Commonly asked questions:

1. **How are interns selected for an intern position?**
   Applicants are randomly allocated to intern positions by considering:
   - An applicant’s intern appointment category group and
   - The order of an applicant’s Local Health Network preferences.
   The allocation sequence follows the intern appointment category groups. Starting with the intern appointment category group 1.1, and depending on available positions, applicants are randomly selected and allocated to their highest possible preference if there are positions available.

2. **What are intern appointment category groups?**
   Each eligible applicant will fall into one of the priority category group. Each application category has a specific eligibility and application requirements. Category 1.1 and 1.2 applicants are the only categories that are guaranteed an internship position in SA: Depending on the number of category 1.1 and 1.2 applicants and the number of available positions, offers may be made to other categories that are not guaranteed a position in SA.

3. **How do I apply and where is the application form?**
   Applications and all supporting documents will be accepted online only. Applications open at **9.00am on Monday 8 May 2017** and the application form can be accessed at SA Health Careers. Click on the Medical Recruitment Tile and then open the Intern web tile and follow the links.

4. **Am I likely to be offered an intern position?**
   SA Health is not able to determine the likelihood of any applicant being offered an intern position. Once the allocation process has commenced, updates on the progress will be posted regularly on the SA MET website and Facebook.

5. **I have worked as doctor for a very short amount of time in another country. Am I still eligible to apply for an internship in SA?**
   No, internship is a transition to practice program that supports those medical graduate who have never practiced medicine before transition into work. Only medical graduates who have
never practiced medicine (e.g. have not completed an internship or comparable) are be eligible to apply for internship.

6. Does SA Health provide positions for applicants who graduate mid-year?
No, applicants must be able to begin working on the January start date and fulfil the minimum 12 month contract. For employment outside of this time frame please contact the Local Health Networks directly.

7. I am an international student who studied at a South Australian University. Why are Australian citizen/permanent residents allocated ahead of me?
Employers are required by national employment standards to appropriately market test before employing temporary residents. If there are appointable Australian citizens/permanent residents that can fulfil the requirements of the position then these applicants must be considered in the first instance.

8. I applied for an intern position in SA last year and was unsuccessful in obtaining an internship. Can I apply again this year and will I be in the same category group?
Yes, you are welcome to apply again as long as you graduated within the last two years. Category groups are reviewed annually and applications will be validated and categorised according to these prescribed groups at the time of application.

9. Can I defer my internship?
If you are offered an intern position in South Australia you must be able to commence work on the January start date. Internships cannot be deferred. If you wish to take a year off before undertaking your internship you will need to apply again the following year. You should also note that the Medical Board of Australia has specific requirements for registration that limits the time that an individual may defer undertaking their internship in order to obtain registration. Longer periods may require written permission from the MBA and may involve the individual attending retraining in the final year of the undergraduate course. For more information please review the Australian Health Practitioner Regulation Agency (AHPRA) website https://www.ahpra.gov.au

10. I am in category 1, when will I be offered an intern position?
The first round of offers will commence on Monday 10 July, 2017; you will receive an offer if you have been matched to your first preference. Not all category 1 applicants will receive an offer on this date as SA Health will wait for responses to offers before undertaking round 2. This may increase applicant opportunities of receiving their first preferences in round 2.

Please be aware that positions become available as declines are received and with increasing graduate numbers it may take some time for you to receive your offer of internship for 2017. For example, in 2016, offers were still occurring well into October. SA Health asks that you please be patient.

11. I am in category group 1.2, will I be offered my first preference?
With increasing graduate numbers the opportunity to receive your first preference becomes increasingly limited. After the initial allocation rounds are undertaken offers will be made to all available positions and some applicants will receive their second, third and fourth preferences.

Please remember you will only receive one offer from SA Health, if you decline an offer you will not be offered another position.

12. I really want to complete my internship at a specific Local Health Network. Can I choose the same network more than once?
No, you are not able to choose the same network more than once. Applicants must rank the four South Australian Local Health Networks in order of preference, choosing each of the Local Health Network options only once.
13. Will all applicants need to sit the AMC part 1 exam?
Only graduates of an overseas university that is not accredited by the Australian Medical Council (AMC) are required to complete AMC exams. Australian universities are accredited by the AMC therefore the requirement to sit the AMC exams’ does not apply to Australian medical graduates. Visit the AMC website and AHPRA website for more information.

