

QUEENSLAND HEALTH

RMO2016 CAMPAIGN

CANDIDATE USER MANUAL

CANDIDATE USER MANUAL TABLE OF CONTENTS

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RMO2016 CAMPAIGN

WEBSITE: www.health.qld.gov.au/rmo

RMO COORDINATOR: rmo-recruitment@health.qld.gov.au

To apply for an RMO position with Queensland Health, access the RMO campaign website and review the processes and guidelines for applying through the RMO campaign at the above website. Ensure you review the 'How to Apply' page for details on the application process, preferencing, referees, and the recruitment and selection process.

At the commencement of the campaign the **Apply now** button on the RMO campaign web page will be activated for applicants to apply.

Training Pathways via the RMO campaign:	
	▪ Rural Advanced Skills Training
	▪ Queensland Anaesthesia Rotational Training Scheme (QARTS)
	▪ Queensland Basic Paediatric Training Network
	▪ Queensland Basic Physician Training (Adult)
	▪ Palliative Medicine Advanced Training
	▪ Intensive Care Training
	▪ Geriatric Medicine Advanced Training
	▪ General Medicine Advanced Training
	▪ Renal Medicine Advanced Training
	▪ Clinical and Laboratory Haematology Advanced Training

Other specialty positions recruited via the RMO campaign:	
	▪ Dermatology
	▪ Medical Administration
	▪ Obstetrics and Gynaecology
	▪ Ophthalmology
	▪ Pathology
	▪ Cardiology (<i>also recruited to outside of the campaign</i>)
	▪ Endocrinology
	▪ Gastroenterology
	▪ Infectious Diseases
	▪ Medical Oncology
	▪ Rehabilitation Medicine
	▪ Respiratory and Sleep
	▪ Psychiatry (<i>also recruited to outside of the campaign</i>)
	▪ Radiology
	▪ Radiation Oncology
	▪ Surgery all Sub-specialties

Documentation you may be required to upload prior to submitting your application includes:

NOTE: If you have submitted an application to the RMO2015 campaign, most documents will transfer to your new application.

- Curriculum Vitae (mandatory)
- Passport (mandatory)
- Medical Degree (mandatory)
- MBA Registration (*if applicable*)
- Criminal History Check (*if applicable*)
- Visa documentation (*if applicable*)
- Private Health Insurance documentation (*if applicable*)
- AMC MCQ documentation (*if applicable*)

APPLYING TO THE RMO CAMPAIGN

PREVIEW APPLICATION

Before commencing your application, you can choose to view the type of questions you will be required to complete and the documentation required to be uploaded, by clicking on “Preview Application Form”.

Work For Us

For Consumers > Going Into Hospital
[Switch to accessibility mode](#)

Home
My Profile
Login
Help
Position Status Report

Jobs List - Queensland Health

Message
The system has logged you out.

1 - 1 of 1 records

Job Name	Closing Date	Time Remaining	Action
RMO 2016	25-Feb-2015 05:00 PM (AEST)	6 hours	Start New Application Access Existing Application Preview Application Form

COMMENCE APPLICATION

To commence a new application click “Start New Application” or to access a previous year application follow steps below.

Work For Us

For Consumers > Going Into Hospital
[Switch to accessibility mode](#)

Home
My Profile
Login
Help
Position Status Report

Jobs List - Queensland Health

Message
The system has logged you out.

1 - 1 of 1 records

Job Name	Closing Date	Time Remaining	Action
RMO 2016	25-Feb-2015 05:00 PM (AEST)	6 hours	Start New Application Access Existing Application Preview Application Form

PREVIOUS YEAR APPLICANTS

If you applied through either the Intern or RMO campaign last year you do not have to register again. To simply access your previous registration details and certain pre-populated information, follow the steps straight after you “Start New Application” as above:

* Denotes a mandatory question

If you have already registered with this system, [click here](#) to Log In to your account now.

Title * First Name * Initial * Surname *

Your Email Address * Confirm Your Email Address *

Your Desired Password * Confirm Your Password *

The State You Reside In * If other, please specify

- Enter your email and password details you used for your PREVIOUS year application and Login:

RESETTING YOUR PASSWORD

1. If you have **forgotten** your password, you can re-set it by clicking the reset link here:

2. The following page will be displayed:

3. Complete the required fields and click 'submit'. A link to reset your password will be sent to your registered email address.

