

# PMCV Basic Physician Training (BPT) 2 and 3 Match 2024

## Candidate Guide and Match Rules

### Contents

Match Rules.....	2
Candidate Eligibility .....	2
Code of Conduct.....	2
Eligibility Criteria.....	2
Key Dates.....	3
How to Apply .....	4
Candidate ID.....	4
Health Service Preferences.....	4
Paired Candidates.....	4
Job-Share Candidates .....	5
Referees .....	5
Referee Process – Overview .....	5
Who Can Provide a Reference .....	5
Live Interviews .....	6
Candidate Withdrawal from Match .....	6
Matching Process – Overview .....	6
Match Guidelines.....	6
Privacy and Confidentiality.....	6
Match Algorithm Steps.....	6
Exempt Process and Pre-Match offers.....	Error! Bookmark not defined.
Unmatched Candidates .....	7
Notification of Match Results.....	7
Accept or Decline an Offer.....	7
Employment.....	7
Application of Match Rules .....	7

### 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 Basic Physician Training (BPT) 2 and 3 Match only.

- 1.1 The PMCV will conduct the BPT 2 and 3 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 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 employment via the BPT 2 and 3 Match. If a candidate declines their matched position, they are no longer eligible for another offer via the PMCV matching process
- 1.5 Only eligible candidates can participate in the 2024 PMCV BPT 2 and 3 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

##### BPT2 Eligibility

Trainees applying for the 2<sup>nd</sup> year of Basic Physician Training should apply for the BPT2 Positions in the BPT 2 and 3 Match. For most trainees, this will be their 3<sup>rd</sup> postgraduate year. However, trainees who have worked in positions which are not recognised for Basic Physician Training may be in their 4<sup>th</sup> or subsequent postgraduate year.

- Australian/New Zealand trained medical graduate holding 'general' medical registration and completed a minimum of 2 years full-time medical employment post MBBS graduation; or
- International Medical Graduate (i.e. Medical practitioners who have obtained their primary medical degree outside Australia or New Zealand) holding 'general' medical registration and completed a minimum of 1 year of fulltime employment in Australia.

**Note:** BPT2 positions are for the second year of Basic Physician Training. Generally, you would only apply for a BPT2 position if you have completed, or are in the process of completing, a BPT1 year. There are some exceptions to this rule however, and you should seek advice from the BPT Coordinator at the health service that you are interested in applying to if you are not sure which position you should apply for.

### BPT3 Eligibility

Trainees applying for the 3<sup>rd</sup> year of Basic Physician Training should apply for the BPT3 Positions in the BPT 2 and 3 Match. For most trainees, this will be their 4<sup>th</sup> postgraduate year. However, trainees who have worked in positions which are not recognised for Basic Physician Training may be in their 5<sup>th</sup> or subsequent postgraduate year.

- Australin/New Zealand trained medical graduate holding ‘general’ medical registration and completed a minimum of 3 years full-time medical employment post MBBS graduation; or
- International Medical Graduate (i.e. Medical practitioners who have obtained their primary medical degree outside Australia or New Zealand) holding ‘general’ medical registration and completed a minimum of 2 year of fulltime employment in Australia.

### Ineligible Candidates

The following candidates are **not eligible** to apply for a BPT position in Victoria:

- All candidates who do not satisfy any of the eligibility criteria outlined above.
- Candidate who has received and accepted a pre-match offer at a Victorian Health Service.
- International Medical Graduates who do not have General Registration with AHPRA.

### Key Dates

The Key Match dates for the BPT 2 and 3 Match are listed below. For a more detailed description of each process, please view the [Key dates](#) on the 2024 BPT 2 and 3 Match page of the PMCV website.

Date	Activity
Friday 12 July, 5pm AEST	Pre-match offers close
Monday 15 July, 10am AEST	Match Applications Open
Friday 2 August, 5pm AEST	Match Applications Close
Sunday 18 August, 5pm AEST	Match Closes for Candidates to: <ul style="list-style-type: none"> <li>- Withdraw from Match</li> <li>- Delete/Reorder Preferences (existing preferences only)</li> </ul>
Wednesday 28 August, 10am AEST	Match Results Published
Wednesday 28 August, 10am AEST – Friday 30 August, 10am AEST	Acceptance Period

### How to Apply

Candidates will be required to create an account via the PMCV website to apply for a BPT 2 and 3 position. There is a three-step process for eligible candidates to apply for a position.

