

**POSTGRADUATE
MEDICAL COUNCIL OF
VICTORIA**

**RACP ATSM
CANDIDATE GUIDE**

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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.

Introduction

The Postgraduate Medical Council of Victoria Inc. (PMCV) conducts the Royal Australasian College of Physicians (RACP) ATSM Matches on behalf of Department of Health in accordance with the Code of Conduct published on the PMCV Allocation and Placement Service (APS) website.

This guide contains information about how to use the APS to apply for selection for Advanced Trainee positions through the RACP ATSM Matches. For detailed Match information please refer to the Business Rules for each specialty match.

The match process will allow RACP Advanced Trainee candidates to have the opportunity to be matched to approved positions.

All reading material referred to in this document and a series of FAQs can be found on the PMCV RACP ATSM Matches website page <https://www.pmcv.com.au/2024-racp-at-sm-matches/>

NOTE: *It is recommended to access the APS using Chrome rather than Internet Explorer.*

RACP ATSM Essential Reading

All candidates must read and comply with the PMCV code of conduct. Ensure you read through the Code of Conduct prior to applying to participate in any match. Only preference positions you will accept. If you are successfully allocated to a position in the match, Candidates **must** accept their allocated position, as allocations are binding.

In the case of extenuating circumstances which prevent you from accepting the allocated position, you must apply to the health service to release you from the position and obtain a written release from the individual health service concerned. The circumstances under which a release may be contemplated must normally be exceptional and related to hardship.

In addition, it is essential that you read the following Match documents thoroughly which may differ for each match:

- Business Rules
- Schedule of Dates
- Health Services Directory

These documents provide specific information relating to each match.

Eligibility Criteria

To be eligible to apply for selection as an Advanced Trainee with the RACP, you must hold GENERAL medical registration in Australia. In addition, you must be registered with the RACP, and have successfully completed Basic Physician Training examination requirements.

Residential qualification:

Although the RACP does not have any specific residential requirements for trainee registration, selection committees are aware that the employing health service(s) or institutions may have citizenship/residency requirements which need consideration in appointment decisions. Overseas trained specialists must be residing in Australia and hold a valid working visa for their application to be considered by the employing institutions.

Australian and New Zealand citizens and applicants with permanent residency who are eligible for appointment will be offered positions before those with temporary visas.

APS USER Guide

Register for your PMCV user account

If you have not done so already, please visit the PMCV website and register for a candidate account.

Register for your PMCV User Account

You must have a PMCV account to apply for a Match.

- 1) If you have not previously created an account, please visit the PMCV website (www.pmcv.com.au) and hover on **Login**, located in the top menu bar, and go to the Register now area and select '**Create my account**'.
- 2) Ensure when answering the first question: Role you **Select Candidate**.
- 3) Select **<Doctor>** profession from the drop down menu
- 4) Complete all questions and create a password when requested finally click **Create Account**.

The screenshot shows the PMCV website navigation bar with 'Login' highlighted. Below it, the 'Register now' and 'Login' sections are shown, with 'Create my account' highlighted. A registration form is also visible with fields for 'Role' (Candidate), 'Profession' (What is your profession?), and a 'Create Account' button.

If you participate in other Matches in subsequent years, you can reuse this same account, so please ensure you use an email address to which you will have access in the future. It is **not** recommended for candidates to use their student email address for this reason. Please log into your existing account with your email address.

The Allocation and Placement Service (APS)

The APS is designed to be impartial and transparent. It enables PMCV to collect applications to matches and all the necessary information required as part of an application, such as CV, referee reports, candidate preferences and other supporting documentation. Health Services are then able to review this information and after an assessment process, rank candidates in order of preference.

When the results are due, PMCV run an algorithm. It's a purely mathematical process that seeks to match the

preferences of both candidates and health services.

The APS can be used on any web enabled device, including mobile phones.

PMCV has detailed help guides at <https://app.pmcv.com.au/help>.

Log into the APS

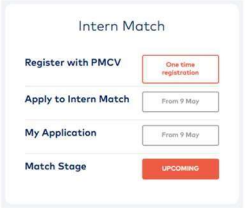

How to log into the APS

There are a couple of ways to log in to the Allocation and Placement System

1) If you have been provided a direct link to a specific PMCV Match page, there is a login option on the Match page

OR

2) Log in from the Home Screen and find the Match you are looking for via the drop down under the Medical Workforce section on the home screen tool bar.