REGISTRATION PROCESS FOR NEW CANDIDATES

Once you have clicked on “Start New Application”, you will be provided with an information page as well as a terms and conditions page. In order to proceed with your application you must accept these terms and conditions. You will then be directed to the registration page as detailed below:

Note: Throughout the application process a red asterisk () denotes a mandatory question - which must be completed in order to proceed. Also, **DO NOT** use CAPS Lock when registering; use **Sentence Case only**.*

To proceed through the application completed all mandatory fields, click on “Save and Next”

Registration Process


Message
 ■ Registration Process saved successfully

Thank you for your registration details.

Please take careful note of the following login details for future access to your information. Your password has been encrypted for your security.

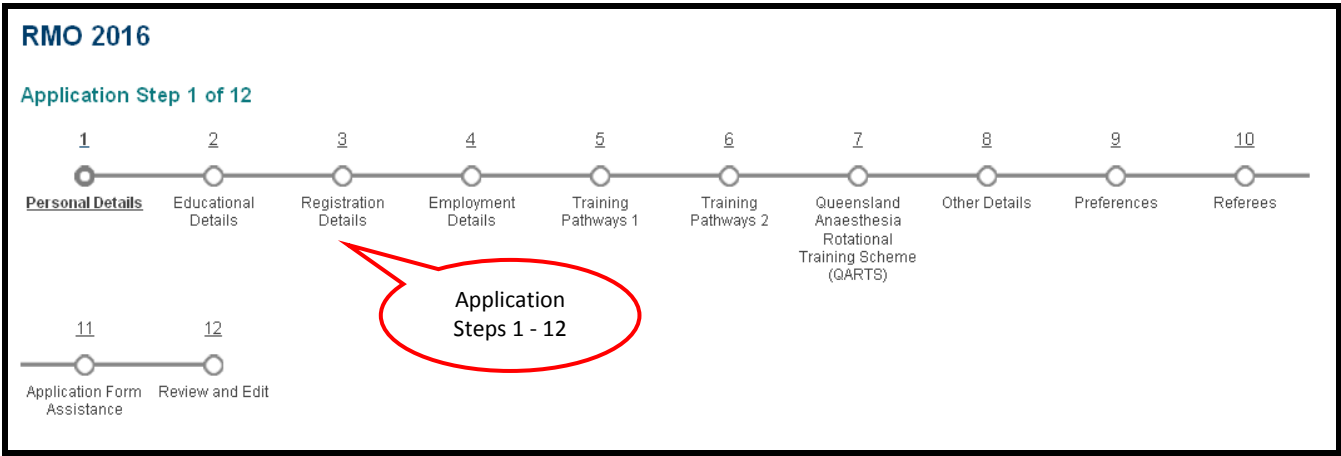
Your login details have also been sent to the email address provided.

Username: uat2@3.com
 Password: *****

Please click next to proceed

Take careful note of your login details for future access to your application. Your login details will also be sent to the email address you have registered with. You should check this has occurred prior to logging out of the system. The email may take up to 5 minutes to receive depending on your service provider.

APPLICATION STEPS 1 - 12



APPLICATION STEP INFORMATION

Step	Name	Description
1	Personal Details	Name, Address, contact number/s, residency status and upload
2	Educational Details	Medical qualifications and upload
3	Registration Details	Medical Board of Australia registration, registration pathways and upload
4	Employment Details	Current and previous employment, CV, Criminal History and Hep B uploads, Scholarship details and Vocational training details
5	Training Pathways 1	Rural Advanced Skills Training, QLD Basic Paediatric Training Network, QLD Basic Physician Training Pathway and QLD Intensive Care Training
6	Training Pathways 2	General Medicine Advanced Training, Palliative Medicine Advanced Training, Renal Medicine Advanced Training, Geriatric Medicine Advanced Training and Clinical and Laboratory Haematology Advanced Training
7	QARTS	Queensland Anaesthesia Rotational Training Scheme application process
8	Other Details	Partner location consideration
9	Preferences	Preferences, general consideration questions incl. House Officer, regional and rural allocation, rural relieving, and interest in part time, split contract, career goals
10	Referees	Details for two nominated referees
11	Application Form Assistance	Assistance with completing application and declaration
12	Review and Edit	Summary of application and Submit button

Complete all page by entering the relevant information in each applicable cell and if required attach documents to the upload fields.

If you are continuing from a previous year application various upload may already be attached. To check if the upload is attached click on 'Current Files:' under the Upload/Browse bar.

