



Workplace Based Assessment (WBA) Program - Candidate Selection

Gold Coast Hospital and Health Service

1. Purpose

This document outlines the process for selecting and appointing International Medical Graduates (IMGs) on the Standard Pathway to the Gold Coast Hospital and Health Service (GCHHS) Workplace Based Assessment (WBA) Program, which is accredited by the Australian Medical Council (AMC).



NOTE

This procedure covers the recruitment and selection process for participation in the WBA Program and remains subject to standard mandatory pre-employment checks prior to securing an employment contract with GCHHS.

Admission to the GCHHS WBA Program is conditional upon the applicant obtaining a letter of offer / contract (Refer to Section 9.1)

2. Scope

This procedure applies to all GCHHS staff working in the WBA Program Team, WBA Selection Committee members and Interview Panel Members involved in the selecting and appointing International Medical Graduates (IMGs).

Compliance with this procedure is mandatory.

3. Principles

This procedure will ensure that:

- Selections are made in an unbiased and consistent manner.
- Effective systems for evaluation are in place.
- Criteria and process for selection are accessible and understood by all staff.
- Selection assessments are underpinned by up-to-date education evidence and practices.

4. Eligibility Criteria / Pre-Requisites

- Completion of internship recognised by AHPRA.
- Current employment as a Medical Officer (Standard Pathway) with GCHHS for a minimum of three (3) consecutive months, or QLD Health for a minimum of six (6) consecutive months.
 - Employment at a minimum of 0.6 Full Time Equivalent (FTE).
- Satisfactory grading on submitted Work Performance Report (WRIG-30) (see Section 5).
- Satisfactory grading on submitted Mini-CEX (see Section 5).



NOTE

Applicants scheduled to sit the AMC Clinical Examination (AMC2) or awaiting results during the selection period (the six (6) weeks following the closing of the EOI) are ineligible.

Applicants scheduled to sit the examination more than six (6) weeks after the closing of the EOI may apply; however, if offered a position, they must provide proof of withdrawal from the examination within five (5) business days of receiving the offer.

5. Stage 1: Application and Initial Review

Expression of Interest (EOI) will typically open biannually and will be distributed to all eligible IMGs within GCHHS, as well as any IMG who has registered their interest via the GCHHS WBA Website.

- The EOI will also be advertised through the GCHHS Daily News Digest.
- Best practice recommends an EOI period of four (4) weeks; however, a minimum duration of two (2) weeks is required.
- Depending on the availability of a sufficient number of meritorious candidates, any of the scheduled EOIs may be cancelled or deferred.
- Applicants will be required to submit:
 - Evidence of completion of the AMC Computer Adaptive Test (CAT).
 - Evidence of employment in a Medical Officer position, within Queensland Health or Gold Coast Health for the required timeframe, at the required FTE (see Section 4).
 - This is to be supplied via a signed Statement of Service from each relevant Health Service, outlining completed rotations.
 - Letter of support from a current consultant supervisor or Director of Clinical Training outlining the candidate's experience, performance within their health service, and readiness for the GCHHS WBA Program.
 - Current Curriculum Vitae (CV), outlining:
 - Education and Qualifications.
 - Employment History.
 - Clinical Experience (including all rotations undertaken, to date).
 - Digital Health Systems Experience and Proficiency (i.e. ieMR).
 - Professional Development.

- Research, Publications and Presentations.
- Awards and Achievements.
- Explanation of any Gaps in Service.
- Two (2) Consultant level Referees who can attest to clinical experience.
- Cover Letter, structured as follows (one (1) page only):
 - **Paragraph 1:**
 - a. Clearly outline the strengths and qualifications the applicant brings to the position.
 - b. Demonstrate why the applicant believes they are a strong fit for the role.
 - **Paragraph 2:**
 - a. Provide details of any relevant achievements, experiences, or background that are not fully captured in the CV.
 - i. This may include any information for Special Consideration (see Section 8.1).
- Work Performance Report (WRIG-30) (most recent) completed by Principal Supervisor.
 - WRIG-30 must be for the applicant's current Medical Officer role with QLD Health.
 - Must be completed on official AHPRA WRIG-30 form.
- Mini-CEX conducted by a consultant who has previously supervised or currently supervises the applicant.
 - Mini-CEX must be completed within the **four (4) weeks** prior to application submission.
 - Assessment must be completed on the official AMC Mini-CEX Form.
- Upon receipt of application, the WBA Program Manager will undertake an initial review to ensure the application is complete and all required attachments have been provided.
 - Following the closing of the EOI, incomplete applications will not be considered for shortlisting.

