

SA Health

Basic / Prevocational Trainee Medical Officer (PGY2+) application Frequently Asked Questions

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Commonly asked questions:

1. How do I apply and where is the application form?

Applications and all supporting documents will **only** be accepted online.

Applications open at **9.00am on Monday 22 May 2017**; the application form can be accessed via [SA Health Careers](#). Click on the 'SA Health Medical Recruitment' Tile and then open the '**Basic / Prevocational Trainee Medical Officer positions**' web tile and follow the links to apply.

2. Can I apply on a part-time basis?

Yes, applicants can nominate if they wish to work on a part time basis within their online application. Applications for part-time work will be assessed on a case by case basis. Refer [Guide to part-time and job-share for junior doctors in SA](#).

3. Can I apply for advanced positions through this process?

Advanced Specialist Training Positions (Registrars) are not undertaken through this process. These positions are suitable for applicants looking for employment at a basic vocational, pre-specialist or prevocational level only. You may wish to visit the [SA Health Careers](#) website for information about such employment opportunities.

4. Do all PGY2+ posts use the SA Health centralised application and allocation process for their recruitment needs?

All employment opportunities within SA Health are advertised through [SA Health Careers](#). Some PGY2+ positions may be advertised outside of this centralised SA Health PGY2+ recruitment process. If you are unsure, we recommend you speak to the relevant Local Health Network contact person to clarify.

5. I am a medical graduate from overseas and am looking for an internship or equivalent supervised training; can I apply for a PGY2+ position through this application process?

All applicants must demonstrate that they have or will have completed an internship, do not have any restrictions on the rotations that they can undertake in Australia and be eligible for registration with the Medical Board of Australia by the February start date. If you cannot demonstrate you will meet the eligibility criteria by the start date you are not eligible to apply through this recruitment process. All applications are checked to ensure this criteria is met.



6. What if I don't receive a position offer?

Please do not contact SA Health or the Local Health Networks to get an update on the progress of your application. If, at the end of selection and ranking by the position coordinators, it is determined that you are unsuitable for appointment in any of the programs you have preferenced you will be advised via email.

If you have been unsuccessful in being matched to a position at the end of the allocation process you will be advised via email.

After the allocation is complete, any unmatched applicants will be invited to participate in the Late Vacancy Management process (LVMP) to be considered for any additional vacancies that may become available in 2017. You will be notified via email.

7. What is the salary of a Resident Medical Officer (PGY2+) in South Australia?

PGY2+ positions are referred to as Resident Medical Officers (RMOs) in the SA Health Salaried Medical Officer Enterprise Agreement - [SA Health Salaried Medical Officer Enterprise Agreement \(SMOEA\) 2013](#)

8. What 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

Women's & Children's Health Network

Women's & Children's Hospital, 72 King William Road, NORTH ADELAIDE SA 5006 - 4km from Adelaide CBD

9. Can I change the order of my preferences after I have submitted my application?

Once your application is submitted your preferences are final.

10. Will my preferences be visible to all the programs I apply for?

Yes, your preferences will be visible to the position coordinators for the positions that you preference.

Most disciplines have adopted a statewide approach to selection and ranking. Each discipline has their own selection and ranking process as the job specifications vary. You may be invited to attend an interview where you will be asked standardised questions for that discipline and may also complete assessment tasks. The discipline, or disciplines, that have assessed your skills will each provide a single statewide list of ranked candidates to SA Health. Using these ranking lists, applicants will be matched to a position in order of their preferences, if positions are available.

If you are not ranked or positions for your preference/s have been exhausted then you will not receive a position offer.

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Supporting documentation and evidence

11. 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.

12. Do any of the supporting documents need to be certified?

No, supporting documentation does not need to be certified.

13. Why do you need my passport or citizenship certificate?

In order to apply for a PGY2+ position 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.

14. What if I don't have a passport or citizenship certificate?

If you do not have either of these documents please contact us at samet@health.sa.gov.au.

15. My surname differs from that on my passport/citizenship certificate. What do I do?

If the name on your application differs to that on the above documentation you must also attach a marriage certificate or change of name certificate. This will need to be combined with your residency document and uploaded as one file.

16. I am an international medical graduate, what evidence do I need to provide to confirm that I've completed an internship?

You will need to provide a statement from your employer/s to substantiate completion (or anticipated completion) of internship or equivalent. Your employment contract with your current hospital or a letter from your hospital/health service may be acceptable if they state the rotations you have completed and are expected to complete by the end of your contract. All documentation must show your full name.

17. I am an international medical graduate, what evidence do I need to provide to confirm the status of my Australian Medical Council (AMC) assessments?

You will need to provide a copy of your AMC certificates for each exam completed. If you have not yet completed AMC part 2 but have scheduled a date to complete it, you are also required to provide evidence of this. All documentation must show your full name. For example, an email or letter from the AMC confirming that you have received a clinical exam date.

18. I am an international medical graduate, what evidence do I need to provide to confirm the completion/progress of my supervised training in Australia?

You will need to provide a statement from your employer/s to substantiate completion (or anticipated completion) of internship or 12 months of supervised training in Australia and that this will meet the requirements of the Medical Board of Australia for General Registration by the February start date. Your employment contract with your current hospital or a letter from your hospital/health service may be acceptable if they state the rotations you have completed and are expected to complete by the end of your contract. All documentation must show your full name.

19. The application asks for a copy of my registration certificate. Can I provide a print out of my registration certificate from the MBA website?

Yes, this is acceptable. All documentation must show your full name.

20. 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 format is not compulsory to use and is provided as a guide only.

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21. 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, the document may take a few minutes depending on the speed of your internet connection to upload.

