INSTRUCTIONS TO HELP YOU COMPLETE YOUR APPLICATION FOR A DERMATOLOGY REGISTRAR TRAINING POSITION

This instruction sheet is provided to assist you in filling out your application form for a training position in dermatology. If you have any questions or queries, please contact the College office on 02 8741 4190.

Have you:
- Read and downloaded instructions?
- Downloaded the checklist?

The following information must be received by the College by 31 March 2015:

- Checklist
- Three personal photographs (passport size) with your name written on the back of each photograph.
- Official transcripts or certified true copies of your university and medical school results. (Please note that official transcripts will not be returned to sender.)
- A certified true copy of your state medical registration certificate.
- Letter confirming completion of PGY 1 and PGY 2, stating terms. If you are currently completing PGY 2, you must submit a letter stating you are undertaking PGY 2 and your expected terms.
- Certificate from dermatology supervisor(s) supporting number of hours of dermatological experience (if applicable).
- Documentary evidence to support all community and leadership experience/positions (if applicable). This can be a letter of confirmation from the organisation concerned detailing the involvement and level of commitment.
- Signed consent form.
- Cheque (if not paying online)

Symbols used for online application
* Indicates a required field (if you do not complete a required field, you will not be able proceed any further, you will be prompted to go back and complete the required field)
+ If you click on this, additional line fields will appear
- Removes additional line fields
SECTION 1

Existing application login
New application registration

- This is where you begin your online application.
- You will be required to enter an email address and create a password.
- You can save and continue your application at any section (SAVE AND CONTINUE button).
- If you forget your password, please contact the College office.
- Please note that all correspondence will be via email.

SECTION 2

General Information
In this section you are required to supply your full name, address, contact details, phone numbers and residency status.

SECTION 3

Tertiary Education

Qualifications
Qualifications should be listed in order of award (from earliest to latest).

If you have completed any bridging qualifications to practice medicine in Australia, please include these here.

Completed and awarded qualifications only may be listed in this section. Any courses completed but prior to award of final qualifications should be listed in “New Qualifications / Study in Progress”

If you have repeated any years or undertaken additional years during your study (e.g. failed subject, ill health, BSc year out, undertaking research training, or completing optional units) answer yes to the repeated/additional years question and provide details.

Academic Awards/Prizes/Honours
List any awards, prizes, or formal award of honours obtained during your tertiary education. This includes any received prior to commencing medicine. Note that we will have your academic transcript: do not specify high grades as honours. You may be required to provide substantiating documentation.

Scholarships
List any scholarships you have received.

New qualifications / study in progress
List any courses in progress, currently under assessment, or completed but pending award of final qualifications.

Postgraduate courses, medical specialist training programs, etc., attempted but not completed
Please list any postgraduate courses, medical specialist training programs, etc., attempted but not completed, and reasons why.
SECTION 4

Employment History

In this section you are required to list your employment history. This section is divided as follows:

- Medical
  - PGY1 (Intern) – list all terms individually
  - PGY2 (Resident) – list all terms individually. If you are currently undertaking PGY 2 include terms to be completed for the remainder of the year.
  - Other medical experience / appointments (include current position and placements if applicable)

- Acceptable training is defined as accredited PGY 1 and PGY 2 years with a broad exposure to a variety of disciplines, preferably including terms in general medicine and general surgery.

- Previous dermatological experience
  In this section, we ask you to detail the nature of the experience, the hours spent undertaking it, and the location where you did so. Only include experience for which you can obtain a verifying letter from your dermatologist supervisor (which you will need to include with your application).

- Other (include all other employment including prior to, during and post-graduation)

You are also asked in this section to specify any periods outside the workforce since graduating. Examples may include compassionate leave, accompanying a spouse whose employment took them elsewhere when you could not work, maternity leave, etc.

In this section you will also be required to disclose if you have been dismissed or suspended from a position or if you have been the subject of a disciplinary action by a Medical Board or Hospital.

SECTION 5

Publications, Posters and Presentations

In this section you should include all your publications, posters and presentations. Do not include work in preparation.

Work should not be repeatedly presented. Group your work according to subject/area of research. Put the subject/area of research in the subject line and put all publications, oral presentations and posters pertaining to that subject/area of research under that subject line. You can add and remove publications, oral presentations and posters as required.

To create another subject/area of research use the add button near the subject line.

Authors must be listed in the order presented at publication or in submission to the conference.

If a publication is in press, please provide documentary evidence such as an email of acceptance from the editor.

Research Projects

In this section you should list all your research projects, including project title, supervisor, university/college/institution, and the year(s) of the research.

