



Postgraduate Medical Council
of Western Australia

INTERN APPLICATION GUIDE

**For 2018 applications for intern positions
in Western Australia in 2019**

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Postgraduate Medical Council of Western Australia

The Postgraduate Medical Council of Western Australia's (PMCWA) role is to support and advocate for junior doctors in Western Australia (WA) through the accreditation of health services, and by providing leadership for the provision of quality education and training experiences for prevocational doctors in WA.

In addition, PMCWA coordinates the annual centralised internship recruitment process, through the MedJobsWA platform, across WA health services.

<https://medjobswa.mercury.com.au/>

Internship

Internship is a period of supervised general clinical experience, education and training in accredited intern training positions within a health service. WA internships provide candidates with the opportunity to complete training, compliant with the requirements of the Medical Board of Australia's (Medical Board) registration standard 'Granting general registration as a medical practitioner to Australian and New Zealand medical graduates on completion of intern training'.

The Medical Board's registration standard defines the requirements that interns must complete to be eligible for general registration. All interns are required to perform satisfactorily, under supervision, in the following accredited terms in order to be considered for general registration with the Medical Board upon successful completion of their internship:

- A term of at least 8 weeks that provides experience in emergency medical care
- A term of at least 10 weeks that provides experience in medicine
- A term of at least 10 weeks that provides experience in surgery
- A range of other approved terms/clinical experience to make up a minimum of 47 weeks of full-time equivalent service

For more information visit: www.medicalboard.gov.au/Registration/Types/Provisional-Registration/medical-graduates.aspx.

Primary Employing Health Services (PEHS) ensure each trainee undertakes these essential rotations within their intern year.

Junior doctors are encouraged to gain exposure in a range of health service settings including large teaching, outer metropolitan, private, regional, rural and remote hospitals during their prevocational years.

Eligible WA interns commencing in 2019 will be issued with a three year contract with WA Health as per the *WA Health System – Medical Practitioners – AMA Industrial Agreement 2016*. If you seek a contract for less than three years, this can be discussed and negotiated with your employing health service. A three year contract does not necessarily tie you to the same hospital or health service for the duration of your contract.

Successful applicants who hold appropriate visas will be issued contracts by the employing health service, which comply with the requirements of the Australian Government Department of Home Affairs.

Eligibility for a WA internship

To be considered for a 2019 WA intern position you must:

- Submit a complete application to the WA intern application process prior to the closing date and time.
 - Demonstrate you meet the selection criteria as outlined in the intern job description form (available through the position advertisement) and that you are able to perform successfully as an intern.
 - Late applications will not be accepted.
- Graduate from a university accredited by the Australian Medical Council (AMC).
 - A list of AMC accredited medical schools can be located here: www.amc.org.au/accreditation/primary-medical-education/schools
- Possess a valid Intern Placement Number (IPN).
 - An IPN is a unique nine digit number generated by the Australian Health Practitioner Regulation Agency (AHPRA) and is issued to final year medical students at AMC accredited medical schools, by your university.
- Not previously worked as an intern (either in Australia or overseas).
 - To be eligible for a WA internship you must not have previously commenced or completed an internship in Australia or overseas, nor been registered or practised as a medical practitioner (in Australia or overseas).
- Meet the Medical Board's English language skills registration standard (medical) at the time of application for a 2019 WA intern position.
 - Further information on the Medical Board's English language skills registration standard (medical) can be located at: www.ahpra.gov.au/Registration/Registration-Standards/English-language-skills.aspx
 - If required, it is advised you organise and sit an English language skills test as soon as possible, to ensure your results are ready for inclusion in your application.
- Be eligible to work in Australia.
 - Australian citizens and permanent residents
 - New Zealand citizens
 - Valid temporary Australian resident visa (or eligibility to obtain) enabling you to work in Australia.