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 loaded the correct document.

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

22. 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 - Cover letters:

23. What do I put in my cover letter?

Your cover letter is an opportunity to sell yourself to your potential employer.

Some training positions require specific criteria to be addressed in their cover letters. Please review the [training program descriptions](#) when writing your cover letter.

The following points could be addressed in your cover letters:

- Short and long term career goals, area/s of interest and why you have chosen this field.
- Reasons you have chosen this position to undertake your training, what you think the hospital will be able to offer you.
- The reasons you have chosen this training program, your understanding of the program, what it can offer you and how it will contribute to your career goals.
- Any previous experience you may have in this field. If you do not have previous experience, then why you are interested.
- Particular rotations that you are hoping to acquire and why.
- The skills, knowledge and attitudes that you bring to the position and how they relate to this clinical area.
- If you are applying to a rural training program, why you are interested in this and whether you have ever worked, studied or lived in a rural area. This should include information about the period, activity and location.
- Whether you are currently enrolled in a training program for your specialty of choice and, if so, which one, at what level (provisional/basic/advanced) and the college requirements.
- If you are applying for Psychiatry, your preferred hospital sites for rotations.
- Your letter should not be more than one side of an A4 sheet.

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Who should I make my cover letters out to?

Cover letters are to be addressed to the relevant contact person. See the relevant [position descriptions](#) on the SA MET website for the appropriate contact person.

Can I update or change my cover letter?

No. You are unable to change or upload additional documents once you have submitted your application.

Where can I find more information about the training opportunities so that I can tailor my cover letter?

See the relevant [position descriptions](#) on the SA Health Careers website for information about training positions and contact persons.

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Referees:

27. Can my referee complete a paper based report for me?

No, all reports must be completed online. Referee reports can only be completed online so your nominated referees must have a valid email address. A unique link specific to your application will be automatically generated and emailed to your referee. Your referee may then commence their online referee report. Referees will have two additional weeks after the application closing date to complete their online reports.

28. Can I get a copy of my referee reports?

Referee reports are provided in confidence and will not be provided to applicants or to any institution outside of the SA Health centralised PGY2+ application process. Referee reports will be provided to all your nominated programs to assist with the shortlisting and ranking process.

29. What kind of information is asked for in the referee reports?

Please see [example report](#). The referee reports may vary from this version slightly.

30. I have entered a wrong email address for a referee. How can I fix this?

You must ensure that the referee's email address is correct. This is used by SA Health to communicate with the referee and to provide instructions for completing your referee report. If the referee's email address has been entered incorrectly you will need to contact SA MET in order for this to be updated.

31. One of my referees has told me they cannot complete my report. What should I do now?

If one of your nominated referees is unable to complete the referee report, you need to contact SA MET in order to nominate an alternate referee.

It is important that you obtain the agreement of your nominated referees before entering their details. You should ensure that your referees have access to email and that they have a good understanding of your skills, knowledge and attitude.

32. My referee has not completed the report. What should I do?

It is your responsibility to ensure that referees complete and submit their reports by the due date.

33. My referees have not completed my reports. Will my application be marked as ineligible?

No, however you may be disadvantaged overall as the position coordinators will have less information about you during their selection and ranking process. Each program has their own selection criteria and different programs may have a minimum requirement of two or three referee reports. It is to your advantage to follow up your referees so that the hospitals have access to more information about you.

34. I have been nominated as a referee by an applicant but I am unable to complete the report. What should I do?

If for any reason you are unable to complete the report please contact the applicant directly and let them know. The applicant may be able to arrange for an alternative referee to be named.

35. My referee does not have an email address. Does this matter?

All communication with referees is undertaken by email and all referees must have an email address. This may be one of their own (hospital or personal) or it could be a member of the administrative staff in their clinical unit.

36. My nominated referee has more than one email address. Can I enter all of these?

Only provide ONE email address for each referee. It is up to you to ensure that this email address is the referee's preferred contact and that it is entered correctly. If you enter multiple email addresses into the email field then that referee will not be able to be contacted.

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After receiving an offer

37. 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 states for a period of more than 72 hours.

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

38. Can I move into another hospital position (i.e. preferred position) that becomes available when someone else withdraws after my initial acceptance?

The allocation system and SA Health are not able to accommodate a reallocation. Once you have been matched to a position, your only options are to accept or decline. SA Health will match you to only one position.

39. 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 elsewhere.

40. Am I able to swap my allocation with another person?

No, swapping is not allowed.

41. What if I do not get my first preference?

You will only be made one offer based on your preferences and the selection and ranking submitted by the hospital programs. Please consider the offer carefully and do not reject on the basis that you may receive another offer; through this application process you will only receive a single offer from SA Health.

42. 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.

43. 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 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.

44. I have accepted a position 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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Application process

45. What if am not able to complete my application by the closing date?

In order to be considered for a position, you must complete your application by the closing date. Late applications will **NOT** be accepted.

46. 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 submission you will receive an automated email notifying you of this.

47. Can I include both basic vocational or pre-specialist training and general training in my preferences?

You can choose any combination of preferences including both pre-specialist and general training options. The matching system will optimise your highest preference with the program's ranking. If you have been ranked by the program you will be offered the highest available preference.

If you choose not to accept this position you will **NOT** be offered another position. Once a match has been made your application will be removed from the system - whether you accept the position or not.

48. 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.

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Updating my details

49. 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

50. 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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Got questions we haven't answered here?

If you have a question that is not answered please submit your question via HealthSAMET@sa.gov.au and insert '2018 Basic/Prevocational (PGY2+) query' in the subject line.

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