6. Stage 2: Shortlisting

The Interview Panel, selected by the WBA Selection Committee, will assess each candidate against the following criteria to determine a shortlist for interviews:

- AHPRA registration status (and review of conditions, if applicable).
- Readiness for the program based upon:
 - Review of all submitted items outlined in Section 5 - *Stage 1: Application and Initial Review*.
 - Length of tenure as a Medical Officer with QLD Health.
 - Experience in the Australian healthcare system.

7. Stage 3: Interview and Reference Checking

Shortlisted candidates will be offered an interview by the Selection Committee.

- Dates for interview will be advertised in the EOI.
- Candidates will be required to make themselves available for interview within the dates and times offered by the Selection Committee.
- If unavailable for scheduled interview times offered, the candidate will be considered withdrawn.

Reference checks will be undertaken for interviewed candidates.

- If the nominated consultants are unable to provide a reference due to illness, leave or due to being uncontactable, the candidate will be required to provide alternative referee nominations within five (5) business days of notification.

8. Stage 4: Selection

Upon completion of interviews and receipt of references, the Interview Panel will collate all information and present their feedback and recommendations to the Selection Committee.

The Selection Committee will then establish a list of successful candidates and, where applicable, an Order of Merit:

- Meritorious candidates may be offered placement on the WBA Program for up to twelve (12) months following the closing date of the EOI without needing to reapply, as positions become available.
- When appointing from an Order of Merit for a recurring or similar vacancy, an updated referee report is required if the original report is more than three (3) months old.
 - The updated referee report(s) must be obtained and considered before any offer of appointment is made.
- While the Selection Committee may establish an Order of Merit, there is no obligation to use it for future appointments.
 - The committee retains the discretion to re-advertise the vacancy if deemed necessary.
- In each selection process, 50% of the GCHHS WBA positions will be reserved for candidates currently working with GCHHS, providing there are sufficient suitable applicants.
 - The remaining positions will be open to both GCHHS and Queensland Health (QH) candidates.
 - If there are insufficient suitable applicants to fill the reserved positions, these will also be made available to the broader applicant pool.
- The decisions made by the Selection Committee are then further endorsed by the WBA Committee.
- Following endorsement, outcomes will be communicated to applicants in writing within seven (7) days.



8.1. Special Considerations

Special considerations may be offered by the Selection Committee on a case-by-case basis.

Requests for Special Consideration may be submitted by:

a. The Candidate

Candidates must submit a written statement, included as part of their cover letter, detailing the basis for their request (providing evidence where required and upon request).

b. Referees or Supervisors

The applicant's referees, consultant supervisors or Directors of Clinical Training (DCTs) may also submit information to the Selection Committee for special consideration.

These individuals may also be asked to verify or elaborate on the circumstances outlined by the candidate.

All requests for special consideration will be reviewed by the WBA Selection Committee, with the rationale for decisions clearly documented to maintain transparency.

Requests for special consideration may be based on the following circumstances:

1. Proximity to Exceeding Maximum Registration Timeframes

Candidates nearing the expiration of their final limited registration renewal, where completing the WBA is essential for maintaining their registration.

2. Family Connections to the Local Area

Candidates with immediate family living in the local region who are unable to relocate due to family commitments or obligations, making the GCHHS WBA program their most viable option for progression.

3. Other Exceptional Circumstances

Candidates experiencing other significant circumstances where the GCHHS WBA program is the most viable pathway to safeguard wellbeing and enable educational progression.

9. Successful Candidates

To formally accept the position, the candidate will be required to submit a copy of the signed Letter of Acceptance to the WBA Program Manager within five (5) business days of receipt.

- If an AMC Clinical Exam sitting is scheduled, the candidate will be required to provide proof of withdrawal within this timeframe.
- Failure to provide either of the above items within the specified timeframe will result in withdrawal.
- Upon receipt of the signed Letter of Acceptance, the Australian Medical Council (AMC) will be notified of the appointment.
 - Following this, the AMC may extend a formal offer to the candidate.
 - For the candidate to participate in the Program, the AMC's offer must be accepted within the specified timeframe.
 - If the AMC is unable to extend an offer, the candidate will be unable to commence. Candidates in this scenario will remain on the Merit List for a period of twelve (12) months.



9.1. Employment Contracts for Successful Candidates

The Medical Workforce Services Unit (MWSU) will be informed of all successful appointments to the WBA Program.