Extra-Curricular/Community/Sporting Participation

In this section you should include all community, sporting, committee, professional associations and other organisations in which you have been substantially involved, including positions of responsibility and any awards for exceptional achievement. Please note the time involved in the activity (e.g. 2007-2011, monthly). The contact referee is someone who can verify your participation in the activity. You need to provide documentary evidence to support all community and leadership experience/positions. This can be a letter of confirmation from the organisation concerned detailing the involvement and level of commitment.
Recreational Pursuits
In this section you should list your hobbies and other recreational pursuits.

SECTION 6

Referees
Applicants will be required to nominate two referees each in three separate categories, i.e. a total of six names:

(i) medical peers (of equal status with whom the applicant has worked directly)
(ii) medical supervisors of the applicant’s work
(iii) paramedical or nursing staff members with whom the applicant has worked.

The referees must be acquainted with the applicant’s work within the last two years.

Referees are not required to submit written referee reports and such reports will not be used in the application process. One of the referees will be contacted prior to shortlisting (not necessarily in the listed order). The College will determine which referee is to be contacted. For applicants who are shortlisted, other referees may be contacted at a later stage.

You can also download the consent form from here. The consent form permits the College to contact any person with whom you have worked. Your application will not proceed if you are unable to give consent.

SECTION 7

Summary of Application Page
This section is a summary of what you have completed to date. You can check any section at this point and make changes.

To make changes, click on the EDIT button on the right hand side of the heading for the section you wish to change.

SECTION 8

Registration
In this section are you to confirm your medical registration with the Medical Board of Australia. You are required to forward a certified true copy of your current medical registration certificate to the College.

In this section you will also be required to indicate if you hold medical registration in another country, and to specify country.

State Selection
In this section you are required to choose two states (and two states only) where you would prefer to undertake your training. It is up to you as the applicant to make these choices based on your individual domestic circumstances and work preferences. In the normal course of events, candidates will not be considered for training in other locations. Please note that “New South Wales - Rural” is regarded as a separate state. This is a rural-based training position.

If one of your selections is “New South Wales - Rural”, a drop down box will appear with an additional question. In this question we are interested in your commitment to living and practicing in rural areas and past experience in rural medicine.

Agreement to Application Conditions
You need to click to accept the application conditions. If you do not click, your application will be not processed.

Duty of Disclosure
You need to click to accept the duty of disclosure. If you do not click, your application will be not processed.
Commitment to Participate
You need to click to accept the commitment to participate in and complete any accredited training position (i.e. wherever training positions are located including out of the metropolitan area and overseas) of the College as directed by the appropriate State Faculty Committee during the four year training program. If you do not click, your application will be not processed.

Note
At the end of this section, you will be required to click the SUBMIT button. Once you click this button you will not be able to edit your online application. If you wish to make amendments to your application, please do so before clicking SUBMIT.

SECTION 9

Payment
The fee payable is $1,600.00 (GST free).

You can either pay online using a Visa, MasterCard, EFT or you can send a cheque.

A receipt will be forwarded to you upon receipt of payment.

SECTION 10

Thank you
This acknowledges that your application information has been saved. You will receive an acknowledgement that your application has been received by the College, together with a copy of your completed application. A version of the information submitted will be sent to your email address. Please note that this will not be in the same format as you saw it presented on the application form.

If you have not received acknowledgement from the College office within 48 hours, please contact the College on 02 8741 4190.
FREQUENTLY ASKED QUESTIONS

How do I indicate the end date for my current position?
If your current position does not have an end date, use the date 31 December 2015 as the end date and in the position field indicate that this position is continuing with no end period.

Can I use a dermatologist as a referee?
Yes, but it is not essential. Whomever you choose as a referee must be someone who has worked with you and/or knows you work within the last two years.

I’m in a research position and haven’t had paramedical or nursing staff working with me in the past few years. How do I fill in this section of the form?
In this case, you should nominate as a referee research support workers such as technical staff who may not be medically qualified and who have worked with you and have known your work within the last two years.

Can I add additional publications once I have submitted my application?
No.

Do I include part time work while completing university studies?
Yes.

With regard to referees, can you clarify what you mean by medical peers of equal status with whom the applicant has worked directly?
A medical peer is someone with whom you have had a close day to day working relationship, i.e. a team member who you have worked with, such as a resident or registrar, rather than a supervisor.

Why doesn’t my application form look like the summary page?
This is a technical issue. It does not affect the presentation of the information you have provided.

Do I need to complete a dermatology term before applying for a training position?
Prior experience in a dermatology term during PGY1 and PGY2 years is not an essential pre-requisite for selection. However, because we are looking for suitably motivated people, evidence of interest in dermatology will be viewed favourably.

How many people in the interview room?
There are two interviewing panels of approximately six members each. The interview is conducted by a professional HR consultant.

What sort of questions will I be asked?
You will be asked a number of behavioural and general questions. In addition, issues from your application form may be explored as well as questions exploring factors such as your critical thinking ability.

Am I given any reading time?
Yes.