



Government of **Western Australia**
Department of **Health**

2025 Recruitment Process

Service Surgical Registrar Application Guide

Applications for 2025 Service Surgical Registrar positions in Western Australia (WA) through MedCareersWA

Contents

Version Control	2
Overview	3
Three-Year Contract Holders	3
General Information	4
Important dates.....	4
Eligibility criteria.....	5
Primary Employing Health Services	5
The Application Process	6
Preparing your application.....	6
Statement addressing the selection criteria	7
Theatre Logbook	7
Curriculum vitae.....	7
Cover letter	7
Employment preferences	7
Specialty preferences	8
Referees	8
Assessment and selection	9
Suitable applicants	9
Not suitable	9
Feedback/Breach period	9
Specialty assessment	9
Offers	10
Time limits to accept or decline	10
Duplicate offers	11
Withdrawing your application.....	11
Closure of the pool	11
Contact information	11
Frequently Asked Questions	12

Version Control

Version	Date	Author	Reason for update
1.0	28/05/2021	Office of the Chief Medical Officer (OCMO)	First version
2.0	24/05/2022	Office of the Chief Medical Officer (OCMO)	Update for 2023
3.0	15/05/2023	Office of the Chief Medical Officer (OCMO)	Update for 2024
4.0	14/05/2024	Office of the Chief Medical Officer (OCMO)	Update for 2025

Overview

This guide details the 2025 Western Australia (WA) Service Surgical Registrar (SSR) Recruitment Process.

Applications are accepted through MedCareersWA, and contracts will be issued from the relevant participating Primary Employing Health Services (PEHS).

If you have any questions or issues at any time during the application process, you can contact the Office of the Chief Medical Officer Medical Workforce team via email at medicalrecruitment@health.wa.gov.au for assistance.

All applications must be submitted by the close of the application period, which is 4pm (AWST), Tuesday 25 June 2024.

Allow time for your application submission so that it is processed in MedCareersWA before the closing date and time. Please ensure you click submit on your application and receive an acknowledgment email prior to the closing date/time.

You can also confirm your application status in your MedCareersWA profile; submitted applications display as 'Application Received'.

Once applications are submitted, they cannot be edited, and any additional documents cannot be uploaded. We recommend you save a draft of your application which you can edit as required until you are ready to submit it. If your contact details change, you can update these via your 'Profile' at any time (even after the close of applications).

Late applications will NOT be accepted.

MedCareersWA technical support is available during business hours (Australian Western Standard Time (AWST)) and will be able to assist you with issues relating to:

- document uploading and attachments
- account activation/de-activation/log-in issues
- email subscriptions.

Three-Year Contract Holders

Please note that if you are currently a PGY2 holding a three-year contract with WA Health, you have the following options:

- if you wish to apply for an SSR position you will need to complete a separate application.
- if you wish to ensure you remain in the RMO "pool" with your current employer, you will have received an email with instructions on how to submit your intention to continue your current 3-year contract on MedCareersWA.
- If you wish to consider changing to another site as part of the RMO pool you will need to complete a new application in the [2025 Annual WA RMO and SMR Centralised Recruitment](#). If you elect to change sites your application will be assessed along with the other new applicants.

General Information

Important dates

Process	Date
Applications open	Friday 24 May 2024 – 8.00am (AWST)
Applications close <ul style="list-style-type: none"> Your referees may be contacted after this date to provide a reference. 	Tuesday 25 June 2024 – 4.00pm (AWST)
Assessment and Selection <ul style="list-style-type: none"> Full assessment to suitability conducted through selection panels 	Starts: Wednesday 26 June 2024 Finishes: Friday 19 July 2024
Suitable pool created <ul style="list-style-type: none"> The suitable pool is created prior to any offers being made. Applicants are notified whether they have been appointed to the suitable pool. 	Monday 22 July 2024 <i>Interviews (if required)</i> Monday 22 July 2024 – Friday 26 July 2024
Feedback/Breach Period <ul style="list-style-type: none"> See Feedback/Breach period section for further information 	Starts: Monday 22 July 2024 Finishes: Friday 26 July 2024 5.00pm (AWST)
Offer Period	First Round Offers Starts: Monday 19 August 2024 Finishes: Friday 30 August 2024 General Round Offers Starts: Monday 2 September 2024 Finishes: Friday 27 September 2024
Close of the suitable pool and end of offers	Friday 27 September 2024 5:00pm (AWST)

