



Postgraduate Medical Council
of Western Australia

INTERN APPLICATION GUIDE

**For 2022 applications for intern positions
in Western Australia in 2023**

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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 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.aspx.

Primary Employing Health Services (PEHSs) 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 2023 will be issued with a contract compliant to the relevant AMA Industrial Agreement. If you seek a contract for less than what you are offered, this can be discussed and negotiated with your employing health service. A contract longer than the anticipated length of your internship 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 2023 WA intern position you must:

- Submit a complete application to the WA intern application process prior to the closing date and time (Thursday 9 June, 12noon AWST).

Answer the selection criteria as outlined in the intern job description form (available through the position advertisement) and demonstrate that you can perform successfully as an intern.

Late applications will not be accepted.

- Graduate from a university accredited by the Australian Medical Council (AMC) or Graduate from a university in a competent authority country (as defined by Ahpra) who is an Australian citizen or permanent resident, or New Zealand citizen who is eligible for limited registration.

A list of AMC accredited medical schools can be located here:

www.amc.org.au/accreditation-and-recognition/assessment-accreditation-primary-medical-programs/accredited-medical-schools/

Competent authority countries include New Zealand, the United States of America, Canada, Ireland or the United Kingdom, as outlined by Ahpra:

<https://www.medicalboard.gov.au/registration/international-medical-graduates/competent-authority-pathway.aspx>

If you are a competent authority graduate, you will be required to select 'Graduate from a competent authority country' for the question 'Please provide the name of the university awarding your medical degree'.

You will also be required to select 'competent authority graduate' for the question 'Please select your higher-education fee status'.

- 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 provider.

- 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 2023 WA intern position.

Further information on the Medical Board’s English language skills registration standard (medical) can be found 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.

If you have booked your English language test and are awaiting results or are scheduled to sit this test once applications close, please attach a document which confirms your booking. Once you receive your results, please email these to PMCWA@health.wa.gov.au.

- Be eligible 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)
- Joondalup Health Campus
- Royal Perth Bentley Group (Royal Perth Hospital)
- Sir Charles Gairdner Osborne Park Health Care Group (Sir Charles Gairdner Hospital)
- St John of God Health Care (St John of God Midland Public Hospital)
- WA Country Health Service (WACHS)

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 • Northam Health Service
Joondalup Health Campus	<ul style="list-style-type: none"> • Joondalup Health Campus 	<ul style="list-style-type: none"> • Kalgoorlie Regional Hospital
Royal Perth Bentley Group	<ul style="list-style-type: none"> • Royal Perth Hospital • Armadale Health Service • Bentley Hospital 	<ul style="list-style-type: none"> • Bunbury Hospital • Hedland Health Campus • Kalgoorlie Regional Hospital

	<ul style="list-style-type: none"> Osborne Park (Women and Newborn Service) Perth Children's 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 Osborne Park (Women and Newborn Service) Perth Children's Hospital 	<ul style="list-style-type: none"> Geraldton Regional Hospital Hedland Health Campus Karratha Health Campus
St John of God Health Care (Midland)	<ul style="list-style-type: none"> St John of God Midland Public Hospital St John of God Subiaco Hospital St John of God Murdoch Hospital 	
WA Country Health Service		<ul style="list-style-type: none"> Albany Health Campus Broome Regional Hospital Bunbury Hospital Geraldton Regional Hospital

Rural opportunities

WA Country Health Service (WACHS) provides rural training opportunities and career pathways 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:

Option 1: Rural hospital internship

Select WACHS as your primary employer to complete your full intern year at a rural hospital site (Albany, Broome, Bunbury or Geraldton).

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 include in your cover letter any information that you would like the panel to consider. For example:

- "My first preference is Bunbury hospital. If I am not selected for Bunbury hospital, please send my application to FSH as my second preference hospital."*

- b. *“My partner, xxx, and I would both like to complete our internship at Albany hospital. If we are not both accepted to Albany, please send our applications to the metropolitan hospitals.”*
- c. *“My first preference is Broome and my second preference is Bunbury. If I am not successful in my application for either Broome or Bunbury please send my application to Royal Perth Hospital.”*

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.

Option 2: Metropolitan hospital internship with rural rotations

Select a metropolitan PEHS (Fiona Stanley, Royal Perth, Sir Charles Gairdner or Joondalup Health Campus) 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.