Participating hospitals and health services

In your WA intern application you will be asked to preference the PEHS where you would like to undertake your internship. The PEHSs are as follows:

- Fiona Stanley Fremantle Hospitals Group (Fiona Stanley Hospital)
- Royal Perth Bentley Group (Royal Perth Hospital)
- Sir Charles Gairdner Osborne Park Health Care Group (Sir Charles Gairdner Hospital)
- WA Country Health Service

Each PEHS has designated placement health services where interns may rotate to throughout the course of their internship, to fulfil training requirements. Placement health services associated with each of the PEHSs are as follows:

Employing health service	Metropolitan placement health services	Rural placement health services
Fiona Stanley Fremantle Hospitals Group	<ul style="list-style-type: none"> • Fiona Stanley Hospital • Fremantle Hospital • Rockingham General Hospital 	<ul style="list-style-type: none"> • Albany Health Campus • Broome Regional Hospital
Royal Perth Bentley Group	<ul style="list-style-type: none"> • Royal Perth Hospital • Armadale Health Service • Bentley Hospital • St John of God Midland Public Hospital 	<ul style="list-style-type: none"> • Bunbury Hospital • Hedland Health Campus • Kalgoorlie Regional Hospital
Sir Charles Gairdner Osborne Park Health Care Group	<ul style="list-style-type: none"> • Sir Charles Gairdner Hospital • Graylands Hospital • Hollywood Private Hospital • Joondalup Health Campus 	<ul style="list-style-type: none"> • Geraldton Regional Hospital • Hedland Health Campus
WA Country Health Service		<ul style="list-style-type: none"> • Albany Health Campus • Bunbury Hospital

Rural opportunities

The WA Country Health Service (WACHS) provides rural training opportunities and/or a career pathway for junior doctors with a specific interest in rural and remote medicine.

Depending on the number of rural rotations you would like to undertake throughout your internship, there are two options available:

Rural hospital internship

Select WACHS as your primary employer to apply to complete your full intern year in a rural hospital site (Albany or Bunbury).

Applicants wishing to complete their full internship with WACHS are asked to:

- Provide a brief statement indicating why they are interested in completing a rural internship (maximum 350 words).
- Rank their preferred rural sites from most to least preferred.

Please note, if you are not selected for a WACHS internship your application will be forwarded to your second preference PEHS in the initial selection round for consideration at the same time as other candidates.

Metropolitan hospital internship with rural rotations

Select a metropolitan PEHS (Fiona Stanley, Royal Perth or Sir Charles Gairdner Hospital) as your primary employer in your intern application and indicate a preference for one or more rural rotation/s.

Applicants wishing to complete their internship at a metropolitan PEHS and undertake some rural rotations are required to:

- Indicate their preference for one or more rural rotation/s.
- Rank their preferred rural sites from most to least preferred.
- Provide a brief statement indicating why they are interested in doing one or more rural rotations (maximum 350 words).

Please note, applications may be dually assessed by WACHS and metropolitan PEHSs to facilitate collaborative provision of rural terms to interns on secondment.

Important dates

2019 intern application dates

Application process	Date
Applications open	Monday 7 May 2018 12:00 noon AWST
Applications close Late applications will <u>not</u> be accepted.	Friday 1 June 2018 4:00pm AWST
Offers commence	Monday 9 July 2018
Offers cease	Friday 9 November 2018
Late Vacancy Management Process commences	Monday 19 November 2018
Late Vacancy Management Process concludes	Friday 22 March 2019

2019 intern term dates

Term	Start date	End date	Duration
Orientation	7 January 2019	13 January 2019	1 week
Term 1	14 January 2019	31 March 2019	11 weeks
Term 2	1 April 2019	9 June 2019	10 weeks
Term 3	10 June 2019	18 August 2019	10 weeks
Term 4	19 August 2019	27 October 2019	10 weeks
Term 5	28 October 2019	12 January 2020	11 weeks

Preparing your application

Job description form

The intern position job description form (JDF) is listed in the position advertisement. Read the JDF thoroughly and use it to your advantage by tailoring your curriculum vitae (CV) to the job, as specified by the JDF. Utilise the key words from the JDF when answering your selection criteria.

Selection criteria

Selection criteria outline the skills, qualifications and experience considered necessary to successfully perform the duties of an intern. The 2019 intern selection criteria are outlined in the intern position JDF.

You are required to prepare a statement addressing how you meet each of the selection criteria. This forms a significant part of the merit-based assessment process undertaken by employing hospitals' selection panels.

For criteria 2, 3 and 4, aim for a succinct and focussed statement of up to 500 words per criterion, which provides enough detail to clearly demonstrate your skills and experience. Ensure all selection criterion are addressed in your statement.

The 2019 WA intern selection criteria are as follows:

1. Primary medical degree from an Australian Medical Council accredited medical school, registrable with the Medical Board of Australia.
2. Ability to work effectively in a healthcare environment. In your answer, provide examples of good interpersonal skills, an ability to work in a multidisciplinary environment and good organisation and time management skills.
3. Commitments to working in Western Australia to promote, protect, maintain and restore the health of the people of Western Australia. Indicate how these commitments have influenced your decision to choose your hospital of first preference.
4. Commitment to continued learning and academic excellence.