14. What if I don’t have an email address?
To apply for an internship every applicant must have their own personal email address. This is used as your user identification and to communicate with you. There are a number of options for email addresses. These include:
> Use of a personal hospital/health service email address.
> Use of a personal or private email address.
> If you do not have either of the above, you could obtain a personal email address by signing up for one with your internet service provider, or from one of the web based email providers such as Google, Hotmail, Yahoo or a range of other providers.
> Utilising an email address that belongs to a family member or friend (eg husband, wife, son, daughter, sister, brother etc). However, remember that you will need to obtain copies of all communications that are emailed to this address.
> Many internet service providers allow multiple email addresses and a family member may be able to utilise this facility for you.

15. Can I log out of my application and come back another time?
Once you have started your application you can log in as many times as you like. If you are unable to complete your application in one sitting – make sure you save any changes before exiting the application.

16. What training health networks are in South Australia and where are they located?

Central Adelaide Local Health Network

Royal Adelaide Hospital - North Terrace, ADELAIDE SA 5000 - 1.5km from Adelaide CBD
The Queen Elizabeth Hospital - 28 Woodville Road, WOODVILLE SA 5011 - 8.9km west of Adelaide CBD

Northern Adelaide Local Health Network

Lyell McEwin Hospital - Haydown Road, ELIZABETH VALE SA 5112 - 24km north of Adelaide CBD
Modbury Hospital - Smart Road, MODBURY SA 5092 - 15.4km North East of Adelaide CBD

Southern Adelaide Local Health Network

Flinders Medical Centre - Flinders Drive, BEDFORD PARK SA 5042 - 12.4km south of Adelaide CBD
Noarlunga Health Service - Alexander Kelly Drive, NOARLUNGA CENTRE, SA 5168 - 31.4km south of Adelaide CBD
Repatriation General Hospital - 216 Daws Rd, DAW PARK SA 5041 - 8.7km south of Adelaide CBD

Country Health Local Health Network

Mount Gambier & Districts Health Service - 276-300 Wehl Street North MOUNT GAMBIER SA 5290 - 430km south east of Adelaide

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After receiving an offer

17. What if I do not get my first location preference?
You will only be made one offer, this offer will be based on your preferences and the availability of positions. Please consider the offer carefully and do not reject on the basis that you may receive another offer. You will only receive a single offer from SA Health.

18. Do I notify you if I am declining an offer?
Yes. SA Health needs to hear from you if you are declining an offer. This ensures that the place can be offered to another applicant. Clear instructions on how to accept or decline an offer will be included in any correspondence to successful candidates.

19. If I receive an offer but don’t respond by the due date indicated in the email, will you accept a late response?
No. If your response to an offer is not received by the date and time indicated in your offer, SA Health will withdraw the offer of employment and the position will be offered to another applicant. You will not receive any further offers by SA Health.

20. I have accepted an intern offer however will not be in the country before my commencement date. Who is responsible for ensuring all pre-employment preparation is undertaken?
You are fully responsible for all aspects pertaining to your pre-employment leading to employment. You may choose to elect a nominee to act on your behalf in your absence. Please ensure your mail is forwarded to you and that you allow enough time before your commencement date to complete the contract requirements (e.g. Registration, Criminal History Check, Pre-employment Health Assessment etc.) on your return to Australia. If you do not satisfy all pre-employment conditions prior to commencement the offer will be withdrawn.

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Supporting documentation and evidence

21. When do I need to provide my supporting documents?
You will need to upload all of the required documentation in your online application by the closing date.

22. Does any of the supporting documentation need to be certified?
The majority of required supporting documentation does not need to be certified. However if you are required to upload a statutory declaration as part of your application, this document needs to be signed in the presence of an Authorised person and certified by a Justice of the Peace.

23. Do I need to provide a statutory declaration?
All medical graduates of an overseas university that are not accredited by the Australian Medical Council are required to provide a statutory declaration stating that they have NOT commenced or completed an internship or worked as a doctor before.

24. Why do you need my passport or citizenship certificate?
In order to apply for an internship in South Australia you will need to provide proof of your citizenship status, the most common way to provide proof of citizenship is a passport or citizenship certificate.

25. What if I don’t have a passport or citizenship certificate?
If you do not have either of these documents please contact us at healthsamet@sa.gov.au and insert ‘2018 intern query’ in the subject line.

