

<b>Subject:</b>	Allocation and Placement Service – Intern Match
<b>Policy Name:</b>	Deferral, withdrawal, decline or extension of internship in Victoria
<b>Consultation and Date Approved:</b>	HMO Managers Committee Meeting 4/ and 5/2019 PMCV Board November 2019 and March 2020
<b>Reviewed</b>	Victorian Department of Health 2019 PMCV 2022 and 2023
<b>Amendments:</b>	Replaces Deferment Policy
<b>Responsible Officer:</b>	Allocation and Placement Service Manager, PMCV Medical Advisor, PMCV

## Contents

<b>INTRODUCTION:</b> .....	<b>1</b>
<b>PURPOSE</b> .....	<b>2</b>
<b>DEFINITIONS</b> .....	<b>2</b>
<b>TIMELINE OF INTERN MATCH PROCESS</b> .....	<b>3</b>
<b>ELIGIBILITY</b> .....	<b>3</b>
<b>SCOPE</b> .....	<b>3</b>
<b>TIME CONDITION:</b> .....	<b>6</b>
<b>REVIEW OF POLICY</b> .....	<b>6</b>

## Introduction:

The Postgraduate Medical Council of Victoria (**PMCV**) has been delegated authority from the Victorian Department of Health (**DH**) to administer the annual Victorian Intern Allocation and Placement Service. Medical Graduates who are eligible to utilise the Allocation and Placement Service are bound by the Allocation and Placement Service [Code of Conduct, Privacy Policy](#) and the Match Rules of the relevant match.

DH guarantees medical graduates of Victorian medical schools holding Australian citizenship of permanent residency, or New Zealand citizenship (**Priority Group 1 candidates**) an offer of internship in a Victorian health service or intern training program, if they participate in the Victorian Intern Match. As the number of graduates fluctuates from year to year, the DH (via the PMCV) needs to account for medical students who defer their intern year, to ensure that planning of intern positions accommodates for current graduating medical students and those medical students who deferred in the previous intern year.

This policy permits eligible interns to defer, withdraw or decline an offer for an internship. The Victorian Intern Allocation and Placement Service allocates candidates to health services for offers at different times throughout the year depending on the candidate’s level of priority and the availability of positions. Where this policy requires an eligible candidate to do something before or

after an offer, this is a reference to the date of offer applicable to that candidate. For information about the Victorian Intern Allocation and Placement Service priority groups and offer timeline for the current year, please see the **Intern Match Rules**.

The PMCV provides an Allocation and Placement Service. It does not make employment decisions and cannot bind any health service to make an offer of employment. PMCV is not responsible for decisions of employers.

The Medical Board of Australia (**MBA**) is the registration body for medical practitioners and the current registration standard does not stipulate the length of time that a graduate can defer commencement of their internship. It is advisable to consult with the MBA prior to deferring for longer than one year.

### **Purpose:**

The purpose of this policy is to provide an outline of the expectation of medical graduates in relation to a request for a **deferral, withdrawal, decline or extension** of internship in Victoria.

### **Definitions:**

**decline** means rejecting an offer from either a Victorian health service or intern training provider prior to commencement of the intern year.

**deferral** means delaying applying for the Victorian Intern Match program for a period of one year.

**eligible candidate** means candidates who meet the eligibility requirements to participate in the Intern Match. Please see the **Intern Match Rules**.

**extension** means following commencement of the internship year, repeating part of the internship year with the relevant Victorian health service or intern training provider.