Upload a copy of your Medical Board of Australia

Current Files **test60.doc**

*Note: **DO NOT** use CAPS Lock when completing this application; use Sentence Case only.*

Once you have completed all mandatory fields, click on "Save and Continue" at the bottom of the page to proceed to the next screen. If you want to exit your application and come back at a later date click 'Save' and log off.

PREFERENCES SECTION

Preference section is used to preference your most preferred placement to your least preferred placement. For College Determined Placements, preferences two to five should be used for positions you are interested in if you are unsuccessful for the Specialty Training Position. To view 'Available Positions' and 'Preference Documents' click on the links provided.

Preferences

* Denotes a mandatory question

The **Available Positions and Preference Documents** can be accessed by viewing the RMO website.

Candidates applying for a Specialist Training Position with a College or Pathway are required to choose "College/Pathway (determined placements)" as the 1st preferred facility only. Preferences two to five should be used for positions you are interested in if you are **unsuccessful** for the Specialty Training Position. Please refer to the Preference Documents link above.

What is your first preferred facility? *

Bundaberg Hospital

What is your first preferred position? *

Senior House Officer

What is your second preferred facility?

Caloundra Hospital

What is your second preferred position?

Junior House Officer

Complete by preferencing your preferred facility, position, specialty and sub-specialty (if applicable) from one (1) to five (5); with 1 being your highest preference and 5 being your lowest preference.

Please Note: Recruitment rounds will be made based on positions, for example;

Round: Registrars and Principal House Officers

Round: Junior House Officers and Senior House Officers

Additional Comments field: You may complete this field if you feel you have any comments to make regarding your preference choices. This is an optional field.

Note: The application does not allow you to show six month rotations at two different hospitals. Candidates applying for a rotation should arrange their circumstances directly with both hospitals involved to ensure they are aware of the rotation. Please enter your hospital of choice for the first six month period in your application.

REFEREES

Complete this page by entering the relevant information regarding your two referees. Prior to submitting your application, please ensure you have contacted your nominated referees and they have consented to supplying you with a reference.

Referee 1

Title:*

First Name:*

Last Name:*

Position:*

Health Care Facility/University:*

Telephone: (including area code/country code if applicable)*

Country:*

Email Address: (Organisational email address is preferred)*

Is this your immediate supervisor?*

☐ Yes ☐ No

Referee 2

Title:*

First Name:*

Last Name:*

Position:*

Health Care Facility/University:*

Telephone: (including area code/country code if applicable)*

Country:*

Email Address: (Organisational email address is preferred)*

Is this your immediate supervisor?*

☐ Yes ☐ No

Note: Once you click 'Save and continue' on this page, your report will be saved. You must complete a referee report.

Cancel Save and Continue

Nominated referees will be automatically sent an email when you click "Save and Continue" at the bottom of this page.

REVIEW AND EDIT

You will then be directed to the "Review and Edit" screen:

RMO 2016 - Review and Edit

Message

- Application Form Assistance saved successfully

[View Job details for RMO 2016 - UAT 2](#)

Application Status: Complete but not Submitted
Your application is now complete.
Click the **Submit Application Now** button to submit your application.

Submit Application Now

1 2 3 4 5 6 7 8 9 10 11 12

Personal Details Educational Details Registration Details Employment Details Training Pathways 1 Training Pathways 2 Queensland Anaesthesia Rotational Training Scheme (QARTS) Other Details Preferences Referees Application Form Assistance Review and Edit

Edit

Submit Application Now

Progression Bar

Submit Application Now

Edit

Status: Complete
Step 1 - Personal Details **Edit**

Question 1.1

Please note: 'Do not' use CAPS Lock when completing this application, Sentence Case Only.

Complete

The progression bar will show a tick for each section you have completed. If a section does not have a tick, you will need to go back to that page to review and complete the required fields.

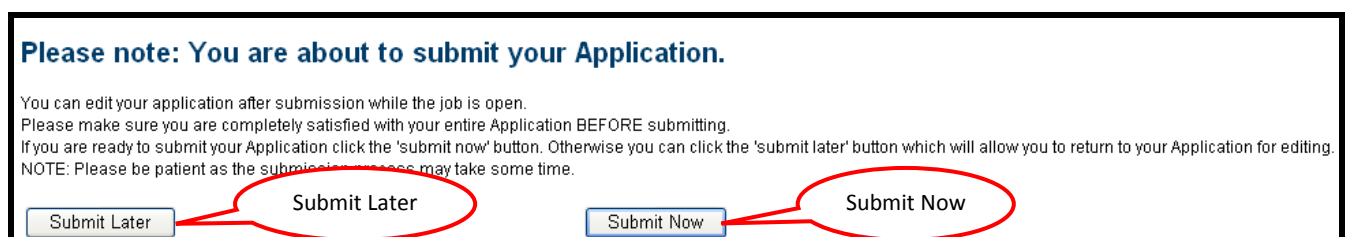
Review your application and if you need to make any changes click on the “Edit” button. Remember to click on “Save and Continue” when you have completed each edit.