Tips for addressing selection criteria

- Keep it brief, clear and concise – this is a way of demonstrating your communication skills.
- Be relevant and factual and use recent examples. Utilise different examples in your responses and never write 'see response above'.
- Be positive; sell yourself and your skills. Make the panel want to work with you.
- Use the selection criteria as headings. Do not combine the selection criteria as it makes it difficult for the panel to find your response.
- Utilise the statement of duties and pull the words from the 'duties' page in the JDF to incorporate in your answers.
- Avoid the use of negative vocabulary, jargon and abbreviations.

- Do not sign and submit the JDF as your response to the selection criteria – a detailed statement for each criterion is required to sell your skills and present your case for why you will be successful in this role.
- Consider using either of these response models when addressing the selection criteria:
 - STAR – Situation, Task, Action, Result:
 - Situation – give the background and set the scene. Describe a specific event or situation and provide enough detail for the interviewer to understand.
 - Task – describe the task, project or objective you had to complete, outlining your responsibility in that situation.
 - Action – describe the actions you took. Be sure to keep the focus on you, even if you are discussing a group project or effort.
 - Result – describe the positive outcome – what happened, what you accomplished, what you learned.
 - SAO – Situation, Action, Outcome:
 - Situation – where and when did you do the task?
 - Action – what did you do? How did you do it?
 - Outcome – what was the positive result of your action?

Curriculum vitae

All applicants must attach their CV to their application. A CV should not exceed three single-sided A4 pages. As a suggestion, your CV should include the following:

- Personal details
 - Full name, residential/postal address, home/mobile phone number and email address.
 - Optional: date of birth.
- Qualifications
 - Medical degree (MBBS/ MD) – include institution, country and year obtained.
 - List other degrees/qualifications (e.g. Master of Public Health).
- Bridging programs/qualifying examinations
 - IELTS or OET exams – include date and results.
- Work/practise history
 - List positions in reverse chronological order (i.e. list your current/most recent job first) – include dates, position title, organisation (including name and location), responsibilities (including whether position was full-time/part-time and if part-time include hours worked per week).
 - Student placements – provide in reverse chronology.
- Educational experiences
 - Include courses, conferences or seminars attended which enhance your ability to work as an intern.

- Practical skills
 - List procedures which you are familiar with.
 - IT competencies (i.e. Microsoft Office Package, iSoft, TMS etc).
- Volunteer work
 - Include clinical volunteer work, such as disaster relief, work in underdeveloped areas, or work with disadvantaged groups.
- Research and professionalism
 - Published work, research/audits, formal teaching roles, conference presentations, memberships of relevant bodies.
- Extra-curricular activities (optional)
 - Only list things which will enhance your clinical ability or humanitarianism.
 - Additional languages are useful.
- Details of referees
 - You are encouraged to provide two referees that are previous clinical supervisors (i.e. RMO, registrar, consultant, nurse, allied health etc.) or one previous clinical supervisor and one Academia referee.
 - Include referees' full name, role, working/professional relation to you, postal address (optional), email address and contact phone number/s.
 - Do not provide the names of referees without gaining their consent first.

Cover letter

It is optional to submit a cover letter as part of your application. If you choose to submit a cover letter, use correct letter formatting, keep it brief and use it to highlight things you have not addressed in your CV or selection criteria.

There is a one single-sided A4 page limit for cover letters submitted in the intern application process. Consider addressing the following:

- Specify if you want shorter than a three year contract with WA Health
- Desired career path and interests
- Any scholarships or rural bonding received
- Indicate your preference to complete your internship in a part-time capacity, or through a job share arrangement. Please note, the Medical Workforce team at the Primary Employing Health Service consider these requests on a case-to-case basis in line with the hospitals' workforce and service provision requirements and part-time/job share arrangements cannot be guaranteed. All applicants are assessed on their suitability as per the Public Sector Standard; requesting part-time/job share will not disadvantage your application in any way.

Attachments

In addition to your CV and selection criteria, the following mandatory documents must be submitted with your online application:

- Evidence of citizenship/residency status
 - Clear, scanned image of passport, birth certificate or citizenship certificate.
- Academic transcript of your medical degree
 - Must be a recent formal academic transcript, acquired in 2018.
 - University of Western Australia and University of Notre Dame students are able to purchase an academic transcript from the Student Administration Offices. Universities charge a small fee for this service.
 - Applicants from other universities will need to check with their university regarding the process of obtaining an academic transcript.

