

MONASHDOCTORS

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:

- Structured Curriculum Vitae – using the template available via www.monashdoctors.org or <http://www.computermatching.pmcv.com.au/public/matches/intern.cfm>
- A current photograph
- Completed Fit2Work consent form (available at www.monashdoctors.org) 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:..... 2 May 2016

Applications close:..... 3 June 2016

Applications for 2017 Intern positions will only be accepted on-line via the Monash Health recruitment system. Hard copies or emails will not be accepted.

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.pmcv.com.au/computer-matching-service/resources/571-intern-match-important-dates/file>

Monash Doctors Careers Expo

We will be holding a “Monash Doctors Careers Expo” at Monash Medical Centre, Clayton on Saturday 14 May 2016.

An **Intern Information session** will be run during the Monash Doctors Expo from 11.30am on the day.



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Come along on the day to speak with members of the Monash Doctors Workforce, Monash Doctors Education Unit, current Interns and many training supervisors from our training programs. Further information can be found at www.monashdoctors.org

Cover Letter

For 2017 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 template provided.

The Structured Curriculum Vitae will ask you for;

- Personal details
- Education and Qualifications
- Clinical placements undertaken (where and when, not a detailed description of the term)
- Employment History
- Volunteer work
- Major achievements (prizes, awards, scholarships)
- Research activities (Publications in peer reviewed journals/Presentations at state, national or international conferences/Audits/ Quality Improvement Projects)
- Leadership roles and extracurricular activities (committee roles, participant in church/sport/community, professional development activities)
- Personal interests (*optional*)
- *Non-Clinical Referees not required for Monash Health. Please leave this section blank.*

Application Question

During the application on Monash Health recruitment website you will be asked to respond to the following questions:

- 1) *Why do you want to become a Monash Doctor? (100 words or less)*
- 2) *If you join our team of Monash Doctors, what will you bring to the role to ensure our patients have an exceptional experience while receiving healthcare at Monash Health? (150 words or less)*

There will also be a section where you can add any additional information you feel wasn't covered in your CV. This is optional only and does not form part of the selection criteria.

TIP: if you are an interstate candidate applying to a Monash Health, describe in the 'Additional/supporting comments' section why you are applying to come to Victoria.



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

Therefore if you are not a current Monash Health staff member 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.

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:

- Curriculum Vitae
- Selection criteria questions (via E-Mercury Recruit)
- Referee Assessment Forms (as per PMCV guidelines)
- Academic Results

Interviews

In 2017 Monash Health will not conduct Interviews for Intern positions.

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.



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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 10 January 2017 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 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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