Personalised Welcome Page/Dashboard

Welcome back

Once you have registered with PMCV, when you log back in you will automatically be taken to a personalised landing page.

Your dashboard

Welcome back, Meredith

Latest updates

News and Insights [See more](#)

Keep up to date with all the latest news from PMCV

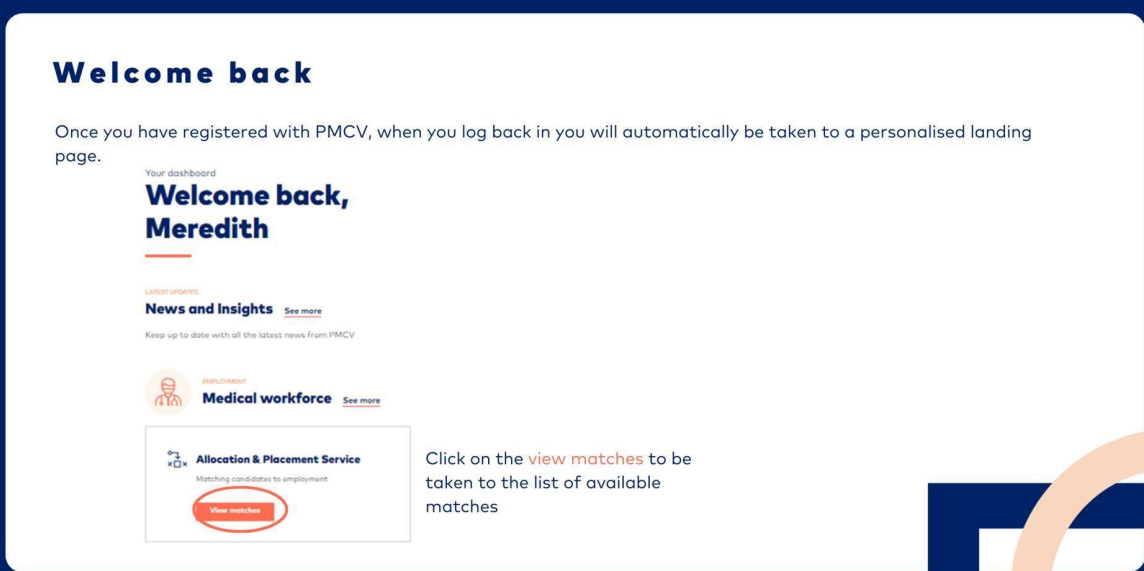
EMPLOYMENT

Medical workforce [See more](#)

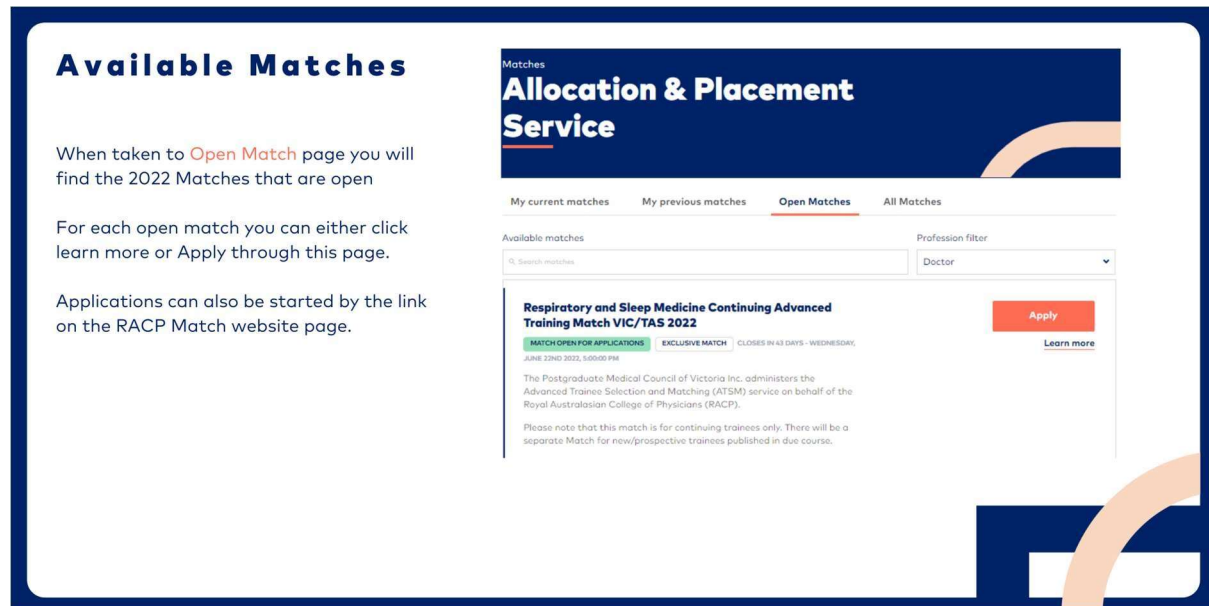
Allocation & Placement Service
Matching candidates to employment