Once you are ready to submit your application, click “Submit Application Now,” you have until the closing date of the campaign to edit your application.

Note: After application submission, you are able to edit your application up until the closing date. Following closing date you can only edit your contact details, upload a CV and referee details. Refer to “Accessing Your Existing Application” and “Editing Your Application After the RMO Campaign Close Date”.

Note: Candidates with incomplete applications will be sent an email reminder when the closing date approaches.

SUBMITTING YOUR APPLICATION



Please note: You are about to submit your Application.

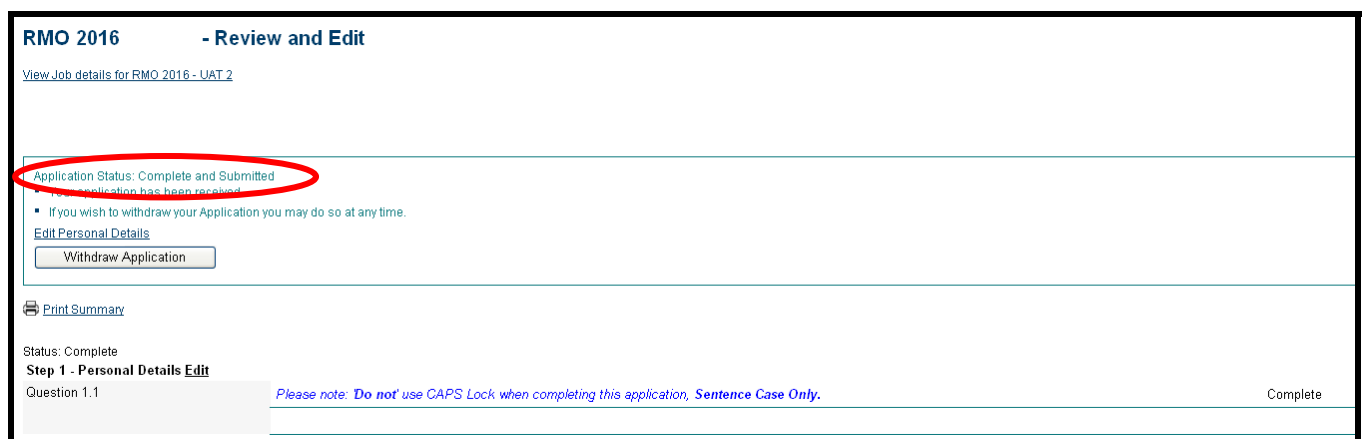
You can edit your application after submission while the job is open.
Please make sure you are completely satisfied with your entire Application BEFORE submitting.
If you are ready to submit your Application click the 'submit now' button. Otherwise you can click the 'submit later' button which will allow you to return to your Application for editing.
NOTE: Please be patient as the submission process may take some time.

Submit Later Submit Now

If you are ready to submit your application, click “Submit Now”. If you want to save your application and submit later, click “Submit Later”.

Note: You will need to ensure you complete and submit your application by the RMO campaign closing date in order for your application to be considered.

If you have clicked on “Submit Now”, you will be directed to the following page:



RMO 2016 - Review and Edit

[View Job details for RMO 2016 - UAT 2](#)

Application Status: Complete and Submitted
Your application has been received.

- If you wish to withdraw your Application you may do so at any time.

[Edit Personal Details](#)

[Withdraw Application](#)

[Print Summary](#)

Status: Complete

Step 1 - Personal Details [Edit](#)

Question 1.1 Complete

Please note: Do not use CAPS Lock when completing this application, Sentence Case Only.

If your application has been successfully submitted, “Application Status: Complete and Submitted” will appear at the top of your page.

Note: Confirmation of your application submission will also be sent to the email address you have registered with.

PRINTING A COPY OF YOUR APPLICATION

From this page, you can print a copy of your completed application by clicking on the “Print Summary” link as shown below.

