Introduction

This Job Pack is a source of information relating to internships in South Australia. In this pack you will find out who can apply, what you need to apply, internship locations and the allocation process. At the end of the Job Pack you can read frequently asked questions. Use the contents page to navigate to your sought after section. You can go back to the top of the page at any stage.

Please note 2019 Internship applications are now closed. Applications for 2020 Internships will commence in May 2019.

Employment Dates For 2019

Term 1: 09/01/19–02/04/19 (including orientation)
Term 2: 03/04/19–11/06/19
Term 3: 12/06/19–27/08/19
Term 4: 28/08/19–05/11/19
Term 5: 06/11/19–14/01/20

Employment dates for 2020

Term 1: 08/01/20 – 31/03/20 (includes orientation)
Term 2: 01/04/20 – 09/06/20
Term 3: 10/06/20 – 25/08/20
Term 4: 26/08/20 – 03/11/20
Term 5: 04/11/20 – 19/01/21
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Internship in South Australia
**Internship Overview**

The intern year marks the transition from student to medical practitioner. It provides the experience of applying the theory to the treatment of patients as a responsible professional. The Australian Health Practitioner Regulation Agency (AHPRA) issues medical graduates with provisional registration to undertake this period of supervised practice.

The intern year involves at least 47 weeks of satisfactory, supervised clinical experience that includes:

- A core term of at least 10 weeks in medicine;
- A core term of at least 10 weeks in surgery;
- A term of at least eight weeks in a core emergency medicine rotation; and
- Non-core rotations which make up the balance of the intern year.

These clinical settings provide opportunities to explore additional areas of medicine and surgery, psychiatry, rehabilitation medicine, palliative care and more.

At the completion of the intern year, the employing hospital is required to certify that the internship has been completed satisfactorily, including details of completed rotations. AHPRA will grant general registration when it receives confirmation that the internship has been satisfactorily completed, along with other requirements.

There are four health networks in South Australia where you may undertake your intern year. During this year you may request, or be required, to undertake one or more rotations in any of the locations within the networks.

**Number of positions in 2018**

<table>
<thead>
<tr>
<th>CHSLHN</th>
<th>CALHN</th>
<th>NALHN</th>
<th>SALHN</th>
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<tr>
<td>5</td>
<td>131</td>
<td>50</td>
<td>69</td>
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</table>

**About SA Health**

SA Health is committed to protecting and improving the health of all South Australians by providing leadership in health reform, public health services, health and medical research, policy development and planning, and with an increased focus on well-being, illness prevention, early intervention and quality care.

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health. SA Health comprises all public hospitals and health units across metropolitan and rural South Australia.
Country Health South Australia Local Health Network (CHSALHN)
**Introduction**

We invite you to complete your internship at Country Health SA Local Health Network (CHSA LHN). We will provide you with broad experiences across diverse clinical areas including emergency medicine, general medicine, general surgery. You will have opportunities to challenge yourself and to gain valuable experience with hands-on procedural skills. You will have access to learning opportunities including the weekly junior doctor tutorial program, simulation sessions, Journal Club and Grand Rounds. Being a member of a smaller cohort of interns, you will have access to significant individual support from the Adelaide Rural Clinical School or the Flinders University Rural Health SA Medical Education Team and you will also develop close working relationships with your junior and senior medical colleagues. The working culture at CHSALHN embraces team work and all team members are highly valued for the skills and knowledge they are able to contribute to patient care.

We invite you to become a valued member of the healthcare team in addition to the local community in Mount Gambier or Whyalla. This internship will set you up well for a rural generalist career and provide some lucky interns with the opportunity to gain a two or three year contract articulating with a generalist PGY2 and a special skills year in Emergency Medicine based in Mount Gambier.

**Facilities**

CHSA LHN oversees the public hospitals and health services in the following regions across rural South Australia:

- Adelaide Hills
- Barossa
- Eyre Peninsula and Western South Australia
- Far North
- Fleurieu Peninsula and Kangaroo Island
- Limestone Coast
- Murray Mallee
- Yorke and Mid North
Whyalla Hospital Health Service (WHHS)

This exciting new Whyalla internship position with Country Health SA Local Health Network (CHSA LHN) will commence in January 2019. In 2018 the Northern Gulf Eyre Regional Training Hub (RTH) has supported CHSALHN to seek additional funding to commence five new intern positions. We hope to know the outcome of this funding submission soon.

This rural immersion intern experience will provide you with broad experiences across diverse clinical areas including emergency medicine, general medicine, general surgery and primary care paediatrics. You will have opportunities to work with experienced healthcare teams, under personalised supervision of experienced rural clinicians, challenge yourself and to gain valuable experience with hands-on procedural skills. You will have access to learning opportunities including the weekly junior doctor tutorial program, simulation sessions, Journal Club and Grand Rounds. Being a member of a smaller cohort of interns, you will have access to significant individual support from the Northern Gulf Eyre RTH and Adelaide Rural Clinical School (ARCS) Medical Education Team and you will also develop close working relationships with your junior and senior medical colleagues. The working culture at Whyalla Hospital Health Service (WHHS) and other Northern Eyre regional centres embraces team work and all team members are highly valued for the skills and knowledge they are able to contribute to patient care.

We invite you to become a valued member of the healthcare team in addition to the local community in Whyalla, with supported clinical placements in Pt Augusta and Pt Lincoln. This internship will set you up well for a rural generalist career and link into further opportunities in rural or specialist post graduate training and work in Adelaide or rural locations.

Residents across the Northern, Flinders Ranges, Upper North and Eyre Peninsula have access to a wide range of health care services in a number of locations throughout the region. This includes WHHS, Port Augusta Hospital, Port Lincoln Hospital Health Service and a variety of community based general practices, medical clinics, community and aboriginal health services.

We provide acute services ranging from in-hospital care by local General Practitioners to specialist surgical, obstetric, paediatric and anaesthetic services delivered by Medical Consultants. Services also include accident and emergency care, day and in-patient surgery, mental health services including an in-patient unit, Aboriginal health and community health.

The core catchment area is considered to be the Eastern Eyre Peninsula, where Whyalla Hospital and Health Service supports the smaller health units with the provision of more complex services.

The Whyalla Hospital and Health Service also supports a broader catchment area for more specialised services such as mental health, orthopaedic surgery, specialised cancer services and specialist rehabilitation services and with a focus on developing cardiology and geriatric services for the broader region. This larger catchment area includes the wider Eyre Peninsula Port Augusta, Flinders Rangers and the Far North. For some specialised services such as orthopaedic surgery, cancer services and cardiology, the catchment extends more broadly.

The core catchment includes a population of approximately 28,000 people whilst the larger catchment has a population of over 84,000 people. 3.7% of people in the core catchment and 7.0% of people in the broader catchment identify as Aboriginal and Torres Strait Islander.
Whyalla Hospital and Health Service has 75 multi-day in-patient beds, including an 8 bed high dependency unit, 4 renal chairs, 6 chemotherapy chairs, 21 same-day recovery beds, 2 operating and 1 endoscopy theatre and 9 Emergency department bays.

Whyalla Hospital and Health Service is a level 3 obstetric facility. More complex patients are referred to the level 4 facility at Port Augusta.

Paediatric clinics are run daily by paediatricians visiting from Port Augusta, where the regions paediatric service is situated.

**General Practice/Emergency Bunyarra Clinic Whyalla:**

Whyalla is a regional rural city, (ASGC RA3) servicing the remote western, eyre and northern regions of South Australia. The Bunyarra Medical Clinic, based in Whyalla, is a four GP doctor and three nurse practitioner rural general practice providing comprehensive care, with a focus on high quality family medicine care, and aged care services for the residential and community population.

The team of highly experienced doctors provide emergency care to multiple primary care sites, including Whyalla aged care services, aboriginal health clinics, Bunyara medical clinic, emergency department and the wider Whyalla community twenty-four hours a day, every day of the year. They have provided a vertically integrated teaching, supervision and training for over fifteen years to medical students and post graduate registrars, including intern clinical placements in an earlier program.

