

INTERSTATE SPECIAL CONSIDERATION POLICY

Subject	Special Consideration for Interstate Medical Graduates (Priority Group 3 Candidates)
Summary	This document sets out the policy and procedure for eligible permanent resident graduates of interstate medical schools who may have grounds for special consideration to be promoted from Priority Group 3 to Priority Group 2 in the annual centralised recruitment process for intern positions in Victoria, the Victorian Intern Match.
Inception	May 2015
Revisions	April 2018 May 2019 December 2019 April 2021 March 2022
Reviewed	Victorian Department of Health – December 2016, April 2018 and December 2019
Responsible Officers	Allocation and Placement Service Manager, PMCV Medical Advisor, PMCV

INTRODUCTION

The Postgraduate Medical Council of Victoria (PMCV) has delegated authority from the Victorian Department of Health and Human Services (DHHS) to administer the annual Victorian Medical Intern Allocation and Placement Service. Medical Graduates who submit applications for intern training positions in Victoria are bound by the [Allocation and Placement Service Code of Conduct](#), the [Privacy Statement](#) and the **Intern Match Business Rules**.

It is acknowledged that some permanent resident graduates of interstate medical schools who belong in Priority Group 3 have previously been resident in Victoria and would like to return to Victoria to undertake their medical internship.

This Interstate Special Consideration policy recognises that there may be special circumstances where eligible permanent resident graduates of an interstate medical school could be assigned a higher priority to undertake an internship in Victoria. This policy provides an opportunity for eligible applicants from Priority Group 3 to be promoted to Priority Group 2 in the allocation of intern positions in Victoria.

The policy should be read in conjunction with the **Intern Match Business Rules**, and **Candidate User Guide**.

PURPOSE

The purpose of this policy is to provide an avenue for eligible permanent resident graduates of an interstate medical school to apply to have their special circumstances assessed in a fair and transparent way, for an opportunity to be promoted from Priority Group 3 to Priority Group 2 in the allocation of intern positions in Victoria.

SCOPE

This policy provides an opportunity for an applicant to be promoted from Priority Group 3 to Priority Group 2 only.

The granting of special consideration under this policy, does not:

- Promote an applicant from Priority Group 3 to Priority Group 1.
- Guarantee an applicant an offer of internship in Victoria.
- Prioritise an applicant over other existing applicants in Priority Group 2.

The matching algorithm works to ensure the best outcome for the whole cohort based on a merit selection process.

ELIGIBILITY CRITERIA

This policy only applies to Priority Group 3 applicants who meet the following criteria:

- ✓ Australian citizen or Australian permanent resident;
- ✓ Currently in their graduating year at an interstate Australian medical school;
- ✓ Completed their Year 12 in Victoria*; and
- ✓ Provide evidence to support their eligibility for Interstate Special Consideration under one of the grounds for special consideration listed below.

**Important note for applicants graduating from the University of New South Wales (UNSW)*

Applicants from the University of New South Wales who have not completed their Year 12 schooling in Victoria will be considered eligible if the following criteria are met:

- ✓ Australian citizen or Australian permanent resident;
- ✓ Undertaken their last two years of clinical placement at Albury Wodonga Health;

Supporting evidence required (All applicants):

All candidates submitting an application must provide the following supporting evidence, in addition to any other specific documents required to meet the specific grounds for interstate special consideration.

- Proof of Australian citizenship or Australian permanent residency (e.g. Passport photo ID page, official documentation displaying current Australian permanent residency status).
- Medical school transcript or letter from current university confirming enrolment (must be on university letterhead and include contact details for verification by the PMCV if required).
- VCE or IB certificate as proof of completion of Year 12 in Victoria (unless the applicant is graduating from the University of New South Wales, has undertaken their last two years of clinical placement at Albury Wodonga Health).

Supporting evidence required (University of NSW graduates)

In addition to the above evidence, applicants must provide:

- Evidence of clinical placements undertaken at Albury Wodonga Health or letter of support from UNSW Albury Wodonga clinical school (must include contact details for verification by the PMCV if required).

Rules for Supporting Evidence

The evidence an applicant provides must relate to the criteria for their grounds of special consideration. Applications without compelling independent evidence and supporting documentation are unlikely to succeed.

Letters issued by a person who is a close associate or relative of the applicant will not be accepted.

Examples of close associates are: friends, neighbours and colleagues.

Examples of relatives are: partner, child, sibling, parent, grandparent, aunt, uncle, niece, nephew and cousin.