Some applicants will also need to provide the following attachments, where applicable:

- Scanned image of current or most recent visa
 - Required for international graduates of AMC accredited medical schools.
- Verification of Year 12 completion at a WA school
 - Required for applicants who completed Year 12 in WA and are graduating from a medical school outside WA.
 - E.g. graduation certificate, WACE certificate, school transcript or an official letter from the school.
- Copy of IELTS, OET, PTE Academic, TOEFL iBT, NZREX or PLAB examination results or other accepted evidence as specified by the Medical Board's English language skills registration standard (medical)
 - Required for applicants who do not meet criteria 1-3 as outlined in the Medical Board's standard: www.ahpra.gov.au/Registration/Registration-Standards/English-language-skills.aspx

The accepted formats of documents are .doc, .docx, .pdf and .jpeg. Please note, .pages and .png are not accepted formats.

It is not necessary for documents or scans to be certified (i.e. signed by a Justice of the Peace). It is however necessary for the submitted documents to be clear and legible.

Further information

- Australian Public Service Commission – addressing selection criteria: www.apsc.gov.au/publications-and-media/current-publications/cracking-the-code/factsheet5
- Equal Opportunity Commission: www.eoc.wa.gov.au/Index.aspx
- Disability Services Commission: www.disability.wa.gov.au

MedJobsWA

[MedJobsWA](#) is the online application portal for junior medical positions at WA public hospitals. PMCWA works closely with the health services' Medical Workforce teams, who are responsible for the recruitment of the successful applicants, to facilitate the centralised intern recruitment process.

Applying for an intern position through MedJobsWA is simple:

- One application for intern positions with all participating hospitals through the centralised intern recruitment campaign
- MedJobsWA stores basic information from your application for future applications (i.e. WA resident medical officer positions)
- Select your preferred health services and hospitals
- Create/update a personal profile
- Edit and save your application up to the submission/closing date
- Submit your application online
- Receive and respond to offers online.

Applicants must submit their application through MedJobsWA prior to the closing date and time in order to be eligible for assessment and considered for an intern position. Saved applications are not automatically submitted at the closing of the application period. If you do not follow the instructions on how to apply, you will not be eligible for assessment and selection. [Submit your application before the closing date and time.](#)

Your online application

Register

First time users will need to create a MedJobsWA account by selecting 'Register' at the top right hand corner of the screen and completing registration details. You will then receive an email to activate your account. Return to MedJobsWA and select 'Login' from the top right hand menu. Log in using your username or email address and password. Select your name in the top right of the screen to complete your profile information and save your details.

Personal details

In completing your personal details for your application, ensure that you use your legal given or first, middle and family names as they appear on your passport, birth certificate or citizenship certificate. If you have a preferred name that you like to be addressed by co-workers, put this as your answer to the 'Preferred Given Name' question.

Phone numbers should include country code and area code prefixes as applicable e.g. 61412345678 (Australian mobile whilst overseas).

The email linked to your account will be used for all correspondence including offers of employment. Provide an email address you check frequently and monitor your junk mail folder and spam filters.

Apply online

The advert and attachments contain instructions on how to apply – read these documents carefully.

Go to [MedJobsWA](#) and log into your account. On the homepage, scroll down to locate the 2019 intern vacancy.

Click the job title link to access the position details, advertisement, job description, selection criteria and application guide. Read all of the position documents to ensure that you meet the essential selection criteria.

It is recommended that you download these documents to refer to when preparing your application.

To apply for the position, click the 'Apply Now' button at the bottom of the advert, and follow the prompts to complete the application.

Click 'Save' and 'Logout' to exit the application process at any stage. Both incomplete and complete applications can be edited at any time up to the closing date by following the steps below:

- Click your name in the top right-hand corner and select 'Profile'
- Select 'Application History'
- Locate the vacancy you wish to complete your application for. The drop down menu should automatically select 'Complete' (for incomplete applications) and 'Update' (for complete applications) then click 'Go'.
- To exit the application process at any stage, click 'Save' and logout.

When editing a **complete** application, the application must be submitted again. Do not 'save and exit' as this will not resubmit the application.

Saved, incomplete applications are not automatically submitted at the closing of the application period. You can view your submitted application at any time via your 'Profile'.

Applicants must submit their application prior to the closing date and time in order to be considered for an intern position.