Eligibility criteria

To be considered for an SSR position, you must provide evidence you:

- Are eligible for registration with the Medical Board of Australia;
- Are eligible to work in Australia (evidence of valid Australian citizenship, permanent residency, temporary residency (or eligibility to obtain) and/or a relevant visa must be provided prior to commencement);
- Have and can demonstrate the qualifications, essential skills and experience required for the position, as described in the job description form and
- have worked for a minimum of 12 months as a registered medical practitioner in an Australian hospital or comparable hospital setting within the last 3 years (listed below).

<i>Austria</i>	<i>France</i>	<i>Malaysia</i>	<i>Spain</i>
<i>Belgium</i>	<i>Germany</i>	<i>New Zealand</i>	<i>Sweden</i>
<i>Canada</i>	<i>Greece</i>	<i>Norway</i>	<i>Switzerland</i>
<i>Czech Republic</i>	<i>Iceland</i>	<i>Portugal</i>	<i>The Netherlands</i>
<i>Denmark</i>	<i>Israel</i>	<i>Republic of Ireland</i>	<i>United Kingdom</i>
<i>Finland</i>	<i>Italy</i>	<i>Singapore</i>	<i>United States of America</i>

Primary Employing Health Services

Health Service	Primary hospital	Specialty	Placement health services
Child and Adolescent Health Service (CAHS)	Perth Children's Hospital (PCH)	<ul style="list-style-type: none"> • General Surgery • Plastic Surgery • Ear Nose and Throat 	<ul style="list-style-type: none"> • N/A
East Metropolitan Health Service (EMHS)	Royal Perth Hospital (RPH)	<ul style="list-style-type: none"> • General Surgery • Ear Nose and Throat • Trauma Surgery • Plastic Surgery 	<ul style="list-style-type: none"> • Armadale Hospital • Bentley Hospital • Broome Hospital • Kalgoorlie Hospital • St John of God Midland Public and Private Hospitals
North Metropolitan Health Service (NMHS)	Sir Charles Gairdner Hospital (SCGH)	<ul style="list-style-type: none"> • General Surgery – Surgical Assessment Unit • Upper GI • Breast Surgery • Colorectal Surgery • Transplant • Ear Nose and Throat • Endocrine Surgery • Cardiothoracic Surgery • Plastic Surgery 	<ul style="list-style-type: none"> • Osborne Park Hospital

Health Service	Primary hospital	Specialty	Placement health services
Ramsay Health Care (RHC)*	Joondalup Health Campus (JHC)	<ul style="list-style-type: none"> • General Surgery • Urology • Plastic Surgery 	<ul style="list-style-type: none"> • N/A
South Metropolitan Health Service (SMHS)	Fiona Stanley Hospital (FSH)	<ul style="list-style-type: none"> • General Surgery • Ear Nose and Throat • Cardiothoracic Surgery • Plastic Surgery • Urology 	<ul style="list-style-type: none"> • Fremantle Hospital • Rockingham General Hospital • St John of God Murdoch Hospital • Peel Health Campus

*JHC is part of Ramsay Health Care. Employment terms and conditions are contained within the Ramsay Health Care Employment Agreement and may differ from WA Health hospitals.

The Application Process

To apply for this position, click the 'Apply Now' on the advert, and follow the prompts to complete the application.

Once applications are submitted, they cannot be edited, and any additional documents cannot be uploaded. We recommend you save a draft of your application which you can edit as required until you are ready to submit it. **Saved applications are not automatically submitted at the closing of the application period.**

If your contact details change, you can update these via your 'Profile' at any time (even after the close of applications).