Where possible, all supporting evidence should be provided by an independent third party. Any documents from third parties will include contact details to allow communication and verification by PMCV.

Copies of documents must be certified in accordance with state legislation. For a list of authorised persons that can certify documents, visit the [Victorian Department of Justice and Community Safety website](#).

[Statutory Declarations](#) are accepted where proof of relationship with immediate family member is required (in the absence of birth certificates and marriage certificates).

GROUNDS FOR SPECIAL CONSIDERATION (Interstate applicants)

The grounds for special consideration for interstate applicants are limited to the following:

1. Medical grounds – applicant and/or immediate family member	<p>The applicant has a serious medical condition or disability requiring frequent and ongoing specialised treatment available only in Victoria.</p> <p>The applicant’s immediate family member, who is a Victorian resident, has a serious medical condition requiring frequent and ongoing specialised treatment in Victoria.</p>
2. Parental or carer responsibilities	<p>The applicant is the parent or legal guardian of a child or children, for whom the applicant has significant and/or primary carer responsibilities. The child or children must be under school age or under 18 years of age with a disability at the time the internship commences and be residing primarily with the applicant in Victoria.</p> <p>The applicant has total or substantial responsibility for ongoing care and support of another person residing in Victoria. i.e. a partner, biological parents, step parents, foster parents, adoptive parents and guardians. (The Equal Opportunity Act 2010)</p>
3. University of New South Wales – Albury Wodonga Clinical School	<p>The applicant is graduate of the University of New South Wales who has completed the last two years of clinical placement at the Albury Wodonga Clinical School.</p>

When an applicant applies for special consideration under this policy, they are requesting a review of the circumstances they have outlined, and, if special consideration is granted following this review, promotion to Priority Group 2 candidate status in the Victorian Intern Match.

Applications will only be considered under this policy if the special consideration application clearly shows:

- satisfaction of all eligibility criteria;
- the grounds for special consideration relied on; and
- documented evidence to support the application.

Medical Grounds - Applicant

The applicant has a serious medical condition or disability requiring frequent and ongoing specialized treatment available only in Victoria.

Supporting evidence required:

- Statement or brief letter outlining reasons for consideration of eligibility under this ground.
- Medical letter on letterhead from a registered medical practitioner which must state the following:
 - How long the applicant has been a patient of the medical practitioner, including whether they have been a patient of the medical practitioner for the duration of the medical condition.
 - The onset, nature, severity, duration and prognosis of the applicant's medical condition.
 - Details regarding the seriousness of the applicant's medical condition, in the medical practitioner's professional opinion, and details regarding frequent and ongoing specialized treatment the applicant requires that is only available in Victoria.
 - Must include medical practitioner's contact details for verification by the PMCV if required.

Medical Grounds – immediate family members

The applicant's immediate family member or partner, who is a resident in Victoria, has a serious ongoing medical condition or disability, and ongoing management and specialist treatment for the condition is in Victoria.

Immediate family member means child, partner, parent, grandparent or sibling. It includes step-relations (e.g. step-parents and step-children) as well as adoptive relations.

Partner means married or de facto for at least six months at the time of application and includes same sex couples / partners.

Supporting evidence required:

- Statement or brief letter outlining reasons for consideration of eligibility under this ground.
- Proof of relationship with immediate family member or partner (e.g. birth certificate, marriage certificate).

- Proof of Victorian residency of immediate family member or partner (e.g. utility bill).
- Medical letter on letterhead from a registered medical practitioner which must state the following:
 - The relationship between the applicant and the immediate family member.
 - How long the applicant's family member has been a patient of the medical practitioner; whether they have been a patient of the medical practitioner for the duration of the medical condition.
 - The onset, nature, severity, duration and prognosis of the medical condition.
 - Provide details regarding the seriousness of the medical condition of the applicant's family member, in the medical practitioner's professional opinion, and details regarding the ongoing treatment they require.
 - Must include medical practitioner's contact details for verification by the PMCV if required.

Parental Responsibilities

The applicant is the parent or legal guardian of a child or children for whom the applicant has significant and/or primary carer responsibilities, and with whom the applicant primarily resides and will continue to reside for the duration of the medical internship in Victoria.

Supporting evidence required:

- Statement or brief letter outlining reasons for consideration of eligibility under this ground.
- Proof of relationship with the child(ren) (eg. birth certificate/s).
- Proof of child(ren)'s residence with the applicant.

