

# Application Guide for 2024 Intern Positions

## Who can apply?

### PMCV Group 1 Eligible Candidates

- Australian permanent residents or citizens and New Zealand citizens graduating from a Victorian medical school (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

8 May 2023	PMCV Match and Austin Health online application process opens
8 June 2023	Closing date for PMCV match and Austin Health Intern applications
9 – 11 June 2023	PMCV Video interviews start at 10am Interview questions are randomised
12 June – 2 July 2023	Austin Health Shortlisting period
3 -10 July 2023	Austin Health submits ranked list to PMCV
19 July 2023	Round 1 Offers: Priority Group 1 only
TBA	Round 2 Offers: Priority Group 2 ONLY
17 November 2023	National closing date for offers of internship
8 January 2024	Austin Health Intern Orientation commences (5-days)
15 January 2024	2023 Internship commences

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

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## Intern 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 Intern 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: 8 May 2023**

**Applications close: 8 June 2023**

Applications for 2024 Intern 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 Intern Information

Austin Health will also be holding a 2024 Prospective Intern Information Session on **Tuesday 28 March 2023** 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 & Ms Christine Keating, Medical Workforce Coordinators, 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.

## Shortlisting for Video Interview Assessment

We will be reviewing candidates for internship placements with Austin Health by allocating a score for each of the following criteria:

- Cover Letter – 35%
- Curriculum Vitae – 15%
- Non- Clinical Reference – 15%
- Clinical References – 35%

Those who are selected for assessment of their video interview will be notified via email. If not advised that your video has been selected for assessment, this does not mean that you will not be ranked.

## 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.

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## Selection Criteria

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

- Application (Cover letter, CV and referee reports) 60%
- Video Interview 40%

Applicants who are not selected for video interview assessment but who were reviewed in the shortlisting process may 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 19 July 2023. All successfully matched candidates will be notified via email by Austin Health and will need to confirm acceptance by no later than 21 July 2023 by 5.00pm. Second round offers (Priority Group 2) will be made following the Priority Group 1 match, at a date in August 2023 yet to be advised by the PMCV. The acceptance period for second round offers is also three days.

*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.*

## Commencement

Mandatory Intern Orientation will be held the week commencing **8 January 2024**, with official Intern year commencing on **Monday 15 January 2024**.

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

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## 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 intern, and look forward to reviewing all Aboriginal and/or Torres Strait Islander applications for these internship 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 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.

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

Intern applications for 2024 will close on **8 June 2023**. 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, or whether the application was reviewed but missed out on selection for video review.

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

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

The online interview process will be conducted between 9 – 11 June 2023. You **must** complete your online application 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 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 and Austin Hospital Grand Rounds.

- **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 and research teams.

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

Of our 65 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](#) on Priority Groups).

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

There is no need to provide an academic transcript with your application for internship.

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- **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.

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

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

This varies each year, depending on various circumstances.

In 2023, we had no Priority Group 2 Candidates but anticipate we will have at least one in 2024.

The number of Priority Group 2 candidates appointed to each Health Service 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 2024 intern intake.

Candidates in Priority are only eligible for offer after the completion of the Priority Group 2 match, and when the Department of Health advises PMCV and health services that offers 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 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 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.

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- **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.

- **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: 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 & Ms Christine Keating, Medical Workforce Coordinators, 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 [Intern 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.



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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.

- **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 Intern 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.

At Austin Health, we do not plan to start reviewing applications until a week before applications close.

- **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 non-clinical reference can be anyone of your choice, however, it is recommended that you select a referee who has known you well enough to provide a strong character reference and able to comment on your skills, attributes, and abilities.

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.

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- **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.

- **What happens if I don't get selected for video interview assessment?**

If you are unsuccessful in being shortlisted for assessment of your video interview, you will be advised via email. Applications assessed by Austin Health will still be ranked accordingly based on application scores, however, these will be ranked behind candidates who have been shortlisted for video interview assessment.

Unfortunately, due to the large volume of applications we receive, we will not be able to provide a breakdown of your application score/s or individual feedback on applications.