

### 2019 Applicant Guide for Targeted Recruitment

#### 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 & 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.

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.

#### Targeted Recruitment

RVTS is expanding upon its traditional workforce retention / training model in 2019 by piloting the recruitment of doctors to targeted remote communities with high medical workforce need. The RVTS targeted recruitment positions will utilise existing RVTS training positions, infrastructure.

Targeted Recruitment selection is based on eligibility of the remote training post and the applicant. Firstly, a remote training post must apply and be endorsed by RVTS for targeted recruitment. Secondly, the applicant must meet all the contractual requirements of the employer at the location, and finally, applicants must satisfy the RVTS selection eligibility criteria and be successful through the selection process.

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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).

## Endorsed Locations

In 2019, six training positions will be available for targeted recruitment nationally. To ensure all training positions are filled, RVTS has endorsed 13 training locations across Australia. The following criteria has been used to assess all training locations for targeted recruitment.

- a) **GP Community Care.** The positions must be providing continuing comprehensive whole-patient medical care to individuals, families and their communities.
- b) **Remote geographic location.** The locations must be within Modified Monash Model (MMM) Regions 4 to 7. For Aboriginal Medical Services, locations in MMM 2-3 will also be considered. Preference will be given to more remote locations.
- c) **High Medical Workforce Need.** The positions must have a demonstrated and long-term high medical workforce need. Positions will normally require endorsement from the local Rural Workforce Agency, State Government Health Department, Primary Health Network or NACCHO State Affiliate.
- d) **National Spread.** RVTS aims for an equitable national spread of training positions across the country based on current ABS population data.

The first 6 locations to recruit candidates who are successful through the RVTS selection process will be awarded the training positions for commencement in January 2019. Where there are more candidates than training places per selection round, candidates will be ranked in accordance with RVTS Selection criteria (see below).

Key Dates	Round 1	Round 2
Close of Targeted Recruitment Applications*	30 July 2018	28 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
Notification	September 2018	November 2018
Training commences	29 January 2019	29 January 2019

\*Targeted Recruitment closing dates are different to the closing dates for RVTS general selection.

## Targeted Recruitment Process

Below is a summary of the recruitment and application process.

**Step 1: Advertising:** The practice advertises and sources eligible candidates for their vacancy. RVTS can assist by advertising via our existing networks also.

**Step 2: Practice Recruitment Interview:** The practice interviews the candidate/s to determine if the candidate/s is suitable for the position.

**Step 3: Candidate Nomination/Application:** Once the practice has identified and made an offer in writing to their preferred candidate(s), the practice notifies RVTS via email ([applications@rvts.org.au](mailto:applications@rvts.org.au)) with the following:

- Candidate Name
- Candidate Phone
- Candidate Email &
- Candidate letter of offer

On receipt of these details, RVTS will contact the doctor and provide the application documents and instructions (link will be provided by RVTS). The candidate completes the online application and uploads supporting documentation.

As part of the application process, the doctor will need to provide a letter which:

- Is dated and signed by the Practice Principal, Senior Medical Officer, CEO, Director, or Practice Manager
- Is on practice letterhead
- Specifies the dates and duration of employment including the end date of the contract. If contract is ongoing (and has no end date) this needs to be indicated in the letter
- States whether the position is full time or part time and the total number of face to face, rostered, patient consultation hours and days worked each week
- Documents the nature of work including all duties performed

**Step 4: RVTS Recruitment Process:** RVTS will assess the application documentation against RVTS selection criteria and invite eligible candidates for an interview via video conference, and to undertake an online Situational Judgement Test (SJT). Interviews and SJT's will be conducted over the dates specified in the Key Dates table above.

## Eligibility Criteria

The RVTS eligibility requirements for individual doctors via targeted recruitment will be consistent with the existing RVTS recruitment process. At the time of applying, applicants must meet the following criteria.

### 1. Medical Registration

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

### 2. 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.

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.

## 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.

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

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.

## 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 or Aboriginal and Torres Strait Islander Health (Whichever is most applicable to the position).
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>3</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.

Note 1: RVTS will assess up to 3 eligible candidates from each practice (if applicable).

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<sup>3</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.

Note 2: If all targeted recruitment positions are filled by the end of Round 1, Round 2 will not be conducted.

Note 3: If the location puts forward multiple candidates and more than one candidate meets minimum RVTS Selection standards, the location will determine the preferred candidate for the position.

Note 4: Targeted Recruitment candidate selection will formally close on 28 September 2018. After this date any unfilled targeted recruitment positions will be absorbed into the RVTS general selection processes.

### **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 AHPRA 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

RVTS will provide a link completion of the application form. The application also requires applicants to acknowledge that they have read and understood the applicant declaration and the Australian Privacy Principle 5 Notification. Please note supporting documentation must be included at time of application (See list below). Once the application is submitted, notification will be sent to the applicant.

## 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 Officer, 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)

Applicants are required to submit clear, colour original copies 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 submitted with the 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 copies 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 application, you confirm 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 Officer, 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

### **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
- Keep 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.