WA Country Health Service Aboriginal Pathways

WACHS offers a pathway for Aboriginal and Torres Strait Islander medical graduates who would like to complete their postgraduate training in a rural area to which they are connected. For further information please contact the WACHS Medical Education team: meu@health.wa.gov.au

Important dates

2023 intern application dates

Application process	Date
Applications open	Monday 9 May 2022 12:00 noon AWST
Applications close Late applications will <u>not</u> be accepted	Thursday 9 June 2022 12:00 noon AWST
Offers commence for rural internships	Monday 18 July 2022
Offers commence for metro internships	Wednesday 20 July 2022
Offers cease	Friday 18 November 2022
Late Vacancy Management Process commences	Monday 28 November 2022
Late Vacancy Management Process concludes	Friday 24 March 2023

2023 intern term dates (all health sites – excluding St John of God Midland)

Term	Start date	End date	Duration
Orientation	9 January 2023	13 January 2023	1 week
Term 1	16 January 2023	26 March 2023	10 weeks
Term 2	27 March 2023	11 June 2023	11 weeks
Term 3	12 June 2023	20 August 2023	10 weeks
Term 4	21 August 2023	29 October 2023	10 weeks
Term 5	30 October 2023	14 January 2024	11 weeks

2023 intern term dates (St John of God Midland)

Term	Start date	End date	Duration
Orientation	9 January 2023	13 January 2023	1 week
Term 1	16 January 2023	16 April 2023	13 weeks
Term 2	17 April 2023	16 July 2023	13 weeks
Term 3	17 July 2023	15 October 2023	13 weeks
Term 4	16 October 2023	14 January 2024	13 weeks

Preparing your application

Job description form

The intern position job description form (JDF) is attached to 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 2023 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 focused statement of up to 500 words per criterion, which provides enough detail to clearly demonstrate your skills and experience. Due to the nature of criterion 1, a response of 500 words is not expected. Ensure all selection criteria are addressed in your statement.

The 2023 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 *or* graduate from a university in a competent authority country (as defined by Ahpra) who is an Australian citizen or permanent resident, or New Zealand citizen and is eligible for limited registration.
2. Ability to work effectively in a health care 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 curriculum vitae (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
 - 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
- Extracurricular 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 academic referee
 - Include referees' full name, role, working/professional relation to you, 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 information 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
- It is at your discretion as to whom you address the cover letter to. It is common to address the cover letter 'To the Selection Panel' or 'To whom it may concern'
- Connection to WA
- 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 job share arrangements. The Medical Workforce teams consider these requests on a case-to-case basis in line with the hospital's workforce and service provision requirements and part-time/job share arrangements cannot be guaranteed. All applicants are assessed on suitability as per the Public Sector Standard; requesting part-time/job share will not disadvantage your application.

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
 - Expired passports are accepted, but only up to 12 months after the date of expiry
- Academic transcript of your medical degree
 - Must be a recent formal academic transcript, acquired in 2022
 - Attach either a scanned official copy, a downloaded 'My eQuals' document, or attach a Microsoft Word document with an official 'My eQuals' link
 - Curtin University, University of Western Australia and University of Notre Dame students can 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
- Copy of the AMC Multiple Choice Question (MCQ) exam results (only applicable to graduates from universities in a competent authority country (as defined by Ahpra) who are Australian citizens or permanent residents, or New Zealand citizens and are eligible for limited registration).

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

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: <https://www.apsc.gov.au/working-aps/joining-aps/cracking-code>
- 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, noting applications to St John of God Midland Public Hospital and Joondalup Health Campus will also be accepted via this method. 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 until 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 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 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 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

When completing your personal details for your application, ensure that you use your legal given/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 in to your account. On the homepage, scroll down to locate the 2023 intern vacancy.

Click the job title link to access the position details, advertisement, job description, selection criteria and application guide. Read all 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 'Apply Now' 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 and time by following the steps below:

- Click your name in the top right 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 clinical academic referee
- You do not need to attach written references to your application
- Referees can be contacted at any stage during the recruitment process, however will likely be after applications close. If they are contacted, they will be emailed directly from MedJobsWA and provided with an electronic referee report template to complete.

Declarations

- You will be required to complete several 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 12:00 noon AWST Thursday 9 June 2022).

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 can 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 can 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 considers 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 18 July 2022. 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 corner and select 'Profile' followed by 'Application History'
4. Click 'Intern 2023' 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.

Wellbeing and support

Your internship can be a stressful time. If you have any medical or wellbeing issues, support is available from the Postgraduate Medical Education Unit at the hospital you receive an offer from. It is highly recommended that you touch base with them early (e.g. soon after you have accepted your 2023 intern offer). Your employer will be willing to offer you adjustments to meet your special circumstances, so it is important that they are aware of your needs prior to the commencement of your internship. If you are not sure who to contact, please email PMCWA@health.wa.gov.au and we will provide you with the correct details. Additionally, the Doctors Health Advisory Service (WA) can provide external support to doctors www.dhaswa.com.au

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 corner and select 'Profile' followed by 'Application History'.
4. Click 'Intern 2023' 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.

Only withdraw your application if you do not want a 2023 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 on 24 March 2023.

National processes

National audit

Each Australian state and territory undertake 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 2023 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 29 November 2022 to Friday 24 March 2023.

For more information see the Intern Recruitment 2023, National Intern Data Audit flyer, available from the PMCWA website: <https://www.pmcwa.org.au/recruitment/internship/>.

