



# Centralised Intern Application and Allocation Policy

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## 1. Purpose

At the 14 July 2006 Council of Australian Governments (COAG) meeting, the States and Territories agreed to guarantee to provide high-quality clinical placements and intern training for Commonwealth-funded medical students.

The Postgraduate Medical Council of Western Australia (PMCWA), a Ministerial Council established under Section 11 of the *Health Legislation Administration Act 1984*, is responsible for ensuring this guarantee is met. This outcome is undertaken in co-operation with the System Manager of the WA health system.

To ensure fair and timely processing of applications and appointments to intern positions the PMCWA coordinates the centralised intern application process in Western Australia (WA), in collaboration with the Primary Employing Health Services (PEHS) who are accredited to employ and train interns; and with other Australian Postgraduate Medical Councils.

Additionally, all jurisdictions participate in a comprehensive nationwide sharing of intern application and acceptance information. The National Audit of Applications and the National Audit of Internship Acceptances are both managed by the Health Education and Training Institute (HETI), on behalf of the Australian Health Ministers' Advisory Council (AHMAC) and Health Workforce Principal Committee (HWPC) and PMCWA participates in these. Central monitoring and coordination ensure all eligible interns are placed, multiple acceptances are resolved, and all national intern places are filled.

This Policy is a mandatory requirement under the *Employment Policy Framework* pursuant to section 26(2)(f) of the *Health Services Act 2016*.

## 2. Applicability

This Policy is applicable to all Health Service Providers.

## 3. Policy requirements

The annual recruitment and allocation of interns is undertaken via the centralised process as managed by PMCWA on behalf of PEHS in the WA health system. To continue this centralised process:

- all PEHS are to continue to ensure the placement of interns into WA is progressed through an annual centralised process, managed by PMCWA

- no intern application or allocation is to be undertaken at a Health Service Provider level.

However, the appointment and issuing of contracts remain the responsibility of the PEHS. The roles and responsibilities of the PMCWA and the PEHS in the recruitment and allocation of interns are outlined below.

### 3.1 Roles and Responsibilities

#### Postgraduate Medical Council of Western Australia (PMCWA)

The PMCWA performs the following roles when managing the annual recruitment and allocation of interns:

- Plans, coordinates, develops and supports the centralised recruitment process in line with the agreed policies, guidelines, processes and deadlines.
- Collects, collates and allocates data on applicants to the nominated health service medical administrators via MedJobsWA.
- Completes verification and validation processes and undertakes assessment and feedback for applications which are duplicate, incomplete or assessed as invalid.
- Makes offers to applicants on behalf of and reports on outcomes to the participating HSPs.
- Liaises with executive and nominated representative officers of participating HSPs, prevocational doctors and other stakeholders regarding appropriate issues.
- Reports to HSPs executives and the Medical Directors Forum, through the Chief Medical Officer as the delegate of the System Manager, recruitment process statistics, milestones and contentious issues.

#### Chief Executives

To ensure the placement of interns into WA is progressed through an annual centralised process, the Chief Executive of a PEHS is required to:

- ensure sufficient intern positions are established to meet the System Manager's requirements under the COAG agreement to place graduating medical students each year and to support WA's strategic workforce requirements
- ensure recruitment processes are conducted and completed in a timely manner with appropriate resources
- ensure PEHS wide compliance with agreed policies, procedures and deadlines.

#### PEHS Medical Administrators

The PEHS Medical Administrators are required to:

- complete the appointment processes for applicants who have accepted an offer of employment

- coordinate the centralised recruitment process participation at HSP level, including liaising with PMCWA regarding decisions on appointment from the pool and position offer outcomes
- coordinate the selection panel members and provision of relevant information to PMCWA to enable offers and reporting
- carry out the intra health service reporting to executive and relevant officers
- comply with National Audit requirements, Audit Pauses and Late Vacancy Management Process

#### 4. Compliance monitoring

Health Service Providers are required to ensure that all Intern placements are recruited in accordance this Policy and the national audit process requirements, including the late vacancy management process.

