

Intern Match Extenuating Circumstances Policy

Purpose

The purpose of this policy is to outline the eligibility criteria and procedure in which candidates can apply to PMCV to be considered for allocation to a specific geographical location due to extenuating circumstances.

This policy will be utilised for pre and post allocation of a PGY1 position.

Scope

This policy applies to all candidates eligible to participate in the Victorian Intern Match.

Key Outcomes

This policy allows candidates with extenuating circumstances to apply for consideration through the PMCV to work in a specific geographical location.

A candidate may apply prior to the PMCV Intern Match allocation to request a geographical area that accommodates their circumstances.

A candidate whose circumstances change after the PMCV Intern match allocation may also apply for extenuating circumstances if their allocated health service is no longer in a reasonable geographical location.

PMCV cannot guarantee a candidate will receive an offer at their preferred health service.

Applications for Extenuating Circumstances do not change the Priority Grouping of the candidate.

Definitions

Carer – an individual providing substantial, regular, and ongoing assistance to someone who is unable to care for themselves due to disability, illness, or frailty, in an unpaid and personal capacity, when no other person is available.

Medical treatment in a specific geographical location – treatment that is only available in a specific geographical location and requires regular in person appointments that cannot occur or be provided elsewhere. Frequency is to be deemed regular that travelling to an appointment would not be feasible.

Procedure

Eligibility Criteria

Any candidate that is participating in the Victorian Intern Match may apply.

Grounds for Extenuating Circumstances

Candidates can apply for extenuating circumstances on any of the following grounds:

Medical Grounds	The candidate has a medical condition or disability which requires ongoing management and treatment in a specific geographical location.
Parental or Carer responsibilities	The candidate is a person who has parental responsibilities and/or total or substantial responsibility for ongoing care and support of another dependent person that can only occur in a specific geographical location. The dependent person may be a child, a partner, a parent, a relative or friend.
Statutory Grounds	Any other circumstances to which provisions of relevant discrimination legislation apply in each case.

Examples of situations that would **NOT** be approved as extenuating circumstances

- Delay in completion of medical training.
- Lack of access to a motor vehicle, inability to drive or other transportation issues.
- Ownership or rental accommodation.
- Minor illness or medical conditions.
- Elderly or socially isolated parents.
- Stress or anxiety generally, not of a serious nature.
- Personal objections to the requirements of an offered position.
- The candidate’s secondary employment.
- Financial issues.
- Location and employment of spouse/partner.
- Location of candidate’s child/ren’s school or daycare.
- Purely social or emotional support or care (in the absence of other factors).
- or**
- Other circumstances relating to the choice or opinion of a candidate, including personal or lifestyle choices.

Supporting Evidence/ Documentation

Candidates will be required to provide the following supporting documentation:

- Statement or brief letter outlining reasons for applying for extenuating circumstances
- Evidence of current residential address (i.e. utility bills issued within the past 12 months)
- And the following, depending on the reason for the extenuating circumstances:

Medical Grounds Requirement	A letter from a treating Medical Practitioner outlining: <ul style="list-style-type: none"> • The details of the condition or disability • How long the treating practitioner has been treating the patient • The nature of the ongoing treatment, and Options for alternative treatment elsewhere in Victoria
Parental or Carer Responsibility Requirement	<ul style="list-style-type: none"> • Evidence of the nature of the relationship of the candidate and the person dependent on their care • The nature of the care required • Support available from other people (other than the candidate)

	<ul style="list-style-type: none"> The amount of time the candidate is providing care.
Statutory Grounds	Legal documentation relating to statutory grounds. For example – custody order.

It is at the discretion of the candidate to provide additional information apart from what is listed above to be considered as part of their application for extenuation circumstances. This may include other qualified third parties who can explain and verify aspects of the groups in which the candidate relies.

PMCV may request further documentation and/or supporting evidence depending on the circumstances of each application.

All Supporting documentation/evidence must:

- Directly relate to the criteria for the candidate's grounds for extenuating circumstances.
- Where possible, evidence should be provided by an independent third party. Documents from third parties must include contact details to allow communication and verification by PMCV if required.
- Copies of documents must be certified in accordance with Victorian legislation.
- Statutory declarations are accepted where proof of relationship with immediate family members is required.

