

# Application Guide for 2025 Prevocational Doctors (PGY1) Positions

## Who can apply?

### PMCV Category 1 Eligible Candidates

Australian citizens or permanent residents and New Zealand citizens graduating from a Victorian University including CSP and domestic full fee-paying students

### PMCV Category 2 Eligible Candidates

Australian Temporary residents graduating from a Victorian University.

### PMCV Category 3 Eligible Candidates

Australian citizens or permanent residents and New Zealand citizens graduating from an interstate University who completed their year 12 schooling in Victoria

Queries regarding eligibility to apply for Prevocational Doctors (PGY1) positions in Victoria should be addressed to the PMCV on (03) 9670 1066 in the first instance.

## Computer Match Process

Candidates must register with the Postgraduate Medical Council of Victoria (PMCV) before you apply to Austin Health as all Prevocational Doctors (PGY1) positions will be filled through the centrally-coordinated Allocation and Placement Service (APS). For further information on the Computer Match process, please refer to the PMCV [website](#).

## Important Dates for Computer Match Process

6 <sup>th</sup> May 2024	PMCV Match and Austin Health online application process opens
6 <sup>th</sup> June 2024	Closing date for PMCV match and Austin Health Prevocational Doctors (PGY1) applications
7 <sup>th</sup> – 9 <sup>th</sup> June 2024	PMCV Video interviews start at 10am Interview questions are randomised
10 <sup>th</sup> June to 3 <sup>rd</sup> July 2024	Austin Health Shortlisting period
4 <sup>th</sup> – 10 <sup>th</sup> July 2024	Austin Health submits ranked list to PMCV
17 <sup>th</sup> July 2024	First offer period commences • Candidates have 48 hours to accept/decline their offer
15 <sup>th</sup> August 2024	Second offer period commences • Candidates have 48 hours to accept/decline their offer
19 <sup>th</sup> September-17 <sup>th</sup> October 2024	Third (Final) offer period commences • Candidates have 48 hours to accept/decline their offer
6 <sup>th</sup> January 2025	Austin Health Prevocational Doctors (PGY1) Orientation commences (5-days)
13 <sup>th</sup> January 2025	2025 Prevocational Doctors (PGY1) commences

Refer [PMCV match dates and VRPA process](#)

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## Prevocational Doctors (PGY1) Application Process

During the application process via the Austin Health online recruitment system, you will be asked to attach the following documents to your application:

- **Cover letter**
- **Curriculum Vitae (and a Photograph as an inclusion of the standardised CV)**
- **One non-clinical reference**

You will also be asked to provide your PMCV Candidate ID number when submitting your application. This is our way of identifying that you are eligible for the Prevocational Doctors (PGY1) Allocation and Placement Service process. If you do not provide a PMCV Candidate ID number, it will be assumed that you are not eligible, and your application will not proceed through to the shortlisting process.

**Applications open: 6 May 2024**

**Applications close: 6 June 2024**

Applications for 2025 Prevocational Doctors (PGY1) positions will only be accepted online via the [Austin Health Careers](#) website. Hard copies or emails will not be accepted.

**Please note:** Late applications cannot be considered, so please ensure you allow sufficient time to complete your application before the closing date.

## Prospective Prevocational Doctors (PGY1)

### Information

Austin Health will also be holding a 2025 Prospective Prevocational Doctors (PGY1) Information Session on **Tuesday 23 April 2024** virtually via Microsoft Teams. We will have presentations followed by a question-and-answer session, so please register via the [PMCV](#)

### Cover Letter

Your cover letter should be limited to one page and should address **why Austin and why you?** A cover letter is an opportunity for you to tell us a little more about yourself.

Please address your cover letter to Ms Emma Saggese, Medical Workforce Coordinator, Medical Workforce Unit.

### Curriculum Vitae

Please ensure you use the **Standardised CV Template**, available on both the Austin Health [Medical Careers](#) and [PMCV](#) websites.

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## Clinical Reference

Your clinical references (2) should be from medical practitioners who have supervised your clinical practice in a Health Service, General Practice or Community Health setting within the past 24 months.

Referees may be Senior Medical Staff (Consultants) or Registrars but must be in their fourth postgraduate year (PGY4) or above. We also do not mind if references are received from the same specialty.

Your clinical reference submission is via the PMCV Allocation and Placement Service; you do not have to submit these forms to Austin Health with your application to us.

## Non-Clinical Reference

You must provide **one** non-clinical reference with your application to Austin Health.

For your non-clinical reference, please select someone who knows you well and can comment on your skills and attributes, such as punctuality, reliability, teamwork, leadership and communication skills.

Some examples of people you could use are a past employer/manager/supervisor or someone you have worked with as part of a volunteer, community organisation or sporting group.

## Interviews

As part of our selection process, Austin Health will assess the video interviews of shortlisted candidates submitted through PMCV and provide a score for each candidate based on interview responses.

We will then combine the video interview score with the score for the cover letter, CV and referee reports to come up with a final score for ranking candidates in the match.