Application questions

Below is an outline of information required for a centralised intern online application through MedJobsWA:

Personal details

- Confirmation of your personal and contact details. This information should automatically populate from your saved profile; ensure these details are up-to-date and correct.

Residency status

- Confirmation of current residency/visa status which enables you to work in Australia.

Qualification and registration

- Eligibility for registration with the Medical Board of Australia.
- Information regarding commencement of a previous internship.
- Medical qualifications – details of your primary medical degree (medical school) and year of completion.
- Intern placement number.
- Secondary schooling – country/state of completion.
- English language competency (if applicable) – how you meet the requirements of the Medical Board's English language skills registration standard.

Government employment details

- Details of public sector employment.

Note: If you are not currently directly employed by the WA Department of Health, you are not currently employed in the WA public sector.

Bonded Applicants

- Information regarding bonded or return of service obligations.

Specialty vocational pathway

- Identify your intended or preferred specialist vocational pathway/s.

General Practice Career Intent

- Indicate your intention to pursue a career in General Practice.

Employment preferences

- Identify your preferred health service and rural rotation preferences.
- Please note, all offers are made at the employing hospital's discretion and your preferences will be considered, however the offering hospital will make offers pending position availability.

Supporting documents

- Attach any additional relevant documentation that will support your application (i.e. cover letter).
- Attach your statement addressing the selection criteria and your CV.

Referees

- Provide the names and contact details of at least two professional referees. It is recommended that you utilise two previous clinical supervisors, or one previous clinical supervisor and one Academia referee.
- You do not need to attach written references to your application.

Declarations

- You will be required to complete a number of declarations in your application pertaining to the requirements and responsibilities of working as an intern with WA Health.

Submitting your application

All applications must be submitted by the close of the application period (no later than 4.00pm AWST Friday 1 June 2018).

Allow time for your application submission so that it is processed in MedJobsWA before the closing date and time. Once your application is successfully lodged, you will receive an email advising that your application is complete.

You can confirm your application status in the 'Application History' section of MedJobsWA; submitted applications display as 'Complete'.

Once applications are submitted, they are able to be edited until the closing date and time. This is contingent upon any changes being made, saved and resubmitted before the closing deadline. You do not need to withdraw the application to edit it. After the closing deadline, you will not be able to change your application. If your contact details change, you are able to update these via your 'Profile' at any time (even after the close of applications).

Saved applications are not automatically submitted.

Late applications will not be accepted.

Assessment and selection

Assessment

All applications are assessed by a selection panel at participating health services. Health service selection panels operate in accordance with Public Sector Commission standards. Assessment is merit-based and takes into account the skills, knowledge and abilities relevant to the work related requirements and position outcomes. Selection to intern positions in WA is highly competitive.

PMCWA facilitates the central allocation of applications to the health services. The selection process and employment decisions are solely the responsibility of the assessing health service.

Applicant pool

Eligible applicants are placed into a recruitment pool on the completion of the assessment process; applicants are notified by email if they are considered eligible for the pool – this is not a job offer. Applicants within the pool will then be considered for site specific selection.

Notification to ineligible applicants

Ineligible applicants not appointed to the suitable pool will be notified by email once selection to the pool is complete; this is expected to be on 9 July 2018. Your notification letter will tell you who you can contact for feedback about your application or the selection process, if you wish to do so.

Breach period

If you are not selected to the suitable pool the Public Sector Management (Breaches of Public Sector Standards) Regulations 2005, allows you to lodge a breach claim if you consider the Employment Standard has been breached and you have been adversely affected by the breach. Your notification email will state the deadline for lodging a claim. For more information on public sector standards and the process for lodging a breach claim visit www.publicsector.wa.gov.au.

Offers

Accepting an offer

Successful applicants will only receive one intern offer from WA. Offers must be accepted or declined through MedJobsWA by the stated deadline. If you do not accept your offer by the deadline you will be sent an email advising you that you have declined the position and you will not be offered any further intern positions in WA.

To accept or decline the offer, follow the instructions in the offer email. To view, accept or decline your offer online follow the same login process and details used when applying for the intern position:

1. Visit [MedJobsWA](#).
2. Log in using your email address and password
If you have forgotten your password, click on 'Forgotten password' and follow the instructions.
3. Click your name in the top right-hand corner and select 'Profile' followed by 'Application History'.
4. Click 'Intern 2019' options and select 'Accept' or 'Decline' from the drop down list.
5. An email notification will be sent to confirm your acceptance or decline of an offer.