All applications must be submitted by the close of the application period, which is 4pm (Australian Western Standard Time), Tuesday 25 June 2024. **Late applications will NOT be accepted.**

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

Preparing your application

The following items will form part of your application and will need to be prepared prior to commencing the online recruitment process through MedCareersWA.

- Registration with the Medical Board of Australia – information on your current registration status, Australian Health Practitioner Regulation Agency (Ahpra) number and registration type/pathway, or evidence of eligibility for registration;
- Your statement addressing the selection criteria;
- Your theatre logbook;
- Your curriculum vitae outlining education, medical qualifications and employment experience; and
- Your cover letter.

Statement addressing the selection criteria

The selection criteria, which detail the necessary skills, qualifications, and experience for an SSR position, play a crucial role in the merit-based assessment by each PEHS. Applications lacking responses to the selection criteria will score lower in the suitability assessment. You must provide a statement addressing each criterion.

You will need to refer to the MedCareersWA advertisement for the full application selection criteria. For more information see: [MedCareersWA - How To Apply](#)

Theatre Logbook

You must attach a logbook outlining the experience you have gained thus far in your surgical career. There is no mandated proforma, however a sample template ('Summary Theatre Logbook_TEMPLATE') is attached on the [advert](#). Please note this only serves as a template. Applicants have the flexibility to submit their theatre logbook in the format of their choice, such as an Excel spreadsheet or any other appropriate format. The template can be used as a guide for the essential information (date, procedure, and supervision level) that should be included in your chosen logbook format.

Curriculum vitae

You must attach a curriculum vitae (CV) or resume to your application. A CV should not exceed three A4 pages, and should include the following:

- Educational background.
- Medical employment history.
- Research, audits, publications or presentations you have undertaken.
- Professional development, courses or exams e.g. Teaching on The Run (ToTR), Advanced Life Support 1 or 2, Generic Surgical Science Examination (GSSE).

Cover letter

Writing and submitting a cover letter as part of your application is essential. It provides a good opportunity to highlight information you have not covered in your selection criteria responses. Please note that there is a two-page limit for cover letters.

In your cover letter please outline:

- your specialty training preferences;
- your desire to work full or part time hours.

This will help guide your potential employer to offer rotations which align with your career aspirations.

Employment preferences

This year, split contracts are available for applicants. This enables applicants to move between PEHS' to facilitate 2x 6-month rotations.

Rank your top three PEHS' or split contract option in order of preference in your application.

The employment preferences will also provide an option for you to advise on your preferred start date, working hours, and contract duration. These will be reviewed by the PEHS and accommodated where possible, noting that the SSR recruitment process is highly competitive and there are limited places.

Specialty preferences

You must specify your THREE specialty preferences which will be considered during the assessment period.

In the 'Employment Details 2' Tab you can specify your three specialty preferences. Please see the below:

Service Surgical Registrar

Do you intend to apply for entry into or continuation in a Surgical Education and Training (SET) program?*

Select

Please specify the surgical specialty you are interested in the advertised position*

Select

Are you seeking exposure to any other surgical subspecialties in the advertised position?*

Select

Do you have any professional or personal circumstances that require consideration in your rotation allocation?*

Yes

Please specify*

What exams have you passed and which courses have you completed to date?
Please select all that apply

RACS: Training in Professional Skills (TIPS) RACS: Operating with Respect elearning / 1 day course (OWR)

RACS: Critical Literature Evaluation and Research (CLEAR) RACS: specified Hand Hygiene Module

RACS: Generic Surgical Sciences Examination (GSSE) passed RACS: Clinical Examination (CE) passed

RACS: Early Management of Severe Trauma (EMST) RACS: Australian and New Zealand Surgical Skills Education and Training (ASSET)

Advanced Life Support 2 (ALS2) or equivalent RACS: Care of the Critically Ill Surgical Patient (CCrISP)

Please specify your 1st specialty preference here

Please specify your 2nd and 3rd specialty preferences here

- Rank your top three specialties in order of preference.

