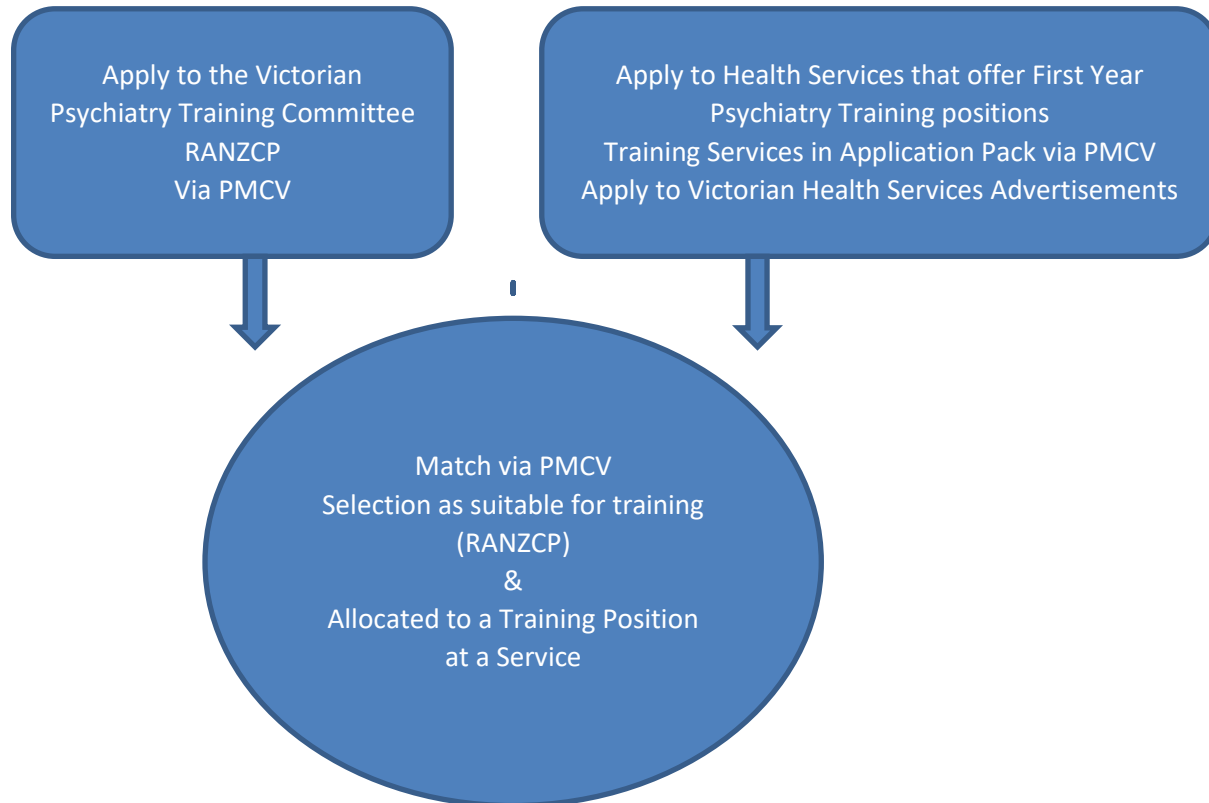


## Victorian Psychiatry Application and Selection



To be eligible for a Psychiatry training position, applicants must apply to both the VPTC via the PMCV and to each Health Services they wish to train in via the Health Services individual advertisements.

### Who can apply for Psychiatry Training

#### Prerequisites for applying to enter the Fellowship Program are:

- Successful completion of a medical degree
- Current APHRA Medical Registration
- Eligibility to obtain APHRA general medical registration by the 3rd of February 2025
- Commencing with the intake of trainees for the first rotation of 2025, entry into the RANZCP Fellowship Program will require the completion of **at least two (2) years FTE of Prevocational Medical Training**
- Australian trained doctors who completed their degree after 2023 are expected to hold the National Framework for Prevocational Medical Training (NFPMT) Certificate of Completion.

#### All applicants must have current, general or specialist registration as a medical practitioner in Australia:

Full registration as a medical practitioner with the relevant Medical Board in Australia or the Medical Council

in New Zealand, following graduation from an Australian (AMC<sup>1</sup>) or New Zealand Medical Council (NZMC<sup>2</sup>) accredited Medical School, or.