**General Practice/Emergency Port Lincoln:**

Investigator clinic is a large group practice consisting of 15 doctors based in Port Lincoln, at the southern tip of Eyre Peninsula. There are a large team of highly experienced doctors who provide excellent teaching, supervision and training opportunities.

The Investigator Clinic provides a wide range of services including:

- Emergency medicine
- Sports medicine
- Dermatology
- Aboriginal health
- Counselling
- Paediatrics
- Obstetrics
- Minor surgery
- Mental health
- Orthopaedics
- Palliative care
- Geriatrics
- Anaesthetics
- Childhood immunization

The practice and GP’s also provide after-hours emergency care, 24 hours per day, every day to the wider Pt Lincoln community through a shared on-call roster in the emergency department of Pt Lincoln hospital. This includes surgical, medical, paediatric, anaesthetics and obstetrics.
inpatient, on-call and emergency services.

**Primary Care Paediatric Port Augusta:**

Port Augusta is located 300km north of Adelaide. It has a population of 14,000, however it covers a large remote area to the north and west of South Australia.

Old Base medical centre is an established high quality RACGP accredited small group teaching practice. Through Port Augusta practice, a network of primary care paediatric training opportunities is planned through child and adolescent health, aboriginal health at Pika Wiya aboriginal medical service, in remote communities through Royal Flying Doctor Service weekly clinics, and with the Northern Regional Paediatric Unit (NRPU) outreach clinics in rural communities and small towns across this region.

The practice and GP’s provide after-hours emergency care, 24 hours per day, every day to the wider Pt Augusta community through a shared on-call roster in the emergency department of Pt Augusta hospital. This includes paediatric, inpatient and emergency services. The Northern Regional Paediatric Unit (NRPU) is located at the Port Augusta Hospital with a rotating roster involving 4 consultants and 2 senior registrars, and provides specialist paediatric community outreach services across the Northern Gulf Eyre region.

**Rotations**

WHHS has undergoing the SAMET accreditation process for interns in General Surgery, General Medicine, General Practice Emergency and Primary Care Paediatric terms. Previously similar clinical placements have been SAMET accredited that meet the Australian Medical Council (AMC) core intern training requirements in General Medicine, General Surgery and General Practice Emergency.

**Intern Rotation Example**

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<th>T1</th>
<th>T2</th>
<th>T3</th>
<th>T4</th>
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<tbody>
<tr>
<td>Intern 1</td>
<td>Surgery Whyalla (RA3)</td>
<td>Medicine Whyalla (RA3)</td>
<td>General Practice/Emergency Bunyarra Clinic Whyalla (RA3)</td>
<td>Primary Care Paediatrics - Pt Augusta (RA3)</td>
<td></td>
</tr>
<tr>
<td>Intern 2</td>
<td>Primary Care Paediatrics - Pt Augusta (RA3)</td>
<td>Surgery Whyalla (RA3)</td>
<td>Medicine Whyalla (RA3)</td>
<td>General Practice/ Emergency Pt Lincoln (RA4)</td>
<td></td>
</tr>
<tr>
<td>Intern 3</td>
<td>General Practice/ Emergency (RA4)</td>
<td>Primary Care Paeds - Pt Augusta (RA3)</td>
<td>Surgery Whyalla (RA3)</td>
<td>Medicine Whyalla (RA3)</td>
<td>General Practice/ Emergency (RA3)</td>
</tr>
<tr>
<td>Intern 4</td>
<td>General Practice/Emergency Bunyarra Clinic Whyalla (RA3)</td>
<td>Primary Care Paeds - Pt Augusta (RA3)</td>
<td>Surgery Whyalla (RA3)</td>
<td>Medicine Whyalla (RA3)</td>
<td></td>
</tr>
<tr>
<td>Intern 5</td>
<td>Medicine Whyalla (RA3)</td>
<td>General Practice/ Emergency Pt Lincoln (RA4)</td>
<td>Primary Care Paediatrics - Pt Augusta (RA3)</td>
<td>Surgery Whyalla (RA3)</td>
<td></td>
</tr>
</tbody>
</table>

Once interns are allocated to WHHS you will be asked for your preference of rotations. When allocating rotations, Intern rotation preferences and annual leave requests will be taken into
consideration along with the number of available positions and the service requirements of the hospital. Every effort is made to ensure that rotations reflect the intern’s preferences, interest and career direction. It is not possible to take any planned leave during the general medicine or general surgery clinical placements, for you to meet the AMC intern training requirements.

**Administration and Human Resources**

The Medical Education Unit is responsible for orientation, pastoral support and coordination of the education program for junior doctors. Northern Gulf Eyre RTH work in collaboration with the Medical Administration team at WHHS when allocating terms to each intern. The majority of this rural immersion intern year is based in Whyalla, unless the intern chooses a longer Pt Lincoln GP Emergency placement.

The WHHS Medical Administration team is responsible for rostering and ensuring that trainees are rostered in line with the SA Health Salaried Medical Officers Enterprise Agreement (SMOEA) 2017.

Interns work 8 hour shifts on a rostered basis including evening and weekend shifts. There is no requirement for night shifts in the intern year. Leave requests are made to the Medical Administration team at MGDHS and interns are encouraged to plan their leave as early as possible in the year.

**Educational opportunities**

The Director of Clinical Training and Medical Education Officer make up the medical education team and are seconded from and fully supported by the Northern Gulf Eyre RTH and Adelaide Rural Clinical School.

The medical education unit provide a comprehensive educational program addressing the requirements of the Australian Curriculum Framework for Junior Doctors (ACFJD). The comprehensive orientation will also include meeting with the Director of Clinical training from the RTH to plan a training program that is personalized to their needs, aligned with the SA intern training program, and enable linkage with wider training opportunities occurring in the Northern and Eyre area.

Formal teaching sessions include:

- An orientation to the hospital, clinical placements, the Northern Gulf Eyre RTH and Adelaide Rural Clinical School occurs at the commencement of internship.
- A JMO Tutorial Program – held weekly. Tutorial attendance is protected and paid time for Interns. This program has been developed in collaboration with interns and term supervisors with local General Practitioners and specialists covering core skills requirements. Junior Doctors from Whyalla Hospital and Mt Gambier join together and receive customised training through excellent Video Conference facilities.
- Fortnightly Grand Rounds and other training workshops presented by local and visiting specialists.
- Clinical simulation scenario-based workshops conducted a minimum of 5 times per year using a mix of state-of-the-art simulation equipment and standardised patients. Interns have protected and paid time to attend. This includes Basic Life Support, Advanced Life support, Rural Paediatric emergencies and neonatal resuscitation.
In addition, there are regular teaching rounds for Interns and opportunities for case presentations. There is dedicated room for junior doctor reading and learning, with access to online training modules and resources to CHSALN, WHHS, ARCS and reputable medical platforms.

Supervision and Support

Each rural intern will have a tiered level of supervision:-

1. Term Supervisor in each primary care or hospital setting – coordinating and facilitating training in their site
2. Nominated clinical supervisor for the interns clinical work – directly and on-site
3. Regional Training Hub – Director of Clinical Training (DCT) – overseeing all education, training and intern support activities
4. CHSA regional hospital - Director of Medical Services – ensuring employee obligations are provided.

There is a nominated term supervisor for each rotation who will meet with junior doctors individually to provide feedback and conduct mid and end-of-term formative assessments. Clinical supervisors are encouraged to give regular feedback to their junior doctors on a day-to-day basis and are given training and support to do this.

The Medical Education Unit has an open door policy where junior doctors are encouraged to drop in to discuss any issues or concerns. The DCT and MEO also arrange confidential beginning and end of year appraisals with each junior doctor as a formal time to ask for advice/support, highlight any concerns, discuss career pathways, and provide feedback about the training program.

Regular meetings with and mentoring by the medical education team is provided to the intern. On the last day of each rotation all trainees get together with the Medical Education team to discuss handover and what to expect with next rotation.