Contact us

Visit the PMCWA website for further information regarding employment as an intern in WA in 2023: www.pmcwa.org.au

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 passport, birth certificate or residency certificate and an electronic copy of other documents ready to upload. Please note that expired passports are accepted, but only up to 12 months after the date of expiry.
- 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 logout 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 proofread. 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/accreditation-and-recognition/assessment-accreditation-primary-medical-programs/accredited-medical-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 not a graduate from an AMC accredited medical school or an Australian citizen/permanent resident/New Zealand citizen graduate from a university in a competent authority county (as defined by Ahpra). Can I apply for a WA internship?

No. As an international medical graduate who does not meet the eligibility criteria, 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 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 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.

I have booked an English language test and am waiting for results/to sit my test. What do I do in my application?

If you have booked your English language test and are waiting results or are scheduled to sit the test once intern applications close, please attached a document which confirms your booking. Once you receive your results, please email these to PMCWA@health.wa.gov.au

I am unable to attach a document to the English Language Competency section of the online application. What do I do?

You will need to select which English language test you anticipate completing from the drop-down menu, and an attachment box will appear.

Am I required to be vaccinated against COVID-19?

All WA health system employees including SJOGHC and Ramsay are required to be fully vaccinated against COVID-19 (including the booster vaccination when they are eligible) in order to access health care facilities, pursuant to the *Health Worker (Restrictions on Access) Directions* (HWD) (or its replacement), *COVID-19 Mandatory Vaccination and Vaccination Program Policy*, and the *Booster Vaccination (Restriction on Access) Directions (no 2)* (or its replacement) (BVD), unless the employee is exempt pursuant to the HWD and/or BVD.

Application process

How do I apply for a 2023 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 enough time to complete the application process.

How do hospital preferences work?

You can indicate your preferences for employment at six primary employing health services (Fiona Stanley, Joondalup Health Campus, Royal Perth, Sir Charles Gairdner, St John of God Midland 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) provide 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, JHC, 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, Broome, Bunbury or Geraldton).

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 with a total of 10MB of attachments per application. The accepted formats include .doc, .docx, .pdf, .png, .jpg and .gif. Please note .pages is not an accepted format.

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 (2022). Extracts from online results systems will not be accepted.

Students from Curtin University, University of WA and Notre Dame Fremantle can purchase an academic transcript from the Student Administration Offices. The universities charge a small fee for this service. Other applicants will need to check with their university regarding the process of obtaining an academic transcript.

Can I provide a 'My eEquals' link to my official academic transcript?

Yes. We are aware some universities are providing the option to purchase an online 'My eEquals' link of official academic transcripts. To note, this will also need to be obtained in the current academic year (2022).

To attach the 'My eEquals' link to your online MedJobsWA application, you will be required to open a blank Microsoft Word document, paste the 'My eEquals' link into the document, press save, and attach this document in the 'University academic transcript' section of your online application.

Contracts

Can I request a contract shorter than what I am offered?

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

Please note, it is not possible to defer your internship start date for a year.

If you do not intend to commence your internship during 2023, do not apply for a 2023 internship. You should only apply for an internship in the year you wish to commence your internship.

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

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

Referees

Will I be notified when my referee has completed the report?

No, applicants will not be notified by PMCWA when the referee report has been completed. However, you are able to log onto your MedJobsWA account and view the 'Referees' section under 'Status' in MedJobsWA to ascertain whether the referee report has been completed.

Who should I use as my referees?

If you have chosen your referees, you must provide two professional referees. It is recommended that you utilise two previous clinical supervisors, or one previous clinical supervisor and one Academia referee. Include the referee's full name, role, working/professional relation to you, email address and at least one contact phone number. Always check with your referees prior to using them in your application.

I cannot progress my application past the referee section, what do I do?

There are two reasons why you may not be able to progress your application past the referee section. These include:

1. You have selected three or more referees to include in your application. Applicants are only required to provide two referees. If you try and select more than two referees, you will be unable to progress to the next section of your application.
2. You have not selected at least one referee to be a 'Clinical Supervisor' from the drop-down menu. Within the 'Referee Details', ensure you select your 'Type of Reference' as 'Clinical Supervisor' in order to progress.

When will my referee be contacted?

If referees are contacted, it will likely be once applications close.

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. Make sure to check spam or junk mail folders. You can check the status of your application and are required to 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 corner and select 'Profile' followed by 'Application History'.
4. Next to 'Intern 2023', 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 for placement in the recruitment pool in mid-July 2022. 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 18 July 2022 (rural pathway only)/20 July 2022 (all other pathways) until 18 November 2022 with late vacancies being managed through the Late Vacancy Management Process from 28 November 2022 until 24 March 2023. 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 2023 internship from WA. If you decline an offer, or fail to accept within the specified timeframe, you will not receive another 2023 internship offer from WA.

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

The use of the [MedJobsWA](#) website and distribution of login 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 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