RMO 2016 - - Review and Edit
[View Job details for RMO 2016 - UAT 2](#)

Application Status: Complete and Submitted

- Your application has been received.
- If you wish to withdraw your Application you may do so at any time.

[Edit Personal Details](#)

[Withdraw Application](#)

[Print Summary](#)

Status: Complete
Step 1 - Personal Details Edit

Question 1.1

Please note: **Do not** use CAPS Lock when completing this application, **Sentence Case Only.**

WITHDRAWING YOUR APPLICATION

You can withdraw your application at any stage by clicking on the “Withdraw Application” button as shown below.

Note: Applications can only be reinstated by the RMO Campaign Coordinator. Contact with the RMO Campaign Coordinator can be made at RMO-Recruitment@health.qld.gov.au.

RMO 2016 - - Review and Edit
[View Job details for RMO 2016 - UAT 2](#)

Application Status: Complete and Submitted

- Your application has been received.
- If you wish to withdraw your Application you may do so at any time.

[Edit Personal Details](#)

[Withdraw Application](#)

[Print Summary](#)

Status: Complete
Step 1 - Personal Details Edit

Question 1.1

Please note: **Do not** use CAPS Lock when completing this application, **Sentence Case Only.**

Question 1.2

First Name: *

When withdrawing your application, you will be asked to provide a reason. Please enter a reason for withdrawing and submit.

MY ONLINE APPLICATION REVIEW

ACCESS YOUR EXISTING APPLICATION

You can make changes to your existing application up until the RMO campaign closing date. To do this, click on “Access Existing Application”.

Work For Us

For Consumers > Going Into Hospital
[Switch to accessibility mode](#)

[Home](#)
[My Profile](#)
[Login](#)
[Help](#)
[Position Status Report](#)

Message

- The system has logged you out.

Job Name	Closing Date	Time Remaining	Action
RMO 2016	25-Feb-2015 05:00 PM (AEST)	6 hours	Start New Application Access Existing Application Preview Application Form

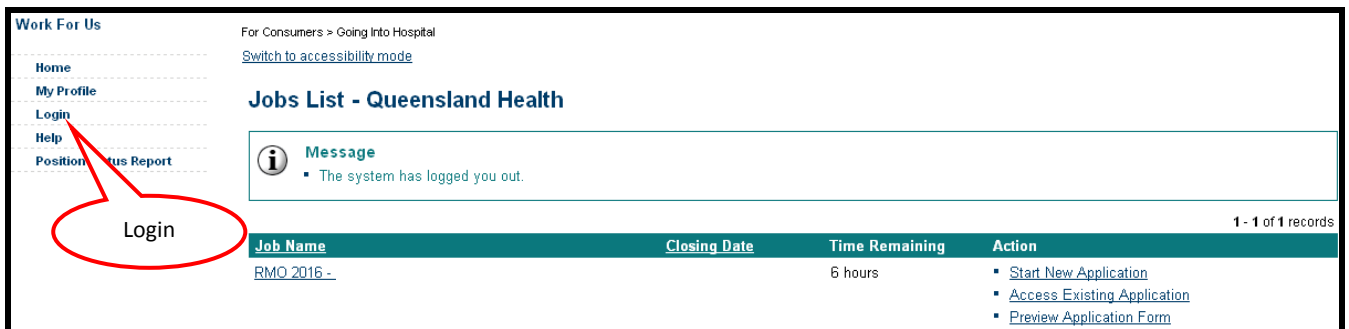
You will need your login details, i.e. your email and password ready. Please refer to the “Resetting Your Password” section of this manual.

EDITING YOUR APPLICATION DETAILS

Once the RMO Recruitment Campaign has closed, you will only be able to edit the following details of your application:

- Contact details
- Referee details
- CV upload

To do this, access your application by clicking “Login” or “Access Existing Application” enter your login details, i.e. your email and password.



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For Consumers > Going Into Hospital

[Switch to accessibility mode](#)