Once the offer has been accepted online, the employing PEHS will send a formal contract later in the year, for which a separate response is required. To accept an offer of internship you must accept online and formally respond to the contract from the employing PEHS.

If you are overseas or away from an internet connection you will need to arrange for someone to accept/reject your offer on your behalf. The use of the MedJobsWA website and distribution of your sign in details should be made at your discretion, in accordance with the website terms of use. Arrangement for a proxy to sign in and update your status on your behalf is at your discretion.

Withdrawing your application

You can withdraw your application at any time during the process:

1. Visit [MedJobsWA](#).
2. Sign in using your email address and password
If you have forgotten your password, click on 'Forgotten password' and follow the instructions.
3. Click your name in the top right-hand corner and select 'Profile' followed by 'Application History'.
4. Click 'Intern 2019' options and select 'Withdraw' from the drop down list.

We understand that some applicants may apply for positions in multiple jurisdictions. We ask that you let us know as soon as you have received another job offer and no longer seek an intern position in WA. This enables other candidates to be considered for vacancies and ensures that hospitals run smoothly at the start of the clinical year.

When you withdraw, you will receive an email notification. You will also receive a short survey to gather information to help us improve the way we manage our prevocational medical workforce.

Do not withdraw your application unless you do not want a 2019 WA intern position.

Closure of the pool

Applicants in the suitable pool who have not been successful in obtaining an offer will be notified by email when the application process closes in March 2019.

National processes

National audit

Each Australian state and territory undertakes their own intern recruitment. Some applicants apply to more than one jurisdiction and are successful in more than one state. Applicants are encouraged to accept the offer they plan to commence and decline all others in a timely manner.

As part of a national audit of internship acceptances for the 2019 clinical year, identifying information from intern applications will be provided to a national database. The national audit team uses the information to determine the total number of applications nationally and whether applicants have applied for and accepted multiple positions. Any applicant who simultaneously accepts two or more intern offers nationally will be contacted by the national audit team and requested to formally accept their position of choice and decline all other offers. A 48 hour period is allowed in which applicants can respond, after which only the first offer remains available to the applicant and all other offers are withdrawn.

Offers are suspended during national audits of acceptances. Audit dates are set by national agreement and are subject to change. Applicants in the suitable pool who have not received an offer of an intern position will be notified by email at the national close of general offers.

Late Vacancy Management Process

Vacancies arising after the national close of general offers will be made in accordance with the Late Vacancy Management Process (LVMP). The LVMP is managed nationally and runs from Monday 19 December 2018 to Friday 22 March 2019.

For more information see the Intern Recruitment 2019, National Intern Data Audit flyer, available from the PMCWA website: ww2.health.wa.gov.au/About-us/Postgraduate-Medical-Council/Internship.

Contact us

Visit the PMCWA website for further information regarding employment as an intern in WA in 2019: ww2.health.wa.gov.au/About-us/Postgraduate-Medical-Council

If you have visited the website and have further questions contact PMCWA at PMCWA@health.wa.gov.au.

For any technical difficulties with the MedJobsWA system, contact medjobswa@health.wa.gov.au.

Appendix 1: Helpful hints

- Scan and save your necessary attachments as soon as possible to allow time to ensure your files are within file size limitations and formats are accepted.
- Have a scan of your current passport, birth certificate or residency certificate and an electronic copy of other documents ready to upload.
- Start your application early to allow time to deal with any issues that may arise.
- Save your application regularly; the 'Save' button is found at the bottom of each page. MedJobsWA will log out after 20 minutes of no activity. To go back a page/s in the application, click 'Back' at the bottom of the page. Do not use the internet browser back button as information may be lost.
- To exit the application at any stage, click 'Save' and logout. All information will be saved to this point.
- An active, reliable email account is essential as all correspondence will be via email.
- It is recommended that you save/print a copy of your finalised application.
- Start your application early to ensure you submit your best application.
- Submit your application well in advance of the closing date and time.
- Ensure your CV is up to date and of good quality. Edit your CV, use spell check and proof read. Finalise your CV before you apply – panels can tell a rushed job.
- Address the selection criteria accordingly.
- Provide a cover letter if you wish to address issues you would like the hospitals to consider.
- Ahead of the selection process, get involved in activities, courses, workshops and societies that will enhance your CV and participate in case reports, audits, clinical service improvement and research projects where possible.
- If attaching a Microsoft Word document, make sure you accept all track changes.
- Use one font type throughout your application and restrict font colours (one is preferred).
- Do not make the panel work hard to find information – use labels, headings, page numbers, tables (if listing ICT/computer systems, or competent/observed procedures) and bullet points (when listing work experiences and duties).
- Do not leave gaps in experience – fill them with a brief explanation.
- Include qualifications and experience that highlight time management and communication skills.
- Do not expect to be known, or expect the panel to make assumptions.
- For any problems experienced accessing MedJobsWA send an email to: medjobswa@health.wa.gov.au.

