

MONASH DOCTORS

BPT2 & BPT3 Application Guidelines

All posts are advertised as 12 month full-time positions. Applicants seeking job-share or part-year BPT posts should contact the **Monash Doctors Workforce** on 03 9594 2750 and highlight this in their cover letter.

Please note that HMO3 Medical = BPT2 Match, and Medical Registrar = BPT3+ Match. It is the responsibility of candidates to register with the correct Match.

Who Can Apply

Eligibility Criteria for the BPT2 Match

Trainees applying for the 2nd year of Basic Physician Training should apply for the BPT2 Match. For most trainees this will be their 3rd postgraduate year. However trainees who have worked in positions, which are not recognised for Basic Physician Training, may be in their 4th or subsequent postgraduate year.

Eligibility Criteria for the BPT3 Match

Trainees applying for the 3rd year of Basic Physician Training should apply for the BPT3+ Match. For most trainees this will be their 4th postgraduate year. However trainees who have worked in positions, which are not recognised for Basic Physician Training, may be in their 5th or subsequent postgraduate year. Trainees who have completed Basic Physician Training but have not yet passed the FRACP clinical exam should also apply for the BPT3+ Match.

Queries regarding eligibility to participate in the PMCV BPT Computer Matching Service in Victoria should be addressed to the PMCV on (03) 9419 1217 or <http://www.computermatching.pmcv.com.au/>

Computer Match Process Eligibility

Candidates must also register with the Postgraduate Medical Council of Victoria (PMCV) as BPT2 & BPT3 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 and via the PMCV computer match.

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

- Curriculum Vitae
- Cover letter
- Photograph
- Fit to work consent form + certified 100 points of ID (external applicants only – see below information)

If you are a current Monash Health staff member you are required to apply using your Monash Health email address or employee number as prompted on the on-line recruitment system.

Applications Open: 1 June 2015

Applications Close: 18 August 2015

Important Dates for Computer Match Process



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1 June 2015	Match opens for registration and referee nominations Match opens for Candidate Priority Lists (CPL) submission
14 August 2015	Match closes for registration and referee nominations
18 August 2015	Last day for; <ul style="list-style-type: none">- referees to complete online reference form- submission of Candidate Priority List (CPL)- submission of applications to hospitals- Upload CV to PMCV Computer Matching website
11 September 2015	Match closes. You will not be able to withdraw from the match or change existing preferences after this date
17 – 22 Sept 2015	Computer Match takes place
23 September 2015	Match results available to candidates and hospitals

Assessments/References

All candidates must submit 2 on-line assessments/references via the PMCV matching system. No additional references are required by Monash Health.

If you have previously worked as a doctor at Monash Health, our preference is for at least one of your nominated referees to be a Monash Health supervisor.

Police check

Monash Health policy states candidates must have a cleared police check before they can be offered a position.

Therefore if you are not a current Monash Health staff you must complete and attach in the specified field, a 'fit2work consent' form with 100 points of certified ID. You can obtain a 'fit2work consent' form from the 'Position Documents' section on the advertisement or from www.monashdoctors.org

The 'fit2work consent' form and 100 points of certified ID must be scanned as one document in the specified field.

If you are an overseas candidate, you must attach a police clearance from the country in which you reside instead of a 'fit2work consent' form in the specified 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.

Files 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.



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To whom should I address my application?

Basic Physician Training applications should be addressed to Ms Denise Alister, Manager of Monash Doctors Workforce.

Interviews

Monash Health interviews only a limited number of shortlisted candidates for positions. Unfortunately we do not have the resources to interview all candidates. As a general rule, three candidates are interviewed for each position.

Only shortlisted candidates will be shortlisted for an Interview.

Interviews will be held from 19 August until 14 September 2015.

Individual interviews will be conducted in person. Applications for telephone interviews will only be considered if interstate or overseas.

Candidates will be contacted by the Monash Doctors Workforce by email if you have been selected for interview.

Selection

Prioritisation (ranking for the Computer Match) of BPT applicants will be based on merit including an assessment of the individual's capacity to perform the duties associated with the position.

This assessment will be made using your application (cover letter & CV) performance reports/assessments and interview.

Current Monash Health employees will need to ensure that their rotation assessments are complete and up to date as these will also be used in the selection process.

Appointment

Match results will be available from on the PMCV as per the timeline above. 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

Commencement is on Monday 1 February 2016

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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