Referees

- Provide the names, email address and at least one current phone number of two professional referees. Ensure at least one is a recent previous clinical supervisor (within past 12 months).
- Please contact your referees before you submit your application to confirm that they consent to providing a confidential referee report. Ensure that they will not be on

leave or have retired or relocated and cannot access their emails, and, most importantly that their contact email is correct.



- Your referees may be contacted after the application period closes.

Helpful Hint: **Check** and then **double check** that the email addresses you have entered for your referees into your MedCareersWA application are correct. The recruitment team receive hundreds of emails from applicants saying that the email address entered into their MedCareersWA application is wrong or outdated or has a typo. These errors may prevent your application from being assessed.

For more information see: [MedCareersWA - How To Apply](#)

Assessment and selection

Eligible applicants will be assessed and ranked by a selection panel.

This process is competitive and merit-based which means it is an independent assessment that considers the skills, knowledge and abilities relevant to the work-related requirements and position outcomes.

The selection panels operate in accordance with Public Sector Commission (PSC) standards. If your application is assessed as suitable, you will be recommended for the suitable pool.

It is important to be aware that some specialties may conduct interviews as part of their assessment of applicants. If you are selected for an interview, you will be emailed directly from the specialty with the relevant interview details. You will need to ensure you have access to your emails and availability to attend any interviews if required.

Suitable applicants

Suitable applicants are placed into a recruitment pool that is created upon completion of the assessment process. Applicants are notified by email if they are considered suitable for the pool. Please note that this is not a job offer.

Not suitable

Applicants deemed not suitable will be notified by email once the assessment stage has been completed.

Feedback/Breach period

If you are deemed not suitable, you may want to discuss your application with the specialty/hospital who reviewed your application. The notification letter you receive will provide information on who to contact.

The Public Sector Management (Breaches of Public Sector Standards) Regulations 2005 allows you to lodge a breach claim if you consider any Employment Standards have been breached and you have been adversely affected. For more information on these standards and the process for lodging a breach claim, visit www.publicsector.wa.gov.au

Specialty assessment

Suitable applications will then be assessed and ranked by specialty assessment panels to determine suitability for specialty rotations.

Offers

Applicants will receive an email to notify them that they have been conditionally offered a position. The offer will contain information about contract duration, employment type and the employment dates.

All offers are made using the email address supplied in your MedCareersWA registration. You can check the status of your application and view and respond to offers online. It is important to make sure your email account filter does not remove emails from MedCareersWA. It is recommended that you check spam or junk mail folders for emails from MedCareersWA.

Accepting an offer

To accept the offer, follow the instructions below:

1. Click the login link in the email. Alternatively, visit MedCareersWA and click **existing applicant login**
2. Enter your **email address** and **password**
3. Click **login**
4. The applicant portal will load with a yellow message bar informing you of the offer
5. Click **view offer**
6. Read the instructions
7. Click to open every document available
8. Select the acknowledgement checkbox
9. The **I accept** button should now be active to click
10. Your status will automatically update to **offer accepted**.

Once the offer has been accepted online, the employing PEHS will send a formal contract later in the year, for which a separate response is required.

If you are overseas or away from an internet connection, you will need to arrange for someone to accept/decline your offer on your behalf. The use of the MedCareersWA website and distribution of your login details should be made at your discretion, in accordance with the website terms of use. Arrangement for a proxy to sign in and update your status on your behalf is at your discretion.

Declining an offer

To decline an offer, follow the instructions below:

1. Click the login link in the email. Alternatively, visit MedCareersWA and click **existing applicant login**.
2. Enter the **email address** and **password**
3. Click **Login**
4. The applicant portal will load with a yellow message bar informing of the offer
5. Click **view offer**
6. Click the **I decline** button
7. At the **offer declined** screen, select a **reason for declining**
8. Enter any details
9. Click **submit**
10. Your status will automatically update to **Offer Declined**

Time limits to accept or decline

Unless otherwise stated, you have four business days to accept or decline your offer. If you fail to respond within this time, your offer will be forfeited, and your application will

return to the recruitment pool. There is no guarantee that a forfeited offer will be reissued, or that further offers will be made.

