

2024 Intern Match

Candidate Guide and Match Rules

Contents

Match Rules	2
Candidate Eligibility	2
Code of Conduct	2
Eligibility Criteria	2
Residency Status	3
Ineligible Candidates	4
Key Dates	4
How to Apply	5
Candidate ID	5
Health Service Preferences	5
Paired Candidates	6
Referees	6
Referee Process – Overview	6
Who Can Provide a Reference	6
Video Interviews	7
Live Interviews	7
Medical Intern Placement Number (MIPN) or Intern Placement Number (IPN)	7
New Zealand candidates	8
Candidate Withdrawal from Match	8
Candidates Deferral of Internship	8
Matching Process – Overview	8
Match Guidelines	8
Privacy and Confidentiality	9
Match Algorithm Steps	9
Notification of Match Results	9
Accept or Decline an Offer	10
Internship Employment	10
National Intern Data Audit	10
Late Vacancy Management Process	10
Application of Match Rules	11

Disclaimer:

The material presented in this Guide is presented as an information source only and is correct at time of publication. The information is provided solely on the basis that readers will be responsible for making their own assessment of matters presented herein.

Match Rules

These Match Rules apply to the 2024 Intern Match only.

- 1.1 PMCV will conduct the 2024 Intern Match in accordance with the [Code of Conduct](#) published on the PMCV Allocation & Placement Service (APS) website.
- 1.2 Candidate allocation is based on a matching algorithm. The algorithm takes into account the following to determine a match outcome:
 - The candidate health service preference
 - The health service ranking of the candidate and
 - The number of positions on offer.
- 1.3 Participating health services and intern training programs are responsible for determining and organising their selection process. The ranking of candidates is the sole responsibility of the employing health service.
- 1.4 Candidates will only receive one offer of internship in Victoria. If a candidate declines their offer of internship, they are no longer eligible for an internship in Victoria.
- 1.5 Only eligible candidates can participate in the 2024 Intern Match.

Candidate Eligibility

Code of Conduct

Candidates are required to have read and understand the Match Rules and Code of Conduct statement on the PMCV website. Each candidate must agree to abide by the Code of Conduct as part of the application process.

Eligibility Criteria

From 2024, Intern positions are allocated in Victoria via eligibility categories. The eligibility categories and progression of offers is as follows:

Eligibility Category	Eligibility Criteria
VRPA Category 1	<ul style="list-style-type: none"> • Australian citizens or permanent residents and New Zealand citizens graduating from a Victorian University including CSP and domestic full fee-paying students
VRPA Category 2	<ul style="list-style-type: none"> • Australian Temporary residents graduating from a Victorian University. • Australian citizens or permanent residents and New Zealand citizens graduating from an interstate University who meet the following criteria: <ul style="list-style-type: none"> ○ Completed their Year 12 schooling in Victoria, or ○ Previously lived in rural Victoria (Modified Monash Model (MMM) – MM2 classification or higher) and worked in a rural healthcare setting, or

	<ul style="list-style-type: none"> ○ Graduates of the University of New South Wales who have undertaken their last two years of clinical placement at Albury Wodonga Health clinical school.
Category 1	<ul style="list-style-type: none"> ● Australian citizens or permanent residents and New Zealand citizens graduating from a Victorian University including CSP and domestic full fee-paying students
Category 2	<ul style="list-style-type: none"> ● Australian Temporary residents graduating from a Victorian University.
Category 3	<ul style="list-style-type: none"> ● Australian citizens or permanent residents and New Zealand citizens graduating from an interstate University who completed their year 12 schooling in Victoria.
Category 4	<ul style="list-style-type: none"> ● Australian citizens or permanent residents and New Zealand citizens graduating from an interstate University.
Category 5	<ul style="list-style-type: none"> ● Australian Temporary residents graduating from an interstate University.
Category 6	<ul style="list-style-type: none"> ● New Zealand temporary resident graduating from a New Zealand University.
Category 7	<ul style="list-style-type: none"> ● Graduates from and overseas campus of an Australian/New Zealand University accredited by the Australian Medical Council (i.e. Monash University, Malaysia or Ochsner).

VRPA Candidates: The VRPA will include Victorian Rural Generalist Program (VRGP) internship positions and a proportion of rural and regional internship positions.

If **VRPA Category 1** candidates are not allocated via algorithm in the VRPA, these candidates will be included in the subsequent allocation for Category 1 candidates and will be granted the same priority status as Category 1 candidates.

If **VRPA Category 2** candidates are not allocated via algorithm in the VRPA, these candidates will be included in the subsequent allocation round for Category 2 candidates and will be granted the same priority status as Category 2 candidates.

Please note: If you are unplaced in the VRPA match you are unable to change your preferences for health services.