In Australia: Registration following successful completion of the AMC examinations and/or qualifying process, or.

**Applicants Lacking Full Medical Registration:**

Any applicant who has or has had special conditions, limitations, notations, undertakings or provisional requirements imposed on their registration must provide full disclosure of the nature of these to the Committee for Training (CFT) via the VPTC. The CFT will review the information provided on a case-by-case basis to determine the applicant's suitability for training.

If you are a registered trainee who either holds the NZREX qualification or has Provisional General Registration from the NZMC and you wish to train in Australia, you are required to successfully complete the Australian Medical Council (AMC) examinations and/or fulfil the Medical Board of Australia (AHPRA) requirements for general registration as a medical practitioner before training in Australia.

**Overseas Qualifications**

International Medical Graduates are required to have obtained Australian General Medical Registration before commencing training in Victoria. Applicants who do not hold general medical registration are not eligible to apply.

Applicants who have successfully completed the AMC examinations and/or qualifying process to gain Australian General Medical Registration and are waiting for registration to be awarded, **must provide written evidence in their application of their eligibility to gain general medical registration by the commencement date of training i.e. 3 February 2025.** Such evidence, to the VPTC satisfaction, would include a communication from the AMC, AHPRA and your current employment service confirming your expected trajectory to completion of all clinical requirements.

### **Application to VPTC:**

All applications will be made via the Postgraduate Medical Council of Victoria Allocation and Placement Service website. Applications open on the PMCV Psychiatry portal <https://allocations.pmcv.com.au/> on Monday 22<sup>nd</sup> April 2024 @10:00am.

Please make sure all supporting documentation is included in your application. It is the responsibility of the applicant to make sure a complete application is made by the closing date and time. Only fully completed applications will be considered by the VPTC at the short-listing meeting.

**Closing date for applications is: Monday 27<sup>th</sup> May 2024 5:00pm AEST**  
**A late or incomplete application on the PMCV Psychiatry website portal will not be accepted**

### **Referee Reports:**

Enclosed in the application online is a copy of the referee report form for you to distribute to your three (3) chosen referees as soon as possible. Please also list your referees and their contact details in the relevant section of the application form so they can be contacted by the VPTC Selection Committee. It is recommended to have a 'psychiatrist' complete one or more of your referee reports.

**The closing date for Referee Reports is Monday 27<sup>th</sup> May 2024 5:00pm (5.00pm sharp AEST)**

Please note - all referee reports will be accessible to services; this is a process that occurs in other state branches within the college as well. This has been introduced to aid and reduce the impact on applicants and referees' time.

### **Application to Services: Hospital Interviews and Selection:**

All Applicants MUST simultaneously apply for positions at the relevant hospitals/services which are accredited training providers to be considered in the Match for available first year positions (i.e. as well as applying to VPTC). These institutions have a separate application procedure. A list of the first-year training positions available in each hospital/service will be provided in the application on the PMCV Psychiatry portal.

### **Hospital Preferences:**

Applicants are required to submit the Hospital Preference Form online outlining their preferred hospital/service with accredited first year training position/s. It is recommended that applicants contact hospitals/services they are considering training at to aid the applicant in listing their preferences. Applicants are advised to include several hospitals/services in case they are not successfully matched to their first preference.

It is recommended applicants list all services they would consider working at with their application. **The closing date to add new services to the preference list is 27 May 2024.**

**The final date for candidates to re-order/delete existing preferences is 22<sup>nd</sup> July 2024.**

**The closing date for Hospital Preferences from Applicants is:**  
**Monday 22<sup>nd</sup> July 2024 5:00pm (5.00pm sharp AEST)**

### **Interview:**

All candidates who apply will be required to complete a video interview through the PMCV platform. Please note the following dates:

Tuesday 10:00am AEST 28 <sup>th</sup> May 2024	Video Interviews Open
Thursday 5:00pm AEST 30 <sup>th</sup> May 2024	Video Interviews Close

The online PMCV portal will assist you to complete a one-way video interview. You'll have a minute or two to read and contemplate a question, then another couple minutes to answer it while your web-camera records you. The interview consists of standardised questions and is of approximately twenty minutes duration. Those applicants who are successfully shortlisted will have their interview reviewed by two members of the VPTC.

