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REMOTE VOCATIONAL
TRAINING SCHEME LTD

ACN 122 891 838

2022 Applicant Guide Targeted Recruitment

January – February 2022

The RVTS 2022 Applicant Guide – Targeted Recruitment

This publication is a guide for doctors who wish to apply for the Remote Vocational Training Scheme (RVTS) for training commencing in 2022. The guide includes important information on eligibility and selection to assist applicants.

Applications for entry to round four of the RVTS program in 2022 open on Friday 21 January 2022 and close on Wednesday 2 February 2022.

Successful candidates from Round 4 will commence training after the start of the training year (24 Jan 2022). It is important to note that successful candidates will be required to attend the compulsory educational workshop 4-8 April 2022 in Sydney. RVTS recommends that candidates ensure they are available to attend.

This publication is a guide only. While every effort has been made to ensure the information contained is correct at the time of publishing, changes are possible and applicants should refer to the electronic version of this guide on our website at rvts.org.au/applicants/application_information

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About RVTS

The RVTS is a vocational training program available to doctors who, under ordinary circumstances, could not complete General Practice or Rural Generalist training without 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 (ACCHS¹)

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 and the AMS stream 10. Up to fourteen positions will be filled in Round 1 for the remote stream and up to 6 positions for the AMS stream. The remaining positions will be filled in Round 2, or subsequent rounds where required to fill any remaining positions not filled in the first two rounds.

There are 5 targeted recruitment position available for the 2022 intake. These positions are taken from across either the Remote or AMS streams.

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 has expanded its traditional workforce retention / training model by piloting the recruitment of doctors to targeted remote communities with high medical workforce need.

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. Applicants can only apply to one Targeted Recruitment location per year.

Participating Locations

There are 5 training positions available for targeted recruitment nationally. To ensure all training positions are filled, RVTS has selected a number of training locations across Australia. Please refer to the RVTS website for up to date [Targeted Recruitment locations](#). 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 is 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 nomination from the State Rural Workforce Agency, State Government Health Department, Aboriginal Community Controlled Health Organisation (ACCHOs), or Royal Flying Doctors Service (RFDS).
- d) **National Spread.** RVTS aims for an equitable national spread of training positions across the country based on current ABS population data.

The first 5 locations to recruit candidates who are successful through the RVTS selection process will be awarded the training positions for commencement in 2022. Where there are more candidates than training places per selection round, candidates will be ranked in accordance with RVTS Selection criteria.

Key Dates

	Round 4
Applications Open	21 January 2022
Applications Close	2 February 2022
Situational Judgement Test	14 – 18 February 2022
Interviews	
Training commences	April 2022

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) with the following:

- Candidate Name
- Candidate Phone
- Candidate Email and
- Candidate letter of offer (see details below)

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 copy of the letter of offer from the practice 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 videoconference, 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. Applicants that have been in place prior to publication and approval of the Targeted Recruitment location are ineligible for Targeted Recruitment but can apply through the Remote or AMS streams if applicable.

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
- The doctor must be at Level 3 or 4 supervision². Levels 1 and 2 are not eligible for the RVTS Training Program, AND

2. Doctors with Limited Registration

- The doctor must be on the Australian Medical Council Standard Pathway³ and have successfully completed Australian Medical Council part 1 exam; AND
- Limited registration must have first been granted on or after 30 January 2020

Residency Status

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 and are required to provide evidence of their application for permanent residency or a statutory declaration stating their intention to apply once eligible.

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 2022 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 or RACGP Practice Experience Program (PEP) must upload with their application documents, a statutory declaration of their intention to resign.

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.

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 candidates.

Outcome

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 based on aggregated interview and SJT scores, 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:

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

Termination of Training

Delivery of the RVTS training program is dependent on funding from the Australian Government. If at any time this funding was discontinued, RVTS training may also be discontinued.

The training may also be ended immediately by RVTS if a participant 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.

Further requirements

All applicants must continue to work in an eligible RVTS location for the duration their training, except for approved hospital and advanced skills posts. If a successful applicant moves training location, they will forfeit their place in the 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. Applicants need to be aware of the RACGP restriction on exam attempts. Candidates have six enrolments over a period of three years to pass all three Fellowship exam segments (not including periods of approved leave).

The RACGP has a policy of RVTS registrars not commencing any exam segments until after 12 months from commencement of training. For RVTS Registrars, the 3-year time limit is suspended until they have met the exam eligibility requirements of the program (12 months).⁴This exam restriction only affects those undertaking a fellowship with RACGP and not for those completing the ACRRM fellowship.

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 30 January 2020.

Limited or Provisional Registration Doctors on level 1 or 2 supervision

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 or Provisional 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.

Applicants who have any current or pending cases with AHPRA that may result in future Conditions, Undertakings or Reprimands to their medical registration are required to provide these details at time of application.

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 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.

Apply

Applications are to be completed electronically at rvts.org.au/Applications/Apply. Please note supporting documentation must be uploaded at the 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. Applicants can only apply to one Targeted Recruitment location per year.

Changes can be made to the application up until the closing date for applications by following the relevant link provided in the email. Offers of a position in the program will be conditional upon receipt of the below documents.

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 Applicants upload the following documents as part of the application process:

- Curriculum Vitae (Word or PDF)
- A letter of support from your 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 (e.g., 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 received or applied for permanent residency (e.g., letter from Department of Home Affairs, or photocopy of Australian permanent residency status in passport) OR a sworn statutory declaration of intention to apply for permanent residency once eligible. (.JPG or PDF)
- If applicable, evidence of Aboriginality (.JPG or PDF)
- Evidence of name change if applicant's name appears differently in supporting documents (e.g., 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 General Practice Experience pathway or RACGP Practice Experience Program (PEP) if selected into the RVTS program (Word or PDF)

Note: Resignation should only be tendered after acceptance has been confirmed into the RVTS Training Program, commencing in 2022, and training has commenced.

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 (e.g., certificate or letter from medical board) (including New Zealand trained doctors).

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 documents 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 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, an appeals process is available at: rvts.org.au/downloads/policies/Reconsideration_Reviews_and_Appeals_Policy

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 Services Australia (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 Home Affairs (DHA)
- 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 Departments
- Any other organisations identified by the RVTS

RVTS has a privacy policy which you can read at: rvts.org.au/downloads/RVTS_Privacy_policy.

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 2022 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 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)
 - If applicable, evidence of the date when the applicant received or applied for permanent residency (e.g., letter from Department of Home Affairs, or photocopy of Australian permanent residency status in passport) OR a sworn statutory declaration of intention to apply for permanent residency once eligible.
 - If applicable, evidence of Aboriginality
 - 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 General Practice Experience pathway or RACGP Practice Experience Program (PEP) 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 (e.g., 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.

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).

² www.medicalboard.gov.au/Codes-Guidelines-Policies/Supervised-practice-guidelines

³ www.amc.org.au/assessment/pathways/standard-pathway

⁴ www.racgp.org.au/education/registrars/fellowship-pathways/policy-framework/policies/fellowship-exam-attempts