



Workplace Based Assessment (WBA) Program - Candidate Selection

Gold Coast Hospital and Health Service

1. Purpose

This procedure describes the process for the selection and appointment of International Medical Graduates (IMGs) seeking admission to the Gold Coast Hospital and Health Service (GCHHS) Workplace Based Assessment (WBA) Program which is accredited by the Australian Medical Council (AMC).

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 is accessible and understood by all staff.
- Procedures are underpinned by the appropriate medical education and training.

2. Scope

This procedure applies to:

- All staff working in the WBA Program Team.
- WBA Selection Committee.
- International Medical Graduates who:
 - Hold limited Registration.
 - Are on the Standard Pathway to General Registration via the Australian Health Practitioner Regulation Agency (AHPRA).
 - Are seeking admission onto an accredited Workplace Based Assessment Program.

Compliance with this procedure is mandatory.

3. Procedure for WBA Program - Selection of Candidates

3.1. Eligibility Criteria/Pre-Requisites

- Must hold Limited Registration with AHPRA under the Standard Pathway for IMGs.
- Must have been working as a Medical Officer with Gold Coast Health for a minimum of three (3) months.
- Must have completed GCHHS and/or medical officer orientation.

- Must have completed all mandatory training modules as required by GCHHS.
- Must submit a letter of support/recommendation from a term supervisor (PHO or above) or the Director of Clinical Training.
- Satisfactory term assessments for a minimum of two (2) terms prior to applying for WBA program.
- Must demonstrate good understanding and skill in spoken and written English (IELTS/OET/PTE pass). This must be confirmed through term assessments.
- Consistent attendance at Junior Doctors Facility Education Program (JDFEP) and departmental/hospital education sessions.

3.2. **Stage 1: Application and Initial Review**

- Expression of Interest (EOI) will open annually, and will be advertised via departmental clinical leads, Gold Coast Health (GCH) Daily Digest (whole of Health Service daily email), Friday Focus (fortnightly newsletter for Junior Medical Officers) and on the Medical Workforce intranet and WBA Sharepoint pages.
- Applicants will be required to submit:
 - Current CV.
 - Nomination of 2 x referees who can attest to clinical experience.
 - Evidence that they meet the pre-requisites as outlined in 3.1.
- Upon receipt of application, WBA Program Manager will undertake an initial review to ensure application is complete and all required attachments have been provided.
- WBA Program manager will send an acknowledgement email to candidate, and if required request additional information.

3.3. **Stage 2: Shortlisting**

- 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).
 - Length of tenure with GCH.
 - Experience in the Australian healthcare system.
 - Ratings outlined in term assessments.
 - Attendance at JDFEP/Education Sessions.
 - Letter of recommendation.

3.4. **Stage 3: Interview and Reference Checking**

- Shortlisted candidates will be offered an interview by the Selection Committee.
- Referee checks will be undertaken for interviewed candidates.
- Upon completion of interviews, a merit list of candidates recommended for the GCH WBA Program will be established by the WBA Selection Committee and tabled at the WBA Committee for endorsement.

3.5. **Stage 4: Selection**

- Selected candidates will be further endorsed by the WBA Committee.
- Following endorsement, outcomes will be promptly communicated to the applicants in writing.

3.6. **Successful Candidates:**

- Successful candidates will be sent a WBA candidate kit by the WBA Program Manager containing the following information:
 - Commencement date.
 - Program duration and expected completion date.
 - Expectations (ie education attendance, rotations to be undertaken).
 - Assessment blueprint.
- Medical Workforce Services Unit will be notified of successful appointments and if required will facilitate the extension of employment contract for candidates who require such to enable them to complete the WBA program.
- The candidate will be required to submit a copy of the signed contract acceptance to the WBA Program Manager prior to commencement of the WBA Program.

3.7. **Unsuccessful Candidates:**

- Unsuccessful candidates will receive written correspondence from the WBA Program Manager advising:
 - The reason 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 10 days of the Selection Committee decision notification.

4. **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

5. Definition of Terms

Term	Definition	Source
Nil		

6. 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 2nd Ed.	Primary	<ul style="list-style-type: none"> Standard 1 – Clinical Governance
	Additional	<ul style="list-style-type: none"> Nil
Other Standards		<ul style="list-style-type: none"> N/A
Health Service Directive		<ul style="list-style-type: none"> N/A

7. Consultation

Key stakeholders who reviewed this version are:

- Dr Salim Memon, WBA Clinical Lead and Clinical Director, Department of Medicine
- Samantha Wright, WBA Program Manager
- Sacha A'Bell, Director of Medical Workforce Services
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- Dr Raghu Murthy, A/Executive Director, Medical Services, Clinical Governance and Research
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- Dr Michelle Cooper, Clinical Director, Department of Surgery
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8. Committee Endorsement

- GCH Workplace Based Assessment Committee - 10/05/2023

9. Approval and Implementation

Delegated Lead: Workplace Based Assessment Clinical Lead

Responsible Authority: Gold Coast Health Workplace Based Assessment Committee

Approving Officer: Executive Director, Medical Services, Clinical Governance and Research

Approval date: 18/07/2023

Effective from: 19/07/2023

Next Review Date: 10/05/2026

Supersedes: N/A

Keywords: *Workplace Based Assessment, Assessor, WBA, Supervisor*

10. Development and Approval History

Version No	Developed by	Content authorised by	Approved by	Date of Effect
1.0	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

11. Appendices

- Nil