



## Intern Recruitment Frequently Asked Questions (FAQ)

**Updated April 2022**

*The below guide has been developed to assist prospective Interns to tailor their applications for Internship at Grampians Health – Ballarat*

### How many Intern positions will Ballarat Health Services have for 2023

Ballarat Health Services will have 34 confirmed full-time Intern positions in 2023.

### What rotations are available for 2023?

Interns need to complete three core rotations: Emergency Medicine, General Medicine and General Surgery; plus, an additional two rotations to make up 47 weeks of supervised practice. In 2023 Ballarat Health Services will have non-core rotations available in Geriatrics, Rehabilitation, Cardiology, Orthopaedics, ENT and Gastroenterology.

### How do I apply for an Intern position at Ballarat Health Services?

#### **VRPA Process**

Ballarat Health Services will be participating in the Victorian Rural Preferential Allocation (VRPA) Intern Match process through the PMCV - [2022 Intern Match - PMCV](#)

Applications must be made via the PMCV match process and a cover letter provided to Ballarat Health Services by uploading a cover letter to the VRPA Intern position to Ballarat Health Services [Mercury eRecruit Website](#)

#### **Priority One Group (non-VRPA)**

For positions in the priority one round general intern match you will need to submit a direct full application as detailed below through priority one group position advertised on the BHS [Mercury eRecruit Website](#)

If you are eligible to apply for an intern position in either match process, you must register with the PMCV. For more information see the *How to Apply at Ballarat Health Services* guide.

### What do I have to attach to my VRPA applications?

Your application should be completed in accordance with the VRPA process and require the following documents:

- Curriculum Vitae (Use standardised PMCV template with passport photo)
- VRPA Application form
- Referee reports

You will need to upload a Cover letter addressed to Mr David Channon – Junior Medical Workforce Manager on the Ballarat Health Services [Mercury eRecruit Website](#).

## What do I have to attach to my 2022 Vic Intern Match application (non-VRPA)?

Your application should include the following documents:

- Cover Letter addressed to Mr David Channon – Junior Medical Workforce Manager
- Curriculum Vitae (Use standardised PMCV template with passport photo)
- Address the selection criteria questions on erecruit

## What criteria will Ballarat Health Services be using for selecting 2023 Interns?

Ballarat Health Services will use the following information to assess your application for an Intern position (This does not apply to the VRPA match):

- Cover letter
- Curriculum Vitae
- Application form
- PMCV Interview
- Response to key selection criteria questions (this is used to shortlist applications)
- Referee Reports

## Will Ballarat Health Services be conducting interviews for Interns?

No interviews will be held at Ballarat Health Services for Intern positions. The PMCV are conducting online interviews that are used as part of the criteria for selection

For VRPA applicants, Ballarat Health Services will be represented in the regional interview panels for the Grampians region as required.

## How does the PMC matching process work?

A candidate's guide is available on the PMCV website – [2022 Intern Mach - PMCV](#)

## When can I have my annual leave?

All Interns are entitled to 5 weeks of annual leave. Two weeks will be rostered during the year (generally in your ED term) and you will have opportunity to preference when to take this. We will do our best to accommodate all requests but cannot guarantee your preference will be allocated. The remaining three weeks are allocated at the end of the Intern year, prior to commencing as a HMO.

## What if I need additional time off during my internship?

As part of successfully completing your Internship, Interns are required to complete 47 weeks of full time, supervised practice. Ballarat Health Services will consider ways of accommodating and supporting Interns should they require unexpected time off during their Internship.

## Can I apply as a paired applicant?

The request to be considered as a paired application needs to be clearly addressed in both applicants' cover letters.

## How are the rotations allocated?

All Interns are given a preference form which asks you to preference your non-core rotations. Allocations are then made by Junior Medical Workforce to rotations based on these preferences. We will do our best to accommodate all requests but cannot guarantee your preference will be allocated.

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## Will I do night duty?

Interns are rostered for night duty during an Emergency Department rotation only with supervision from on-call Consultants, Registrars and HMOs, as well as Nursing staff.

## What orientation do Interns have?

Ballarat Health Services runs a paid orientation program held over five days prior to commencing your first clinical shift. The program provides a comprehensive introduction to:

- Ballarat Health Services;
- Clinical programs and services including Payroll/rostering;
- Completion of mandatory training;
- Deteriorating patient training;
- Participation in Clinical Skills workshop;
- Practical tips from outgoing Interns and Registrars.

The final day of orientation is devoted to on-the-job training by shadowing the outgoing Interns.

## What education does Ballarat Health Services offer?

Ballarat Health Services has a range of formal and structured learning such as case-based presentations, interactive clinical and non-clinical based workshops, simulated learning, online learning and weekly education.

Protected Intern education is held every Thursday between 5-6pm. Additional learning opportunities include unit based teaching and fortnightly multi-disciplinary Grand Rounds.

## What research opportunities are available for Interns?

Ballarat Health Services has a large research program with more than 80 clinical trials and hundreds of research projects open across a diverse range of clinical disciplines. We encourage those with an interest in research to join active research projects.

## What is it like living and working in Ballarat?

Ballarat Health Services is the main public referral hospital for Ballarat and the Grampians Region, providing quality care for a catchment of approximately 250,000 people.

A family-friendly city Ballarat offers affordable housing, extensive employment opportunities, high quality health facilities, diverse schooling options and tertiary education.

For more information visit our website: <https://www.bhs.org.au/careers/>

## What support options are available?

Ballarat Health Services offers a broad range of support systems for our Doctors in Training (DiT's) including but not limited to:-

- Employee Assistance Program
- Peer Mentoring Program.
- Assistance with connecting with local GP
- Each rotation has a nominated Term Supervisor who provides comprehensive supervision and support to the Intern.
- Medical Education and Welfare Team comprised of:-
  - Director of Clinical Training (DCT)
  - Supervisor of Intern training (SiT)
  - Medical Education Coordinator
  - Medical Education Officer

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- Medical Workforce Unit.
  - People and Culture team

### What happens following Internship?

Ballarat Health Services are eager to retain Interns wherever possible and encourage them to apply for positions into one of our HMO streams the following year, and many DiT's stay on with us for their hospital-based training where possible. Interns are offered a two-year contract with Ballarat Health Services with entry into vocational streams available or an HMO position in our General Stream.

We hold a Career Information Night for our Interns in the first half of the year to assist with their career choices.

### What can I do to ensure I get matched to Ballarat Health Services

Ballarat Health Services adheres to the principles and rules governing the Intern matching process by PMCV where priority group 1 candidates are allocated a position first. Ballarat Health Services is often fully matched in Round-1 of the PMCV match. To ensure you have the best chances of securing an Intern position with Ballarat Health Services, we highly recommend that you rank Ballarat Health Services as your top preference. NB: Candidate preferences are not disclosed to other health services.

If all of Ballarat Health Services 34 positions are not filled during Round-1, or if a candidate withdraws, Ballarat Health Services will then notify the PMCV who will provide us with details of unmatched candidates for rounds 2 and 3.

### Can I organise a tour of Ballarat Health Services

All Interns will receive a full hospital tour as part of their Orientation program in January 2023. Due to Covid-19 restrictions we are not offering individual hospital tours.

**Grampians Health** brings together Edenhope and District Memorial Hospital, Stawell Regional Health, Wimmera Health Care Group and Ballarat Health Services to deliver safe, sustainable, healthcare tailored to changing workforce and community needs, for the long term. Find out more at [grampianshealth.org.au](http://grampianshealth.org.au)