Residency Status

Students from a Victorian University for whom residency status changes, from temporary to permanent resident, before the close of intern applications will be moved from Category 2 to Category 1 upon receipt of evidence to PMCV that their residency status has changed.

Australian trained temporary residents (Victorian and interstate graduates) who have been sponsored during their medical degree, may only seek internship in Victoria if they have documented permission / approval from their sponsorship agency. This evidence should be provided to the health services to which you are applying. You may also be required to provide evidence of feasibility or a financial plan to facilitate the release from your sponsorship obligations, should you receive an offer of internship in Victoria.

Supporting Documents

VRPA Category 2 candidates must provide proof of their Australian or NZ citizenship or Australian permanent residency status.

They must also provide evidence that they either completed their Year 12 schooling in Victoria or that they are a graduate of the University of New South Wales and have completed the last two years of clinical placement at the Albury Wodonga clinical school.

OR

Candidates must provide evidence that they have lived in rural Victoria and worked in a rural healthcare setting e.g. letter from the Rural Health Service or pay slips.

Category 3 candidates will be required to upload supporting documentation as proof of completing their year 12 schooling in Victoria. The following evidence will be accepted:

- VCE or IB certificate as proof of completion of year 12 in Victoria, or
- Letter from Secondary School stating your completion of year 12, this must be on the school letterhead and include contact details.

Ineligible Candidates

The following candidates are **not eligible** to apply for an internship in Victoria:

- All candidates who do not satisfy any of the eligibility criteria outlined above.
- Candidates who have completed their medical degree more than 3 years prior to the 2024 Intern Match.
- Candidates who have commenced internship in Australia but have not completed the requirements for internship within 3 years.
- Candidates who did not complete their medical degree in an Australian, New Zealand or AMC accredited University.

PMCV maintains its discretion to refuse to accept and include in the Intern Match in any year, certain candidates, pursuant to its Code of Conduct and approved policies.

Key Dates

The key Match dates for the VRPA and First Round offers are listed below. For a more detailed description of each process, please view the [Key Dates](#) on the 2024 Intern Match page of the PMCV website.

Date	Activity
Monday 06 May 2024, 10am AEST	Match applications open
Thursday 06 June 2024, 5pm AEST	Match applications close
Friday 07 June 2024, 10am AEST – Sunday 09 June 2024, 5pm AEST	Video interviews are conducted
Wednesday 03 July 2024, 5pm AEST	Last day for candidates to: <ul style="list-style-type: none"> • Withdraw from the match

	<ul style="list-style-type: none"> • Reorder/Delete preferences • Submit deferral of internship application for (Category 1 only)
Monday 15 July 2024, 10am AEST	VRPA results are published
Wednesday 17 July 2024, 10am AEST	First round offers commence

How to Apply

Applications for all Victorian Medical Internships must be through PMCV. Candidates will be required to [create an account](#) via the PMCV website to apply for a Victorian Medical Intern position.

There is a three-step process for eligible candidates to apply for a Victorian Medical Internship.

Step 1 [Login](#) to the Allocation and Placement Service (APS)

Step 2 Apply to the 2024 Intern Match via the PMCV APS website.

You can only apply once the match is open.

Step 3 Direct Health Service Application (only applicable for non VRPA candidates*)

Send direct applications to the Health Services you have entered in your preference list only. The contact details of the Health Services are in the Health Services Directory on the intern match page of the PMCV website.

**Except VRPA candidates applying to Barwon Health*

It is recommended that you check the websites of the individual health services concerned and contact them directly with any queries regarding their application requirements.

Candidate ID

All candidates will receive a unique Candidate ID once they commence their Match application.

Health Service Preferences

A candidate must enter at least **five** health service preferences, with a maximum of **ten**.

Candidates need to ensure the following is taken in to account when selecting health service preferences:

- Be aware of the physical location of the health service and able to travel or relocate there.
- Understand the requirements of the program on offer, its rotations and shift details and be prepared to accept these.
- Only list preferences in your actual preferred order.
- Having many options improves your chances of a match.

New health services cannot be added after the close of applications (Thursday 6 June 2024, 5pm AEST). Candidates can re-order or delete preferences up until Sunday 3 July 2024, 5pm AEST.

Should you have any difficulties please contact allocations@pmcv.com.au

Paired Candidates

If two candidates wish to obtain appointments at the same health service, they can select to be “paired candidates”.

Please note: Paired candidates can only pair with another candidate in the same eligibility category.

A candidate wishing to be considered as a paired candidate must:

- Have identical health service preferences selected in their match application.
- Enter the Candidate ID, Surname & Other Names of the person they wish to pair with.
- Paired candidates that are matched at the same health service are not guaranteed identical rotations at the health service.

Referees

Candidates must nominate TWO clinical referees, who are PGY4 level or above and have been involved in directly supervising their clinical practice. It is important to note that candidates should **NOT** nominate anyone who cannot comment on their clinical skills.

