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 4104.

Registration

For existing users: If you have previously registered with the College as an applicant, you can login via the 'Members Login' button on the top right-hand corner of the College website with your previous login details (email address and password). If you have forgotten your password, click on the 'Forgot password?' of the login page.

For new users: 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 the 'Apply Now' button on the College website → Application Procedure. Once you have registered, you will be directed to the Applicant Dashboard page.

To start your application, click on the 'Apply Now' button

It is strongly 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 bar. It is recommended to save any information before moving away from the page otherwise the information will be lost. Saving will return you to your dashboard, from where you can click 'Continue Application', or return at any time before the closing date.
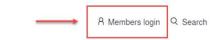
Note once payment has been made the application will be submitted and no changes can be made by you to the application thereafter.

Applications can only be submitted online.

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

1. Start at the College Website 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. 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. Applicants who are unable to meet, or are experiencing difficulty in meeting this requirement, are encouraged to contact the College to discuss further.

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 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. If you have uploaded the wrong file, click 'Remove' followed by 'Choose File'.

You will be asked to comment on your exposure in a rural setting in Australia. You may tick as many boxes that apply to you from the list provided. You will be required to provide documentation to support your exposure for each tick box selected.
Note the last selection from the list of rural exposure (12 continuous months or more in other employment in a rural setting / area of need) applies to ALL paid employment and is not limited to medical-related employment.

Click the 'Choose File' button to upload your rural exposure supporting documentation for each tick box selected.

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 4MB. You can upload one image only. If you have uploaded the wrong image, click 'Remove' followed by 'Choose File'.

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 File' button to upload the file. If you have uploaded the wrong file, click 'Remove' followed by 'Choose File'.

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.

SECTION 2

Education

2.1 Tertiary Qualifications

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 **6. Professional Development.**

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 academic transcript for your Medical degree. Click the 'Choose File' button to upload your academic transcript. If you have uploaded the wrong file, click 'Remove' followed by 'Choose File'.

To add another qualification click 'Add another item'.

2.2 Academic Awards

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

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.

Click the 'Choose File' button to upload your evidential award. If you have uploaded the wrong file, click 'Remove' followed by 'Choose File'.

To add additional awards click 'Add another item'.

2.3 Scholarships

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

List any scholarships you have received.

Click the 'Choose File' button to upload your evidential scholarship. If you have uploaded the wrong file, click 'Remove' followed by 'Choose File'.

To add additional Scholarships click 'Add another item'.

2.4 Other Qualifications

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

Only list qualifications from the qualification type list provided. If the qualification type is not listed, do not include it as it will not be considered.

Click the 'Choose File' button to upload your evidential qualification. If you have uploaded the wrong file, click 'Remove' followed by 'Choose File'.
To add other qualifications click 'Add another item'.

2.5 Study in progress

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

List any courses in progress, currently under assessment, or completed but pending award of final qualifications. You are <u>required</u> 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.

Click the 'Choose File' button to upload your evidential study. If you have uploaded the wrong file, click 'Remove' followed by 'Choose File'.

To add studies in progress click 'Add another item'.

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)

List all terms individually.

Applicants must have completed PGY1 to be eligible for consideration. You will be <u>required</u> to provide a copy of your Statement of Service.

Click the 'Choose File' button to upload the file. If you have uploaded the wrong file, click 'Remove' followed by 'Choose File'.

To add additional terms click 'Add another item'.

3.2 PGY2 (Resident)

List all terms individually. If you are currently undertaking PGY2 include the terms to be completed for the remainder of the year.

You will be <u>required</u> to provide a copy of your Statement of Service or a copy of your rostered terms if you are currently undertaking PGY2.

Click the 'Choose File' button to upload the file. If you have uploaded the wrong file, click 'Remove' followed by 'Choose File'.

To add additional terms click 'Add another item'.

3.3 Medical Experience/Appointments

List all medical experience and/or appointments that you have completed.

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

Select 'Yes' or 'No' to indicate whether the appointment is dermatology related. If you select 'Yes' you will be required to upload a letter signed by your dermatology supervisor supporting this appointment.

<u>Only include appointments already completed and for which you can obtain a verifying letter (for dermatology related appointments).</u>

Click the 'Choose File' button to upload your verifying letter for dermatology related appointments. If you have uploaded the wrong file, click 'Remove' followed by 'Choose File'.

To add appointments click 'Add another item'.

3.4 Medical Employment Gaps

List all medical employment gaps of three months or more and reasons for leave.

To add additional Medical Gaps click 'Add another item'.

3.5 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.

SECTION 4

Publications and Presentations

4.1 Publications

List your publications here. Only include publications with a PubMed ID for publications already in print. Publications accepted for publication may be included if supporting documentation confirming acceptance can be provided. Publications awaiting acceptances will not be considered and any publication acceptances received after the application close date will not be considered.

Click the 'Choose File' to upload your publication acceptance for publications accepted but not yet published. If you have uploaded the wrong file, click 'Remove' followed by 'Choose File'.

To add publications click 'Add another item'.

4.2 Presentations

List your presentations here. Only list presentations from the meeting type list provided. If the meeting type is not listed, do not include the presentation as it will not be considered. Do not include presentations accepted but not yet presented.

Click the 'Choose File' to upload your documentary evidence. If you have uploaded the wrong file, click 'Remove' followed by 'Choose File'.

To add presentations click 'Add another item'.

4.3 Posters

List your posters here. Do not include posters awaiting acceptance.

Click the 'Choose File' to upload your documentary evidence. If you have uploaded the wrong file, click 'Remove' followed by 'Choose File'.

To add posters click 'Add another item'.
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SECTION 5

Research

5.1 Research

List all your research projects here

Click the 'Choose File' to upload your documentary evidence. If you have uploaded the wrong file, click 'Remove' followed by 'Choose File'.

To add research click 'Add another item'.
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SECTION 6

Professional Development

6.1 Professional Development

List your professional development activities here.

Click the 'Choose File' to upload your documentary evidence. If you have uploaded the wrong file, click 'Remove' followed by 'Choose File'.

To add professional development activities click 'Add another item'.

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SECTION 7

Community and Leadership

7.1 Participation

List all community and leadership roles/participation in which you have been **substantially** involved in here, 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.

You are <u>required</u> to indicate whether the position is a paid position and 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 the 'Choose File' to upload your documentary evidence. If you have uploaded the wrong file, click 'Remove' followed by 'Choose File'.

To add activities click 'Add another item'.

6.2 Hobbies

List your hobbies and other recreational pursuits.

SECTION 8

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.

All information provided as part of reference check will be treated in confidence and will be used for Selection purposes only.

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

8.1 Medical Peers

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

8.2 Medical Supervisors

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

8.3 Paramedical or nursing staff

Nominate two references with whom you have worked with.

8.4 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 9

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. 'NSW' State may include rotations to rural-based training positions. 'SA' state includes rotations to Darwin.

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.

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SECTION 10

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.

10.1 Statement of Authenticity

Tick the box to accept the condition.

10.2 Duty of Disclosure

Tick the box to accept the condition.

10.3 Commitment to Participate

Tick the box to accept the condition.

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 making payment.

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SECTION 11

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 12

Submission

You will receive an acknowledgement from College that your application has been received and 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 4104.