Jobs List - Queensland Health

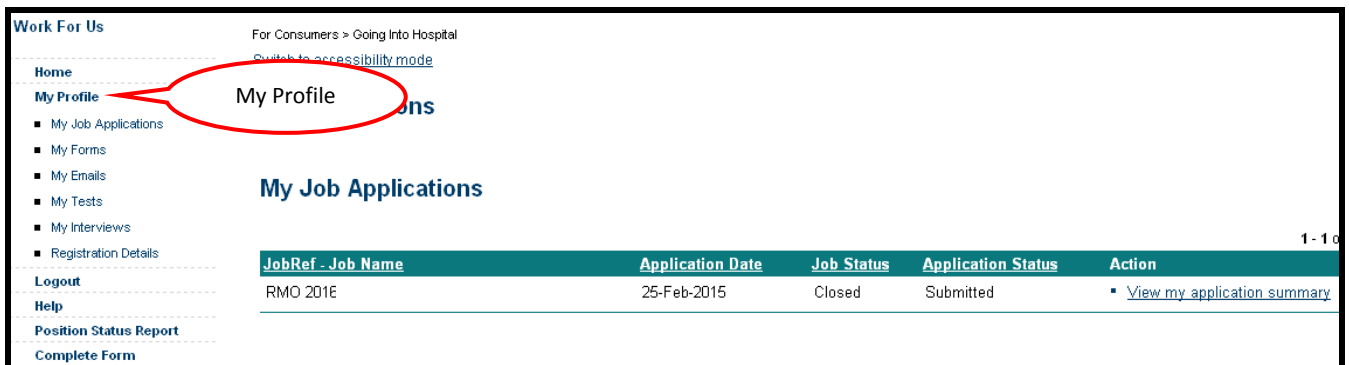
Message

- The system has logged you out.

1 - 1 of 1 records

Job Name	Closing Date	Time Remaining	Action
RMO 2016 -		6 hours	Start New Application Access Existing Application Preview Application Form

Once you have logged into your application, click “My Profile”.



Work For Us

For Consumers > Going Into Hospital

[Switch to accessibility mode](#)

My Profile

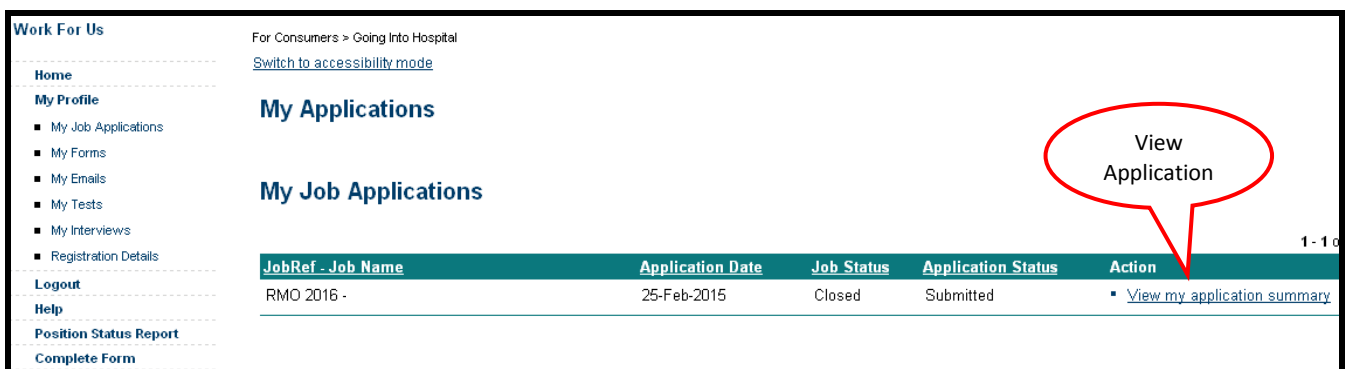
- My Job Applications
- My Forms
- My Emails
- My Tests
- My Interviews
- Registration Details

My Job Applications

1 - 1 of 1 records

JobRef - Job Name	Application Date	Job Status	Application Status	Action
RMO 2016	25-Feb-2015	Closed	Submitted	View my application summary

The “My Profile” page will be displayed My Job Applications details. Click “View My Application Summary”



Work For Us

For Consumers > Going Into Hospital

[Switch to accessibility mode](#)

My Applications

My Job Applications

1 - 1 of 1 records

JobRef - Job Name	Application Date	Job Status	Application Status	Action
RMO 2016 -	25-Feb-2015	Closed	Submitted	View my application summary

- The “Review and Edit” screen will be displayed
- Your application details will be displayed.
- Then click “Edit Personal Details”.

Work For Us

For Consumers > Going Into Hospital

[Switch to accessibility mode](#)

RMO 2016 - UAT 2 - Review and Edit

Message

- Applications for this job have closed

[View Job details](#)

Edit Personal Details

Application Status: Complete and Submitted

- Your application has been received.
- If you wish to withdraw your Application you may do so at any time.

[Edit Personal Details](#)

[Withdraw Application](#)

The “Personal Details” page will be displayed.