General Information on Whyalla

Whyalla is an important hub located on Eyre Peninsula’s Spencer Gulf in South Australia, and is the region’s biggest city for retail shopping with excellent recreational, sporting and entertainment facilities. Whyalla boasts a warm climate, accessible ocean shores and saltwater fishing. Whyalla represents South Australia’s foremost combination of industrial and nature-based experiences. With vivid scenery, small city charm, distinctive mystic outback landscapes and year-round things to do, Whyalla offers discovery, unique Australian natural wonders and absolute contrast in nature based and industrial activities. Activities that are significant to the landscape and geography of the region that will enthrall and gratify those looking to unearth and experience learning, adventure time and witness unrivalled sights and happenings.

Dive or snorkel and witness the camouflage and colourful mating rituals of Whyalla’s distinctive Giant Cuttlefish. Relax within the ocean and wonders of the unique Northern Coastline and beaches on the tranquil Spencer Gulf which are back dropped by the ancient Southern Flinders Ranges. Spectacular sunsets and shimmering horizons, unrivalled natural events and industry that strengthen the nation await the adventurous ready to unearth our earth’s raw essence up close.

The trainee is a rural based intern, whose clinical terms are based across the Northern Gulf Eyre
region to ensure a high quality and AMC accredited training in a variety of disciplines. This includes Whyalla, Pt Augusta and Pt Lincoln. Interns are supported to be accommodated in ARCS shared accommodation in each site.

Support for intern relocating to region is provided by the Northern Gulf Eyre RTH, based in Whyalla and TMO professional development by Country health SA.

The WHHS is located approximately 1 kilometre from the city centre with free secure staff parking available on site. Some sort of private transport is highly recommended as the city is spread over quite a large area. Most locations are only 3 – 8 minutes away by car, 10 – 15 by bicycle. There is a limited public transport system (bus) which runs primarily between 9am and 5pm Monday to Friday.

An exciting new opportunity being created and planned for junior doctors to work, live and train across an enviable blend of medical, surgical, emergency, rural medicine, and community paediatrics. To be awed by the dramatic events and vivid colours and textures that shapes these Northern Gulf Eyre communities of South Australia.

Contacts

For any questions regarding Whyalla Internship positions please contact:

- Lawrie McArthur  
  Director of Clinical Training  
  Phone: 0400 366 955  
  Email: lawrie.mcarthur@adelaide.edu.au

- Jenna Kerslake  
  Medical Education officer  
  Phone: 0428103896  
  Email: jenna.kerslake@adelaide.edu.au

- Tracey Paterson  
  Medical Education officer  
  Phone: 0439454776  
  Email: tracey-jayne.paterson@adelaide.edu.au
Mount Gambier and Districts Health Service (MGDHS)

Limestone Coast residents have access to a wide range of health care services in a number of locations throughout the region. Mount Gambier and Districts Health Service is part of the South East Health Services. We provide acute services ranging from in-hospital care by local General Practitioners to specialist surgical, obstetric, paediatric and anaesthetic services delivered by Medical Consultants. Services also include accident and emergency care, day and in-patient surgery, mental health services including an in-patient unit, Aboriginal health and community health.

The Mount Gambier Hospital is the major regional health provider for the lower, mid and upper South East regions with other facilities located nearby in Bordertown, Keith, Kingston, Lucindale, Millicent, Naracoorte and Penola. The catchment area also extends across the border into Western Victoria.

Mount Gambier Hospital is located approximately 3 kilometres from the city centre with free secure staff parking available on site. Some sort of private transport is highly recommended as the city is spread over quite a large area. Most locations are only 3 – 8 minutes away by car, 10 – 15 by bicycle. There is a limited public transport system (bus) which runs primarily between 9am and 5pm Monday to Friday. The hospital has a fantastic chef run café on site with its own good coffee and good food – the ideal place to catch up with some of the other 50+ doctors on site.

Mount Gambier is the second most populated city in South Australia with an estimated population of 28,600. It is located 17kms from the Victorian border and about 450 kilometres from both Adelaide and Melbourne. Mount Gambier strikes the ideal balance between the vibrant lifestyle of a big city and comforts of a small town, between cultural progress and tradition, and between modern conveniences and the preservation of natural beauty – be it our iconic blue lake, or our many caves, sinkholes and parks.

The Mount Gambier Hospital services and facilities include:

- Emergency Department including two resuscitation rooms, fast track treatment areas, multiple treatment bays, and infections isolation room and a separate paediatric area.
- 37 bed Medical Unit including rehabilitation beds
- 27 bed Surgical Unit
- 14 bed Level 4 Maternity Unit with 3 birthing suites
- 2 cot Level 4 neonatal nursery
- 6 bed Paediatric Unit
- 6 bed High Dependency Unit
- 6 bed Mental Health in-patient Unit
- 11 Day Surgery Chairs
- 4 Operating Theatres
- 6 chair Chemotherapy Unit
- 4 chair Renal Dialysis Unit
- 12 room outpatient Consulting Suite
- 2 out-patient procedures rooms
- Pre-Admission Clinics
Co-located at the Hospital site are the following services:

- Mount Gambier Private Hospital 17 bed facility
- Benson Radiology
- SA Pathology
- SA Pharmacy
- Country Health Connect
- South Australian Dental Services
- South East Mental Health Services – inpatient, intermediate care, community based care
- Drug and Alcohol Services
- Rehabilitation Service
- Renal Dialysis Service
- Aboriginal Health Services – Pangula Mannamurna Aboriginal Corporation (not co-located by located nearby)

The Director of Clinical Training and Medical Education Officer make up the medical education team and are located in the purpose built Flinders University Rural Health South Australia (FURHSA) Campus, situated adjacent to the hospital.

The medical education unit provide a comprehensive educational program addressing the requirements of the Australian Curriculum Framework for Junior Doctors (ACFJD). Formal teaching sessions include:

- An orientation to the hospital and to Flinders University Rural Health South Australia prior to the commencement of internship
- A JMO Tutorial Program – held weekly. Tutorial attendance is protected and paid time for Interns. This program has been developed in collaboration with interns and term supervisors with local General Practitioners and specialists covering core skills requirements. Junior Doctors from Whyalla Hospital also link-in via Video Conference.
- A Journal Club held monthly involving a mixed vertically integrated small group learning environment. This program includes an introduction to research, discussion of recent journal articles and clinical case presentations, family medicine program articles, clinical reviews and audits.
- Monthly Grand Rounds and other training workshops presented by local and visiting specialists
- Clinical simulation scenario-based workshops conducted a minimum of 5 times per year using a mix of state-of-the-art simulation equipment and standardised patients. Interns have protected and paid time to attend.

In addition, there are regular teaching rounds for Interns and opportunities for case presentations. There is access to online resources at both MGDHS and FURHSA.

**Rotations**

MGDHS has accredited terms for interns in General Surgery, General Medicine, Emergency Medicine, Anaesthetics, and General Practice.

In 2018 the hospital has sought additional funding to increase the intern numbers from five to seven. We hope to know the outcome of this funding submission soon.

Once interns are allocated to MGDHS you will be asked for your preference of rotations. When
allocating rotations, Intern rotation preferences and annual leave requests will be taken into consideration along with the number of available positions and the service requirements of the hospital. Every effort is made to ensure that rotations reflect the intern’s preferences, interest and career direction.

**Educational opportunities**

The Director of Clinical Training and Medical Education Officer make up the medical education team and are located in the purpose built Flinders University Rural Health South Australia (FURHSA) Campus, situated adjacent to the hospital.

The medical education unit provide a comprehensive educational program addressing the requirements of the Australian Curriculum Framework for Junior Doctors (ACFJD). Formal teaching sessions include:

- An orientation to the hospital and to Flinders University Rural Health South Australia prior to the commencement of internship
- A JMO Tutorial Program – held weekly. Tutorial attendance is protected and paid time for Interns. This program has been developed in collaboration with interns and term supervisors with local General Practitioners and specialists covering core skills requirements. Junior Doctors from Whyalla Hospital also link-in via Video Conference.
- A Journal Club held monthly involving a mixed vertically integrated small group learning environment. This program includes an introduction to research, discussion of recent journal articles and clinical case presentations, family medicine program articles, clinical reviews and audits.
- Monthly Grand Rounds and other training workshops presented by local and visiting specialists
- Clinical simulation scenario-based workshops conducted a minimum of 5 times per year using a mix of state-of-the-art simulation equipment and standardised patients. Interns have protected and paid time to attend.