Duplicate offers

We understand that you may submit applications for other positions outside of this process. We ask that if you accept an offer outside of this process, you withdraw your application for this role and any other roles you may have applied for through MedCareersWA. This is vital in ensuring that any remaining positions can be allocated to your colleagues and to guarantee that the operational needs of WA Health services are met.

Please note that WA Health workforce teams are given a “duplicate acceptances” report, and applicants who are holding more than one offer will be contacted and asked to make a decision.

Withdrawing your application

You can withdraw your application at any time during the process.

1. Login to your MedCareersWA profile
2. Click **Withdraw**
3. Select a reason for withdrawing and provide any additional details
4. Click **Withdraw application**
5. Your application will now be withdrawn and no longer displayed on your home page

If you withdraw your application, you will receive an email notification. You will also be asked to complete a short survey, providing information to help us improve the way we manage our medical workforce.

Closure of the pool

Applicants in the suitable pool who have not been successful in obtaining an offer for an SSR position, will be notified by email when the recruitment process closes.

Contact information

If you have any questions relating to the recruitment process	medicalrecruitment@health.wa.gov.au
If you are having any problems with the MedCareersWA Website	MedCareersWA@health.wa.gov.au
If you have a question about the position or you have a site-specific query	<p>Fiona Stanley Fremantle Hospital Group FSH.MW@health.wa.gov.au</p> <p>Joondalup Health Campus BoxK@ramsayhealth.com.au</p> <p>Perth Children’s Hospital cahs.medicalworkforce@health.wa.gov.au</p> <p>Royal Perth Bentley Group RPH.Reg-FellowContracts@health.wa.gov.au</p> <p>Sir Charles Gairdner Osborne Park Health Care Group SCGH.Registrar@health.wa.gov.au</p>

Frequently Asked Questions

Do I need a cover letter?

Writing a cover letter is essential. Your cover letter provides a good opportunity to highlight information you have not covered in your selection criteria responses including your interest in specialty training. It allows your employer to best match up your preferences with the positions they have available.

Who do I address my cover letter to if my preferences are across different specialties?

Focus on addressing your first preference, however, it may be worth mentioning the reason for your subsequent preferences as well.

Who is an appropriate referee?

You must provide the names and contact details for two professional referees. It is essential that at least one of your referees has supervised your clinical work within the past twelve months.

Who will assess my application?

Your application will be assessed and ranked by the selection panel with the specialty you have indicated as your first preference.

What does it mean to be in the suitable pool?

'Suitability' means that you meet the criteria for the role that you have applied for. Once you have been deemed suitable you will move to the suitable pool. From there, you can be offered a position as an SSR.

I have received an offer. What happens to my application if I accept? What happens to my application if I decline?

If you **ACCEPT** an offer, the employer is notified, and your application is no longer available in the suitable pool. You will not receive any further offers of employment from this process.

If you **DECLINE** an offer, the employer is notified, and your application will be returned to the suitable pool or removed from the pool depending on your selected response to the offer email. If you wish to be considered for further offers, your application will be returned to the suitable pool for consideration as vacancies arise. Please note that there is no guarantee you will receive another offer.

If you do not respond to an offer by the deadline, the offer becomes void and is assumed to be declined. The offer will be marked as declined and your application will be returned to the suitable pool. If you miss the deadline but wish to accept the offer, please contact the employer's medical workforce team as soon as possible to discuss.

What happens if I do not receive an offer?

Positions are highly sought after, and the selection process is very competitive. If you are unsuccessful in gaining an offer in the first round, you may be selected through a second or third round.

What is the next step after I accept an offer?

Once an offer is accepted, the next step is for the employer to send you the conditional contract paperwork. Any further enquiries regarding offers should be directed to your employer's medical workforce team.