

## **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, contact the College office on 02 8741 4190.

### **Registration**

In order to register as an applicant, you need a valid email address and will be asked to set up a password. To begin your registration, click on 'Member Login' from the College [website](#). Once you have registered, you will be directed to the Applicant Profile page. There are three tabs on this page:

#### Dashboard

This is the main screen providing you with the status of your application and additional application information.

#### Profile

This is your basic profile. Personal Information and Contact Details are entered here. You can also access the 'My Application' information from this tab.

#### Application

This is the application form. The form is navigated via a dropdown menu on the left hand side. The compulsory sections within the form are marked with an asterix.

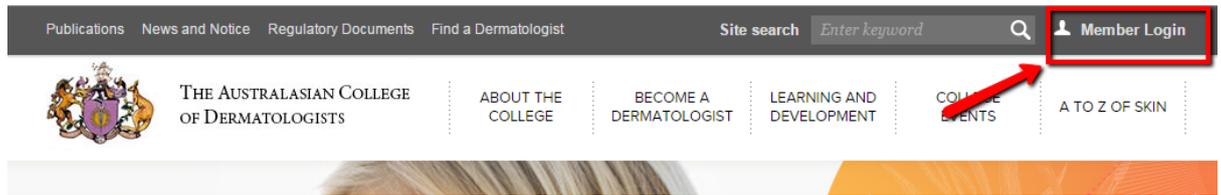
*It is recommended that you read through all the instructions before commencing the application.* The instructions can be viewed at any time during the application process by selecting the Instruction tab on the menu. It is recommended to save any information before moving away from the page otherwise the information will be lost.

Each section of the application can be saved and you can return to the form at any time before the closing date of 18 February 2019. Note once payment has been made the application will be submitted and no changes can be made by you to the application thereafter.

**Applications can only be submitted online.** Each document size cannot exceed 5MB.

Follow the below steps to log back into your Applicant Profile:

1. Start at the College Website [www.dermcoll.edu.au](http://www.dermcoll.edu.au)
2. Click on the Member Login icon



3. Enter the email and password you used to register your application
4. Click on Login

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## SECTION 1

### Application Information

#### 1.1 Contact Details

If you have already filled in your Profile, this information will be pre-filled and vice versa. In this section you will be required to provide your full name, contact details and a colour portrait.

You will be asked to comment on your Aboriginal and Torres Strait Islander origin. If you select Yes to Aboriginal and Torres Strait Islander origin, you will need to indicate whether you would like to be considered for the dedicated Aboriginal and Torres Strait Islander position.

Applicants for the dedicated position are required to provide a copy of written Confirmation of Aboriginality from an incorporated Aboriginal and/or Torres Strait Islander organisation, presented on official letterhead and signed by an authorised person. If a person is unable to provide a Confirmation of Aboriginality they may submit a letter of support from an Elder which includes Elder's phone number and community which they are a recognised Elder. In extenuating circumstances such as (but not limited to) members or descendants of the Stolen Generation, documentation demonstrating such a claim is to be provided from a relevant organisation such as LinkUp, a relevant adoption agency or a relevant Government Department, on letterhead and signed by an authorised person. Accepted written Confirmation of Aboriginality is in accordance with documentation accepted by the Australian Indigenous Doctors Association.

Click the 'Choose file' button to upload your Confirmation of Aboriginality.

You will also be asked to comment on your residency status. If you select Permanent Resident or Other you will be required to provide a copy of your documentation to support your status. **You must have permanent residency status in Australia or permitted to remain in Australia indefinitely to be eligible for consideration.** To upload your document click on the 'Choose file' button. You can upload one file only as proof of residency status. If you have uploaded the wrong file, simply reselect the correct file and it will automatically override the previous file.

To upload your portrait, click on the 'Choose file' button. Your portrait must be in colour, be no more than 12 months old and not exceed 5MB. You can upload one image only. If you have uploaded the wrong image, simply reselect the correct image and it will automatically override the previous image.