Application Process

<p>Pre-Application</p>	<p>All candidates applying for extenuating circumstances must discuss their circumstances in the first instance with the PMCV. This will be a conversation either by phone or via platforms such as MS Teams.</p> <p>The purpose of this discussion is to explain the process of application assessment to determine if extenuating circumstances exist, and what options are available to PMCV to assist the candidates through their internship application.</p> <p>Following this discussion candidates must complete the online extenuating circumstances form.</p> <p>An application for extenuating circumstances will only be considered if it clearly shows:</p> <ul style="list-style-type: none"> • Satisfaction of all eligibility criteria • The grounds for special consideration relied on; and • Documented evidence to support the application <p>All candidates must attach documentation and evidence to support their application for extenuating circumstances, written and presented in a way that addresses the criteria.</p>
<p>Submit Application</p>	<p>Pre-Allocation A candidate applying for extenuating circumstances before the allocation has been conducted must submit their application to the PMCV via the online application form.</p> <p><i>All applications must be submitted in full, including all supporting documentation for their application to be considered.</i></p> <p>Candidates must submit their application for extenuating circumstances by the close of applications as per the Intern Match Key Dates.</p> <p>Post-Allocation A candidate applying for extenuating circumstances after the allocation has commenced must submit their application to the PMCV via the online application form.</p> <p><i>All applications must be submitted in full, including all supporting documentation for their application to be considered.</i></p> <p>Candidates must submit their application for extenuating circumstances by the commencement of the third offer period as per the Intern Match Key Dates.</p>
<p>PMCV Receipt of Application</p>	<p>PMCV will notify the candidate applying for extenuating circumstances to confirm their application has been received and be advised of the expected outcome date.</p>
<p>PMCV Assessment of Application</p>	<p>Application for extenuating circumstances are reviewed by a PMCV panel. This panel will be represented by:</p> <ul style="list-style-type: none"> • PMCV Medical Director – Chair

	<ul style="list-style-type: none"> • PMCV Senior Workforce Coordinator (Prevocational) or equivalent • Delegate from the PMCV Medical Workforce Committee <p>The panel will review all applications in accordance with the PMCV Intern Extenuating Circumstances Policy.</p>
Request for further supporting documentation	<p>The PMCV panel may request that the candidate provide further information to support their application. The panel will request this information from the candidate in writing and provide a deadline for when this information is required.</p> <p>A member of the PMCV Panel may contact you by phone to clarify information or discuss your application further.</p> <p>Failure to provide the requested additional information may result in an application being declined.</p>
Outcome	<p>PMCV will inform candidates in writing of the outcome of their application for extenuating circumstances.</p> <p>Pre-Allocation Candidates will be notified within 10 business days from the applications closing day, as per the Intern Match Key Dates or date specified by PMCV.</p> <p>If an application is approved, the panel will advise on the appropriate Health Services within a reasonable geographical location. The PMCV will be responsible for ensuring these Health Services are the only preferences Health Services on the candidate’s preference list.</p> <p>Post-Allocation Candidates will be notified within 5 business days of receipt of application or date specified by PMCV.</p> <p>If an application is approved, the panel will advise on the appropriate Health Services within a reasonable geographical location. If there is a vacancy within a suitable health service, the candidate will be automatically allocated to this health service, if there are multiple health services with vacancies the candidate will be automatically allocated to their highest preference with a vacancy.</p> <p>If there are no vacancies within a suitable health service, the candidate will re-enter the Intern Match Allocation with a reduced number of preferences as specified by the PMCV Panel.</p>
Appeals	<p>A candidate may appeal the decision of the PMCV Panel to the PMCV CEO within 10 days of receiving their outcome.</p> <p>An application for appeal can only be made on the following grounds:</p> <ul style="list-style-type: none"> • That an error in law or in due process occurred in the formulation of the original decision. • That relevant and significant information, which should have been known to the decision-maker, was not considered or not properly considered in the making of the original decision. • That the original decision was clearly inconsistent with the evidence and arguments put before the panel making the original decision.

	<ul style="list-style-type: none"> • That irrelevant information was considered in the making of the original decision, or • The original decision was made for improper purposes. <p>The PMCV CEO may request further information from the candidate. The PMCV CEO will make a final decision on the evidence provided.</p> <p>Once the appeal is decided that decision is final and cannot be challenged further.</p>
Health Service Discussion	<p>PMCV recommends that each candidate approved for extenuating circumstances also discuss their requirements with health services in the determined geographical location.</p> <p>PMCV is not responsible for the employment decisions made by each health service.</p> <p>PMCV are not the employer, therefore any requirements relating to approved extenuating circumstances through PMCV that may affect the candidates working abilities must be negotiated between the candidates and their allocated Health Service.</p>
Allocation for candidates granted extenuating circumstances	<p>The granting of extenuating circumstances does not guarantee the candidate will receive an offer of internship at their preferred health service, nor does it mean that a candidate is prioritised over another candidate in the same eligibility category.</p> <p>Candidates whose eligibility requires a merit-based assessment are not guaranteed to receive an offer of Internship at their selected health services.</p> <p>If a guaranteed candidate (Australian Citizen or permanent resident and New Zealand citizens graduating from a Victorian Medical School) does not receive an offer, PMCV will work directly with this candidate.</p>

Applications for extenuating circumstances are provided to PMCV confidentially. PMCV will not disclose any information regarding a candidate's circumstances to Victorian health services.

Version Control

Version approved along with date of next review.

Version	Amendments by	Changes	Date
1	M. Vellios		03/12/2024
2	M Vellios	Update definitions	30/10/2025
3	S Rickman	Updates	03/02/2026

Approved by: PMCV Medical Workforce
Committee

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