

# Victorian Medical Intern Match – Business Rules- 2022/2023

The Postgraduate Medical Council of Victoria Inc. (PMCV) administers the Medical Intern Match on behalf of the Victorian Department of Health (DH).

## 1 GENERAL RULES

- 1.1. The PMCV will administer the Medical Intern Match in accordance with the Code of Conduct published on the PMCV Allocation & Placement Service website. (<https://app.pmcv.com.au/aps/>)
- 1.2. Both applicants and health services rank their preferences in accordance with the Allocation & Placement Service process and the Code of Conduct.
- 1.3. The preferences of applicants are considered with reference to where an applicant is ranked by a health service.
- 1.4. Participating health services and intern training programs are responsible for determining and organising their selection process. The ranking of applicants is the sole responsibility of the employing health service.

## 2 CANDIDATE ELIGIBILITY FOR ENTRY INTO THE MEDICAL INTERN MATCH

- 2.1. The following applicants are **eligible** to apply for an intern post in Victoria via the annual intern allocation and placement service administered by the PMCV:
  - 2.1.1. Australian citizens or permanent residents, and New Zealand citizens who are Commonwealth supported and domestic full-fee paying students, graduating from an Australian Medical School.
  - 2.1.2. Temporary resident students graduating from an Australian Medical School.
  - 2.2.3. Australian and New Zealand citizens/permanent residents and international full-fee paying students graduating from a New Zealand Medical School.
  - 2.1.4. Graduates from an overseas campus of an Australian/New Zealand University accredited by the Australian Medical Council (i.e. Monash University – Sunway Campus Malaysia or University of Queensland – Ochsner Campus USA).
- 2.2. 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.
- 2.3. Students from a Victorian medical school for whom residency status changes, from temporary to permanent resident, before the close of intern applications will be moved from Priority Group 2 to Priority Group 1 upon receipt of evidence to the PMCV that their residency status has changed.
- 2.4. The following applicants are **not eligible** to apply for an intern post in Victoria via the annual intern Allocation & Placement Service:
  - 2.4.1. All applicants who do not satisfy any of the eligibility criteria outlined above.
  - 2.4.2. Applicants who have completed their medical degree more than 3 years prior to the 2022 Intern Match.
  - 2.4.3. Applicants who have commenced internship in Australia but have not completed the requirements for internship within 3 years.
- 2.5. PMCV maintains its discretion to refuse to accept and include in the intern match in any year, certain applicants, pursuant to its Code of Conduct and approved policies.

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### 3 PRIORITY GROUPS

#### 3.1 The priority list and allocation of medical graduates for 2023 intern positions in Victoria is as follows:

Priority Groups	Eligibility criteria for Victorian Rural Preferential Allocation (VRPA)
<b>VRPA Priority Group 1</b>	Australian citizens or permanent residents and New Zealand citizens graduating from Victorian medical schools including CSP and domestic full fee-paying students (i.e. graduates of University of Melbourne, Monash University, Deakin University and University of Notre Dame: Melbourne & Ballarat Clinical Schools).
<b>VRPA Priority Group 2</b>	<p>Australian permanent resident graduates of interstate universities who meet the following criteria:</p> <ul style="list-style-type: none"> <li>Completed their Year 12 schooling in Victoria; <b>OR</b></li> <li>Previously lived in rural Victoria (Modified Monash Model (MMM)<sup>1</sup> – MM2 classification or higher) and worked in a rural healthcare setting; <b>OR</b></li> <li>Graduates of the University of New South Wales who have undertaken their last two years of clinical placement at Albury Wodonga Health clinical school.</li> </ul> <p>Australian temporary residents graduating from Victorian medical schools (i.e. graduates of University of Melbourne, Monash University, Deakin University and University of Notre Dame: Melbourne &amp; Ballarat Clinical Schools).</p>

Priority Groups	Eligibility criteria for Victorian Intern Match
<b>Priority Group 1</b>	Australian citizens or permanent residents and New Zealand citizens graduating from Victorian medical schools including CSP and domestic full fee paying students (i.e. graduates of University of Melbourne, Monash University, Deakin University and University of Notre Dame: Melbourne & Ballarat Clinical Schools).
<b>Priority Group 2</b>	<p>Australian temporary resident graduates of Victorian medical schools.</p> <p>Interstate Special Consideration (see 3.2 below)</p>
<b>Priority Group 3</b>	<p>Australian citizens or permanent residents and New Zealand citizens graduating from an interstate or New Zealand medical school;</p> <p>Australian temporary resident graduates of interstate universities;</p> <p>New Zealand temporary resident graduates of New Zealand universities;</p> <p>Graduates from an overseas campus of an Australian/New Zealand University accredited by the Australian Medical Council (i.e. Monash University, Malaysia or Ochsner).</p>

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

<sup>1</sup> [Health Workforce Locator | Australian Government Department of Health](#)

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

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

### 3.2 Interstate Special Consideration

3.2.1. Interstate special consideration applies to Priority Group 3 applicants holding Australian citizenship or Permanent Residency, or New Zealand Citizenship, who completed their Year 12 schooling in Victoria and who meet the below eligibility criteria to be assigned to Priority Group 2 instead of Priority Group 3 in the Intern Match.