Personal Details

First Name: *

UAT2

Last Name: *

RMO9

Date of Birth: *

12-Feb-2010 (dd-mm-yyyy)

Gender: *

☐ Female

☒ Male

Indicate which is the best phone number to be contacted on: *

Work

Phone Number (including area code/country code if applicable): *

222

Email address: *

uat2@9.com

Upload your Curriculum Vitae: *

[Browse...](#)

Current Files: [UAT2_RMO9_17829_resume.doc](#)

Referee Details *

Referee 1

Title: *

test

First Name: *

test

Last Name: *

Position: *

Health Care Facility/University: *

Telephone: *

(including area code/country code if applicable)

Country: *

test

Save is located at the bottom of the screen

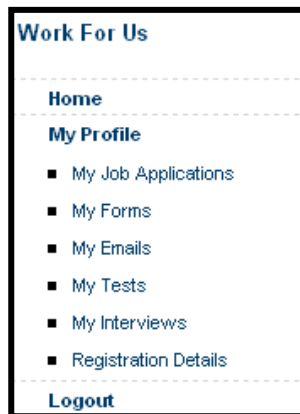
Once necessary changes have been made, click on “Save” to update your details.

If other changes need to be made to your application after the campaign close date, you will need to email the RMO Campaign Coordinator at RMO-Recruitment@health.qld.gov.au with the relevant details. You will receive an email confirming the changes to your application once they have been actioned.

Note: Please allow up to three (3) business days for the amendments to be actioned. Emails will be actioned by the RMO Coordinator in order of receipt.

MY ONLINE APPLICATION

MY PROFILE



My Profile:

- My Job Applications – You can view current and previous job applications
- My Forms – Forms realised by the RMO campaign team will appear
- My Emails – A list of emails sent and received can be accessed here
- My Tests – Not used
- My Interviews – Not used
- Registration Details – Can view and amend registration details, amend email details via this page.

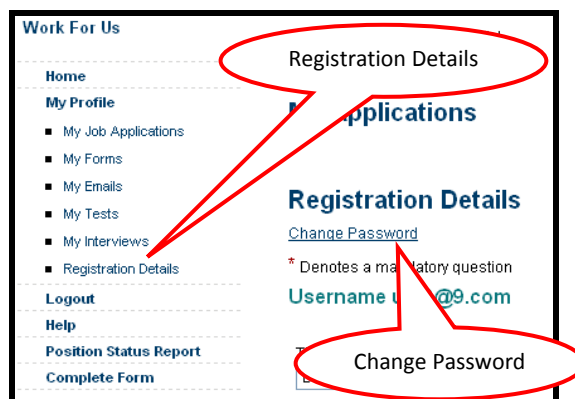
Logout/Login:

- You can log in and out by clicking this button

CHANGING YOUR PASSWORD

You are able to change your password at any time. To do this, “Login” to your account, click on “My Profile”, then “Registration Details” and “Change Password”.

Remember to click on “Save” on any changes you make.



RECORDS OF EMAILS SENT AND RECEIVED

You are able to view at any time emails that were sent to you from the Queensland Health Recruitment System. To do this, “Login” to your account, click on “My Profile”, then “My Emails” and “View”.

Note: These same emails have been sent to the email address you have registered with.

My Applications

My Emails

My Emails

View

JobRef - Job Name	Date	Sent	Sender	Subject	Status	Action
RMO 2016 - UAT 2 - RMO 2016 - UAT 2	25-Feb-2015	10:39 AM (AEST)	RMO-Recruitment@health.qld.gov.au	Queensland Health RMO Application Submitted	Closed	View
RMO 2016 - UAT 2 - RMO 2016 - UAT 2	25-Feb-2015	08:51 AM (AEST)	support@nga.net	Reference Required - Dr UAT2 RMO9	Closed	View
RMO 2016 - UAT 2 - RMO 2016 - UAT 2	25-Feb-2015	08:51 AM (AEST)	support@nga.net	Reference Required - Dr UAT2 RMO9	Closed	View
RMO 2016 - UAT 2 - RMO 2016 - UAT 2	25-Feb-2015	08:14 AM (AEST)	RMO-Recruitment@health.qld.gov.au	Queensland Health RMO Registration Details	Closed	View

