

# MONASH DOCTORS

## Intern Application Guidelines

### Who can apply?

Queries regarding eligibility to apply for Intern positions in Victoria should be addressed to the PMCV on (03) 9419 1217 or <http://www.computermatching.pmcv.com.au/>

### Computer Match Process

Candidates must also register with the Postgraduate Medical Council of Victoria (PMCV) before you apply to Monash Health as all Intern positions will be filled through the centrally-coordinated Computer Match. For further information on the Computer Match process, please refer to the PMCV website <http://www.computermatching.pmcv.com.au/>

### Monash Health Application Process

All applications must be made via our on-line recruitment system.

During the application process via the Monash Health on-line recruitment system, you will be asked to attach the following documents to your application:

- PMCV Structured Curriculum Vitae
- Completed Fit2Work consent form or an overseas police clearance
- Copy of 100 points of certified Identification
- Academic results (if you are not a Victorian Graduate)

You will also be asked to provide your PMCV Candidate ID number and Medical Intern Placement number (MIPN) when submitting your application to us. This is our way of identifying that you are eligible for the Intern Computer Match. If you do not provide a PMCV Candidate ID number it will be assumed that you are not eligible.

**Applications open:** ..... 5 May 2017

**Applications close:** ..... 4 June 2017

### Important Dates for PMCV Computer Match Process

Monash Health follows the PMCV dates for the Intern Match. Please refer to the PMCV website for further information:

<http://www.computermatching.pmcv.com.au/public/matches/intern.cfm>

### Monash Doctors Career Information Evening

We will be holding a "Monash Doctors Career Information Evening" at Monash Medical Centre, Clayton on Thursday 11 May 2017. For further information, please go to [www.MonashDoctors.org](http://www.MonashDoctors.org)

### Cover Letter

For 2018 Intern positions you will not be required to submit a cover letter.

### Guidelines for Structured Curriculum Vitae

Your curriculum vitae should only be submitted on the PMCV template provided.

### Assessments/References

Candidates must submit two on-line assessments/references via the PMCV Computer Matching Service. No additional references are required by Monash Health. It is preferred that both references are obtained from Consultants, but if a Registrar is used (for one only) the reference will still be accepted.

### Police check

Monash Health must have a cleared police check before candidates can be offered a position. Due to the time constraints of the



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match, we must have these documents ready to action when the match results are released. Which is why we ask for them in advance.

The 'fit2work consent' form and 100 points of certified identification must be scanned into the specified fit2work field. Should the document be too large, you can separate the consent form from the identification documents and save the identification documents into the 'Other Documentation' field.

Please note: the fit2work police check will not be processed unless you are successful for a position with Monash Health.

**Current Monash Health staff** are required to apply via your Monash Health employee number or email address which will allow you to bypass this police check process.

Overseas candidates will also be required to provide a police clearance from the country in which you reside.

### File size too large?

If any of your files are too large and you have problems loading them into your application, use a file shrinking website such <http://shrinkpictures.com/> or <http://shrinkpdf.com/> to reduce the file size.

### Selection

Prioritisation (ranking for the Computer Match) of Intern applicants will be based on various criteria which include the following items:

- Academic Results
- Curriculum Vitae
- Referee Assessment Forms (as per PMCV guidelines)
- Video Interview

### Interviews

For 2018 Intern positions, Monash Health will request video interviews from a selected number of candidates.

### Offers

All offers are made subject to the applicant successfully completing all requirement of their medical degree in 2016 and being eligible for provisional registration with the Australian Health Practitioner Regulation Agency (AHPRA) in 2017.

Match results will be available from the PMCV. All successful applicants will be notified by telephone or email by Monash Health.

*Note that 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.*

Once an appointment is confirmed, an Employment Agreement outlining all conditions of employment will be forwarded to successful applicants.

### Commencement

Compulsory Intern Orientation will be held the week commencing 8 January 2018 Intern positions commence the following week.

If you have any queries about the application process that have not been answered here, please feel free to contact the Monash Doctors Workforce via [medrecruit@monashhealth.org](mailto:medrecruit@monashhealth.org) or (03) 9594 2750.

### Technical difficulties applying?

Please remember the contact person for the post you are applying for is not an IT expert and is only available for position enquiries.

The website Monash Health uses for recruitment is an external site maintained by an external company.

For technical difficulties applying please contact Mercury on (03) 9645 5500.



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