

Application Guide for 2021 Intern Positions

Who can apply?

PMCV Group 1 Eligible Candidates

- Australian permanent residents or citizens and New Zealand citizens graduating from a Victorian medical schools (i.e. graduates of University of Melbourne, Monash University, Deakin University and University of Notre Dame: Melbourne & Ballarat Clinical Schools).

PMCV Group 2 Eligible Candidates

- Australian temporary resident graduates of Victorian medical schools (Group 2).

PMCV Group 3 Eligible Candidates

- Australian permanent resident graduates of interstate or New Zealand universities (including previous residents of Victoria);
- Australian temporary resident graduates of interstate universities;
- New Zealand temporary resident graduates of New Zealand universities; and
- Graduates from an overseas campus of an Australian/New Zealand University accredited by the Australian Medical Council (e.g. Monash University – Sunway Campus, Malaysia).

Queries regarding eligibility to apply for Intern 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 Intern 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

2 May 2020	Medical Careers Expo – ‘virtual’ event
4 May 2020	Match and Austin Health online application process opens
4 June 2020	National closing date for Intern applications / Match closes
15 June 2020	Email advice sent to shortlisted candidates advising their selection for interview review
15-28 June 2020	Austin Health interview review process take place
13 July 2020	Round 1 Offers: Priority Group 1 ONLY
TBA	Round 2 Offers: Priority Group 2 ONLY
TBA	Round 3 Offers: Unmatched Priority Group 2 and Priority Group 3 Candidates
4 January 2021	Austin Health Intern Orientation commences (5-days)
11 January 2021	2021 Internship commences

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Intern Application Process

During the application process via the Austin Health on-line 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 standardized CV)
- One non-clinical reference
- Academic results (if you are not a medical student of the University of Melbourne, Monash University, Deakin University or University of Notre Dame: Melbourne & Ballarat Clinical Schools)

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 Intern Application 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 the short listing process.

Applications open: 4 May 2020

Applications close: 4 June 2020

Applications for 2021 Intern positions will only be accepted on-line via the [Austin Health Careers](https://austinhealth.mercury.com.au/) website (<https://austinhealth.mercury.com.au/>). 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 Intern Information

Due to the COVID-19 pandemic, Austin Health was unable to run the annual on-site Intern Information Session. However, we have prepared some Presentations to help provide further information on Intern recruitment and training opportunities at Austin Health. These are available for you to refer to on our Careers page. We have also included many of the Frequently Asked Questions (FAQ's) in this document that may be helpful, but if you have a query that is not answered in the slides or in the FAQ's, please send your query through to our intern recruitment email address: internrecruitment@austin.org.au.

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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 Sarah McConchie, Manager, Doctors in Training, Medical Workforce Unit.

Curriculum Vitae

Please ensure you use the **Standardised CV Template**, available on the PMCV website.

Non-Clinical Reference

Due to COVID-19, it has been determined statewide that clinical references will not be required this year. You must instead 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 or community organisation or sporting group.

Shortlisting for Video Interview Assessment

Austin Health will automatically shortlist the top 150 applicants for video interview assessment based on academic results. The cover letters, CVs and non-clinical references will be reviewed for the next 200+ applicants (based on academic scores) to shortlist an additional 130-150 candidates for video interview assessment.

Interviews

As part of our selection process, Austin Health will review the Video Interviews submitted through PMCV and provide a score for each candidate based on interview responses.

We will shortlist between 280-300 candidates for video interview assessment.

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Selection Criteria

Candidates will be ranked based on the below criteria and weighting:

- Academic Results - 40%
- Cover Letter - 10%
- Curriculum Vitae - 5%
- Non-clinical reference - 5%
- Video Interview - 40%

Applicants who are not selected for video interview review but who were reviewed in the short listing process will also be ranked by Austin Health.

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.

Match results for first round offers (Priority Group 1) will be available on **Monday, 13 July 2020 at 10.00am**. All successfully matched candidates will be notified via email by Austin Health, and will need to confirm acceptance by no later than **Thursday, 16 July 2020 at 10.00am**. Second round offers (Priority Group 2) will be made following the Priority Group 1 match, at a date yet to be advised by the PMCV. The acceptance period for second round offers is also three days.

Final offers will commence during August 2020 (final process still to be confirmed by PMCV). Please refer to www.allocations.pmcv.com.au for any updates to match dates.

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 if they decline a matched position.

Commencement

Mandatory Intern Orientation will be held the week commencing **4 January 2021**, with official Intern year commencing on **Monday, 11 January 2021**. **Please note:** 2021 is a 53-week year, so your internship will finish on 16 January 2022.

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 internrecruitment@austin.org.au. Alternatively, if your query is not specifically related to Austin Health, please contact [PMCV](#) who will be able to help with your query.

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Frequently Asked Questions

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

Aboriginal and Torres Strait Islanders will automatically be short listed for video interview assessment at Austin Health.

When completing your online application, you will be asked "Are you Aboriginal or Torres Strait Islander?" in the Equal Opportunity section of the application. Information provided in this section is not made 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 through the recruitment process.