#### 1.2 Medical Registration

In this section you will be required to confirm your medical registration with the Medical Board of Australia. **You must be registered for medical practice in Australia to be eligible for consideration.** You will be required to provide a copy of your medical registration.

Click the 'Choose Files' button to upload the file. You may upload multiple evidential files.

To delete a file click on the little black circled 'x' beside the uploaded file. Click Save.

You will be required to indicate if you hold medical registration in another country and if so, to specify which country.

#### 1.3 Introductory Statement

This is an opportunity for you to present the initiatives you have taken in pursuing a training position in the program. This section has a 500 word limit.

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## SECTION 2

### Education

## 2.1 Tertiary Qualifications

To add a qualification click the 'Add Tertiary Education' button.

**Qualifications should be listed in order of currency. (Most recent to least recent)**

Only completed and awarded qualifications should be listed here.

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

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.

Any short courses or other qualifications such as CPR etc. should be listed in **2.4 Other Qualifications**.

Any courses in progress or completed but prior to award of final qualifications should be listed in **2.5 Study in Progress**.

You will be required to provide a copy of your Medical academic transcript. Click the 'Choose Files' button to upload the file. You may upload multiple files per qualification.

To edit a file, click on the pencil icon next to the corresponding entry. Click on the little black circled 'x' beside the uploaded file. Click Save. To delete an entry, click on the 'X' next to the corresponding entry.

## 2.2 Academic Awards

List any awards, prizes, or formal award of honours obtained during your tertiary education. This includes any received prior to commencing medicine. Do not include high grades as honours.

To add an academic award click on the 'Add Academic Awards' button.

**Awards should be listed in order of currency. (Most recent to least recent)**

Click the 'Choose Files' button to upload your evidential award. You may upload multiple files per award.

To edit a file, click on the pencil icon next to the corresponding entry. Click on the little black circled 'x' beside the uploaded file. Click Save. To delete an entry, click on the 'X' next to the corresponding entry.

## 2.3 Scholarships

List any scholarships you have received.

To add a Scholarship click on the 'Add Scholarships' button.

**Scholarships should be listed in order of currency. (Most recent to least recent)**

Click the 'Choose Files' button to upload your evidential scholarship. You may upload multiple files per scholarship.

To edit a file, click on the pencil icon next to the corresponding entry. Click on the little black circled 'x' beside the uploaded file. Click Save. To delete an entry, click on the 'X' next to the corresponding entry.

## 2.4 Other Qualifications

List any other qualifications you have obtained. This includes any short courses you may have taken.

To add other qualifications click on the 'Add Other Qualifications' button.

**Other qualifications should be listed in order of currency. (Most recent to least recent)**

Click the 'Choose Files' button to upload your evidential qualification. You may upload multiple files per qualification.

To edit a file, click on the pencil icon next to the corresponding entry. Click on the little black circled 'x' beside the uploaded file. Click Save. To delete an entry, click on the 'X' next to the corresponding entry.

**2.5 Study in progress**

List any courses in progress, currently under assessment, or completed but pending award of final qualifications. You are required to provide documentary evidence of your courses in progress. A transcript for subjects completed or where no subjects have been completed, documentation to verify enrolment is to be provided.

To add studies in progress click on the 'Add Study in Progress' button.

**Studies in progress should be listed in order of currency. (Most recent to least recent)**

Click the 'Choose Files' button to upload your evidential qualification. You may upload multiple files per course.

To edit a file, click on the pencil icon next to the corresponding entry. Click on the little black circled 'x' beside the uploaded file. Click save. To delete an entry, click on the 'X' next to the corresponding entry,

**2.6 Incomplete Qualifications**

List any postgraduate courses, medical specialist training programs, etc., attempted but not completed, and reasons why.

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## SECTION 3

### Employment

#### 3.1 PGY1 (Intern) and PGY2 (Resident)

**Applicants must have completed PGY1 to be eligible for consideration.** You will be required to provide a copy of your Statement of Service for PGY1. Click the 'Upload Evidence' button to upload the file.

