

# Intern Application Guidelines

## Eligibility Criteria and Priority Categories:

Intern positions are allocated in Victoria using a priority category system.

Priority Group 1	Graduates from a Victorian medical schools* holding Australian or New Zealand citizenship or permanent residency, including domestic full fee paying and Commonwealth Supported Placed students <ul style="list-style-type: none"><li>• University of Melbourne, Monash University, Deakin University and University of Notre Dame: Melbourne &amp; Ballarat Clinical Schools.</li></ul>
Priority Group 2	<ul style="list-style-type: none"><li>• Australian temporary resident graduates of Victorian medical schools</li><li>• Interstate Special Consideration candidates (approved by PMCV)*</li></ul>
Priority Group 3	<ul style="list-style-type: none"><li>• Australian permanent resident graduates of interstate or New Zealand universities</li><li>• Australian temporary resident graduates of interstate universities</li><li>• New Zealand temporary resident graduates of New Zealand universities</li><li>• Graduates from an overseas campus of an Australian/New Zealand University</li><li>• accredited by the Australian Medical Council (e.g. Monash University – Sunway Campus, Malaysia)</li></ul>

Queries regarding eligibility to apply for Intern positions in Victoria should be addressed to the PMCV on (03) 9670 1066 or [allocations@pmcv.com.au](mailto:allocations@pmcv.com.au)

## Computer Match Process

Candidates must 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 <https://allocations.pmcv.com.au/matches>

## Monash Health Application Process

All Applicants must register with PMCV before **4 June 2020** and also apply for 2021 Intern Position on Monash Health Website.

### Preparation for post Computer Matching Process

Successful candidates will be requested to provide copies of the following documents:

- Academic Transcripts (Non-Victorian candidates only)
- Cover Letter which includes, but not limited to:
  - A personal statement
  - Specific highlights of achievements that have enhanced the reputation of any organisations/health services you have had affiliations with
  - Personal strengths you are proud of, as well as weaknesses you have worked/are working on
- CV in PMCV format
- Passport Photo
- PMCV Candidate ID Number and Medical Intern Placement number (MIPN)
- Submission of eligibility criteria supporting documentation to PMCV. NB. Only required from candidates that do not have a Medical Intern Placement number (MIPN), or for interstate special consideration candidates.

## 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: <https://allocations.pmcv.com.au/content/match/43>

## Police check

Monash Health must have a police clearance before candidates can be issued an employment contract. Monash Health will send an email invitation to complete your Fit2Work police clearance online.

**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.

## Working with Children Check (WWC)

Monash Health requires all Medical Staff to have a current Employee Victorian Working with Children Check (WWCC).

Working with Children checks are conducted in accordance with the Working with Children Act 2005 as determined by the Victorian Department of Justice. WWCCs are valid for five years but can be revoked by the Department of Justice in the case of certain crimes being committed.

It is the individual's responsibility to:

- apply for a WWCC and to nominate Monash Health as the employer
- pay for initial and renewal of a WWCC
- keep their WWCC up to date
- advise Monash Health if their circumstances change or their WWCC is revoked

More information can be found via:

<http://www.workingwithchildren.vic.gov.au/>

## Interviews

There will be no face-to-face interviews held in 2020.

Instead, candidates will record their answers to interview questions, and these interview recordings will be accessed by health services the candidate has listed in their preferences.

Candidates will complete their video interview only once.

Candidates will have the opportunity to complete a practice interview from **28 May 2020**; the real interview will be available for candidates to complete on **4 June 2020**.

Candidates who have registered for the Intern Match will receive instructions via email regarding the video interview on the dates listed above.

Completion of the video interview is not mandatory for candidates wishing to participate in the Intern Match, however failure to complete the interview may impact upon your chances of being ranked for employment by health services.

## Offers

All offers are made subject to the applicant successfully completing all requirement of their medical degree and being eligible for provisional registration with the Australian Health Practitioner Regulation Agency (AHPRA) in 2020.

Match results will be available from the PMCV.

*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.*

## Commencement

Compulsory Intern Orientation will be held the week commencing **4 January 2021** Intern positions commence the following week.

## Technical difficulties

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.