In addition, there are regular teaching rounds for Interns and opportunities for case presentations. There is access to online resources at both MGDHS and FURHSA.

**Supervision and Support**

There is a nominated supervisor for each rotation who will meet with junior doctors individually to provide feedback and conduct mid and end-of-term formative assessments. Supervisors are encouraged to give regular feedback to their junior doctors on a day-to-day basis and are given training and support to do this.

The Medical Education Unit have an open door policy where junior doctors are encouraged to drop in to discuss any issues or concerns. The DCT and MEO also arrange confidential beginning and end of year appraisals with each junior doctor as a formal time to ask for advice/support, highlight any concerns, discuss career pathways, and provide feedback about the training program.

The Medical Education Unit are responsible for orientation, pastoral support and coordination of the education program for junior doctors. FURHSA work in collaboration with the Medical Administration team at MGDHS when allocating terms to each intern. All rotations are based at the Mount Gambier Hospital.
The MGDHS Medical Administration team are responsible for rostering and ensuring that trainees are rostered in line with the SA Health Salaried Medical Officers Enterprise Agreement (SMOEA) 2017.

Interns work 8 hour shifts on a rostered basis including weekend shifts. There is no requirement for night shifts in the intern year. Leave requests are made to the Medical Administration team at MGDHS and interns are encouraged to plan their leave as early as possible in the year.

Contacts

For any questions regarding Mount Gambier Internship positions please contact:

Sarah Boyd
Medical Education officer
Phone: 08 8726 3915
Email: sarah.boyd@flinders.edu.au

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Northern Adelaide Local Health Network (NALHN)
**Introduction**

Interns based at the Northern Adelaide Local Health Network (NALHN) will find their Internship to be a challenging and rewarding year, personally and professionally. Internship will offer a range of diverse opportunities to consolidate and develop knowledge, skills and attitudes as Interns make the transition from Medical Student to Medical Officer.

Interns appointed to NALHN will be assigned to rotations which may encompass terms at both Lyell McEwin Hospital (LMH) and Modbury Hospital where you will be well supported by colleagues.

**Facilities**

NALHN comprises of approximately 509 inpatient beds, with approximately 375 of these at LMH and 134 at Modbury Hospital. On site car parking is available at both LMH and Modbury Hospital. Both sites offer cafeteria services to staff and public. Library services are available with Librarians always willing to assist with research. The Library can also be used as a quiet area to study. Both hospitals operate Emergency Departments staffed by specialists 24 hours a day, seven days a week. Lyell McEwin Hospital is the major hospital in the North and North East for emergency, complex and multi day surgery. North and North Eastern residents have access to a comprehensive 24/7 Orthopaedic Trauma Service and catheter laboratories for access to cardiology and interventional radiology services.

Modbury Hospital is the major 23-hour and same day elective surgery and rehabilitation hub for the North and North Eastern area. The state of the art Rehabilitation Centre at Modbury Hospital has eighteen treatment rooms, a gym, hydrotherapy pool, a laboratory for analyzing patient mobility, prosthesis services and a kitchen where clients can re-learn and practice everyday tasks.

Modbury Hospital also has an expanded one stop Breast Service, providing women with access to a breast surgeon, a radiologist and a breast care nurse in the same location.

**Allocation of rotations**

Once Interns are allocated to NALHN they will be asked for their indicative preference of rotations across the network via the SA MET application system.

Intern rotation preferences and annual leave requests will be taken into consideration along with the number of available positions and the service needs of the hospital. NALHN supports a system that is fair and equitable and every clinical term is accredited for Intern training. Every effort is made to ensure that an Intern’s allocated rotations reflect their preferences, interest and career direction. In common with all Intern placements in South Australia some rotations are highly competitive and NALHN is not able to guarantee that an Intern will get all of their preferred rotations.

Interns will also have the opportunity to participate in the relieving and/or nights (medical or surgical) roster. Interns will participate in an on-call roster (after-hours, weekends and public holidays) during some ward-based terms.

Interns may negotiate to swap rotations with a colleague for the final four term rotations of the
year, providing the swap does not impact on their ability to meet the Australian Health Practitioner Regulation Agency (AHPRA) requirements for general registration. Swapping is not allowed for the first term rotation. All swaps must be approved by both the Director of Medical Services (DMS) and the Director of Clinical Training (DCT).

Feedback from previous Interns has shown that the Intern year at both LMH and Modbury Hospital has been a positive one, with Interns obtaining rotation preferences that meet their career direction and that enable them to obtain general registration.

**Rotations**

NALHN offer a range of rotations in across all divisions.

### List of what is on offer for Internship.

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<th>Short Stay General Medicine</th>
<th>Acute Psychiatry</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Medicine</td>
<td>Older Persons Psychiatry</td>
</tr>
<tr>
<td>AMU</td>
<td>GP - Crystal Brook</td>
</tr>
<tr>
<td>Medical Nights</td>
<td>Relieving</td>
</tr>
<tr>
<td>Respiratory</td>
<td>Emergency</td>
</tr>
<tr>
<td>Diabetes/Endocrine</td>
<td>Upper GI Surgery</td>
</tr>
<tr>
<td>Renal</td>
<td>Colorectal Surgery</td>
</tr>
<tr>
<td>Neurology</td>
<td>Breast/Endocrine Surgery</td>
</tr>
<tr>
<td>Gastroenterology</td>
<td>Urology/ENT Surgery</td>
</tr>
<tr>
<td>Cardiology</td>
<td>Orthopaedic Surgery</td>
</tr>
<tr>
<td>Rehab</td>
<td>Surgical Nights</td>
</tr>
<tr>
<td>Palliative Care</td>
<td>Gynaecology</td>
</tr>
</tbody>
</table>

**Educational opportunities**

NALHN hospitals provide a comprehensive educational program based on the Australian Curriculum Framework for Junior Doctors (ACFJD).

All Interns receive a comprehensive Orientation and Induction Program at the commencement of their Internship. Interns are supported throughout the year at each site by a Post Graduate Medical Education Unit.

- Weekly tutorials are held at both sites. PowerPoint presentations are available electronically.
- Weekly ‘Medical Grand Round’ sessions across both sites with guest speakers presenting various topics.
- Clinical skills training sessions are scheduled throughout the year.
- Lunchtime is protected time for Interns, enabling them to attend tutorial sessions, and other education events throughout the hospitals.
- Specific teaching will occur in each term/division to supplement the work experience. This may include tutorials, bedside teaching, demonstrations, case studies, journal clubs and morbidity and mortality conferences.
- Postgraduate Medical Education Unit teaching activities are routinely evaluated by Interns. This information is used for quality assurance and improvement.
- Opportunities for research participation and recognition, including an Ellen Price Annual award and Trainee Medical Officer Project Award.
Supervision and Support

Each term of Internship has an allocated Term Supervisor as well as senior team members who will directly or indirectly support you during your transition into the Intern role. The Trainee Medical Officer Unit on site will support your administration requirements as you embark on your Intern year.

The Post Graduate Medical Education Unit (PMEU) staff at each site are available to provide support, guidance and education throughout your Internship. They are actively available for your welfare/wellbeing support and debrief when required. The PMEU also have a range of written resources that are valuable to support transition to Internship.

A peer mentoring program has recently been adopted which sees those Interns interested in this form of support receiving a mentor for the year in the form of a PGY2+.