[View matches](#)

Click on the **view matches** to be taken to the list of available matches



Searching for available Matches



Available Matches

When taken to [Open Match](#) page you will find the 2022 Matches that are open

For each open match you can either click learn more or Apply through this page.

Applications can also be started by the link on the RACP Match website page.

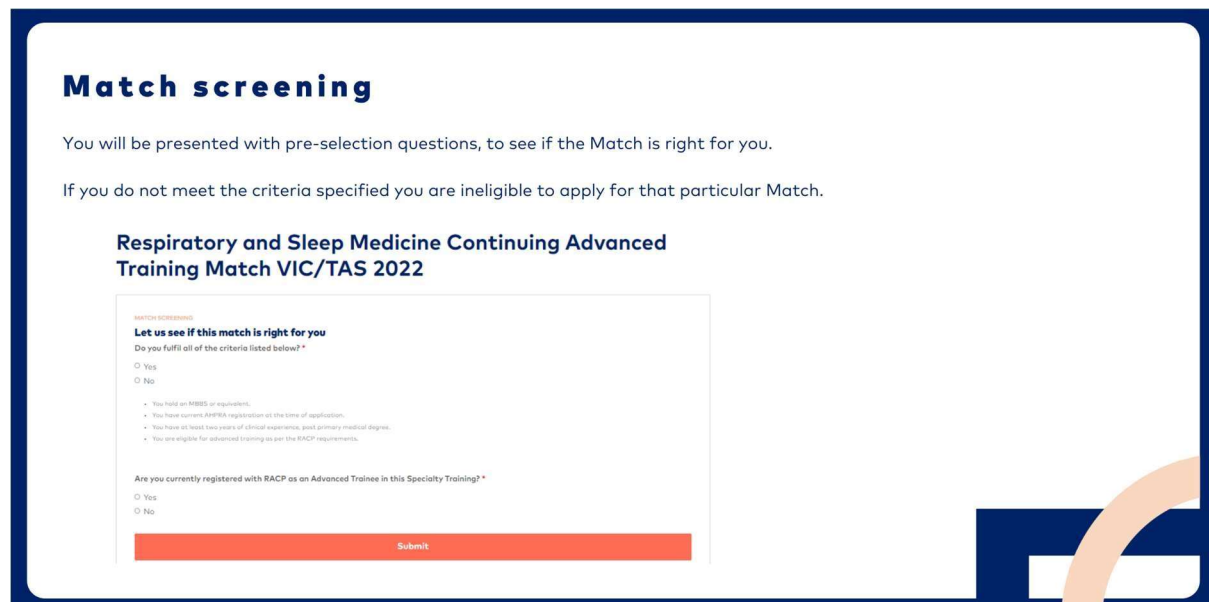
The screenshot shows the 'Allocation & Placement Service' interface. It features a navigation bar with 'My current matches', 'My previous matches', 'Open Matches' (selected), and 'All Matches'. Below this is a search bar and a 'Profession filter' dropdown set to 'Doctor'. A match titled 'Respiratory and Sleep Medicine Continuing Advanced Training Match VIC/TAS 2022' is displayed. It includes status tags: 'MATCH OPEN FOR APPLICATIONS' (green), 'EXCLUSIVE MATCH' (orange), and 'CLOSES IN 43 DAYS - WEDNESDAY, JUNE 22ND 2022, 5:00:00 PM'. An 'Apply' button is visible next to the match title, and a 'Learn more' link is below it. The match description states: 'The Postgraduate Medical Council of Victoria Inc. administers the Advanced Trainee Selection and Matching (ATSM) service on behalf of the Royal Australasian College of Physicians (RACP). Please note that this match is for continuing trainees only. There will be a separate Match for new/prospective trainees published in due course.'