Carer Responsibilities

The applicant has total or substantial responsibility for ongoing care and support of another person who resides in Victoria. i.e a partner, biological parents, step parents, foster parents, adoptive parents and guardians. (The Equal Opportunity Act 2010)

Supporting evidence required:

- Statement on official letterhead confirming that the applicant has full or substantial carer responsibilities for the person with a disability from an appropriate professional who has known this person for at least six months (eg. doctor or social worker).
- This statement should include:
 - How long the professional has known the applicant and the person with a disability with whom the applicant resides.
 - The diagnosis, nature, severity, duration, treatment and prognosis of each condition.
 - How and the degree that each condition impacts the person's ability to undertake activities of daily living independently.
 - Whether the person currently and previously has had other carers.

- Whether the applicant is recognised by Centrelink as a carer of the person.
- Must include contact details of the professional (e.g. doctor or social worker) for verification by the PMCV if required.
- Alternatively, proof that the applicant has received Carer Payments from Centrelink for the care of the person with a disability.
- Proof of shared current address for the applicant and the person with a disability (eg. Utility bill, lease agreement).

Applicants Graduating from the University of New South Wales

The applicant is graduating from the University of New South Wales and has undertaken their last two years of clinical placement at Albury Wodonga Health.

Supporting evidence required:

- Evidence of clinical placements undertaken at Albury Wodonga Health or letter of support from UNSW Albury Wodonga clinical school (must include contact details for verification by the PMCV if required).

APPLICATION PROCEDURES

Application Process

Applicants must download and complete *the Interstate Special Consideration Form* available on the PMCV Allocation and Placement Service website. All applicants must attach supporting documentation and evidence to support their application for special consideration, and should be written and presented in a way that addresses the criteria.

Completed applications and supporting documentation should be sent by email to allocations@pmcv.com.au. Applications for special consideration close on the national closing date for intern applications. The closing date is published on the PMCV Allocation and Placement website. No late applications will be accepted.

Assessment Process

PMCV will check that all application forms are correctly filled out and that all supporting documentation has been provided.

Each application for Interstate Special Consideration will be assessed following a fair and transparent process by the PMCV. The PMCV may determine that for the application to be properly assessed, additional information or evidence may be required. Applicants will be contacted and asked to provide this information.

PMCV will be guided by the principles of natural justice, transparency and consistency in deciding application outcomes, and any subsequent decision about an application for appeal.

Application Outcomes

Application outcomes, whether successful or not, will be communicated to applicants by email. If successful, the applicant will be promoted to Priority Group 2 in the Intern Match. Intern positions are allocated using a matching algorithm, which takes account of the applicant's preferences and those of a health service or intern training program. The matching algorithm works to ensure the best outcome for the whole cohort based on a merit selection process.

Note: Priority Group 2 applicants are not guaranteed an internship offer in Victoria.

APPEALS PROCESS

Decisions regarding eligibility for special consideration will be final and applicants will be advised of decisions in writing. However, there are limited grounds for an appeal of the decision. The grounds on which an appeal can be made are:

- Compelling new information is available as documentary evidence that was not available at the time of the original special consideration application.
- The assessment and decision processes were not applied with appropriate due diligence or care.

An appeal can be lodged with the CEO, PMCV within 10 working days after the notification of the outcome of the application process.

RESPONSIBILITIES

Applicants

Applicants are expected to:

- Read and understand this policy, as well as the [APS Code of Conduct](#), **Intern Match Business Rules**, and **Candidate User Guide**.
- Complete the online registration process via the Intern Match and complete relevant health service application processes by the published close date.
- Lodge the completed the *Interstate Special Consideration Application Form* by the published close date.
- Ensure that all contact details are correct (ie. email and phone).
- Where possible, communicate their circumstances to the HMO Manager at the intern training programs (Rural Generalist Internship) or health services where they are interested in working, so that applicants' circumstances are considered in the health services' merit based selection processes.

PMCV

The PMCV is expected to:

- Provide all relevant information about medical graduate recruitment posted on the Allocation and Placement Service website.
- Verify eligibility criteria and coordinate the assessment of applications.
- Establish a panel to review applications (as required).
- Communicate by email with applicants regarding their registration and completion of requirements for a valid application via the Intern Match.
- Provide a summary of the Interstate Special Consideration applications received and their outcomes to the Victorian Department of Health and Human Services.

Health services/intern training programs (prospective employers)

- Adhere to advertised merit-based selection criteria and procedures of employment, including any relevant legislation protecting persons from discrimination.
- Employers are to contact applicants who have been matched and arrange the necessary paperwork and pre-employment checks.

REVIEW OF POLICY

This policy will apply for the 2022/2023 Intern Match and will be reviewed for applicability in future years.