Before entering referee details do the following:

- Confirm with the referee that they are willing to submit a reference report and can do so by the closing date of **Thursday 6 June 5pm (AEST)**.
- Confirm their name, title and contact details.

New referees cannot be nominated after the close of applications (Thursday 6 June) for the intern match.

Candidates are unable to change/update nominated referees themselves once submitted. If this is required, please contact PMCV via email allocations@pmcv.com.au

It is a candidate’s responsibility to ensure that the referee completes a referee report before the closing date.

Referee Process – Overview

- Candidates nominate referees via their account when applying to the Intern Match.
- Referees automatically receive an email with a link to an online Referee Report Form.
- Referees complete the form, and the form is saved against the relevant candidate’s profile in the Intern Match.
- Health services that have been nominated as a preference by a candidate will have access to the candidates completed referee report forms during the health service assessment period.

Who Can Provide a Reference

- Nominated referees **must have directly supervised the candidate’s clinical practice** in a health service, General Practice or Community Health setting.
- **Referees must be in their fourth postgraduate year (PGY4) or above.**
- Referees who have supervised the candidate within the last 12 months are preferred. However, referees who have supervised the candidate within the last two years are acceptable.

- Referees will be asked to indicate whether they supervised the candidate prior to their final year of University. Health services will take this into account when assessing the referee's response (noting that some domains are rated against the standard of a final year medical student).
- Nominated referees may be contacted during the selection process by health services to which the candidate has applied.
- Candidates should think carefully about their choice of referees and select only those persons who have recently observed them as a medical student, have good knowledge of their skills and experience, and who the candidate knows are willing to provide a reference for them.
- Candidates must **contact their referee before they nominate them**, to ensure they consent to providing a reference, to ensure that they will be available to do so during the application period, and to confirm their contact details. It is the candidate's responsibility to ensure their nominated referee completes the form on time.

Video Interviews

All candidates who have been approved to participate in the Match process will have a button appear on their APS candidate dashboard once the interview process is open. This will be from Friday 7 June, 10am AEST until Sunday 9 June 5pm AEST.

Candidates will receive a notification email advising them once the interview has opened. Candidates will need to log into their APS account to navigate to the interview platform (VidCruiter).

The format of the interview will be three questions (note: VRPA candidates will have one additional question), with an opportunity to first do a practice question that is not recorded. Once the actual interview starts, candidates will have a short amount of reading time to view the question, then a longer amount of time to answer the question. Candidates can pause after submitting their response to a question before they move on to the next question, however once the next question is revealed, reading time commences after which the candidate must respond to the question. Candidates cannot choose to re-do their response. However in cases of genuine, verified technical issues or extenuating circumstances, candidates may be permitted to re-do their interview, or to re-record one or more of their answers.

More information about the VidCruiter platform and interview tips can be found on their website

(<https://vidcruiter.com/video-interviewing/how-to-ace-your-interview/>)

The video interview recordings will be made available to the health services the candidate nominated in their preferences via the APS website.

Live Interviews

During the health service assessment period, candidates may be invited to interview live (via teleconference or videoconference) with a health service.

Candidates applying to Rural Generalist 1 positions will not be required to undertake a live interview.

Medical Intern Placement Number (MIPN) or Intern Placement Number (IPN)

The Medical Intern Placement Number or Intern Placement Number is a unique nine-digit number that is generated by the Australian Health Practitioner Regulation Agency (AHPRA) and provided to Universities for distribution to all final year medical students.

New Zealand candidates

New Zealand University graduates will not have been issued a MIPN and so will need to provide supporting documentation via the [Supporting Documentation form](#) to allow the PMCV Workforce team to verify their eligibility for the Intern Match.

Candidate Withdrawal from Match

Candidates who do not intend to accept, or who will be unable to accept an internship position to commence in 2025, must withdraw from the Intern Match process by Wednesday 3 July 5pm (AEST).

Candidates Deferral of Internship

Deferral of internship applies to a medical graduate who does not commence their internship in the year immediately following completion of their medical degree. Deferral of internship is only applicable to medical students that would be included in Category 1 or VRPA Category 1. A medical student can only defer their internship if they:

- Did not apply for an intern position via the Victorian Intern Match in their graduating year; or
- Withdrew from the Victorian Intern Match by the withdrawal date (Wednesday 3 July, 5pm AEST)

A medical student who wishes to defer internship for one year should notify PMCV by submitting the Deferral of Internship online form.

A medical student will automatically be approved to defer for one year following completion of their medical degree. It is the medical student's responsibility to enter the Intern Match in the following year and to advise PMCV that they are entering the Intern Match by the published Intern Match close date.