You will be required to provide a copy of your Statement of Service for PGY2. Click the 'Upload Evidence' button to upload the file. You may opt to declare the evidence the same as provided in PGY1.

If you are currently undertaking PGY2, you will be required to provide a copy of your rostered terms for the year.

#### 3.2 Current Employment

Add details of your current employment by clicking the 'Add Current Employment' tab.

**DO NOT** complete this section if you are currently not employed. If you are currently not employed, details of your most recent employment is to be provided in section **3.3 Dermatological Experience** or **3.4 Other Medical Experience/Appointments** depending on the nature of the employment.

#### 3.3 Dermatological Experience

Select 'Yes' or 'No' for the question regarding your previous dermatological experience.

If you select No there is nothing further for this section.

If you select Yes the 'Add Dermatological Experience' button will appear. To enter details of your experience click on this button.

#### **Experiences should be listed in order of currency. (Most recent to least recent)**

You will be required to upload a letter signed by your dermatology supervisor supporting this experience. Only include experience for which you can obtain a verifying letter.

Click on the 'Choose Files' button to upload your verifying letter. You may upload multiple files.

To edit a file, click on the pencil icon next to the corresponding entry. Click on the little black circled 'x' beside the uploaded file. Click Save. To delete an entry, click on the 'X' next to the corresponding entry.

#### 3.4 Other Medical Experience/Appointments

List any other medical experience and/or appointments that you have completed (and **HAVE NOT** listed in sections 3.2 Current Employment and 3.3 Dermatological Experience) here by clicking on the 'Add Other Medical Experience/Appointments' button.

#### **Experiences should be listed in order of currency. (Most recent to least recent)**

#### 3.6 Employment Declaration

Select 'Yes' or 'No' to the questions regarding absenteeism from the workforce, workplace suspension/dismissal and disciplinary action. Provide details if you have answered Yes to any of these questions.

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## SECTION 4

### Publications, Posters and Presentations

#### 4.1 Publications

List your most significant publications as **primary author**. Maximum 10 entries. Do not include work in preparation.

To add a publication click on the 'Add Publication' button.

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

Click on 'Choose Files' to upload your documentary evidence. You may upload multiple files per publication. If a listed publication is awaiting acceptance, you are required to advise the Academic Support Officer at applications@dermcoll.edu.au. Documentary evidence can be provided to College at a later date.

To edit a file, click on the pencil icon next to the corresponding entry. Click on the little black circled 'x' beside the uploaded file. Click Save. To delete an entry, click on the 'X' next to the corresponding entry.

**NOTE:** If your article has been published do not upload the article. You are not required to provide evidence for this section unless your publication is still in press.

#### 4.2 Presentations

List your most significant presentations as **primary author**. Maximum 10 entries. Do not include work in preparation.

To add a presentation click on the 'Add Presentation' button.

Click on 'Choose Files' to upload your documentary evidence. You may upload multiple files per presentation. If a listed presentation is awaiting acceptance, you are required to advise the Academic Support Officer at applications@dermcoll.edu.au. Documentary evidence can be provided to College at a later date.

To edit a file, click on the pencil icon next to the corresponding entry. Click on the little black circled 'x' beside the uploaded file. Click Save. To delete an entry, click on the 'X' next to the corresponding entry.

#### 4.3 Posters

List your most significant posters as **primary author**. Maximum 10 entries. Do not include work in preparation.

To add a poster click on the 'Add Poster' button.

Click on 'Choose Files' to upload your documentary evidence. You may upload multiple files per poster. If a listed poster is awaiting acceptance, you are required to advise the Academic Support Officer at applications@dermcoll.edu.au. Documentary evidence can be provided to College at a later date.

To edit a file, click on the pencil icon next to the corresponding entry. Click on the little black circled 'x' beside the uploaded file. Click Save. To delete an entry, click on the 'X' next to the corresponding entry.