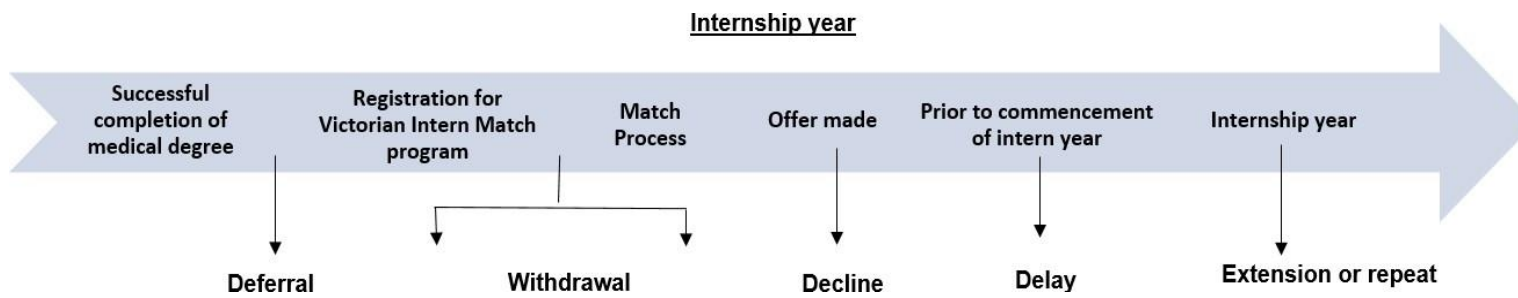
**match process** means the period following the submission of an application to the Victorian Intern Match but prior to an offer being made to an eligible candidate.

**offer** means an invitation to an eligible candidate to participate in an internship at either a Victorian health service or intern training provider for a period of 12 months.

**priority status** means the status assigned to candidates participating in the Victorian Intern Match based upon their eligibility criterion. Intern positions are allocated in Victoria using a priority group system. Please see the **Intern Match Rules**.

**withdrawal** means after registering for the Victorian Intern Match program but before an offer is made, discontinuing an application for the Victorian Intern Match program.

## Timeline of Intern match process:



### Eligibility:

This policy applies to eligible candidates who are entitled to register for the Victorian Intern Match program. Please see the **Intern Match Rules**.

### Scope:

#### 1. Deferral of internship

Deferral of an intern year should be considered carefully. The intern year should be seen as a consolidation of the learning and skills acquired during the medical degree and is best undertaken immediately following the completion of relevant studies.

#### *Application procedure*

##### Deferral of internship application for 12 months

An eligible candidate who wishes to defer their application for internship for one year should notify the PMCV and complete a *Deferral of Internship Application Form*. This form must be submitted prior to the deadline published in the Intern Match Key Dates<sup>1</sup>.

Upon PMCV's receipt of the completed form, the applicant will automatically be approved to defer participation in the Victorian Intern Match program for one year following completion of their medical degree. If the medical student has registered for the Victorian Intern Match prior to their submission of the *Deferral of Internship Application Form*, they will be required to withdraw from the Match (and the withdrawal will be treated in accordance with section 2 of this policy). The PMCV will ensure that the applicant has withdrawn from the match by the relevant published date.

The candidate will retain their priority status in the following year's Intern Match. Australian permanent residents or citizens and New Zealand citizens graduating from a Victorian medical school (including CSP and domestic full fee-paying students) who participate in the Victorian Intern Match are included in Priority Group 1, and are guaranteed an offer of internship. Priority Group 1 candidates who defer for 12 months in accordance with this policy will retain this guarantee in the following year's Intern Match.

<sup>1</sup> The deadline for submission of the Deferral of Internship Application form will be prior to any offers of internship being made.

NOTE: Following the deferral year, it is the medical student's responsibility to re-apply to enter the Intern Match program. Students must also advise the Allocations and Placement Service that they are entering the Intern Match by the Intern Match close date as published.

### Deferral for greater than 12 months

A Priority Group 1 candidate who is eligible to participate in the Victorian Intern Match who wishes to defer their application for internship for more than one year, or who wishes to extend their deferral after the conclusion of their initial deferred year, must contact the Medical Advisor, PMCV. The PMCV cannot guarantee Priority Group 1 status to permanent resident Victorian medical students who defer for more than one year. The PMCV Medical Advisor may establish a Panel to assess the application for a deferral of more than 12 months. Candidates must be within three years of the completion of their medical degree to meet the eligibility requirements of the Victorian Intern Match; this applies to candidates in all priority categories.

### **2. Withdrawing an internship application:**

A candidate participating in the Victorian Intern Match may withdraw their application for internship during the match process. However, once a candidate has withdrawn their application they will not be considered for any further intern vacancies for the remainder of the intern match campaign.

#### *Application procedure*

A candidate can withdraw their application for internship prior to receiving an offer of internship, and must advise the PMCV in writing of their withdrawal from the Intern Match. However, if a candidate participates in the Victorian Intern Match and receives an offer of internship, they cannot subsequently withdraw from the Match – they must accept or decline the offer.