The NALHN RMO Society regularly welcome new members (including Interns) and hold regular social activities to encourage a positive working culture amongst Junior Medical Officers in NALHN. Ask the PMEU about joining.
Southern Adelaide Local Health Network (SALHN)
Introduction

Individuals allocated to Southern Adelaide Local Health Network (SALHN) can expect to receive a robust, engaging and well supported internship experience across a broad range of specialties. SALHN prides itself on a culture that strives to achieve best practice in medical education and offers an outstanding and diverse training program.

Interns appointed to SALHN will be assigned to rotations which may encompass terms at both Flinders Medical Centre (FMC) and Noarlunga Hospital (NH) where they will be well supported by colleagues.

Facilities

Flinders Medical Centre is an acute tertiary hospital with 564 beds. Noarlunga Hospital is located 17km south of FMC and has 82 beds. Interns have the option to rotate to Jamie Larcombe Centre (JLC) for their Psychiatry rotation located at Glenside Hospital which has been purpose built to accommodate services previously provided at the Repatriation General Hospital. It is located 14km north east of FMC and has 24 beds.

FMC, NH and the JLC are accessible via car, bus and taxi services. NH is accessible via train. All sites have adequate car parking for staff and have security to assist staff to their car at night if required.

The Southern Region is easily accessible via the southern freeway and is renowned for the beautiful beaches and wineries. The Fleurieu Peninsula including Victor Harbor and Kangaroo Island are close by for day trips or longer stays.

Allocation of rotations

SALHN takes into consideration preferences for rotations including leave preferences, as well as the Australian Health Practitioner Regulation Agency (AHPRA) and South Australian Medical Education and Training (SA MET) requirements to ensure all trainees receive a balanced education program and fulfil the requirements for General Registration. For rotations that are highly sought after, for example paediatrics, applicants are contacted after they have submitted their preferences to SA MET to provide an expression of interest in support of their rotation request. Applicants for this rotation will be selected by the Paediatric Term Supervisor. Rotations within SALHN are spread across all sites including FMC, NH and the JLC. Trainees may be expected to do a service term of nights or relieving.
**Rotations**

SALHN offer a range of rotations in across all divisions.

<table>
<thead>
<tr>
<th>List of what is on offer for Internship.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Emergency</strong></td>
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<tr>
<td><strong>Cardiology</strong></td>
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<tr>
<td><strong>General Medicine</strong></td>
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<tr>
<td><strong>Older Persons Assessment and ED Liaison (OPAL)</strong></td>
</tr>
<tr>
<td><strong>Hepatobiliary Surgery</strong></td>
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<tr>
<td><strong>ENT</strong></td>
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<tr>
<td><strong>Colorectal Surgery</strong></td>
</tr>
<tr>
<td><strong>Orthopaedics</strong></td>
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<tr>
<td><strong>Vascular Surgery</strong></td>
</tr>
<tr>
<td><strong>Infectious Diseases and Dermatology</strong></td>
</tr>
<tr>
<td><strong>Obstetrics and Gynaecology</strong></td>
</tr>
<tr>
<td><strong>Psychiatry</strong></td>
</tr>
</tbody>
</table>

**Educational opportunities**

All interns participate in a comprehensive orientation and induction program at the commencement of their internship, and are supported in their educational program by a the Trainee Medical Officer Unit (TMOU) medical education team comprised of the Director of Clinical Training (DCT), Deputy DCT, Medical Education Registrars, Medical Education Officers (MEOs).

Trainees receive a balanced educational program aligned to the Australian Curriculum Framework for Junior Doctors (ACFJD) and welfare needs.

The weekly intern tutorials provide a broad, clinically focussed program tailored to the learning requirements of junior doctors.

The clinical simulation program runs weekly and interns are offered four workshops which are facilitated by an ED Consultant and Medical Education Registrar.

Both tutorials and simulation sessions are protected teaching time for interns. Grand rounds are held weekly throughout the year and offer junior doctors the opportunity to attend and extend their clinical and theoretical knowledge.

**Supervision and Support**

Interns are well supported throughout internship. TMOU staff are available to assist trainees at any point and the medical education team can offer personal and clinical leadership and guidance to support the intern through the year. Throughout internship, trainees are supervised both in and out of hours by senior members of each rotation. The team provides clinical, educational and pastoral support to the junior members of the team. Interns are encouraged to discuss any concerns within their team as well as seeking assistance from the TMOU Medical Education Unit. They are also encouraged to have their own GP as an additional source of support. All junior doctors have access to the Employees Assistance Program as an additional source for confidential
counselling and support.

All medical officers are required to accurately record the hours that they work on their timesheet and are paid appropriately. Annual leave entitlement is 35 calendar days per year of full-time service. Interns are allocated three weeks annual leave with two weeks taken in the Emergency Medicine rotation and the other taken in their non-core term. The remainder two weeks leave is taken at the end of the intern year and prior to the start of the RMO year. Interns are asked to preference leave, and allocations are made based on this information. All leave is tracked to ensure that interns meet 47 weeks of training requirements.

Consideration is given to requests for special leave.

For all human resources and on boarding requirements including AHPRA, Medicare, Immigration and Credentialling there is a skilled and supportive HR team which is also in the TMOU.

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Central Adelaide Local Health Network
Introduction

Central Adelaide Local Health Network (CALHN) is an accredited prevocational (PGY1 and PGY2+) medical training provider. SAMETs Accreditation Standards provide the framework against which the quality of education, training, support, supervision and welfare are measured and met. The hospitals within CALHN to which Interns are allocated as home-based hospitals are The Queen Elizabeth Hospital and the Royal Adelaide Hospital. Other sites and services in CALHN include Hampstead Rehabilitation Hospital, Glenside Hospital, and a range of sub-acute and primary health care services and a number of state-wide services. CALHN serves the South Australian community through a multidisciplinary patient-focused model, delivering comprehensive medical services and care to manage a diverse range of complex health issues. CALHN is committed to our community through a partnership approach in delivering healthcare that promotes wellness through illness prevention and proactive treatment of disease. CALHN provides a broad base of clinical experience and has a demonstrated culture of expert teaching and training which is very well supported by senior clinicians and trainees in vocational training programs.

Facilities

Royal Adelaide Hospital is an 800-bed Hospital providing a comprehensive range of the most complex clinical care to an estimated 85,000 inpatients and 400,000 outpatients each year. Structurally, the hospital spans the equivalent of three city blocks and is located on a site containing almost four hectares of landscaped parks and internal green space, including over 70 courtyards, terraces and sky gardens.

The Queen Elizabeth Hospital is a 311 bed, acute care teaching hospital that provides inpatient, outpatient, and emergency and mental health services to a population of more than 250,000 people living primarily in Adelaide’s western suburbs. TQEH is currently undergoing a 270 million dollar redevelopment.

Allocation of rotations

Interns are required to preference rotations are most desired overall rotation and most desired medical rotation for both TQEH and RAH. Interns also have an opportunity to preference annual and other leave requirements. The DCTs, MEOs and Roster Manager assign the rotation allocations taking into account preferences, required number of off-site rotations, leave requirements/requests etc. Some Interns will undertake Nights or Relieving terms.

When all rotation allocations have been made, the most number of rotations (ie 3 out of 5) and coinciding with the Term 1 allocation (in most cases) determines the home-based hospital. The individual unit Term Description documents outline the required rostered working hours – this is variable to each unit with a minimum of 76 hours per fortnight.

Depending on your home hospital, the RAH Medical Administration or TQEH Medical Administration manages annual Leave allocation and other leave requirements. They offer the opportunity for you to preference when you wish to take annual leave. At RAH, it is required that Interns take 2 weeks of annual leave during the Emergency Medicine term and then another 1 week of annual leave is allocated throughout the year. Then the final 2 weeks of annual leave are allocated at the end of internship and before commencement of the PGY2 year.
**Rotations**

CALHN offer a range of rotations in across all divisions.