**You can find out more about One Way Video Interviews here:**

<https://www.indeed.com/career-advice/interviewing/one-way-video-interview>

### **Short List:**

When short listing, the VPTC will regard the following criteria as particularly relevant:

- prior clinical experience in psychiatry
- nature of references; it is preferable that referees have worked in a supervisory role with the applicant in the recent period.
- having at least one reference from a psychiatrist

Applicants not shortlisted will be notified as soon as possible and individual feedback offered at the request of the applicant.

### **Notification of Results of Selection and Allocation Procedure:**

Refer to the PMCV schedule of dates

You will be able to view the outcome on Thursday 8<sup>th</sup> August 2024 via

<https://allocations.pmcv.com.au/> of the result of your application and, if you have been 'matched', the hospital/service to which you have been allocated for your first year of training.

**Please note you will be required to formally accept the offer made as a result of the MATCH process on the PMCV portal within 48 hours. If you do not do so, the offer will lapse and potentially go to another applicant. Accept/Decline deadline 11<sup>th</sup> August 10am AEST.**

### **Match Process:**

The following provides a brief explanation of the match process:

The PMCV will computer Match the provided preference lists of the applicants and services. The algorithm considers the first preferences of the trainees in the rank order and if this matches with the services preferences as listed within the number of positions they have. If so this is a match. The system considers all trainees first preferences in turn. During this process if positions are taken up by other trainees, the first preferences of all unmatched trainees is revisited again until this is completed. It then considers trainees second preferences only when a trainee's first preference is not possible (i.e. the service has not listed them or have filled their training positions) and this is done in the same systematic way until these possible matches are exhausted before moving onto the third, then forth preferences in turn. This process guarantees transparency and fairness to all applicants, and the outcome is additionally scrutinized by members of the VPTC committee prior to the Match outcome release.

### **Commencement as a Psychiatry Trainee:**

Only applicants selected by the VPTC and who have secured a position with a hospital/service will be accepted into training and have their training accredited by the RANZCP. If a hospital appoints someone who has not been selected by the VPTC the training will not be accredited.

Applicants unable to secure a training position in Victoria, can apply interstate or to New Zealand for training positions and liaise through the VPTC Office for further details.

An approved deferment of the commencement of training is type of break in training. Deferment will be considered and approved on a case-by-case basis by the BTC/delegated body of the NZTC. Trainees must include the reason(s) for their application, duration of proposed deferment and proposal for commencement of training in their application.

Selection into training is contingent on being matched to a hospital/service with accredited first year training position/s.

An applicant's VPTC approval to enter training will remain valid, subject to the applicant continuing to meet the eligibility criteria, until the opening date for applications in the next years intake, generally early May. After applications open all previously approved applicants who have not yet enrolled in training will need to re-apply, other than when deferment has been granted as per above.

### **Mid-Year Commencement:**

Occasionally an applicant who is successfully matched to a training position for the following year is already working in an accredited first year training position; they are then eligible to enter into training from mid-year on the proviso that they:

- are enrolled in the formal education course.
- are receiving the supervision requirements for a Stage 1, Trainee.
- can provide a supporting letter from the hospital/service where they are currently working can provide a supporting letter from the training service they have been matched to that supports their application and will ensure access to all training requirements in the minimum time required for training.

**Please note, the cut-off date for successful applicants to apply for mid-year entry, will be: Friday 5:00pm AEST 6th September 2024.**

### **Process of Appeal:**

If an applicant is not satisfied with the outcome of any part of the selection process, they may initially appeal to VPTC for an informal review. If they are still not satisfied at the conclusion of such a review the applicant is able to make a formal appeal to RANZCP. This process is outlined on the RANZCP website.

## **Applying to Health Services**

All Services with vacant training positions, usually advertise their RANZCP-accredited Training Positions in April or May. Applicants should review services websites, looking for positions described as 'First Year RANZCP Training Positions'.

If an Applicant does not see an advertisement from a service, they may either:

Contact that Service directly, enquiring to the Hospital Coordinator of Training about RANZCP Training Positions for First Years or

Contact the RANZCP Regional Director of Training, who will be aware of any RANZCP- accredited Training Positions and be able to advise who the Applicant should contact within the service to apply.