If you are registered to participate in any matches, these will be viewable in 'My current matches'.

Users can click 'Learn more' to access the process dates, information about participating Health Services, and reading materials such as the Match Business Rules and policy documents. The Apply button will only be accessible when the Match opens for applications.

Match Screening

When candidates click on the Apply button, they will be presented with a pre-selection question.



Match screening

You will be presented with pre-selection questions, to see if the Match is right for you.

If you do not meet the criteria specified you are ineligible to apply for that particular Match.

Respiratory and Sleep Medicine Continuing Advanced Training Match VIC/TAS 2022

MATCH SCREENING

Let us see if this match is right for you

Do you fulfill all of the criteria listed below? *

Yes

No

- * You hold an MBBS or equivalent.
- * You have current AHPRA registration at the time of application.
- * You have at least two years of clinical experience, post primary medical degree.
- * You are eligible for advanced training as per the RACP requirements.

Are you currently registered with RACP as an Advanced Trainee in this Specialty Training? *

Yes

No

Match Applications

Once you have registered for a Match, you will see a checklist which will show you the steps you need to complete during the candidate registration period.

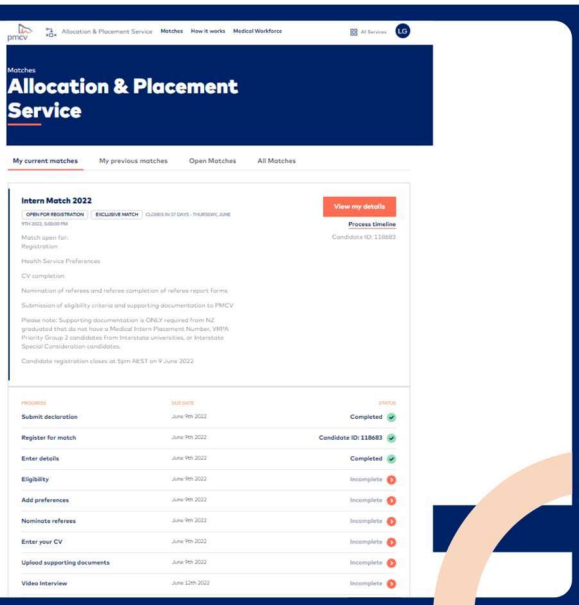
Match Application process

Candidates who successfully complete initial screening for a Match, will see a checklist which displays the activities required for the Match. Complete all elements, when you do a green tick will display beside the element.

Once all information is entered, your status will remain as PENDING until PMCV have verified you as eligible for the match. The approval process will be completed by PMCV by the Match Applications close date.

Once approved your status will display as Registration Approved.

The image to the right is an example only and different Matches have different requirements and due dates.



The screenshot shows the PMCV Match Application process checklist for 'Interns Match 2022'. The checklist includes the following items:

Activity	Due Date	Status
Submit declaration	June 19, 2022	Completed
Register for match	June 19, 2022	Completed
Enter details	June 19, 2022	Completed
Eligibility	June 19, 2022	Incomplete
Add preferences	June 19, 2022	Incomplete
Nominate referees	June 19, 2022	Incomplete
Enter your CV	June 19, 2022	Incomplete
Upload supporting documents	June 19, 2022	Incomplete
Video Interview	June 19th, 2022	Incomplete

You will need to Apply and Complete all sections of the application to be eligible to participate in the Match.

Incomplete applications will not be entered into the matching process. You will need to complete all of the sections in order to be approved into the Match. Completion of an application indicates your permission for PMCV to share the application information with the specialty group coordinator and Health Service Administrators.

Confirming Eligibility

PMCV will require candidates to provide truthful responses to a series of eligibility criteria. This criterion can be found in the relevant Business Rules. PMCV will reconfirm your AHPRA registration status.