### List of what is on offer for Internship.

<table>
<thead>
<tr>
<th>Royal Adelaide Hospital</th>
<th>The Queen Elizabeth Hospital:</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Medicine</td>
<td>Acute Medical Unit</td>
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<tr>
<td>Geriatric Medicine</td>
<td>Aged Care</td>
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<tr>
<td>Acute Assessment Unit - Medical</td>
<td>Breast Endocrine and Surgical Oncology</td>
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<tr>
<td>Thoracic Medicine</td>
<td>Cardiology</td>
</tr>
<tr>
<td>Stroke Unit</td>
<td>Colorectal</td>
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<tr>
<td>Neurology</td>
<td>Emergency Medicine</td>
</tr>
<tr>
<td>Cardiology</td>
<td>General Medicine</td>
</tr>
<tr>
<td>Gastroenterology</td>
<td>Medical Nights</td>
</tr>
<tr>
<td>Trauma Surgery</td>
<td>Orthopaedic Surgery</td>
</tr>
<tr>
<td>Upper GI Surgery</td>
<td>Palliative Care</td>
</tr>
<tr>
<td>Hepatobiliary Surgery</td>
<td>Plastic Surgery</td>
</tr>
<tr>
<td>Colorectal Surgery</td>
<td>Psychiatry (Cramond Clinic)</td>
</tr>
<tr>
<td>Vascular Surgery</td>
<td>Psycho-geriatric</td>
</tr>
<tr>
<td>Plastic Surgery</td>
<td>Relieving</td>
</tr>
<tr>
<td>Orthopaedic Surgery</td>
<td>Respiratory</td>
</tr>
<tr>
<td>Emergency Medicine</td>
<td>Night Intern B</td>
</tr>
<tr>
<td>Nights</td>
<td>Upper Gastrointestinal</td>
</tr>
<tr>
<td>Relieving</td>
<td>Urology</td>
</tr>
<tr>
<td>Medical Oncology</td>
<td>Rural and Remote Psychiatry</td>
</tr>
<tr>
<td>Radiation Oncology</td>
<td>General Practice:</td>
</tr>
<tr>
<td>Cardiothoracic Surgery</td>
<td>Jamestown, Kadina, Boston Bay (Port Lincoln)</td>
</tr>
<tr>
<td>ENT</td>
<td>General Surgery Port Augusta</td>
</tr>
<tr>
<td>Acute Mental Health</td>
<td>General Rehab Hampstead Rehabilitation Centre</td>
</tr>
<tr>
<td></td>
<td>Women’s and Children’s Hospital Network</td>
</tr>
</tbody>
</table>

### Educational opportunities

Royal Adelaide Hospital:

- Weekly Intern Training Meetings – Mandatory Protected Training Time This program provides ongoing educational and training opportunities in response to the changing needs of Interns as you progress through your clinical rotations. These are practical, case-based discussions guiding you on how to solve problems that you can expect to experience in your daily practice.
- Intern Simulation Training Program – Mandatory Protected Training Time 2 x 2.5 hour group sessions (x 4 interns), conducted by an Anaesthetic Consultant. The training scenarios are based on realistic patient management situations.
- Weekly Surgical Units Intern Teaching Meetings (for Interns doing surgical terms) d) Weekly Emergency Department Teaching Meetings (for Interns doing Emergency Medicine term)
- Weekly General Medicine / Acute Assessment Unit Teaching Meetings (for Interns doing Gen Med and AAU terms)
- Ward Rounds and Individual Unit Teaching Meetings g) Weekly Medical Grand
• Teaching on the Run Program

The Queen Elizabeth Hospital:

• Weekly Intern teaching – Mandatory pager protected time the program curriculum is linked to the Australian Curriculum Framework for Junior Doctor Training
• Intern simulation training- interns attend a minimum of two simulation training sessions during the intern year. This includes both single and group training.
• Emergency Medicine teaching (Wednesday mornings)
• Ward teaching and MBT meetings
• Advanced Life Support workshops
• Career development workshops including interview practice/ CV writing/Cover letter writing
• Cultural training workshops
• Intimate Partner Domestic Violence Training i) Paediatric Life Support
• Journal clubs
• Near-Peer mentoring program
• Mindfulness Courses - 6 weeks of mindfulness sessions offered several times per year
• Code Blue/MET Training workshops

**Supervision and Support**

Royal Adelaide Hospital:

Each accredited Intern training rotation has a specific Term Description document which outlines the Supervision arrangements on that term. These documents are provided to the Intern before commencement on the term. Supervision can be provided by many and varied personnel ie RMO/Registrar; Consultant; Term Supervisor. The DCT and MEO are always available to provide support and guidance as needed.

Interns can get support from many and varied personnel, and this is well outlined during the orientation program i.e.:

• DCT – Director of Clinical Training
• MEO – Medical Education Officer
• Term Supervisors
• Chief Medical Residents and Senior medical colleagues
• AMA/SASMOA
• SAMET JMO Forum
• Intern Reps – Advocates, Medical Education Committee
• Regular Intern Talkfests
• Mid-Year and End-Year Interviews with DCT and MEO
• Postgraduate Medical Education Office open door policy
• Own health practitioners i.e. GPs etc
• Health Advisory Agencies

The Queen Elizabeth Hospital:

Each accredited Intern training rotation has a specific Term Description document which outlines the Supervision arrangements on that term. These documents are available to the Intern via our
online training information system. Interns are encouraged to read and understand the term description prior to the term commencing. Supervision can be provided by many and varied personnel i.e. RMO/Registrar; Consultant; Term Supervisor. The DCT and MEO are always available to provide support and guidance as needed.

Interns can get support from many and varied personnel, and this is well outlined during the orientation program i.e.:

- DCT – Director of Clinical Training
- MEO – Medical Education Officer
- Term Supervisors
- Senior medical colleagues
- AMA/SASMOA
- SAMET JMO Forum
- Intern Reps – Advocates, General Clinical Training Committee
- Interviews three times per year with DCT and MEO
- Medical Education Unit Office open door policy
- Health Advisory Agencies

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Who can apply?
Internship eligibility criteria

To apply for internship in South Australia you must comply with the following criteria:

- Have graduated from a medical school in the last two years (to start internship in 2019 you are a medical graduate of the 2017 or 2018 cohort)
- Have successfully completed AMC Part 1 if you are an international medical graduate
- Be able to demonstrate that you will meet the requirements for registration with AHRPA
- Have NOT commenced or completed an internship or worked as a doctor before
- Be an Australian Citizen, Australian Permanent Resident, Australian Temporary Resident, New Zealand Citizen, New Zealand Permanent Resident
- Have a visa or residency status that allows you to work unrestricted in Australia for the duration of your prevocational training
- Be able to begin working on the January start date, which includes compulsory orientation, and fulfil the minimum 12 month contract
- Have met the English Language Skills Registration standard
- Have completed Enterprise Patient Administration System (EPAS) training
- Have completed and submitted an online application, including the provision of valid supporting documentation, by the application closing date
- Late applications will not be accepted

Please note applicants who do not meet the eligibility requirements are not eligible for an intern position in South Australia.

Pre-employment requirements

All appointments are subject to:

- Verification of registration with the Australian Health Practitioner Regulation Agency (AHPRA)
- Criminal history check and subsequent clearance
- Health assessment
- Verification of immunisation status

You will not be able to commence your internship if these requirements are not satisfied. In the event you are unable to meet these requirements your position will be reallocated.

Special Consideration

Please refer to FAQs for further information and advice about 'special consideration' requests.
Withdrawing your application

You can withdraw your application at any stage by logging into your SA Health Careers account.

If you accept a position and subsequently wish to withdraw please email HealthSAMET@sa.gov.au and inform the SA MET Unit of your intentions.

Once you have withdrawn from the application process you will not receive any further offers in South Australia.

Applicants who have received an offer interstate and no longer wish to receive an offer from South Australia are required to withdraw their application.

Late Vacancy Management

If you have not been matched to a position at the end of the allocation process, your name will be listed on the National Late Vacancy Management (LVM) list. In 2018 the LVM process will commence on Friday 9 November 2018. Only applicants who have not been made an offer in any state or territory will be placed on this list. If any vacancies arise after 9 November 2018, the LVM list will be consulted to ensure the next applicant to receive an offer has not received an offer previously.