Each Service will have an application process, including submission of current Curriculum Vitae, Referees and a formal letter of application. Applicants are encouraged to meet with the staff member nominated by each service as responsible for recruitment to the RANZCP Positions. This will ensure that the Applicant has the opportunity to gather information about the Service, and the unique training opportunities provided by each service.

Each Service will require the Applicant to attend for a formal interview in addition to the above if the Applicant wishes to seek a position in that service.

Applicants are required to submit a list of preferences <https://allocations.pmcv.com.au/> in their application, of which services they are applying to work at. Services will also prepare a list of preferred Applicants for submission to PMCV.

When Applicants are meeting with Service Representatives, there are clear requirements when discussing preferences for the VPTC Match:

Services may certainly indicate to the Applicant that they would like to have the applicant work with them. Services may not, however, offer applicants accredited training positions which are included in the VPTC Match. This is not permitted, as occupation of these positions is contingent upon selection to RANZCP Training.

Services may not ask Applicants anything of how they will be listing their preferences, nor direct them to list any preferences. Services will not be informed of Applicants Preference ranking; they however will only have visible those applicants who have preference that service.

## Applying to the Victorian Psychiatry Training Committee (VPTC)

VPTC applications will be available to begin on 22 April 2024 on the PMCV Psychiatry portal: <https://allocations.pmcv.com.au/>

The Application process includes clear instructions as to what applicants must submit to the VPTC on the PMCV, including:

- An application form and 300-word statement
- Filling out an online Curriculum Vitae form
- References x3
- Proof of unconditional General Medical Registration with the Medical Board of Victoria.
- A statement regarding your work performance from each hospital/training scheme or practice at which you have been employed for at least the last 24 months. This is usually obtained from the Clinical Director or the Medical Workforce Unit of a Service and is a brief statement which includes your period of employment, classification i.e. PGY2, general performance and any other comments.
- One way video assessment: Video Interviews open 10am AEST Tuesday 28th May 2024 and close at 5pm AEST Thursday 30<sup>th</sup> May 2024

The VPTC Dates for Selection and Allocation for 2024 lists the deadline dates for application on the PMCV Psychiatry portal <https://allocations.pmcv.com.au/> noting a completed application includes Referee reports, and the Applicant's preferences for Service Positions.

Applications submitted by the deadline that also meet the selection criteria will be assessed by VPTC for the purposes of short listing. Shortlisted (selected) applicants will be eligible to participate in the Match.

### **Applications will only be accepted if:**

**Completed by the closing date 5pm AEST Monday 27th May 2024**

Only applications made on the 'PMCV web site Psychiatry portal' [https://allocations.pmcv.com.au](https://allocations.pmcv.com.au/) will be considered.

### **Applications will not be accepted if:**

If an application is incomplete.

If they are not made via the PMCV Psychiatry portal.

### **The Applicant is selected to the RANZCP Victorian Psychiatry Training Program on the basis of:**

Their application

The written references

The one-way web-based interview

Selection occurs at a VPTC meeting after all interviews are completed. Please note 'selected applicants' are still required to be successful in the Match to commence training in RANZCP as follows:

Once selected to be suitable for RANZCP Training, successful applicants are included in the PMCV Match. In this process, preferences of Applicants and Services are matched. Assuming both parties have selected one another, a match may be successful, dependent upon the number of placements available for that Service. Services are not informed of the applicants' preference rating and can only view the applicant if the applicant had preferred that service. It is recommended: for all applicants to list all services in which that they would be prepared to work at, prior to the closing date Monday 27<sup>th</sup> May 2024. Applicants then have the option to re-order/delete existing preferences until 22<sup>nd</sup> July 2024 – however they cannot add additional services to their preferencing post 27<sup>th</sup> May, 2024.

Successful applicants will be able to view the PMCV Allocation and Placement Service website of the MATCH outcome 8th August 2024. Successful applicants will additionally be contacted by phone by their Regional Director of Training. The RANZCP sends written confirmation to successful Applicants in the following four - six weeks.



## How do the VPTC Select Applicants for Victorian Psychiatry Training

Applicants will be assessed on their academic record, employment history and level of competence in general medicine, interpersonal and communication skills, professional relationships and ability to work in a team setting; and their ability to understand psychological issues relating to their patients and their work environment.