### **3. Declining an offer of internship:**

A Victorian offer of internship may be declined in accordance with this policy. This may occur at various times in the process and for different reasons.

#### Decline of Victorian offer to accept an interstate offer

The PMCV participates in the National Intern Data Audit along with other states and territories in Australia. Each state and territory has different priority categories; therefore, offers will be made at different times. In recognition of the different jurisdictional processes, if a candidate participates in the Victorian Intern Match, receives and accepts an offer of internship in Victoria, but later receives an interstate offer of internship (which is their higher preference), the candidate will be able to decline their Victorian offer without penalty. However, they will be ineligible for any further Victorian internship vacancies.

#### *Notification procedure*

To decline a Victorian offer, the candidate must notify the relevant Victorian health service or intern training program in writing at their earliest convenience. This will allow the vacant position to be offered to another available candidate. The PMCV must also be advised in writing of the decline.

### Decline of an offer for other reasons

If a candidate participates in the Victorian Intern Match, receives an offer of internship and then does not accept the offer within the response time specified by the health service or intern training program concerned, this is considered a decline of an offer.

A candidate who declines or fails to accept an offer of internship in Victoria will not be eligible for any further intern vacancies in Victoria which may be available or may arise at a future time. Further to this, a candidate who declines or fails to accept an offer of internship will not be eligible to re-enter the Victorian Intern Match in a subsequent year, unless they have successfully applied for special consideration on the basis that there are extenuating circumstances which prevented or will prevent commencement of the internship. (Refer *Priority Group 1 Special Consideration Extenuating Circumstances Policy*).

### Failure to complete medical degree

A final year medical student who participates in the Victorian Intern Match and is subsequently advised by their university that they have not successfully completed their medical degree and cannot commence internship in January of the following clinical year, may re-apply to enter the Intern Match in the following year. The candidate will retain their priority status in the following year's Intern Match.

#### *Notification procedure*

If a candidate has accepted an offer of internship in Victoria and is subsequently advised by their university that they have not successfully completed their medical degree, they must contact the relevant Victorian health service or intern training program in writing at their earliest convenience to advise that they are unable to commence internship, so that the vacant position can be offered to another available candidate. The PMCV must also be advised in writing by the candidate, that they will be unable to commence internship in the following clinical year.

#### **4. Delaying commencement of internship:**

A medical graduate may be eligible to delay commencement of an internship if they accepted an offer of internship but did not commence, or will be unable to commence, in their internship position in the year immediately after graduation. They must demonstrate that after the offer of internship was made, extenuating circumstances prevented or will prevent their commencement of internship.

#### *Notification procedure*

The candidate must contact the relevant Victorian health service or intern training program in writing at their earliest convenience, to advise that they are unable to commence internship, so that the vacant position can be offered to another available candidate. In cases of approved extenuating circumstances, subject to mutual agreement between the health service and the eligible candidate, the candidate may retain an internship position for the candidate's commencement in the subsequent intern year (i.e. after 12 months).

(Refer *Extenuating Circumstances Policy*).

## 5. Extension or repeating an internship

A medical graduate may be eligible to repeat an internship or part of an internship if they can demonstrate that they commenced in an internship position in a Victorian health service or intern training program, but for reasons of extenuating circumstances were not able to complete the requirements of internship in a 12 month registration period.

A candidate may contact the Medical Advisor, PMCV for assistance in seeking an extension or renegotiation of an internship for the following year. In the first instance, the candidate is encouraged to enter into discussion with their current employer.

There is no guarantee of re-employment in an intern position if a candidate applies to repeat their internship year or specific terms with a Victorian health service.

The candidate may be required to provide supporting documentation to the Medical Advisor, PMCV (e.g. all internship term reports, referee reports from recent supervisors, a statement from the Supervisor of Intern training at the original internship site).

### **Time condition:**

Applicants who have commenced internship in Australia but have not completed the requirements for internship within 3 years will not be eligible to participate in the Victorian Intern Match.

### **Review of Policy:**

This policy will apply for the 2023/2024 Intern Match and will be reviewed for applicability in future years