- **When can I expect to hear if I have been selected for review of my interview?**

Intern applications for 2021 will close on **June 4 2020**. Please note, this is a **Thursday**. After we have finished shortlisting, we will send emails to all applicants to inform them of the outcome of their application. Applicants will be advised whether they have been selected for video interview assessment, application was reviewed but missed out on selection or not shortlisted for review.

All candidates whose cover letter, CV and non-clinical reference were reviewed in the shortlisting process will still be ranked by Austin Health accordingly.

- **How long will the interview go for?**

The online interview process will be conducted on Thursday, June 24 2020 only. You **must** complete your online application on this day, and you **MUST** have registered with the PMCV Allocation and Placement Service (APS) before this date.

The length of the interview is 15 minutes, and comprises 5 questions. There will be plenty of time for you to provide your response.

Practice interview sessions will be available to all candidates from 28th May 2020 using the SONRU platform. You must have signed up for the match to be sent the link to this site by the PMCV Allocation and Placement Service. It is highly recommended that you access the practice sessions so that you get yourself comfortable with the process before the actual interview.

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

All interns 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 interns, including specific workshops (surgical skills, the deteriorating patient), career preparation evenings, weekly surgical audits conducted by the Department of Surgery and Austin Hospital Grand Rounds. At the moment, intern education and most other educational opportunities are being conducted remotely, with face-to-face sessions suspended due to COVID-19 restrictions. There are some exceptions to this (e.g. ALS/BLS).

- **Are there any research opportunities for interns?**

Yes, there are research opportunities available for interns. Research opportunities can be discussed with the Supervisor of Intern 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.

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

Of our 62 intern 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 intern year.

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

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 Priority Group 1 or Priority Group 2 candidate; Group membership is determined by the PMCV eligibility criteria (see [PMCV website](#)). Priority Group 1 candidates are all eligible for selection at Austin Health, Priority Group 2 candidates will also be eligible for selection, although in much smaller numbers than Priority Group 1.

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

This varies each year, depending on various circumstances.

In 2020, six Priority Group 2 candidates were successfully appointed to intern positions at Austin Health.

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The number of Priority Group 2 candidates appointed to Austin Health is determined annually by the Department of Health via the PMCV in the Priority Group 2 matching process. The Priority Group 2 match occurs shortly after the Priority Group 1 match process and acceptance period. The date for the Priority Group 2 match is yet to be announced for the 2021 intern intake.

It is rare that a Priority Group 3 candidate would be offered a position at Austin Health, or in Victoria in general. Candidates in this group are only eligible for offer after the completion of the Priority Group 2 match, and when the Department of Health and Human Services advises PMCV and health services that this offer process can commence. Priority Group 3 appointments are generally only made after late withdrawals occur.

- **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 the Medical Workforce Unit staff via email as well as on your Annual Roster ranking sheet as soon as possible after they are received. 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.

- **If I am successful in securing an intern position can I choose my rotations?**

All successfully matched interns 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: leave (e.g. your own wedding), please advise when you submit your preferences, as this will obviously be given priority when allocating rosters.

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

All intern 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 intern computer match.

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Once the video interview review process has been completed and the selections entered into the match by Austin Health and the individual candidates, the PMCV will determine the proportion of Australian Trained (Permanent Resident) Graduates of Victorian Medical facilities, and "other" graduates allocated to Austin Health; in 2020, this split was 56 Australian Trained (Permanent Resident) graduates of a Victorian Medical Facility and 6 from the remaining candidates. The proportion in 2021 may differ slightly, depending on the final number of Priority Group 1 candidates graduating in 2020.

- **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.

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

All applications are to be submitted electronically via the [Austin Health Careers](#) website using the standardised template available via the PMCV.

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

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

Please address the cover letter to Ms Sarah McConchie, DiT Manager, Austin Health.

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

For interns applying for 2021, Austin Health will require one non-clinical reference to be submitted as part of your online application.

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

The PMCV has developed a number of policies on the eligibility of candidates to apply for special consideration. If granted under the specifics of the policy, the candidate will be eligible to move from Priority Group 3 to Priority Group 2 for match purposes.

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Being granted special consideration does not, however, guarantee you a position in the PMCV match.

Please refer to the PMCV Special Consideration policy for further information and eligibility criteria for consideration of Priority Group 3 to be reviewed as Priority Group 2, and also Special consideration for Priority Group 1 candidates and the eligibility for special consideration relating to extenuating circumstances.

- **What happens if I don't get an interview?**

If you are unsuccessful in being shortlisted for review of your video interview, you will be advised via email. Unfortunately, due to the large volume of applications we receive (we anticipate over 800 applications for internship) we will not be able to provide a breakdown of your application score/s. Every effort has been made to streamline the application process to make it a fair and transparent process.

- **How much annual leave are interns given and how is it allocated?**

Interns 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 to the hospital for conference leave and we will try to accommodate your application where possible. The entitlement is for a minimum of one week, and up to three weeks per year (at the discretion of the hospital). Applications need to be made in writing by 31st March of the year in which the leave will be taken, or not less than three months' notice.

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.