### Fairness and transparency:

The selection process follows a standardized RANZCP selection protocol.

We have provided an outline of the criteria and process here, so that all applicants can see this.

### How is the selection process organised?

A Selection Committee is convened and is orientated about the selection process, and the criteria and issues as described below. These panels aim to have a mix of genders, to include a trainee representative and often have an advisor with HR experience. They are often members of Branch Training Committees or local Training Program Committees.

### You are assessed in several ways:

Your written application and CV

Referee reports

Your performance in the web-based video assessment

Weighting:

Advantageous

The criterion is advantageous to the ability to perform the requirements of the post.

Important

The criterion is important to the ability to perform the requirements of the post.

Very important

The criterion is very important, and the applicant must achieve or satisfy this criterion.

What is regarded as important?

There are eight criteria used to identify the most important qualities, skills or experience wanted in applicants taking part in the selection process:

Criterion	Assessment Tool	Weighting
1 Above average performance academically	Online CV form	Important
2 Above average performance from past employment history	CV & Referee Reports	Very Important
3 A good level of competence in general medicine	Referee Reports	Important
4 Experience working in a psychiatry setting	Web-Interview, CV & Referee Reports	Advantageous
5 Proven ability to work in teams	Web-Interview & Referee Reports	Important
6 An understanding of psychological factors in medicine and psychiatry	Web-Interview & Referee Reports	Very Important
7 Good interpersonal and communication skills	Web-Interview & Referee Reports	Very Important

8	Other useful experiences and skills e.g. ability or experience working with indigenous people; experience of other cultures; work in rural areas; and language skills; other useful interests.	Web-Interview & CV	Advantageous
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How should you answer questions that you may be asked in the one-way web interview?

Honesty is best. Selection panels are more impressed with applicants having insight into any areas they feel they need to work on, rather than pretending they have no problems or doubts at all. Similarly, selection panels are more reassured to hear how you generally cope with stress than to be told that you never experience this.

**How does the RANZCP selection process tie in with hospital employment?**

- There is a separate process to apply to potential training services. Services can view applicants recorded interviews, if the applicant has preference the service in their application via the PMCV.
  
- Applicants should confirm with the local Director of Training how this is organised for the Service to which they are applying. It is important not to assume that being offered employment by a local service means automatic entry to the RANZCP training program – passing the VPTC selection process is always required, and this is also likely to be needed if you are transferring between programs, especially between States or between NZ and Australia.

## **What Services can I apply for Selection:**

### **Training Regions in Victoria**

#### **The Northern Training Region**

The Northern Region Training Program includes the Mental Health Clinical Service Units of Albury Wodonga Health, Austin Health, St Vincent's Hospital, Eastern Health, Forensicare and Bendigo Health. Whilst Trainees usually remain with their training service throughout training, opportunities exist to transfer or have a secondment. There are a number of state-wide positions available in the Northern Region provided through Eastern Health, Spectrum Personality Disorder Service, Austin Health Brain Disorders Program and Psychological Trauma Recovery Service, the St Vincent's Hospital Koori Inpatient Service, and Victorian Dual Disability Service.

Northern Region first year positions are distributed between Albury Wodonga Health, Austin Health, St Vincent's Hospital, Eastern Health, and Bendigo Health. First Year Trainees generally work a six-month rotation within their hospital inpatient unit and then in another six-month rotation in either inpatient or community outpatient positions. In second year, Trainees undertake a six-month Child and Adolescent Psychiatry rotation. The second six-month rotation usually consists of a range of rotations that may include Psychiatry of Old Age, Indigenous Mental Health, Drug and Alcohol Services, Forensic Services or Community Rehabilitation.

In the third year, Trainees spend six months working in Consultation Liaison at Austin Health, St Vincent's, Bendigo, or Eastern Health. Depending on Trainee requests, there is also capacity to undertake rotations in other specialty areas through the Mercy Women's Hospital and Forensicare, however must be negotiated with the Hospital Coordinator of Training.

