

# JOB SHARE REGISTRAR 2010

## Information for applicants for Rotating Registrars in The Royal Children's Hospital/Monash Medical Centre Paediatric Training Program

### PLEASE READ THE GUIDELINES FOR JOB SHARING.

Paediatric Job Sharing Registrar training positions in Victoria are very competitive. The process of selection involves a detailed application, an interview, review of term reports and referee reports.

### Application

To assist applicants and the selection committee, all applicants are asked to submit the following:

- Completed application form and **ENSURE YOUR PARTNERS NAME IS ENTERED.**
- Curriculum Vitae.
- Covering letter that address the selection criteria.
- The names of three referees (include at least two consultant referees, and one other referee (e.g. senior nurse). Three reference forms are attached for applicants to give to their selected referees. It is important that the committee receive 3 completed references.
- Job Selection forms – attached – please complete and return with your application.
- A **certified** copy of your Current Medical Registration Certificate.
- A **certified** copy of your Working with Children Check/card.
- **CLOSING DATE FOR 2009 APPLICATIONS IS MONDAY 24<sup>th</sup> AUGUST.**

### Selection Criteria

Successful applicants will demonstrate:

1. Potential for progressing through Paediatric Physician training (*ie understanding of training pathway, organisation, motivation, academic ability*)
2. Potential to develop as a consultant Paediatrician (*ie knowledge, judgement, organisation, interpersonal skills, esp communication, teamwork and empathy*)
3. Ability to practice at a high standard currently (*ie current clinical skills*)

### Interviews

- **Closing date: Monday 24<sup>th</sup> August 2009.**
- Interview dates: assorted afternoon times through early to mid September 09.

### Appointment Process

Each individual applicant will be ranked by the interview panel for the following steps of the recruitment process, if successful on being accepted in first round offers.

- |                                     |                      |
|-------------------------------------|----------------------|
| 1. Application, cover letter and CV | 20% of total ranking |
| 2. References                       | 30% of total ranking |
| 3. Interview                        | 30% of total ranking |
| 4. Overall Impression               | 20% of total ranking |

Once each applicant is ranked individually based on the above, the rankings will be averaged and a partnership ranking given. This will be the ranking that will be used when positions are allocated.

## CHECKLIST.

To ensure that you are submitting a complete application, please ensure the following is completed before handing in your application:

Application form completed and signed

Please ensure that it is **written legibly IN BLOCK LETTERS**. Please follow all instructions that are listed.

Also please ensure **ALL** questions are answered.

Photo attached to application in designated place

Covering letter with relevant criteria addressed attached

Ie: you **MUST** have addressed:

Your potential for progressing through the Paediatric Physician training (*ie understanding of training pathway, organisation, motivation, academic ability*)

Your potential to develop as a consultant Paediatrician (*ie knowledge, judgement, organisation, interpersonal skills, especially communication, teamwork and empathy*)

Your ability to practice at a high standard currently (*ie current clinical skills*)

You should also include why we should choose you to work at the Royal Children's Hospital

An up to date CV has either been forwarded or is attached.

Your CV should be concise and clearly set out with the following areas clear to read:

- Personal information
- Educational history (including honours during your training and any education since medical school)
- Working history (from your Intern year) with dates, position, employer, duties and areas worked.
- Publications
- Other information, ie: memberships, hobbies, registration details

A **CERTIFIED** copy of your current Medical Registration Certificate

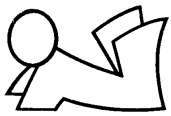
A **CERTIFIED** copy of your Working with Children Check/card

3 referee forms have been distributed to referees to be completed.

**Please note - it is your responsibility to ensure that all 3 referee forms are returned. If they are not returned, your application will be deemed incomplete. It is also your responsibility to note down which referee report you give out to referees. If you need to know how many are returned, you can call the office find out. When you do this, you will only be told (for example) referee report 1 and 3 are returned. You will need to know who they were distributed to, in order to chase number 2.**

**If any part of your application is missing on the closing date, your application will be deemed incomplete.**

**This may work against you when the interview process begins.**



APPLICATION FOR POSITION AS ROTATING REGISTRAR 2010/11 (PAEDIATRIC TRAINING PROGRAM)

Name of Job Share Partner: THIS MUST BE COMPLETED OTHERWISE YOUR APPLICATION WILL NOT BE CONSIDERED.

PLEASE COMPLETE ALL SECTIONS USING BLOCK LETTERS

Surname: Given Name(s):

Full Private Address:

Postcode:

Telephone: (home) (work) (mobile)

E-mail: Date of Birth: / /

Do you have Medical Registration in Victoria? Yes No Number:

Are you enrolled in the Paediatric Training Program? Yes No

Are you an Australian Resident? Yes No

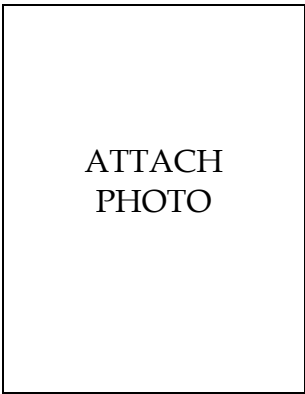
If no, what is your visa status (if in Australia):

Table with 3 columns: QUALIFICATIONS, DATE, INSTITUTION

Honours During Training:

Working History (please start with your current appointment)

Table with 3 columns: PAST/PRESENT APPOINTMENTS, DATE, INSTITUTION



*Please attach a recent colour passport-sized photo. If you are successful in obtaining a position with RCH, a copy of this photo may be kept in clinical areas for use by RCH medical or nursing staff to identify you. It may also be stored on the RCH intranet (internal use only) for ease of reference by RCH staff*

List three referees - include at least two consultant referees, and one other referee (e.g. senior nurse, registrar).

NAME	<i>Please include full address, telephone number, fax, email</i>
1	
2	
3	

**PLEASE HAVE YOUR REFEREES COMPLETE THE ATTACHED REFEREE FORM AND RETURN DIRECTLY TO THE CHILDREN'S HOSPITAL (address details below)**

Published Works (including papers)::.....  
.....  
.....  
.....

**PLEASE ATTACH CURRICULUM VITAE**

**PLEASE ENSURE THAT YOU HAVE CHECKED THE CHECKLIST AND HAVE COMPLETED ALL COMPONENTS OF YOUR APPLICATION.**

Date: ...../...../.....

Signature:.....

**PLEASE E-MAIL THIS APPLICATION TO**  
[jms.applications@rch.org.au](mailto:jms.applications@rch.org.au).