3.2.2. This change in Priority Group assignment does not guarantee the applicant an intern position in Victoria.

3.2.3. Interstate special consideration categories include:

3.2.3.1. Significant ongoing medical condition or disability of the applicant or the applicant's immediate family member<sup>2</sup> residing in Victoria, requiring frequent and ongoing specialist treatment only available in Victoria.

3.2.3.2. The applicant has total or substantial parental or carer responsibilities of a person or persons residing in Victoria.

3.2.3.3. Graduates of the University of New South Wales who completed their final two years of clinical placement at Albury Wodonga Clinical School.

3.2.4 An application form is available from the Allocation & Placement Service website.

## 4 PAIRED CANDIDATES

4.1. If two candidates wish to obtain appointments at the same health service, they can select to be "paired candidates". **NOTE: Paired candidates can only pair with another applicant in the same priority group.**

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

- Have identical health service preferences selected in their match registration and
- Enter the Candidate ID, Surname & Other Names of the person they wish to pair with.

4.3. Paired candidates that are matched at the same health service are not guaranteed identical rotations at the health service.

## 5 CANDIDATE WITHDRAWAL FROM MATCH

5.1. Applicants who do not intend to accept, or who will be unable to accept an internship position to commence in 2023, must withdraw from the Allocation & Placement Service process by the published match withdrawal date.

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<sup>2</sup> Immediate family member means children, step children, adopted children, parent, grandparent, brother or sister.

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## 6 CANDIDATE DECLINE OF OFFER

- 6.1. Applicants who participate in the match and are matched to a position or obtain an unmatched position, but are then unable to commence the internship program, should notify the relevant health service immediately. This will assist with the timely offer to other eligible applicants.
- 6.2. If an applicant has declined an offer, they will not receive any further offers of internship in Victoria.
- 6.3. If an applicant participates in the Victorian Intern Match, is placed, and then is subsequently advised that they have not successfully completed their medical degree, the applicant [medical student] will be eligible to enter the Intern Match in the following year.

## 7 CANDIDATE DEFERRAL OF INTERNSHIP

- 7.1. 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 Priority Group 1 (or VRPA Priority Group 1). A medical student can only defer their internship if they:
  - 7.1.1. Did not apply for an intern position via the Victorian Intern Match in their graduating year; or
  - 7.1.2. Withdrew from the Victorian Intern Match prior to the published match withdrawal date.
- 7.2. A medical student who wishes to defer internship for one year should notify the PMCV and complete the Deferral of Internship - Priority Group One Form.
- 7.3. 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 the Allocation and Placement Service that they are entering the Intern Match by the published Intern Match close date.
- 7.4. 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 Medical Advisor, PMCV. PMCV cannot guarantee Priority Group 1 status to applicants that defer longer than one year.
- 7.5. 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.

NOTE: Applicants from groups other than Priority Group 1 can enter the match within 3 years of graduating medical school.

## 8 MEDICAL INTERN PLACEMENT NUMBER (MIPN)

- 8.1. The Medical Intern Placement Number is a unique nine-digit number that is generated by the Australian Health Practitioner Regulation Agency (AHPRA) and provided to medical schools for distribution to all final year medical students.
- 8.2. Students who have not been issued a Medical Intern Placement number (i.e. applicants from a New Zealand Medical School) need to provide supporting documentation.

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## 9 NATIONAL INTERN DATA AUDIT

- 9.1. All states/territories share intern applicant and offer information with the National Audit Data Manager at pre-agreed dates. The data is used to identify applicants who have applied for and/or accepted intern positions in more than one state/territory.
- 9.2. Applicants 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.
- 9.3. Participation in the Victorian Intern Match signifies that applicant agree that their contact details and intern offer information will be provided to the National Data Manager in accordance with the national process. Further information on the National Audit process can be found on the Allocation & Placement Service website.

## 10 MATCHING PROCESS – AN OVERVIEW

- 10.1. The PMCV will administer the Medical Intern Match on behalf of the Victorian DH. A list of important dates for the match can be found on the [Allocation & Placement Service website](#).
- 10.2. Both applicants and health services rank their preferences prior to the running of the Match algorithm. In accordance with the Allocation & Placement Service process, the preferences of applicants will be considered with reference to where an applicant is ranked by a health service.
- 10.3. 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 DH.
- 10.4. Applicants may apply to health services where they are interested in working (up to a maximum of 8 health service preferences).
- 10.5. Health services will have access to information only from applicants that preference them.
- 10.6. The Intern Match will be conducted in as follows:
  - 10.6.1. 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 Allocation & Placement Service algorithm.
  - 10.6.2. Round 2 Allocation Round: Internship offers are made to all remaining Priority Group 1 applicants via the Victorian Allocation & Placement Service algorithm, including any such candidates who were unallocated via the VRPA.
  - 10.6.3 Unallocated Priority Group 1 Offers: Priority Group 1 candidates remaining unallocated via algorithm will participate in this allocation round.
  - 10.6.3. Priority Group 2 Allocation Round: All remaining intern positions that were not allocated to Priority Group 1 or VRPA Priority Group 2 applicants and all positions declined by such applicants will be included in this allocation round for Priority Group 2 applicants, via the Victorian Allocation & Placement Service algorithm.
  - 10.6.3. Subsequent Offers: All remaining unfilled/vacant intern positions, and all remaining Priority Group 2 and 3 applicants who have NOT received a Victorian offer may receive an internship

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offer in round 3. The timing of this process will be advised by DH. Offers will be made directly by health services as vacancies arise until all positions at their health service are filled.