Communicating with you

To apply for an internship every applicant must have their own personal email address. This email address will be used to make contact with you. SMS text messaging will also be used to communicate with you. If you wish to receive SMS text messages please confirm your agreement in your application (first page of application - select 'yes' to receiving SMS notifications).

As all offers are communicated to you via email it is very important for you to have access to your email during the offers notification period (i.e. from July - March). If you do not respond to your offer for internship within the specified timeframe your offer will be automatically declined and you will not receive another offer in South Australia. In instances where you will not have access to email for a period of time it is recommended that you ask a friend or family member to monitor your emails.

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What do I need to apply?
Documentation requirements

From 7 May 2018, you may commence your application for internship via the SA Health Careers website. A link to the application form will be available at the top of this document.

You will be required to upload some or all of the following documents within your application, please refer below. Other requirements may be added, so regularly check this Job Pack for information.

The application form:

- Medical intern placement number (IPN)
  The Intern Placement Number is a unique nine digit number which has been generated by the Australian Health Practitioner Regulation Agency (AHPRA) and has been provided to medical schools for distribution to all 2018 final year medical student (leave blank if you do not have a number).

- A copy of your passport or citizenship certificate
  Please note that Australian Citizens who do not have an Australian Citizenship Certificate or Australian Passport can prove their citizenship by providing a certified copy of:
  - Australian full birth certificate if born on or before 19 August 1986, OR
  - Australian full birth certificate if born on or after 20 August 1986
  Together with proof that at least one parent was either an Australian Citizen or Australian Permanent Resident at time of birth.

- University transcript
  An unofficial copy is acceptable from Australian Medical Council (AMC) accredited medical schools only - evidence must include:
  - University name and/or logo,
  - Student Name, details and
  - Academic results

- Resume/curriculum vitae

- English language evidence
  All applicants are required to provide information confirming that the English language requirements set out by AHPRA are met. Please refer to English language requirement for further information and advice about ‘English Language’ requirements.

- Local Health Network Preferences
  Nominate the four LHNs in preferred order
The application form – supplementary requirements:

- **Change of name**
  Evidence confirming a change of name e.g. marriage certificate, divorce certificate, change of name by deed poll etc. This is important if your name is different on your application supporting evidence such as transcript, passport etc.

- **Visa**
  Visa that includes your name, visa status and expiration date.

- **EPAS**
  Evidence confirming that you have met the Enterprise Patient Administration System (EPAS) requirements if you are not from South Australia. Please refer to EPAS for further information and advice about ‘EPAS’ requirements.

- **Statutory Declaration**
  International Medical Graduates are required to upload a certified copy of a statutory declaration confirming you have never started an internship. A statutory declaration must be signed before a Justice of the Peace, a Commissioner for Taking Affidavits, or a Notary Public. Any alteration made must be initialled by both the applicant and the Justice of the Peace.

- **AMC Part 1 exam**
  International Medical Graduates must upload evidence of the completion of AMC Part 1.

- **Letter of confirmation**
  If you are an Australian Aboriginal and/or Torres Strait Islander you may upload a copy of a 'letter of confirmation' of Australian Aboriginal and/or Torres Strait Islander heritage from an incorporated Indigenous organisation, which must be stamped with their common seal. Such evidence will support a priority appointment.

- **Rural intern pathway**
  There are some specific requirements for the rural internship pathway. Please refer to rural intern pathway for information and advice on requirements.
EPAS

SA Health’s Enterprise Patient Administration System (EPAS) provides the foundation for delivering South Australia’s state-wide electronic health record (EHR). The new system will place South Australian public hospitals and health care sites at the forefront of advancements in eHealth.

Many South Australian medical graduates will have completed EPAS training while at medical school. If you have not undertaken EPAS training you will need to register and complete the online EPAS training. Completing the online training will enable you to meet the eligibility criterion. Registration for EPAS training will open on Monday 16 April 2018 and close on Tuesday 29 May. Please ensure you email healthsamet@sa.gov.au before 29 May 2018 with your full name if you have not undertaken EPAS training at medical school.
English language requirements

All applicants are required to provide evidence of their English language proficiency within their online application. This is also a requirement of AHPRA registration.

If you are applying for initial registration you must demonstrate your English language competency in one of the following ways:

Note: not all information about the English language requirements are listed here. Please visit the AHPRA website for more information. It is your responsibility to ensure you have met the requirements of this AHPRA standard.

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, 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.

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, 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.

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, which includes tertiary qualifications in the relevant professional discipline which you are relying on to support your eligibility for registration under the National Law.

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

OR

5. The Board will also accept
   a. successful completion of the NZREX, or
   b. successful completion of the PLAB test.
Criminal history checks

At a minimum, successful applicants will be required to have a valid ‘Child Related Screening Assessment’ and a ‘National Police Certificate’ (NPC). These documents are to be provided to the employing Local Health Network/hospital if you are offered a position – the allocation and recruitment team will not accept receipt of them.

<table>
<thead>
<tr>
<th>SA Health Criminal And Relevant Screening Checks</th>
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<tbody>
<tr>
<td><strong>Child Related Screening Assessment</strong></td>
</tr>
<tr>
<td><strong>National Police Certificate (NPC) General Employment Probity Check</strong></td>
</tr>
<tr>
<td><strong>Overseas prospective employees who have not resided in Australia ONLY</strong></td>
</tr>
</tbody>
</table>
Rural Intern Pathway
Rural Intern Pathway

2018 marks the first year of the Rural Intern Pathway in South Australia. The Rural Intern Pathway includes a strength based selection process for applicants who are interested in undertaking their internship (and potentially subsequent years) in rural hospitals within Country Health SA (CHSA).

Rural intern positions provide broad opportunities in unique settings and are best suited for medical graduates with a history of living or working in a rural areas or a desire to commence a career in the country. Watch the video below to find out more about the Rural Junior Doctor program. [Click here to view the video.]

Who is eligible to apply?

All applicants who meet the intern application eligibility criteria (set out in this document) and preference a CHSA site as their FIRST preference will be included in the Rural Intern Pathway selection process.

How to do I apply?

Applications for the Rural Intern Pathway are included in the standard South Australian application for internship.

All applicants will be asked to preference the CHSA locations as well as the three metro health networks.

Applicants wishing to apply for the Rural Intern Pathway must preference a CHSA site as their FIRST preference. Rural Intern Pathway Applicants who preference CHSA as their first preference will be asked additional questions within their application form.

Important dates:

- Interviews 18-19 June 2018
- Rural Intern Pathway offers – from Wednesday 27 June 2018
Interviews

Rural Intern Pathway applications will be collected and reviewed by a selection panel from CHSA. CHSA will undertake their shortlisting and interviewing processes in accordance with CHSA employment policies and provide SA Health with a list of appointable applicants who have been ranked.

CHSA will directly invite short listed applicants to attend an interview. Interviews provide applicants with the opportunity to present their skills and knowledge in an oral format.

Interviews will be held centrally in person or via video conference on 18 and 19 June 2018.

Country Health will create a ranked applicant list in order of merit and provide this to SA Health for allocation purposes.
Allocation Process

1. SA Health determines which applicants will receive rural internship offers, using a preference matching process and the ranked list provided by CHSA.

2. The placement of applicants into rural intern positions will occur prior to the placement of applicants into metropolitan intern positions. SA Health will match applicants to specific Country Health SA sites as instructed by CHSA.

3. If one rural site is oversubscribed, applicants may be allocated to their second or third preference as long as it is a rural site. CHSA will determine whether this is an appropriate result for the applicant during the interview process.

4. SA Health will issue offers to applicants in line with the data provided by CHSA.

5. During the offer period, offers can be made to applicants from different priority categories; this is dependent upon the outcome of the strength based assessment and ranking and preference matching process.

6. Rural Pathway applicants will receive one offer only (with one exception see point 9 below), if an applicant declines or withdraws from their CHSA position, they will not receive any further offers.

7. It is possible within the Rural Intern Pathway that some applicants will not receive a rural position offer. In this situation, applicants are automatically moved to the standard allocation process and will be allocated based on their category group and subsequent metro network preferences as identified in their application.

