



Remote Vocational Training Scheme Ltd (RVTS)

ACN 122 891 838

Applicant Guide - Casual Vacancies – December 2011

Program Overview

The Remote Vocational Training Scheme Ltd provides vocational training towards FRACGP/FARGP and FACRRM for medical practitioners in remote and isolated communities throughout rural and remote Australia.

The RVTS is a four year full-time (or part-time equivalent) program designed to deliver structured distance education and supervision to doctors while they continue to provide general medical services to a remote and/or isolated community. The training includes teletutorials, education workshops, remote supervision and individualised training advice.

Eligibility Criteria

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

1. Location

- The location is in ASGC-RA 2, 3, 4 or 5 (see the DoctorConnect Locator Map); AND
- The location is more than 80 km or 1 hour by road from a centre with no less than a continuous specialist service in anaesthesia, obstetrics and surgery and a fully-functional operating theatre¹; AND

2. Practice Status

- The doctor must be working in a solo doctor practice, or a location where the medical services would be substantially compromised by the departure of that doctor to undertake training; AND
- The position provides continuing comprehensive whole-patient medical care to individuals, families and their communities; AND

3. Medical Registration & Residency

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

All applicants must be working in an eligible location currently and remain in that location throughout their training, or have an arrangement in place to be in an eligible location at the commencement of training or be undertaking approved ACRRM or RACGP advanced specialised training / advanced rural skills post at the commencement of training and be in a suitable location within 12 months of commencement of training..

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

¹ Defined by Google Maps

Preference will be given to locations where there is no access to onsite supervision with the Australian General Practice Training (AGPT) program. Evidence may be sought from the local Regional Training Provider, ACRRM, RACGP and/or GPET to determine this. Interpretation of this requirement is at the discretion of RVTS.

Applicants from eligible locations that are NOT single doctor towns must provide:

- Written evidence of community support from the local Division of General Practice or other local organisation for their continued practice in the community; and
- Written evidence from the relevant Rural Workforce Agency of the need for the doctor in that location.

Applicants not currently in an eligible location must provide:

- Written evidence² that they will be working in a suitable location at the commencement of training; or
- Written evidence that they will be undertaking approved ACRRM or RACGP advanced specialised training / advanced rural skills post at the commencement of training.

Applicants who do not strictly meet the above criteria but who feel their location/situation deserves consideration are encouraged to contact RVTS.

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. Access to AGPT Program

Applicants from locations where there is no access to onsite supervision with the Australian General Practice Training Program will be ranked higher than applicants from locations with access to onsite supervision within the AGPT program.

B. RVTS Category

Following on from ranking by access to AGPT training, applicants will be ordered by RVTS Category where applicants meeting Category 1 criteria will have a higher ranking. The RVTS categories are as follows:

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

² Evidence may be an employment contract or a letter of substantiation by an employer/rural workforce agency.

Solo Doctor Town Status³

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

C. RA Classification

Following on from ranking by A, B & C, applicants will be ranked via ASGC-RA classification. Applicants from RA5 will be ranked highest, followed by applicants from RA4, RA3, and then RA2.

The highest ranked applicants will then be interviewed for a place in the program.

The Selection Process

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

The interview process will allow applicants to demonstrate their suitability for entry into RVTS. Applicants will be assessed against the following criteria:

1. Interest in rural and remote practice
2. Professional development
3. Communication skills
4. Time management
5. Clinical competence
6. Willingness to receive feedback and learn from it
7. Ethical practice

Training places will be offered on the basis of eligibility, ranking, merit 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. Only in exceptional circumstances can commencement of training be deferred.

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.

Further requirements

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

³ 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 local GP Division.

Limited Registration Doctors

RVTS requirements are additional to any requirements laid out by the Medical Board of Australia. Doctors with Limited Registration with the Medical Board of Australia may have a requirement to obtain General or Specialist Registration within a certain time frame. Training with RVTS does not take away 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. It is up to a doctor with Limited Registration to examine their individual registration requirements very carefully and consult with the Medical Board of Australia prior to joining RVTS.

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

RVTS provides training toward FRACGP/FARGP and FACRRM. Once Fellowship of ACRRM or RACGP is achieved, doctors with Limited Registration are able to apply to the Medical Board of Australia for Specialist Registration as a "Specialist" General Practitioner. Specialist Registration as a GP should enable doctors to practice in typical office based general practice environments. At this stage it is unclear whether Specialist Registration as a GP extends to hospital practice or some specialty areas e.g. skin clinics.

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 are encouraged to complete their AMC Certificate while training with RVTS. RVTS does not provide training towards the AMC Certificate.

International Medical Graduates without AMC Certificate

Doctors without the AMC Certificate training towards Fellowship of the RACGP are required by the RACGP to meet different pre-requisites in order to sit the FRACGP exam and gain Fellowship. It is an RACGP requirement for International Medical Graduates (IMGs) training towards Fellowship of the RACGP to have completed the AMC Clinical examination. Doctors who do not meet this requirement will only be eligible to gain FRACGP via the practice eligible route. This requires doctors to have 4 years of general practice experience, with at least one having been gained in Australia, to be eligible to sit FRACGP assessment. In addition, doctors who do not have the AMC Clinical examination are required to have at least 5 years of general practice experience, at least one of which must have been gained in Australia and have completed all assessment requirements in order to gain Fellowship. Your general practice experience must be assessed by the RACGP to determine that you have sufficient recognised time to be eligible for FRACGP within your RVTS training time. RVTS doctors with Limited Registration are encouraged to complete their AMC Certificate while training with RVTS. RVTS does not provide training towards the AMC Certificate.

