

# Application Guide for 2020 Intern Positions

## Who can apply?

### PMCV Group 1 Eligible Candidates

- Australian permanent residents or citizens and New Zealand citizens graduating from a Victorian medical schools (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 Computer Match. For further information on the Computer Match process, please refer to the [PMCV website](#).

## Important Dates for Computer Match Process

4 May 2019	Austin Health Intern Information session (11.00-12.30)
11 May 2019	Medical Careers Expo
8 May 2019	Match and Austin Health online application process opens
7 June 2019	National closing date for Intern applications / Match closes
13 June 2019	Email invitations sent to shortlisted candidates for interview
18-26 June 2019	Austin Health interviews take place
15 July 2019	Priority Group 1 offers
13 August 2019	Priority Group 2 offers
TBA August 2019	Priority Group 3 offers
6 January 2020	Austin Health Intern Orientation commences (5-days)
13 January 2020	2020 Internship commences

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## Intern Application Process

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

- Resume - standardized format
- Cover letter (see guidelines for cover letter)
- Photograph as an inclusion of the standardized CV
- Academic results (if you are not a medical student of the University of Melbourne, Monash University, Deakin University or University of Notre Dame: Melbourne & Ballarat Clinical Schools)

You will also be asked to provide your PMCV Candidate ID number when submitting your application. This is our way to 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 and your application will not proceed through the short listing process.

**Applications open: 8 May 2019**

**Applications close: 7 June 2019**

Applications for 2020 Intern positions will only be accepted on-line via the [Austin Health Careers](https://austinhealth.mercury.com.au/) website (<https://austinhealth.mercury.com.au/>). Hard copies or emails will not be accepted.

**Please note:** Late applications will not be considered, so please ensure you allow sufficient time to complete your application before the closing date.

## Prospective Intern Information Session

A Prospective Intern Information session will be held on **Saturday, 4 May 2019** from 11.00am to 12.30pm.

Presentations and panel discussions will be held in the John Lindell Lecture Theatre, Level 4 Lance Townsend Building, Austin Hospital, 145 Studley Road, Heidelberg.

Light refreshments will be provided once the session concludes. We expect this session will be in high demand so please secure your spot via this [link](#).

Hospital tours will also be available after the information session. To book in for a tour, please click [here](#).

During the session you can expect to hear from current and former Interns from Austin Health, members of the Medical Workforce Unit and the Clinical Education Unit (CEU). Further information can be found on our website <http://www.austin.org.au/careers/>.

**Please note:** In order to secure a spot please ensure you book into the session. Attendance will NOT affect your eligibility for short listing.

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## Assessments/References

All candidates must submit two on-line assessments/references via the PMCV Computer Matching Service. No additional references are required by Austin Health. It is preferred that both references are obtained from Consultants, but if a Registrar is used please ensure these are from different disciplines.

## Guidelines for Cover Letter

Your cover letter should be limited to one page and should address **why Austin and why you?** There are no right or wrong answers. 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, DiT Co-ordinator, Interns and General Stream, Medical Workforce Unit.

## Shortlisting for Interview Selection Process

Applicant shortlisting will be based on the following items:

- Cover Letter
- Resume
- Referee Assessments
- Academic Results

Austin Health shortlists the top 200 candidates based on academic results, and then reviews the next 150+ candidates to shortlist an additional 100 candidates based on review of the cover letter, resume and referee assessment.

## Interviews

Austin Health will conduct interviews for approximately 280-300 candidates. Please do not call regarding an interview as we will contact you by email if you have been shortlisted. Applicants who have been shortlisted will be invited to electronically select an interview time in the projected schedule.

Some time slots will be set aside for telephone interviews if shortlisted candidates are genuinely unable to attend in person. If you are shortlisted and unable to attend interview, please contact the Emma Saggese, DiT Coordinator – Interns and General Stream, as soon as possible to organise a telephone interview.

Applicants who miss the opportunity for an interview will also receive an email advising them of such. However, Austin Health will still rank appropriate candidates (where applications were assessed) even if not shortlisted for interview.

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## 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 **Monday, 15 July 2019**. All successfully matched candidates will be notified via email by Austin Health, and will need to confirm acceptance within ONE week of the offer being made. Second round offers (Priority Group 2) will be made on **Monday, 19 August 2019**. Once again, the acceptance period for second round offers is one week.

Final offers will commence during August 2019 (final process still to be confirmed by PMCV).

*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 if they decline a matched position.*

## Commencement

Mandatory Intern Orientation will be held the week commencing **6 January 2020**, with official Intern year commencing on **Monday, 13 January 2020**.

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) or (03) 9496 6813.