9.1.1. Internal Candidates

If required, the MWSU will facilitate the extension of existing employment contracts to ensure candidates can complete the WBA Program.

9.1.2. External Candidates

For candidates not currently employed by GCHHS, the MWSU will undertake the necessary steps to provide a contract covering the entirety of the WBA Program.

Successful candidates must notify their current employer of their offer at the earliest opportunity and assist with any necessary actions to ensure a seamless transition between health services.

- This may include organising a Work Performance Report (WRIG-30) to support a Request for change in circumstances (ACCL-30) via AHPRA, within timeframes specified by the Selection Committee upon notification of offer.
- If the WRIG-30 and any other required documents to support the Request for Change in Circumstances cannot be provided by the specified deadline, the candidate may be deferred to the next intake.
- In accordance with accredited requirements of the GCHHS WBA Program, all WBA trainees must be appointed to rotational house officer positions to commence and complete the program.
- Additionally, the level of supervision for each trainee will be reviewed prior to commencement and will align with the level of the appointment to ensure appropriate support and development throughout the program.

9.1.3. Contractual Conditions

- If, for any reason, the MWSU is unable to secure a Medical Officer contract for a successful candidate to cover the WBA Program, the candidate will remain on the merit list for twelve (12) months.
- During this period, they may be offered WBA positions as they become available. Participation in and completion of the WBA Program is contingent on obtaining a contract of employment.
- Information collected for the WBA application process may be shared with the GCHHS Medical Workforce Services Unit for the purpose of conducting standard mandatory pre-employment checks, which are required prior to the issuance of an employment contract with GCHHS.

10. Unsuccessful Candidates

Unsuccessful candidates will receive written correspondence from the WBA Program Manager advising:

- The reason(s) for the unsuccessful application.
- Recommendations on further development to assist with their next application.
- Appeals Process.

Appeals are to be lodged to the WBA Appeals Committee which will convene on an ad-hoc basis. Appeals can be sent to GCHWBA@health.qld.gov.au within ten (10) days of the Selection Committee decision notification.

11. Supporting / Relating Documents and Reference Material

Policy Instruments

(POL, PRO, PLA, WI, GL, MEDPRO, MEDSO)

- [PRO2439 Workplace Based Assessment Program - Appeals and Grievances](#)

External Documents

- Nil

Online Documents

(Clinical forms and GOV documents (information sheets etc.))

- Nil

References and Suggested Readings

- Nil

12. Definition of Terms

Term	Definition	Source
Order of Merit	The panel may create an order of merit of the applicants who meet the key attributes and are considered suitable for appointment.	Recruitment and selection HR Policy B1 (QH-POL-212:2020)

13. Compliance Requirements and Obligations

Legislation and other compliance requirements		<ul style="list-style-type: none"> • N/A
National Safety and Quality Health Service (NSQHS) Standards 2 nd Ed.	Primary	<ul style="list-style-type: none"> • Standard 1 – Clinical Governance
	Additional	<ul style="list-style-type: none"> • N/A
Other Standards		<ul style="list-style-type: none"> • N/A
Health Service Directive		<ul style="list-style-type: none"> • N/A

14. Consultation

Key stakeholders who reviewed this version are:

- A/Prof Thangeswaran Rudra, Clinical Lead, Workplace Based Assessment
- Sacha A'Bell, Director, Medical Workforce Services
- Benedicto Reyes, Manager, Workforce Policy and Standards
- Dr Shemanandhini Haima, Director, Clinical Training
- Dr Alana Toscano, Director of Clinical Training

15. Committee Endorsement

- GCHHS Workplace Based Assessment Selection Committee - 27/12/2024
- GCHHS Workplace Based Assessment Committee - 06/01/2025

16. Approval and Implementation

Delegated Lead: Workplace Based Assessment Clinical Lead

Responsible Authority: GCHHS Workplace Based Assessment Committee

Approving Officer: Executive Director, Medical Services and Clinical Governance

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17. Development and Approval History

Version No	Developed by	Content authorised by	Approved by	Date of Effect
1	Samantha Wright, Workplace Based Assessment Program Manager	GCH Workplace Based Assessment Committee	Dr Kellie Wren, Executive Director, Medical Services, Clinical Governance and Research	19/07/2023
2	William Tyler, Workplace Based Assessment Program Manager	GCHHS Workplace Based Assessment Committee	Dr Raghu Murthy, Executive Director, Medical Services and Clinical Governance	07/01/2025

18. Appendices

- Nil