Appendix 2: Intern Frequently Asked Questions (FAQs)

Eligibility

Which medical schools are accredited by the Australian Medical Council (AMC)?

A list of AMC accredited medical schools can be found on the AMC website at www.amc.org.au/index.php/ar/bme/schools.

I commenced/completed an internship (either in Australia or overseas), am I eligible to apply?

No, if you have commenced or completed an internship in Australia or overseas you are not eligible to apply for a WA internship.

I am an international medical graduate. Can I apply for a WA internship?

No, as an international medical graduate you are ineligible to apply for an internship in WA. Please refer to the Medical Board of Australia for requirements on the Limited Registration pathway: www.medicalboard.gov.au/Registration-Standards.aspx

Do I need to sit an English Language Competency test before I apply for an internship?

You will be required to sit an English Language Competency test if you have not:

- completed all of your primary, secondary and tertiary studies solely in English in a recognised country in the relevant professional discipline;
- completed at least two years of your secondary education and all of your tertiary qualifications solely in English in a recognised country in the relevant professional discipline, OR;
- undertook and satisfactorily completed at least six years full-time equivalent education taught and assessed solely in English in a recognised country, which includes tertiary qualifications in the relevant professional discipline.

See the Medical Board of Australia English Language Skills Registration Standard for further information: www.medicalboard.gov.au/Registration-Standards.aspx.

Application process

How do I apply for a 2019 WA internship?

Applications must be made online at MedJobsWA (<https://medjobswa.mercury.com.au>) – follow the link to the WA intern advertisement and apply. First time users will need to create an account by selecting 'Register' at the top right of the screen and following the prompts to create an account and password.

I've missed the application deadline, can I submit a late application?

No, late applications will not be accepted. Application dates are published well in advance to enable sufficient time to complete the application process.

How do hospital preferences work?

You can indicate your preferences for employment at four primary employing health services (Fiona Stanley, Royal Perth, Sir Charles Gairdner Hospitals and WA Country Health Service).

Once applications close, applications in the suitable pool will be sent to the health service of their highest preference for assessment and consideration.

What if I would like to do a rural rotation?

The WA Country Health Service (WACHS) provides rural training opportunities and a career in rural medicine for junior doctors with a specific interest in rural and remote medicine. Depending on the number of rural rotations you would like to do, there are two pathways available.

1. Select a metropolitan Primary Employing Health Service (FSH, RPH or SCGH) as your primary employer and indicate a preference for one or more rural rotations available across WACHS.
2. Select WACHS as your primary employer to complete your full intern year in a rural hospital site (available at either Albany or Bunbury).

Application documentation

What size/format should my documents be in order to attach them to my online application?

The online application system limits attachments to 2MB per attachment to a total of 10MB of attachments per application. The accepted formats include .doc, .docx, .pdf, .jpg and .gif. Please note .pages and .png formats are not accepted.

Do I need to have my documents certified before I upload them?

No, your application documents do not need to be certified for your online application in WA.

Does the academic transcript have to be an official/formal copy?

Yes, your recent academic transcript must be a formal or official copy obtained from your university in the current academic year (2018). Extracts from online results systems will not be accepted.

University of WA and Notre Dame Fremantle students are able to purchase an academic transcript from the Student Administration Offices – there is a small fee for this service. Other applicants will need to check with their university regarding the process of obtaining an academic transcript.

Contracts

Can I request a contract shorter than three years?

If you would prefer a shorter contract length than three years, you are able to negotiate this with the Medical Workforce team at your PEHS.

Do I have to stay at the same hospital (of internship) for all three years of my contract?

No, you have the opportunity to apply to change hospitals or health services through the centralised RMO recruitment process each year.

Does a three year contract mean I do not have to apply for a job for the next three years?

Each year in the centralised RMO recruitment process, JMOs on three year contracts will need to log in to MedJobsWA to indicate their intention to remain at their site, or apply to move sites.

If I leave my hospital of internship and work at another WA public hospital as an RMO (PGY2), do I automatically go back to my internship hospital for the third year of my contract?