A medical student who wishes to defer longer than one year, or who wishes to extend their deferral after the conclusion of their initial deferred year, must contact the PMCV Medical Director. PMCV cannot guarantee Category 1 status to candidates that defer longer than one year.

A medical student who participates in the Victorian Intern Match and is offered an intern position in Victoria, cannot defer the position. Failure to accept a Victorian offer is considered a decline.

More detailed information is provided in the Deferral and Delayed Commencement of Internship Policy.

Please note: Candidates from groups other than Category 1 can enter the match within three years of graduating University.

Matching Process – Overview

Match Guidelines

- PMCV will administer the 2024 Intern Match on behalf of the Victorian Department of Health. A list of key dates for the Match can be found on the 2024 Intern Match page.
- Both candidates and health services rank their preferences prior to the running of the Match algorithm. In accordance with the APS process, the preferences of candidates will be considered with reference to where a candidate is ranked by a health service.

- All participating health services have agreed to participate in the Victorian statewide Intern Match, with no health services permitted to recruit outside the match unless express permission has been granted by the DH.
- Health services will have access to information only from candidates that preference them.

Privacy and Confidentiality

- All personal information submitted by candidates including their application, video interview and referee reports will be accepted as private and confidential information.
- In submitting that information the candidate consents for their application, video interview and referee reports to be made available to the health services which the candidate has nominated in their preferences.

Match Algorithm Steps

The Intern Match will be conducted in as follows:

Victorian Rural Preferential Allocation (VRPA) Round: All VRGP and a proportion of rural and regional internship positions will be included in the VRPA round. Eligible candidates who have opted to participate in the VRPA will be included in this allocation round, conducted via the Victorian APS algorithm.

First Round Offers: All Category 1 candidates will be prioritised in the first round offers. Once category 1 candidates are placed, all remaining positions will be offered to the following categories in sequential order (i.e. Category 2, Category 3 etc) until all positions are filled.

Subsequent offers: As positions arise, PMCV will continue to conduct the matching algorithm throughout each offer period (as per the key dates).

VRPA Category 2, Category 2, Category 3, Category 4, Category 5, Category 6, Category 7 candidates are not guaranteed an offer of internship in Victoria.

Please note: under no circumstances can a health service make an offer to a candidate who is matched to another health service. It is recommended that health services liaise directly with PMCV before making an offer as there is potential for concurrent offers to be made.

Notification of Match Results

Approved candidates and registered health service administrators will be emailed the Match results plus have access to them by logging in to the APS system.

PMCV will keep the DH informed of the progress of the matching process.

A maximum of one offer will be made to each candidate.

Once a candidate has received an offer, they will not receive any further offers in Victoria.

Health services can only offer candidates outside of the match with PMCV approval. Any offers made without approval will be considered null and void. All offers must be in writing and include PMCV in all communications.

Accept or Decline an Offer

Candidates who participate in the Intern Match and are offered a position of Internship in Victoria will have 48 hours to accept or decline their offer.

Candidates are required to accept or decline their offer via their PMCV login.

If a candidate declines their offer, they will not receive any further offers of internship in Victoria.

If a candidate participates in the Victorian Intern Match, is placed, and then is subsequently advised that they have not successfully completed their medical degree, the candidate [medical student] will be eligible to enter the Intern Match in the following year.

Internship Employment

Successful candidates must comply with all reasonable health service recruitment processes. Failure to comply with reasonable requests, or failure to have suitable registration by commencement date may result in a health service withdrawing their offer.

National Intern Data Audit

All states/territories share intern candidates and offer information with the National Audit Data Manager at pre-agreed dates. The data is used to identify candidates who have applied for and/or accepted intern positions in more than one state/territory.

Candidates who have accepted more than one intern position will be contacted by the National Audit Data Manager by phone or email and asked to withdraw from all intern positions, except the one that they intend to undertake their intern year at, within 48 hours.

Participation in the Victorian Intern Match signifies that candidates agree that their contact details and intern offer information will be provided to the National Data Manager in accordance with the national process.

Three audits will be conducted over the Intern Recruitment process, for more information on this timeline, [click here](#).

Late Vacancy Management Process

The Late Vacancy Management Process assists all Australian states and territories to manage any vacancies that arise after their state and territory recruitment processes have closed. It allows state and territories to offer any late vacancies to eligible intern candidates who are not holding a 2025 intern position through the Commonwealth or states and territories at the National Close Date for 2025 Intern Recruitment.

There is no separate application process for the Late Vacancy Management process.

The Late Vacancy Management Process will be coordinated by the National Data Manager on behalf of the National Medical Intern Data Management Working Group. Jurisdictions will contact the audit office prior to making offers during this period.

No offers will be made to any candidates who are not on the Late Vacancy Management List during the Late Vacancy Management Process.

Application of Match Rules

The Match Rules apply to the 2024/25 Medical Intern Match and will be reviewed annually.