Approval to participate in a Match is not an automatic process. PMCV will confirm your eligibility prior to approving your application for participation in the match. The approval process will be completed by the Match Applications close date. If approved, your application status will be updated to approved and you will be notified via email.

NOTE: You must sign the declaration section to be included in a Match process.

Failure to do so will result in you being excluded from the Match. Please note you can still amend preferences and application details even after signing the declaration, until the close of the candidate registration period.

Paired Candidates

If two candidates wish to work together (paired) and obtain appointments at the same health service,

candidates are advised to first discuss this matter with the Manager of the Medical Workforce Unit of the health services concerned. It is important that both candidates state this quite clearly on the application forms to any health service in which they wish to be matched.

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

- Tick Yes under “Do you wish to be a paired candidate”
- Enter the Candidate ID, Surname of the person you wish to pair with
- Have identical preference listings (i.e., same positions in the same order)

Nominate Referees

The PMCV has a centralised referee collection and distribution process within the APS website. All hospitals/health services participating in the Advanced Skills Matching Service have agreed to use a standardised Referee Assessment Form. To participate in the Matching Service, please ensure you nominate appropriate referees, and your referees have completed their reports before the due date.

Referee Assessment Forms are submitted via the APS. Please refer to each match regarding the required number of referees for each match.

Once the Referee submits the online form, both you and your Referee automatically receive an email to indicate the form has been successfully submitted.

There is also a notice on your APS account to indicate whether a Referee has completed the form from the dashboard. In addition, you can click into that section to view the status.

Referees

Each Match will stipulate the required number of referees and the qualifications required. Please read the Match Business Rules for further information.

Your referees

Removing a referee
Referees can only be removed by PMCV staff.
Please contact PMCV staff to remove any designated referees. [Contact us](#)

REFeree	REPORT STATUS	REPORT
Dr Jane Doe meredith.soldatovic@gmail.com St Vincent	PENDING	Edit
A/Prof Tom Jones meredith.soldatovic+1@gmail.com Ballarat	PENDING	Edit

When nominating a referee via the APS, you will need to know the following information:

- Referees title
- Full Name
- Phone Number
- Current email address (it is vital this is recorded accurately, please reconfirm with referee if unsure)
- Position Held
- Health Service where referee is currently employed

You are able to see when your referee has completed their report.

Please note once a report has been completed it cannot be removed or the referee changed.

Please note you CANNOT nominate more than the maximum number of referees as indicated in the relevant Business Rules. Therefore, please consider your choice of referees carefully.

PMCV do not chase up referees to complete the Referee Assessment Form, it is your responsibility to ensure your nominated referees complete the form on time. Some emails can be lost to spam filters etc. Please check with your nominated referees directly to ensure they have received the email. The system will automatically

send reminder emails 1 week before, and 3 days before, the closing date for referee submission.

Who can complete Referee Assessment Forms

For the RACP ATSM matches, references from consultants are preferred by health services. At least one of the Referee Assessment Forms should be completed by a consultant. A Registrar may also act as a referee.

If you are still unsure about who to use as a referee in the Match, please contact the health services directly. The PMCV does not assess referee reports therefore we cannot advise as to who is a suitable referee.

Allocation Process and Notification of Results

The results of the Match will be emailed to you at the indicated time the match is published. Please refer to the relevant schedule of dates for your match.

You will receive an email from PMCV with the outcome of the Match, alternatively you can log into your APS account to view your results.

Matched Candidates

Matched candidates will be contacted by their allocated Health Service in the days following the Match publication date, to discuss the employment contract.

Unmatched candidates

There may be candidates and Advanced Skills Posts that were unmatched through the match process.

All unfilled positions and unmatched candidates will be managed through a case management approach, assisted by the Specialty Group Coordinators in each specialty.

If you were unmatched and wish to withdraw from further matching opportunities, please notify PMCV as soon as possible.

Decline or withdraw from a position following the match

Match outcomes are considered binding.

Exceptions may be considered if there are unforeseen and extenuating circumstances, to be approved by the specialty group.

Support

The PMCV team will be available to guide candidates with any questions they have and can email allocations@pmcv.com.au for support.