You are guaranteed an offer of employment as an RMO within WA Health for the third year of your contract. Every effort will be made to accommodate your preferences, in line with hospitals' workforce and service provision requirements.

Referees

Who should I use as my referees?

You must provide two professional referees; it is recommended that you utilise two previous clinical supervisors (e.g. RMO, registrar, consultant) or one previous clinical supervisor and one Academia referee. For clinical supervisor referees, it is advisable to use the most senior supervisor possible.

What information do I need to provide?

Include the referees' full name, role, working/professional relation to you, email address and at least one contact number. Always check with your referees prior to using them in your application.

How and when will my referees be contacted?

Referees will be contacted directly from MedJobsWA via email, and will be provided with an electronic referee report template to complete. Whilst referees can be contacted at any stage throughout the recruitment process, it is likely that referees will be contacted once applications close (i.e. after 1 June).

Applicants are not required to provide written referee reports in their application.

What do I need to do for referee reports?

Simply provide your referees' full name, role, working/professional relation to you, current email address and at least one contact phone number and ensure you check with your referees prior to using them in your application. Your referees will be contacted by email and requested to submit a short electronic referee form through MedJobsWA. Referee reports are confidential and are not available to applicants.

MedJobsWA ensures referee reports are sent out and collected; applicants are not required to do anything. You are able to ascertain whether your referee has completed their referee report in the 'Referees' section under 'Status'.

If we are unable to contact your referee(s) and a referee report is required, we will contact you for alternative contact details, or for an alternative referee.

Offers

How will I receive an offer?

All offers will be sent via email. Applicants are advised to ensure email account filters will not remove emails from PMCWA or MedJobsWA. Ensure you check spam/junk mail folders. Check the status of your application and view and respond to offers online. To view, accept or decline your offer online, follow the same login process and details used when applying for the intern position:

1. Visit [MedJobsWA](#).
2. Log in using your email address and password

If you have forgotten your password, click on 'Forgotten password or username?' and follow the instructions or contact MedJobsWA@health.wa.gov.au

3. Click your name in the top right-hand corner and select 'Profile' followed by 'Application History'.
4. Next to 'Intern 2019', to accept offer, click 'Accept Offer' (or 'Decline Offer') from the drop down list.

An email notification will be sent to confirm your acceptance or decline of an offer.

When will I know if I have been successful?

Applicants will be notified if they have been assessed as suitable to be placed in the recruitment pool in mid-July 2018. This is not a guarantee of a position. If you are selected, you will be notified by email of the offer of employment – offers will be made from 9 July 2018 until 9 November 2018 with late vacancies being managed through the Late Vacancy Management Process from 19 November 2018 until 22 March 2019. Further information about the Late Vacancy Management Process is available from the [PMCWA website](#). Failure to accept or decline the notification of offer within the specified date will result to the offer being void.

What if I am not successful to the pool?

Applicants not appointed to the suitable pool will be notified by email once selection to the pool is complete. Your letter of notification will tell you who you can contact for feedback if you wish to do so. The *Public Sector Management (Breaches of Public Sector Standards) Regulations 2005* allows you to lodge a breach claim if you consider the Employment Standard has been breached and you have been adversely affected by the breach. Your email of notification will give you the deadline by which any such claim must be lodged. For more information on public sector standards and the process for lodging a breach claim visit publicsector.wa.gov.au.

How many offers will I get?

You will only receive one offer for a 2019 internship from WA. If you decline an offer, or fail to accept within the specified timeframe, you will not receive another 2019 internship offer from WA.

I am overseas and/or away from an internet connection. How do I accept/reject my offer?

Use of the [MedJobsWA](#) website and distribution of log on details should be made at an applicant's discretion in accordance with the website terms of use. Arrangement for a proxy to log in and update an application status on an applicant's behalf is at the discretion of the applicant. If an offer is not responded to within the specified deadline it will be void. It is the applicant's responsibility to ensure their email is monitored and offers responded to within the required timeframes.

MedJobsWA

I have submitted my application but need to upload an extra document, how do I do this?

Your application can be updated at any time before the closing date and time. Log in to the [MedJobsWA](#) website where you applied. Go to 'My Profile' and then 'My Application History'. In the Application section, click 'Update' in the options list and 'Go'. Make the required changes to your document, save and resubmit the application.

You are unable to submit any additional information to your application after the closing date/time.

I am having issues with the MedJobsWA website, what should I do?

For technical issues email medjobswa@health.wa.gov.au