26. Where can I get my Medical intern placement number (AHPRA number)?
You will be required to provide your Medical Intern Placement Number (MIPN) in your application. Australian graduates must contact their university to obtain this number as AHPRA provides these numbers directly to the universities. Overseas graduates please contact healthsamet@sa.gov.au if you do not have a MIPN.

27. Why do you need my CV if the allocation process is random?
After the allocation has occurred, LHNs like to familiarise themselves with your skills and knowledge. Your CVs will provide some insight into your history.

28. Where can I find an example of a CV?
A CV template is provided in the resources section of the SA MET Unit website. This example is not compulsory to use and is provided as a guide only. Referees are not required for the intern application.

29. Do I need to nominate referees in my application and/or CV?
No, applicants are not required to nominate referees for this application as allocation is randomised and is not merit based.

30. I don’t have a Department of Communities and Social Inclusion (DCSI) checks and/or South Australia Police (SAPOL) National Police Clearance (NPC). Will this make my application ineligible?
No, if you do not have the required clearances or only have some of these checks your application will not be marked ineligible. You will however be required to undergo clearances before you commence working. If you accept a position offer, we recommend that you contact your Local Health Network (LHN), the LHN will inform you which clearances you must undertake.

31. How do I upload a document into my application?
To upload a file:
1. Click ‘Upload file’.
2. Select the file from your computer.
3. Press ‘Open’ to send the document to us, this may take a few minutes depending on the speed of your internet connection.

You can also choose to upload files from a Dropbox or Google Drive account by clicking the button for either option to sign into your account and select the file you wish to use.
To review a file that you have uploaded, please move to another page then come back to previous page. This will allow you to view and confirm you have uploaded the correct document.

To delete a file that you have uploaded, click 'Delete'.

32. What can I do if I am having difficulty uploading a document to support my application?
In the application process all documents must be uploaded in the following formats:
  > DOC
  > DOCX
  > PDF
  > TXT
  > RTF
  > JPG
However for large documents they should be in DOC, DOCX or PDF format ONLY.

Each document can be up to 10MB in size but cannot exceed 10MB. The file size is ample for any document to be uploaded.

If you have any difficulties uploading your documents please seek private IT support as most solutions relate to your own individual equipment.

Supporting documentation - Special considerations
33. Can I apply for a special consideration?
Medical graduates who can demonstrate “exceptional circumstance” to undertake their intern position at a particular hospital network or location may apply for special consideration within their online application.

In order to apply for special consideration you will need to provide the following evidence to support your request:

- Evidence supporting your exceptional circumstance. In order to apply for a special consideration internship you must be able to provide evidence as to why your circumstances are exceptional in nature.

  Criteria that may be considered as exceptional circumstances include, but are not limited to:
  - Major health problems requiring frequent and ongoing highly specialised treatment only available in certain locations;
  - Responsibility for dependants who are unable to relocate to regional SA with the applicant.

  In SA, three of the four Local Health Networks are located in the metropolitan region, as a result, special consideration requests based on transport issues will not be considered. Special consideration applications will be assessed on a case by case basis.

34. Can I complete my internship on a part time basis?
Part time intern appointments may be considered by some health networks, however part time positions are not guaranteed. LHNs may be more likely to accommodate part time applicants who apply with a job share partner. Job-share applicants must nominate identical network preferences and commit to accepting a part time position in SA if offered.

Applicants wishing to apply for internship on a part time basis must meet the relevant minimum criteria. During the allocation process, part time applications will be discussed with the relevant health network and each case considered on an individual basis.
Applicants who wish to apply for internship on a part time or job share basis must provide:

> Provide details of your job share partner if you have negotiated this with another applicant. SA Health reserves the right to request further documentation or evidence to substantiate information provided by applicants.

35. For more information on part time internship see Part time & Job share information guide.

36. Can my partner and I apply as a couple?

Couple applications will be considered only if there are exceptional circumstances where married or de-facto applicants are required to apply together. Both members must apply for special consideration in their individual application forms and must nominate identical network preferences.

You may not apply for special consideration purely on the basis of a relationship; however graduates in a couple relationship who can demonstrate "exceptional circumstances" to undertake their intern position in a particular region may apply for special consideration.

Criteria that may be considered as exceptional circumstances include:

> Major health problems requiring frequent and ongoing highly specialised treatment only available in certain locations;
> Responsibility for dependants who are unable to relocate to regional SA with the applicant;

In SA, three of the four training networks are located in the metropolitan region. As a result, special consideration requests based on transport issues will not be considered.