PMCWA will monitor Health Service Provider compliance with the Policy on behalf of System Manager. In addition to this, PMCWA will report data to the National Medical Intern Data Management Working Group which co-ordinates intern recruitment across all jurisdictions and this Working Group will monitor compliance with the national audit processes.

#### 5. Related documents

The following documents are mandatory pursuant to this Policy:

- Postgraduate Medical Council of Western Australia. (2021). Guidelines for Management of Centralised Intern Application Process. Available from [pmcwa@health.wa.gov.au](mailto:pmcwa@health.wa.gov.au)

#### 6. Supporting information

The following information is not mandatory but informs and/or supports the implementation of this Policy:

- [Council of Australian Governments. \(2006\). Council of Australian Governments Meeting 14 July 2006 Communiqué. Section: Health Workforce, Strengthening the Health Workforce](#)
- [Postgraduate Medical Council of Western Australia. \(2021\). Intern Application Guide.](#)

#### 7. Definitions

The following definition(s) are relevant to this Policy.

Term	Definition
<b>Audit of Intern Acceptances</b>	This audit is used to identify applicants who have accepted intern positions in more than one state/territory. The audit process is undertaken multiple times nationally during an annual recruitment. Offers are paused during the audit process. Summary table reports are submitted by each state

	prior to offers recommencing. Up to five audits are undertaken between the commencement of offers and the national close date when the Late Vacancy Management Process commences.
<b>Audit of Applications</b>	This is a single audit undertaken after the close of applications and before the commencement of offers. During this audit the number of individual applicants nationwide is identified as the quantity of applications to one or more jurisdictions.
<b>Chief Executives</b>	The person appointed by the Department CEO as Chief Executive of a Health Service Provider pursuant to section 108 of the <i>Health Services Act 2016</i> .
<b>Health Service Providers</b>	Health Service Provider means a health service provider established under section 32 of the <i>Health Services Act 2016</i> which includes North Metropolitan Health Service, South Metropolitan Health Service, Child and Adolescent Health Service CAHS, WA Country Health Service, East Metropolitan Health Service, Quadriplegic Centre, PathWest Laboratory Medicine and Health Support Services.
<b>Late Vacancy Management Process</b>	The national process for managing the allocation of Australian Medical Graduates who are unplaced at the national close date. This allows jurisdictions to offer to eligible applicants who have not been offered a position. PMCWA is required to obtain approval from the National Audit Data Manager prior to offering.
<b>MedJobsWA</b>	MedJobsWA is WA Health's electronic recruitment system for medical recruitment currently on the Mercury HR Platform.
<b>Primary Employing Health Service (PEHS)</b>	<p>A Health Service Provider that is accredited by PMCWA as a primary employer of prevocational doctors and involved in the prevocational training program (PTP). A PEHS is able to provide Postgraduate Year 1 doctors (interns) with the experience necessary to meet the requirements of the Medical Board of Australia within its network.</p> <p>All Health Service Providers may directly employ Postgraduate year 2 and above doctors (residents) for all five terms. Interns may only be directly employed by an accredited PEHS.</p> <p>The PEHS may rotate prevocational doctors to other accredited health service providers (Primary Placement and/or Placement Health Services) in its network for up to but no more than four of five of the prevocational doctor's terms in a year.</p>

## 8. Policy contact

Enquiries relating to this Policy may be directed to:

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## 9. Document control

Version	Published date	Effective from	Review date	Effective to	Amendment(s)
MP0048/17	3 April 2017	3 April 2017	February 2022	16 June 2021	Original version
MP0048/17 v2.0	17 June 2021	17 June 2021	1 February 2022	Current	Amend to remove outdated related documents and transition the ownership of the Policy from the System-Wide Industrial Relations to PMCWA

## 10. Approval

Approval by	Nicole O'Keefe, Assistant Director General, Strategy and Governance, Department of Health
Approval date	14 June 2021

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