10.6.4. VRPA Priority Group 2, Priority Group 2 and Priority Group 3 applicants are not guaranteed an internship offer in Victoria.

**Note: under no circumstances can a health service make an offer to an applicant 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.**

## 11 MATCH RESULTS

11.1. Approved applicants and registered hospital administration users will be emailed the VRPA, Priority Group 1 and Priority Group 2 match results plus have access to them by logging in to the Allocation & Placement Service system.

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

11.3. Approved Priority Group 3 applicants will receive offers directly from health services.

11.4. A maximum of one offer will be made to each applicant.

11.5. Once an applicant has accepted an offer, they will not receive any further offers in Victoria. Once an applicant has declined an offer, they will not receive any further offers in Victoria.

11.6. Health services will notify PMCV of all offers they make to applicants.

## 12 MATCHING PROCESS – DETAIL

### 12.1 Priority Group 1:

12.1.1. All eligible and approved Priority Group 1 applicants participating in the Victorian Intern Match are guaranteed an offer of an intern position in Victoria by the DH.

12.1.2. An equal number of Priority Group 1 positions to applicants will be included in the Priority Group 1 match.

12.1.3. If there is a greater number of positions to Priority Group 1 applicants, these positions will be distributed across the Victorian health services and any excess positions will be quarantined for Priority Group 2 applicants.

12.1.4. Priority Group 1 applicants, once matched to a health service or intern training program via the Intern Allocation & Placement Service, will not be considered for any other intern position that may be available or become available in Victoria (e.g. due to decline of an intern offer, a position quarantined for Priority Group 2 applicants or the existence of unmatched position).

12.1.5. Unmatched Process - Priority Group 1

12.1.5.1. Following the Match, a list of unfilled intern positions will be supplied by the PMCV to applicants that are unmatched.

12.1.5.2. Unmatched Priority Group 1 applicants will be asked by PMCV to submit a rank list of all health services that have unmatched positions. The applicants' relevant information (e.g. referee reports and CV) will be provided to their first preference.

12.1.5.3. Health services with unmatched positions will review the applicants that have preferred them.

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- 12.1.5.4. The process is repeated by health services for applicants that ranked them number two and this process will be repeated until the applicant's preference list is exhausted.
- 12.1.5.5. An unmatched Priority Group 1 applicant will be eligible to receive only one internship offer in this process. However, there may be a possibility that an applicant does not receive an offer from any health service that has unmatched intern positions. In the event of this, the PMCV Medical Advisor will work collaboratively with the applicant and the health services that still have unmatched positions with the aim of securing them an internship offer.
- 12.1.5.6. Once an applicant has accepted or declined an internship offer, they will not receive any further offers in Victoria.
- 12.1.5.7. Health services will report all declines and acceptances to PMCV.

### 12.2 Priority Group 2

- 12.2.1. There will be a formal matching process for Priority Group 2 candidates. Candidates who participated in the VRPA as VRPA Priority Group 2 who were unallocated will be included in this allocation round.
- 12.2.2. The final number of positions included in the allocation round for Priority Group 2 applicants will include:
  - Any excess positions to Priority Group 1 that were quarantined for Priority Group 2 candidates
  - Any additional/late approved intern places
  - Any positions declined by Priority Group 1 applicants
- 12.2.3. Unmatched Process - Priority Group 2
  - 12.2.3.1. Priority Group 2 applicants have 48 hours in which to accept or decline offers (or longer if a health service wishes).
  - 12.2.3.2. Offers should be accepted/declined directly with health services not via PMCV.
  - 12.2.3.3. Health services must notify PMCV when they have made an offer to an applicant. PMCV will then remove the applicant from the unmatched list and they will receive no further offers (regardless of whether an applicant accepts or declines the offer).
  - 12.2.3.4. Health services must report all positions declined by Priority Group 2 applicants to PMCV.

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## 13 LATE VACANCY MANAGEMENT PROCESS

- 13.1. 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 applicants who are not holding a 2023 intern position through the Commonwealth or states and territories at the National Close Date for 2023 Intern Recruitment.
- 13.2. There is no separate application process for the Late Vacancy Management process.
- 13.3. 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.
- 13.4. Further information about the Late Vacancy Management Process will be made available on the Allocation & Placement Service website.
- 13.5. No offers will be made to any applicants who are not on the Late Vacancy Management List during the Late Vacancy Management Process.

## 14 INTERNSHIP EMPLOYMENT

Successful applicants 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.

## 15 APPLICATION OF BUSINESS RULES

- 15.1. These Business Rules apply to the 2022-23 Medical Intern Match and will be reviewed annually.

Current version approved March 2022.