Couples who wish to apply for special consideration based on exceptional circumstances must provide the following documentation:

> Evidence supporting your exceptional circumstance. In order to apply for a special consideration internship you must be able to provide evidence as to why your circumstances are exceptional in nature.
> Marriage certificate or evidence of a de facto relationship

Special consideration applications will be assessed on a case by case basis.

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Supporting documentation - English language requirements

37. Do I need to complete an English language skills test?
All applicants for an intern position in South Australia must be able to demonstrate that they have met the English Language Skills Registration Standard set by Australian Health Practitioner Regulation Agency prior to finalising their application.

You may demonstrate your competency in one of the following ways:

1. English is your primary language and you have undertaken and satisfactorily completed:
   a. all of your primary and secondary education which was taught and assessed solely in English in a recognised country (Australia, Canada, Ireland, New Zealand, South Africa, USA or the UK), and
   b. tertiary qualifications in the relevant professional discipline, which you are relying on to support your eligibility for registration under the National Law, which were taught and assessed solely in English.

   Provide:
   • Evidence confirming the location of your secondary schooling, e.g. High School transcript, letter of attendance from school or certificates or documentation on official school letter head.
   • A copy of your University transcript (an unofficial copy is acceptable) - evidence must include University name and/or logo, Student Name and details and academic results.

OR

2. You have a combination of secondary education and tertiary qualifications, where you have undertaken and satisfactorily completed:
   a. at least two years of your secondary education which was taught and assessed solely in English in a recognised country (Australia, Canada, Ireland, New Zealand, South Africa, USA or the UK), and
   b. tertiary qualifications in the relevant professional discipline, which you are relying on to support your eligibility for registration under the National Law, which were taught and assessed solely in English in a recognised country.

   Provide:
   • Evidence confirming the location of your last two years of secondary schooling, e.g. High School transcript, letter of attendance from school or certificates or documentation on official school letter head.
   • A copy of your University transcript (an unofficial copy is acceptable) - evidence must include University name and/or logo, Student Name and details and academic results.

OR

3. You have undertaken and satisfactorily completed at least six years’ (full time equivalent) continuous education taught and assessed solely in English, in any of the recognised countries (Australia, Canada, Ireland, New Zealand, South Africa, USA or the UK), which includes tertiary qualifications in the relevant professional discipline which you are relying on to support your eligibility for registration under the National Law.

   Provide:
   • A copy of your full University transcript (an unofficial copy is acceptable) - evidence must include University name and/or logo, Student Name and details and academic results.

OR
4. You achieve the required minimum scores in one of the following English language tests and meet the requirements for test results specified in this standard:
   a. the IELTS (academic module) with a minimum overall score of 7 and a minimum score of 7 in each of the four components (listening, reading, writing and speaking).
   b. the OET with a minimum score of B in each of the four components (listening, reading, writing and speaking).
   c. the PTE Academic with a minimum overall score of 65 and a minimum score of 65 in each of the four communicative skills (listening, reading, writing and speaking).
   d. the TOEFL iBT with a minimum total score of 94 and the following minimum score in each section of the test: 24 for listening, 24 for reading, 27 for writing, and 23 for speaking.

Provide:
   • A copy of an English language test that meets the requirements for your chosen English language test.
Application process

38. What if am not able to complete my application by the closing date?
Application closing dates are agreed to by all Australian states and territories and apply to all applicants applying for an intern position in Australia. In order to be considered for a position, you must complete your application by the closing date of applications. Late applications will NOT be accepted.

39. Will SA Health contact me after the application closing date if I have provided insufficient information in my application?
You are responsible for providing complete and accurate documentation with your application by the closing date. If insufficient documentation is received you will not be included in the allocation process. If your application is deemed ineligible after you have submitted it you will receive an automated email notifying you of this.

40. How will I find out if I have received a position offer?
SA Health will send correspondence to you via email. You may only have a short time to respond so please monitor your email regularly. Alternatively you may log in to the system to check the status of your application.

41. What do I do if I’m not matched to a position?
If you have not been matched to a position at the end of the allocation process, your name will be provided to the National Late Vacancy Management (LVM) process. Please do not contact SA Health to get an update on the progress of your application during the allocation rounds. The status of your application can be checked online.

42. Can I move into another Local Health Network position (e.g. preferred position) that becomes available when someone else withdraws after my initial acceptance?
Once you have been matched to a position, your only options are to accept or decline the offered position. SA Health will only offer you one position.