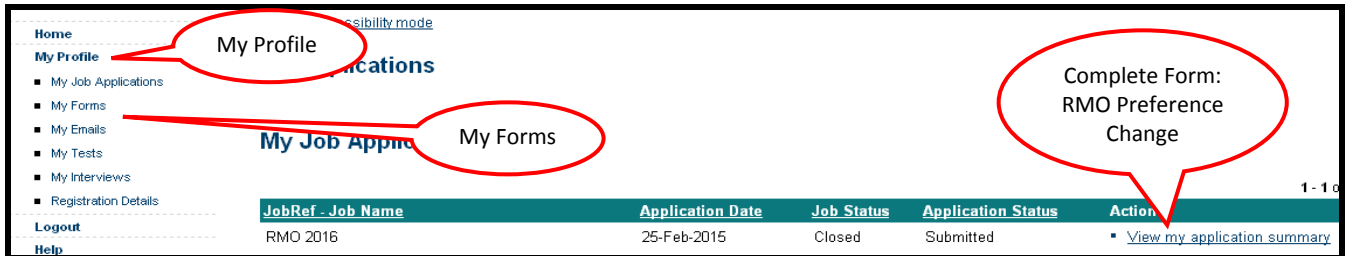
1 - 4 of 4 records

RE-PREFERENCE OPPORTUNITIES

You are able to amend your preferences at any stage before applications close and at the set re-preferencing Rounds (*Refer to the Campaign important dates*). Candidates who have **not** been selected to a 1st preferred position will be able to login to their online application at set allocated rounds and amend their preferences.

To re-preference;

- “Login” to your account, select “My Profile,” “My Forms,” “View my application summary”



- Click on “Edit Personal Details” (refer to the section ‘Editing Personal Details’)
- This will open the Personal Details page, scroll down to the preference section; you will have the opportunity to amend your five preferences. Make sure you preference for the next Round of positions, for example **Round 2: JHO and SHO**

The screenshot shows the preference section of the Personal Details page. It contains five sets of dropdown menus, each for a different preference. Each set consists of a label (e.g., 'What is your first preferred facility?'), a dropdown menu with '--Please Select--' as the selected option, and a small blue arrow icon to the right of the dropdown. The preferences are numbered 1 through 5, corresponding to the first, second, third, fourth, and fifth preferred facility and position.

- Once you complete your preferences, remember to click on “Save and Continue” for your changes to be save correctly.

FREQUENTLY ASKED QUESTIONS (FAQs)

Q. *Do I have to complete my application in any particular order?*

A. You can complete your application in any order, however, it is suggested that you complete your application start to finish.

Q. *I have just registered and am completing my application, is it possible to log-out and complete my application at another time?*

A. You are permitted to make changes to your application up until the closing date. You can log back in using your email address and the password that was emailed to you.

Q. *How do I list my preferences if I have more than 5 preferences?*

A. You may complete the Preference Comments field if you feel you have any additional preferences to make.

Q. *Can I make changes to my preferred hospitals after the close date?*

A. You are only permitted to make changes to your preferred hospitals until the closing date. Candidates who have not been selected to a hospital by this date will be sent an email detailing how to change preferences and the dates this will happen.

Q. *How do I preference rotations?*

A. There is no facility in the application to show six month rotations at two different hospitals. Candidates applying for a rotation should arrange their circumstances directly with both hospitals involved to ensure they are aware of the rotation. Please enter your hospital of choice for the first six month period in your application.

Q. *My referee hasn't received the email notification? What do I do?*

A. If you have submitted your application, please double check that the email address you have entered in for your referee is correct. If incorrect, amend and select the "Save" button. If correct, please make contact with the RMO Campaign Coordinator at RMO-Recruitment@health.qld.gov.au.

Q. *When will my referees be sent the request to provide a report?*

A. An automatic email notification will be sent to your referee after you press "save and continue" during the application process once you have completed their details.

Q. *How will I know when my referee has submitted the referee reports?*

A. An automatic email notification will be sent to you to advise that the report has been completed and attached to your application once your referee has uploaded the report.

Q. *How long does my referee have to complete the referee report?*

A. We request that the referee reports are completed and uploaded 2 weeks from the date of when the request was sent to the referee (submission date of application). Referee Reports can be submitted at a later date but this may hinder the recruitment process.

Q. *Why do I need to submit an application if I have already been accepted onto a training program?*

A. Acceptance on to a college training program is an arrangement between an individual and the relevant college and is not a contract of employment with a particular facility. Vocational trainees are still required to complete the necessary arrangements to formalise their employment with a Queensland Health facility, as a facility is a separate body to the college. For further information please consult HR Policy B1.