Further information on eligibility for RACGP assessment can be found on the RACGP website at <http://www.racgp.org.au/Content/NavigationMenu/educationandtraining/Assessment/Assessmentpolicies/EligibilityForAssessment.pdf>.

Doctors without the AMC Certificate training towards Fellowship of the Australian College of Rural and Remote Medicine (FACRRM) are **not** required to meet any pre requisites in order to undertake assessment toward FACRRM.

Termination of Training

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

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

Confidentiality

All information submitted with this application will be treated confidentially. RVTS will adhere to the RVTS Privacy Policy available at http://www.rvts.org.au/downloads/RVTS_Privacy_Policy.pdf.

To Apply

Applications must be made on the Remote Vocational Training Scheme Ltd application form available from the RVTS website at <http://www.rvts.org.au/applicants/applications.aspx>.

Supporting Documentation

It is essential that the following documents be included with an application:

- Curriculum Vitae
- A passport-sized photo
- Evidence of Australian or New Zealand citizenship or Australian permanent or temporary residency (eg copy of birth certificate if Australian or New Zealand born, or citizenship certificate or passport)
- Evidence of primary medical qualification (eg copy of degree or academic transcript)
- Evidence of current medical registration (eg copy of current registration card or certificate)
- Evidence of name change if applicant's name appears differently in supporting documents (eg marriage certificate or deed poll)

Applicants from locations which are NOT single doctor towns must provide:

- Written evidence of community support from the local Division of General Practice or other local organisation for their continued practice in the community; and
- Written evidence from the relevant Rural Workforce Agency of the need for the doctor in that location.

Applicants not currently in an eligible location must provide:

- Written evidence that the applicant will be working in a suitable location at the commencement of training; or
- Written evidence that they will be undertaking approved ACRRM or RACGP advanced specialised training / advanced rural skills post at the commencement of training.

In addition, for doctors who did not obtain their primary medical qualification in Australia, the following must be supplied:

- 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.

- If applicable, Australian Medical Council MCQ and Clinical examination results (excluding New Zealand trained doctors)
- 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).

Certification of Supporting Documentation

Successful applicants will be required to submit copies of original documents, certified by one of the following authorised officers:

- A Justice of the Peace (*Copies certified by a Justice of the Peace must include a registration number and the state in which they are registered as a Justice of the Peace. If no registration number is available, JPs must provide their full name and address*).
- A Commissioner for Declarations
- A bank manager
- A postal manager
- A credit union branch manager
- A barrister, solicitor or patent attorney
- A police officer in charge of a police station, or of the rank of sergeant or above
- A pharmacist.

Documents certified by medical practitioners cannot be accepted.

The authorised officer must certify each document by writing '*I certify this is a true copy of the original document sighted by me*' and sign it on the front page of the document (not on the reverse side of the page). Double-sided documents must be certified on both sides.

If the certifying officer is **not** a Justice of the Peace then they must also include the following details:

- Name
- Address
- Contact telephone number
- Profession or occupation or organisation
- Date verified.

Referees

Applicants are required to provide the names and contact details of two referees on the application form. Referees should be professional colleagues who are familiar with the applicant's work over the last three years. They must have been in a supervisory or management position in relation to the applicant's position at that time. Referees must not be personally or financially related to the applicant. Referees may be contacted to provide information about the applicant's suitability for RVTS.

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

Address for Applications

Applications and supporting documentation are to be mailed to:

RVTS Ltd
PO Box 37
ALBURY NSW 2640

Timeline

15 December	Applications close & all documentation due
19-22 December	Interviews

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.

Program Structure

Throughout the program, registrars must continuously meet the eligibility requirements for entry to the program, except for approved hospital training and advanced skills posts.

At the commencement of the program each registrar will meet with their Training Advisor (an RVTS Medical Educator) and develop an individualised learning plan. This plan will be reviewed and revised on an ongoing basis throughout the training program. At the completion of training, it is expected that participants will have completed all of the necessary educational requirements to qualify them for the award of the FRACGP/FARGP and/or the FACRRM, as well as addressing their assessed individual learning needs.

The following program activities are mandatory for all RVTS registrars:

- Participation in a dedicated program of weekly teletutorials throughout the duration of the program
- Participation in intensive 5-day education workshops, twice annually
- Compilation of an individualised learning portfolio
- Participation in individual formative assessment sessions twice annually
- Participation in Clinical Teaching Visits three times in the first year and as appropriate to individual registrar needs in subsequent years
- Participation in cross-cultural awareness activities
- Successful completion of two recognised Emergency Medicine Skills courses

In addition to these activities, as required by ACRRM and RACGP, participants must successfully complete all programs and assessment requirements in order to qualify for their respective vocational training awards. Refer to the relevant College for further details.