## Offers

All offers are made subject to the applicant successfully completing all requirements of their medical degree and being eligible for provisional registration with the Australian Health Practitioner Regulation Agency (AHPRA). This includes English language requirements being met for temporary resident candidates successfully matched to Austin Health.

*PLEASE NOTE: Under the rules of participation in the Victorian Computer Match, candidates will be unable to accept any position in Victoria other than the position to which they have been matched.*

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## Commencement

Mandatory Prevocational Doctors (PGY1) Orientation will be held the week commencing **6 January 2025**, with official Prevocational Doctors (PGY1) year commencing on **Monday 13 January 2025**.

If you have any queries about the application process that have not been answered here, please feel free to contact the Medical Workforce Unit via [Prevocational Doctors internrecruitment@austin.org.au](mailto:Prevocational_Doctors_internrecruitment@austin.org.au)

Alternatively, if your query is not specifically related to Prevocational Doctors (PGY1) at Austin Health, please contact [PMCV](#) who may be able to help with your query.

## Frequently Asked Questions

- **I am an Aboriginal and/or Torres Strait Islander applicant; how should I identify this in my application?**

Aboriginal and/or Torres Strait Islander Peoples will automatically be shortlisted for video interview assessment at Austin Health.

When completing your online application, you will be asked "Are you Aboriginal and/or Torres Strait Islander?" in the Equal Opportunity section of the application. Information provided in this section is not automatically available to recruiting managers/MWU until the candidate is successful. However, our Aboriginal Employment team will receive notification of your status and support the recruiting manager/MWU to ensure a welcoming and culturally safe recruitment process.

Should you require support throughout the application or recruitment process, please contact our Aboriginal Employment Officer via email: [Diversity&inclusion@austin.org.au](mailto:Diversity&inclusion@austin.org.au)

Austin Health has one position dedicated to an Aboriginal and/or Torres Strait Islander Prevocational Doctors (PGY1), and look forward to reviewing all Aboriginal and/or Torres Strait Islander applications for these Prevocational Doctors (PGY1) opportunities in full.

- **What support and programs of work are available to me as an Aboriginal and/or Torres Strait Islander employee at Austin Health?**

Austin Health launched its first Reconciliation Action Plan (RAP) in May 2019. This Reflect RAP formalised our commitment to improving health care outcomes for Aboriginal and Torres Strait Islander Peoples, as well as advancing employment and career development opportunities.

We are continuing our commitment to reconciliation through the development of our second

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RAP ([Innovate RAP](#)), which was recently launched April 2022. We also have a targeted Aboriginal Employment Plan for 2021-2024. If you would like more information, please visit our [Aboriginal Employment](#) website.

There are also opportunities to get involved in various committees across the organisation working in this space, as well as connecting other staff who identify as Aboriginal and/or Torres Strait Islander at our monthly networking sessions, along with members of our Ngarra Jarra Aboriginal Health Program.

- **How long will the video interview period be open for?**

The online interview process will be conducted between 7 - 9 June 2024. You **must** complete your online interview during this timeframe, and you **MUST** have registered with the PMCV Allocation and Placement Service (APS) before this date.

- **What education opportunities are available for?**

All Prevocational Doctors (PGY1)s have protected training time each week. Those on rotation to a Rural Health Service also have protected training time. In addition to formal weekly education sessions, there are a number of other educational opportunities for Prevocational Doctors (PGY1)s, including specific workshops (surgical skills, the deteriorating patient), career preparation evenings, weekly surgical audits and Austin Hospital Grand Rounds.

- **Are there any research opportunities for Prevocational Doctors (PGY1)?**

Yes, there are research opportunities available for Prevocational Doctors (PGY1). Research opportunities can be discussed with the Supervisor of Prevocational Doctors (PGY1) training, Medical Lead of the Clinical Education Unit, supervising Consultants or the Office of Research. All would be happy to assist in putting those interested in clinical research in touch with the relevant departments and research teams.

- **Will I have a rural rotation?**

Of our 65 Prevocational Doctors (PGY1) positions, we expect 20 to have the opportunity to undertake a rural rotation. We currently have two rotations to Mildura Base Hospital and two rotations to Echuca Regional Health. These rotations provide excellent learning opportunities and are valued by those who undertake them each year, with great feedback about the level of support provided, particularly early in the Prevocational Doctors (PGY1) year.

- **I did my clinical training at a hospital other than Austin. Does this affect my chances of being selected as an Prevocational Doctors (PGY1)?**

No, this will not affect your chances of selection. What might affect your chances of selection is whether you are eligible for selection as a Category 1, 2 or 3 candidate; Category membership is determined by the PMCV eligibility criteria (see [PMCV website](#) on Candidate Eligibility).

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- **Do I need to provide an academic transcript with my application?**

There is no need to provide an academic transcript with your application for Prevocational Doctors (PGY1)

- **I'm an interstate medical graduate; how can I get a job with Austin Health?**

All Prevocational Doctors (PGY1) positions in Victoria are matched through the Postgraduate Medical Council of Victoria ([PMCV](#)). Victorian and interstate medical school graduates, and graduates of New Zealand medical schools (including full fee paying students of New Zealand medical schools) all need to register an application and meet the eligibility requirements of the matching process through the PMCV to be eligible for a position in the Prevocational Doctors (PGY1) computer match.