**Step 1** Login to the APS

**Step 2** Apply to the 2024 BPT 2 and 3 Match via the PMCV allocation and placement website

You can only apply once the match is open.

**Step 3** Direct Health Service Application

Send direct applications to only the Health Services in your preference list, you've entered in the APS. The contact details of the Health Services are in the Health Services contact directory on the BPT 2 and 3 Match page on the PMCV website.

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 **one** 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 (Friday 2 August 2024, 5pm AEST ).

Candidates can re-order or delete preferences up until Sunday 18 August (5pm AEST).

Should you have any difficulties please contact [allocations@pmcv.com.au](mailto: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 registration
- 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.

### Job-Share Candidates

If two candidates wish to work together in a job-share arrangement (sharing one FTE position), they do the following:

- First discuss this matter with the Manager of the Medical Workforce Unit of the hospitals/health services concerned.
- Select the option to apply as Job-Share Candidates
- Enter the Candidate ID, Surname of the person they wish to job-share with
- Have identical health service preferences selected in their match registration

### Referees

Candidates must nominate a minimum TWO or maximum THREE clinical referees, at least TWO who are consultants, and ONE referee may be a registrar.

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 Friday 2 August 2024 (5pm AEST).
- Confirm the referees name, title and contact details

New referees cannot be nominated after the close of applications (Friday 2 August, 5pm AEST).

Candidates are unable to change/update nominated referees themselves once submitted, if this is required, please contact PMCV via email [allocations@pmcv.com.au](mailto:allocations@pmcv.com.au)

### Referee Process – Overview

- Candidates nominate referees via their account when applying to the BPT 2 and 3 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 BPT 2 and 3 Match.
- Health services you have nominated as a preference will have access to your 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.
- **Two referees must be consultants and one referee may be a registrar.**
- 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.
- 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 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.

### **Live Interviews**

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

### **Candidate Withdrawal from Match**

Candidates who do not intend to accept, or who will be unable to accept a BPT 2 or 3 position to commence in 2025, must withdraw from the BPT 2 and 3 Match process by Sunday 18 August at 5pm AEST.

## **Matching Process – Overview**

### **Match Guidelines**

- The PMCV will administer the BPT 2 and 3 Match on behalf of the Victorian DH. A list of key dates for the Match can be found on the BPT 2 and 3 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.
- 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 and referee reports will be accepted as private and confidential information.
- In submitting that information the candidate consents for their application and referee reports to be made available to the health services which the candidate has nominated in their preferences.

### **Match Algorithm Steps**

The BPT 2 and 3 Match will be conducted in as follows:

- Both candidates and health services will rank their preferences prior to the match. In accordance with the Allocation & Placement Service process, the preference of candidates will be considered with reference to where a candidate is ranked by a service.
- The match will be conducted in one round and will include all available BPT 2 and 3 positions.
- All health services participating in the match agree to participate in the Victorian statewide selection process, with no hospitals permitted to go outside the match.

### **Pre-Match offers**

Not all BPT2 & 3 positions at public hospitals in Victoria are recruited to via the BPT1 Match. Public health services may exempt their BPT positions from the match if they have filled these positions with internal candidates.

Health services may offer ongoing employment or extension contracts to doctors in training already employed by that health service, so that the doctor may continue their employment in the following year. These are referred to as pre-match or internal offers.

Offers to fill internal positions, must occur by the close of pre-match offers date in the key dates document. Pre-match offers will be reported to PMCV by the individual health services concerned. Candidates who accept a pre-match offer or offer are not eligible to participate in the annual BPT2 & 3 Match.

### **Unmatched Candidates**

Health services with unmatched positions will be responsible for filling their unmatched positions. PMCV can provide a list of unmatched candidates at the request of the Health Service and with the consent from unmatched candidates.

A maximum of one offer will be made to any unmatched candidate. Candidates who decline that offer will not be offered any other positions via the PMCV BPT 2 and 3 matching process.

Unmatched candidates will not be provided with a list of any unmatched positions.

**Please note:** PMCV will not conduct any further rounds within the BPT 2 and 3 match for unmatched candidates.

### **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.

The 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 the BPT 2 and 3 Match or other PMCV matches for that year.

### **Accept or Decline an Offer**

Candidates who participate in the BPT 2 and 3 Match and are offered employment 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 in the BPT 2 and 3 Match or other PMCV matches for that year.

### **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.

### **Application of Match Rules**

These Match Rules apply to the 2024/25 BPT 2 and 3 Match and will be reviewed annually.