Fourth- and fifth-year Trainees have a wide range of positions and depending on the Service these can include Advanced Training in Psychiatry of Addiction, Old Age, Consultation Liaison, Child and Adolescent, Psychotherapy, Forensic and Generalist Psychiatry. Sub-specialty rotations are also available to Generalist Trainees, which include Addiction Psychiatry, Intellectual Disability, Post Traumatic Stress Disorder, Perinatal Psychiatry, Neuropsychiatry, Rural Health, Eating Disorders, Research, Trauma - Transcultural Psychiatry and Indigenous Mental Health. There is also opportunity for Northern Region Trainees to train in the private sector, with accredited positions at the Melbourne Clinic, North Park Hospital, Epworth Camberwell, and Delmont Hospitals.

Please see the PDF links below, under 'Accredited Hospitals/Services in Victoria' for a more detailed description of the hospitals/services via the services web pages - career pages, or Hospital Coordinator of Training contacts.

**The VPTC's Northern Regional Director of Training is Dr Pam Cooke:**

**Telephone:** 03 94965308

**Email:** [pam.cooke@austin.org.au](mailto:pam.cooke@austin.org.au)

### **The Southern Training Region**

The Southern Region Training Program includes five teaching services:

- Monash Health comprises of Monash Medical Centre, Casey Hospital and Dandenong Hospital.
- Alfred Health (also includes Caulfield General Hospital)
- Peninsula Health
- Latrobe Regional Hospital
- Goulburn Valley Hospital

Each Service is committed to training and is responsible for providing local education programs. In addition, there are linkages between the Services specifically aimed at facilitating preparation for clinical exams.

Quality of the training program in each Service is overseen by the Southern Region Training Committee (SRTC). SRTC is made up of local Hospital Training Coordinators and trainee representatives.

Every Service in the Southern Region (SR) provides trainees with all the mandatory rotations and experiences as set out by the Competency Based Fellowship Program (CBFP).

In addition, a wide range of specialty and subspecialty psychiatric experiences are offered within the region. Some examples include Infant & Perinatal Psychiatry, Addiction Psychiatry, Specialist ABI Services, Psychotherapy experiences, Forensic Psychiatry and rotations to private hospitals such as the Victoria Clinic and St John of God and Pinelodge Clinic.

There are opportunities to be involved in Research in the major Services.

Applicants wishing to work at any of the hospitals in SR must contact the Services directly as per services website career pages, or Hospital Coordinator of Training.

**The VPTC's Southern Regional Director of Training is Dr James Nahamkes:**

**Telephone:**               **03 97881827**

**Email:**                   **[JNahamkes@phcn.vic.gov.au](mailto:JNahamkes@phcn.vic.gov.au)**

### **The Western Training Region**

The Western Training Region consists of Eight RANZCP Training Programs:

- Ballarat Healthcare
- Barwon Health Service (Geelong)
- Mercy Mental Health (Werribee)
- Mildura Base Hospital
- Northern Health
- Royal Melbourne Hospital
- Western Health
- Southwest Health care (Warrnambool)

Western Region Training services have a long reputation of working collaboratively. Trainees in this region enjoy the capacity to undertake secondments between different training partners including Orygen Youth Health, Western Drug and Alcohol Service and the Royal Children's Hospital and well as rural opportunities. All services have developed in house education programs that support trainees in their preparation for college examinations. Along with formative tutorials such as interview and formulation skills, services provide timely access to all mandatory training requirements. For more senior trainees there are a wide variety of subspecialty experiences and opportunities to complete advanced training certificates. Some examples include Neuropsychiatry, Infant Psychiatry, Women's mental health, Eating Disorders, Refuge Mental Health, Forensic Psychiatry, Psychotherapy, and Indigenous Psychiatry. There are also opportunities to work in private psychiatry at sites such as Albert Road Clinic and The Melbourne Clinic.

The training services in the Western Region are also known for supporting trainees to develop individual training pathways that include part-time training, breaks in training or novel training posts. Throughout training, registrars give consistently positive feedback about the supports available to them in the region.

**The Director for Training in Western Region is:**

**Dr Penny Golding.**

**Email: [penny.golding@gmail.com](mailto:penny.golding@gmail.com)**

**Telephone: 9318 0318**

**To secure an appointment to hospitals/services within the Southern, Northern and Western Training Regions, Applicants must refer to the respective Mental Health Services' Careers Hub or Hospital Training Coordinators for service applications. The list of available 1<sup>st</sup> year Training Positions by Services and the number of positions will be provided on the PMCV site and final numbers will be provided by services closer to the preference closing dates.**