The application process is the same for all eligible candidates with offers made in accordance with the Category rules and procedures.

- **How many Category 2 and Category 3 does Austin Health usually recruit?**

This varies each year, depending on various circumstances.

- **I have a special event that I need specific annual leave for. Can this be accommodated?**

If you know in advance of a special event, you will need to notify your Medical Workforce Coordinator as soon as possible and also ensure that this is reflected in your Annual Roster ranking sheet. This gives us the best opportunity to meet your needs. Unfortunately, we cannot accommodate all requests, and so only significant special events should be notified, for example your own wedding. Family reunions overseas at Christmas unfortunately do not meet the requirements for specific annual leave allocation.

- **How much annual leave are Prevocational Doctors (PGY1) given and how is it allocated?**

Prevocational Doctors (PGY1) are allocated annual leave in the Annual Roster for the year. Two weeks leave will be allocated within the clinical year, usually in the Emergency Medicine term, and three weeks leave is paid out at the end of the clinical year.

- **Can I apply for conference leave?**

Yes, you can apply for conference leave and we will try to accommodate your application where possible. The entitlement for conference leave is one week per annum, and up to three weeks per year (at the discretion of the hospital).

A number of factors are considered in granting conference leave, including whether the leave will impact your core training requirements, whether cover for your leave is required and/or available during the requested leave period.

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- **If I am successful in securing a Prevocational Doctors (PGY1) position, can I choose my rotations?**

All successfully matched Prevocational Doctors (PGY1) have the opportunity to rank annual rosters that match; 1) their annual leave requirements, and 2) rotational interests. The Annual Roster ranking sheet is generally released in August, and notification of your Annual Roster allocation happens around September/October. In most cases, we are able to give people one of their top ten choices. For those with specific requirements re: annual leave, please advise when you submit your preferences, as this will be given priority when allocating rosters.

- **Should I include a cover letter with my application?**

Yes, you need to include a cover letter as part of your application. The cover letter allows you to personalise your application and tell us about yourself in more detail than is possible in a CV.

- **How long should my cover letter be?**

Your cover letter should be no longer than one page in length. There is no exact word limit, but anything over a page is probably too long.

- **Who should I address the cover letter to?**

Please address the cover letter to Ms Emma Saggese, Medical Workforce Coordinator, Austin Health.

- **Is the standard CV Template for Austin Health the same as the PMCV CV Template?**

Yes, please use the Example CV Template available through the PMCV. This can be downloaded from the [PMCV website](#).

We will also include a copy on our [Prevocational Doctors \(PGY1\) Recruitment](#) web page

- **Is there a page limit to the CV?**

We have not set a page limit for CVs; however, it is important that content included in the CV is relevant and appropriate.

The standardized CV template provides various headings/sections for you to complete and follow.

Please do not delete any sections from the CV. If you have nothing to enter for the particular section, just leave it blank.

- **In what format should my application be submitted?**

All applications can be submitted in word or pdf format and must be submitted electronically via the [Austin Health Careers](#) website.

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- **Would you advise that we submit our applications as early as possible to ensure more time for review, or will they only be looked at after the Prevocational Doctors (PGY1) Match close date?**

There is no need to rush your applications. Our advice would be to be well prepared and obtain all the information you need prior to submitting your applying.

Allow time to prepare your CV, carefully consider your referees and contact them where necessary (especially for clinical referees who you may not have been in close contact with over the past year or two), research the Health Services you wish to apply to and put effort into your application letters.

- **Who can I use as a non-clinical referee when I apply to Austin Health?**

Austin Health will require one non-clinical reference to be submitted as part of your online application.

The reference needs to be from someone who has worked with you in a supervisory role (paid or voluntary), not a family friend/member or colleague or your academic supervisor or Clinical Dean.

Examples of non-clinical referees could include a past employer/manager/supervisor or someone you have worked with as part of a volunteer or community organisation, a sporting group or research supervisor.

- **Is there a form for the non-clinical reference to complete or is this just a general written reference? Will the non-clinical referee be asked to rate us on a sliding scale, give worded responses or both?**

There is no specific form, template or rating scale for non-clinical references, this is a written reference letter. Ideally, the reference should only be one page.

Your referee should outline:

- Their role and the nature of their relationship with you (i.e. direct manager/supervisor),
- Confirm the period for which they have known/worked with you), and
- Provide comment on your role, performance, strengths and abilities.

The non-clinical reference is an opportunity for Austin Health to obtain further insights about you and your performance in a non-clinical setting.

- **What evidence needs to be provided for special consideration?**

The PMCV has developed a number of policies and procedures on the eligibility of candidates to apply for special consideration.

Please refer to the [PMCV Resources](#) for further information on Special Consideration.