43. Am I able to swap my allocation with another person?
No, swapping is not allowed.

44. What happens if I am offered a position in SA but am waiting on an offer from interstate?
You can initially accept an offer in SA and wait to receive an offer from interstate. However, as soon as you accept an offer from interstate you are required to withdraw your acceptance via your online account. It is not acceptable to hold two or more offers from various jurisdictions for a period of more than 72 hours.

The National Audit of Intern Acceptances works to reduce the number of duplicate acceptances across all states and territories. You will be contacted if you continue to hold more than one position for an extended period of time.

SA Health reserves the right to withdraw offers from applicants who are holding onto two or more intern positions across Australia.

45. How do I withdraw my application from the allocation process?
Once you have submitted your application you may withdraw at any time. Simply log in to your application using your existing login details and press the withdraw button. SA Health requests that you withdraw your application in SA if you have accepted a position in an interstate hospital.

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Updating my details

46. Can I change the documents I uploaded or provide additional documents after I have submitted my application?
No. You are unable to change or upload additional documents once you have submitted your application. Applicants have a four week period in which to complete the online application form. You are encouraged to check all information in your online application as well as check to ensure all documents you upload are the correct documents and are legible. There will be guidelines in the application form about how to upload and how to check your documents.
Once you have submitted your application and after the application closing date you can only:
> Change your contact details
> Withdraw your application

Role Description

45. View Role Description

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National audit

47. What is the national audit?
The national audit of internship acceptances was developed to minimise the number of unfilled vacancies at the start of the internship year resulting from some candidates accepting multiple jobs.

The aim is to ensure that applicants have the most equitable and timely opportunity to obtain an intern position.

The following audits will be undertaken:
1. The number of funded internship positions for the current clinical year and the number and distribution of applicants in each jurisdiction.

2. The number of applicants holding multiple acceptances. Applicants identified as having accepted multiple positions will be contacted and asked to select their preferred position within a reasonable timeframe.

3. The number of applicants reported as unplaced by jurisdictions to determine how many are still seeking an internship for the upcoming clinical year. Some jurisdictions may choose to use this data late in the allocation process to focus recruitment efforts on unplaced applicants.

Should it be required, the late vacancy support service may be initiated at the end of the year, creating a centrally managed process to assist in linking any remaining unplaced applicants with vacancies across all jurisdictions.

48. What data will be collected?
Information from applications for internships will be disclosed to the central administrator for the National Audit project. The information disclosed will be restricted to the following:
> Surname
> First Name
> Date of birth
> University at which you are currently studying or studied
> Residency status
> E-mail address
> Phone/Mobile number
> AHPRA student registration number

This information will only be disclosed to the audit administrators. The administrators will use the information to determine the total number of applications received nationally, whether applicants have applied for and accepted multiple positions and whether applicants are yet to receive an offer of a position anywhere nationally.

The administrator may communicate with the Medical Board of Australia and/or the state to which an applicant has applied for the purpose of verifying applicant details. The administrator may also communicate with the jurisdictions for the purpose of identifying unplaced applicants. The audit is conducted separately from the application processes; however the data collected may be utilised differently in each jurisdiction as outlined in their Terms of Use.

Applicants who are identified as having accepted more than one position will be contacted and asked to confirm, by a certain date and time, which position they plan to take up for internship. Applicants who continue to hold multiple positions for extended periods of time will be handled in accordance with the relevant jurisdiction’s Terms of Use. SA Health reserves the right to withdraw an offer from applicants identified as having multiple acceptances if a decision is not made within a reasonable period of time.
Commonwealth Medical Internships (CMI)

49. What else can I do to gain an internship in Australia?
You may be eligible for a Commonwealth Medical Internships (CMI) position. The CMI initiative is designed to increase the nation’s capacity to train medical interns in alternative settings, such as private hospitals, and in rural and regional Australia, where there are traditionally fewer options for internship training. CMI places are only available to eligible international full-fee paying medical students from onshore medical schools in Australia having completed all of their medical degree in Australia.

The information below has been developed to provide an overview of the CMI initiative and to assist potential applicants understand how the initiative works.

For further information visit the Department of Health website.

Got questions we haven’t answered here?
Please go to the SA Health Careers page and click on the SA Health Medical Recruitment and Medical Internship buttons for more information.

If you have a question that is not answered please submit your question via healthsamet@sa.gov.au and insert ‘2018 intern query’ in the subject line.