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## SECTION 5

### Research

## 5.1 Research

List all your research projects, including project title, supervisor, university/college/institution, and the year(s) of the research by clicking on the 'Add Research' button.

Click on the 'Choose Files' button to upload your verifying letter. You may upload multiple files per project.

To edit a file, click on the pencil icon next to the corresponding entry. Click on the little black circled 'x' beside the uploaded file. Click Save. To delete an entry, click on the 'X' next to the corresponding entry.

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## SECTION 6

### Community and Leadership

#### 6.1 Participation

List all community and leadership roles/participation in which you have been **substantially** involved in, including positions of responsibility and any awards for exceptional achievement. Include the time involved in the activity (e.g. weeks, months or years).

The contact referee is someone who can verify your participation in the activity.

Click on the 'Add Participation' button to add an activity.

You are required to provide documentary evidence to support all community and leadership experience/positions. This can be a letter of confirmation from the organisation concerned detailing your involvement and level of commitment.

Click on the 'Choose Files' button to upload your verifying letter. You may upload multiple files per activity.

To edit a file, click on the pencil icon next to the corresponding entry. Click on the little black circled 'x' beside the uploaded file. Click Save. To delete an entry, click on the 'X' next to the corresponding entry.

#### 6.2 Hobbies

List your hobbies and other recreational pursuits.

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## SECTION 7

### Referees

All nominated referees must be acquainted with your 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. Referees may be contacted prior to shortlisting (not necessarily in the listed order). The College will determine which referee will be contacted. For applicants who are shortlisted, other referees may be contacted at a later stage. Reference checks may be provided to employers should you be successful in your application.

Please note that all fields in each section **must** be completed for the information to be saved.

#### 7.1 Medical Peers

Nominate two references who are of equal status with whom you have worked directly with.

#### 7.2 Medical Supervisors

Nominate two references who are or have been your direct medical supervisors.

#### 7.3 Paramedical or nursing staff

Nominate two references with whom you have worked with.

#### 7.4 Privacy Consent Form

Check the boxes to accept the conditions of the Privacy Consent statement.

The consent form permits the College to contact any person with whom you have worked with other than your nominated referees.

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## SECTION 8

### State Selection

Select the states you wish to be considered for training in order of preference. If you do not want to be considered for a state, do not tick that state's box. Candidates will not be considered for training in states not selected. Please note that "New South Wales - Rural" is regarded as a separate state. This is a predominantly rural-based training position. 'NSW' State may include rotations to rural-based training positions.

Select the state(s) in which you wish to train by ticking the box of your nominated State followed by the order of preference via the drop down menu.

If you have nominated "New South Wales - Rural" as one of your selection, 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 as well as your past experience in rural medicine.

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## SECTION 9

### Conditions

You must accept all conditions in this section for your application to be processed. Errors of fact may result in withdrawal of eligibility for consideration for a training position with the College.

#### 9.1 Statement of Authenticity

Tick the box to accept the condition.

#### 9.2 Duty of Disclosure

Tick the box to accept the condition.

#### 9.3 Commitment to Participate

Tick the box to accept the condition.

Click 'Save and Continue' to move on to the payment screen.

Note: If you have not completed the compulsory sections of the application form an error message will appear outlining the missing information. This information will need to be entered before you can proceed to the payment section.

**IMPORTANT!** Once you make a payment your application will automatically be submitted and you will not be able to change any information on your application form. Please ensure that all information is correct before moving on to the payment stage.

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## SECTION 10

### **Payment**

Once you make a payment your application will automatically be submitted and you will not be able to change any information on your application form. Please ensure that all information is correct before proceeding with payment.

Payment can be made by credit card (VISA/MASTERCARD) only.

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

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## SECTION 11

### **Submission**

Your application will be sent to the College.

### **Thank you**

You will receive an acknowledgement from College that your application has been received. A copy of your submitted application will be sent to your email address.

If you have not received acknowledgement within 48 hours of submission, please contact the College on 02 8741 4190.