8. Should vacancies occur and there are no remaining applicants on the rural pathway then these positions will be filled using the standard allocation process.

9. If there is a rural vacancy resulting from a decline or withdrawal, SA Health will contact CHSA for instruction on the next applicant to receive an offer for that particular site. In the event that this applicant has already received and accepted a metro intern position, SA Health will liaise with the applicant and offer them their preferred rural intern position and reallocate the metro position.

Where are rural interns placed?

Applicants can preference to work at Mount Gambier or Whyalla. Refer to the CHSALHN information above.

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Internship Allocation
**Allocation Process**

Suitable applicants are allocated intern positions in line with prescribed category groups (Table 1) using a randomisation matching process. Within the relevant category groups, applicants are randomly allocated to their highest possible preference (pending availability of a position).

Intern allocation offers are also dependent on the number of positions available at each LHN. All intern positions will be filled in each round of offers and further offers will be made if and when positions become available due to applicants declining their offers or withdrawing.

Offers of provisional employment are made using the electronic application system and individuals are advised via email. Applicants may accept or decline their provisional offer via the electronic application system. The Local Health Networks are responsible for arranging employment contracts for those who have accepted a position.

**Category Groups Table 1**

In South Australia offers for internship are allocated in the order of applicant category group:

<table>
<thead>
<tr>
<th>Category 1</th>
<th>Australian Citizens, Australian Permanent Residents and New Zealand Citizens</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1: Medical graduates from a South Australian university who identify as Aboriginal and Torres Strait Islander (ATSI),</td>
<td></td>
</tr>
<tr>
<td>1.2: Medical graduates from a South Australian university - Commonwealth-supported (HECS-HELP) or SA Bonded Medical Scholarship Scheme (SABMSS)</td>
<td></td>
</tr>
<tr>
<td>1.3: Medical graduates from a South Australian university - full-fee paying</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category 2</th>
<th>Australian Citizens, Australian Permanent Residents and New Zealand Citizens</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1: Medical graduates from an interstate or New Zealand university who identify as Aboriginal or Torres Strait Islander (ATSI)</td>
<td></td>
</tr>
<tr>
<td>2.2: Medical graduates from an interstate or New Zealand university who completed Year 12 in South Australia.</td>
<td></td>
</tr>
<tr>
<td>2.3: Medical graduates from an interstate or New Zealand university</td>
<td></td>
</tr>
<tr>
<td>2.4: Medical graduates from an overseas university who completed Year 12 in South Australia.</td>
<td></td>
</tr>
<tr>
<td>2.5: Medical graduates from an overseas university</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category 3</th>
<th>Australian Temporary Residents and New Zealand Permanent Residents</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1: Medical Students from a South Australian University</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Category 4</th>
<th>Australian Temporary Residents and New Zealand Permanent Residents</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1: Medical graduates from an interstate or New Zealand University</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category 5</th>
<th>Australian Temporary Residents and New Zealand Permanent Residents</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1: Medical graduates who have spent two or more semesters in an overseas campus of an Australian or New Zealand University (eg Monash Sunway campus, UQ New Orleans campus)</td>
<td></td>
</tr>
<tr>
<td>5.2: Medical graduates of an overseas university</td>
<td></td>
</tr>
</tbody>
</table>
**Allocation matching method**

Within the South Australian category groups, applicants are randomly allocated to their highest possible Local Health Network preference.

If an offer is made, applicants must respond via the electronic application system within the specified timeframe. Where an applicant has been made an offer and no response received, the offer will be automatically declined. Applicants are only eligible to receive one offer for internship in South Australia.

The allocation process is as follows:

*First round offers:*

Commencing with Categories 1.1 and 1.2, applicants are randomly selected and allocated to their first preference until all available positions are full or all first preferences have been fulfilled.

Applicants matched to their first preference will receive notification via email. Category group 1 applicants who have not been allocated to their first preference in this round will also be notified.*

*This occurs in Round 1 only*

*Subsequent offers:*

In each subsequent round of offers all vacant positions are filled and applicants may receive an offer for their second or subsequent preferences as it may no longer possible to match them to their higher preference.

Allocation matching continues randomly and in line with the South Australian category groups (table 1). The system endeavours to match applicants to their highest available preference.

Vacant positions arise due to applicant declines and withdrawals. Due to the large number of applicants, positions fill quickly.

*Notification of offer:*

Applicants matched to a position are notified via email and an applicant must either accept or decline the offer within the specified timeframe via their online application.

*Swapping or changing allocations:*

Applicants are allocated to a maximum of one intern position via South Australia's intern allocation. Applicants are not able to swap or negotiate an alternate position.

**National Audit**

Throughout the allocation process the National Audit of Intern Acceptances regularly monitors applicants who have accepted multiple intern positions in Australia.

Applicants are required to make timely decisions about their offer(s) and are able to withdraw
their application at any stage by emailing healthsamet@sa.gov.au.
Got questions?
Frequently Asked Questions

South Australia’s internship locations

1. 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

Country Health Local Health Network

Mount Gambier and Districts Health Service - 276-300 Wehl Street North MOUNT GAMBIER SA 5290 - 430km South East of Adelaide

Whyalla Hospital and Health Service - 20 Wood Terrace WHYALLA SA 5600 SA – 380km North West of Adelaide

Rural Pathway

2. What is the Rural Intern Pathway?

The Rural Intern Pathway is a strength based recruitment process for applicants who are interested in undertaking their internship (and potentially subsequent years) in rural hospitals within Country Health SA (CHSA). Rural intern positions provide broad opportunities in unique settings and are best suited for medical graduates with a history of living or working in a rural areas or a desire to commence a career in the country.

3. How many positions are there?

In 2018, there were five positions in Country Health SA located at Mount Gambier Districts Health Service. In 2019 there will potentially be positions in Country Health SA located at Whyalla Hospital Health Service.

4. What if I preference Whyalla and the positions do not end up being available in 2019? If this occurs, any preferences for Whyalla will be removed and the applicants’ preferences will be moved up so they are not disadvantaged in any way.
5. **What selection criterion is used to assess my application?**

Within your application you will be asked to provide a current curriculum vitae, answer some ‘short answer questions’ and you may be invited to attend an interview.

6. **Why is there a requirement to answer ‘short answer questions’ in the application form?**

Your responses to the short answer questions will give the selection panel insight into your motives for seeking a position within Country Health SA.

7. **Do I need to nominate referees?**

No, referees are not required.

8. **Will I have to attend an interview?**

If you are shortlisted for a country position you will be invited to attend an interview.

9. **If I receive an offer and decline, will I still be offered a metro position?**

No, you will not receive any further offers in South Australia.

**Online application form**

10. **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 7 May 2018** 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 link. The link to the application will not be visible until 7 May 2018.

11. **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.

12. **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 within 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.

13. **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.

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.
- Utilise an email address that belongs to a family member or friend (e.g. 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. Why should I provide consent for my employing LHN to contact my Medical School?

The intern year can be a stressful and overwhelming at times, by opening lines of communication between the employing Health Network and the Medical Schools it is hoped that the transition to internship may be smoother for those requiring extra support.

The aim is to:

- encourage discussion between the Medical School and the Local Health Network medical education unit to identify the areas of internship training which can be tailored to suit the individual's needs and
- assist medical graduates in their transition into the medical workforce and enhance individuals learning opportunities in their internship year.

16. Can I be disadvantaged by providing consent?

No, information sharing is for credentialing purposes and to ensure interns are adequately supported throughout their intern year so that patient and Intern safety is optimised at all times.

17. If I consent who can access my information?

The employing Local Health Network, Trainee Medical Officer Unit, may contact your medical school for information. Information is not released to any other party.

18. What should I do if I feel I need extra assistance in my intern year?

Do not hesitate to express your concerns to your Trainee Medical Officer Manager at your employing network at any time.

Supporting documentation and evidence

19. 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.

20. 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.

21. 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.

22. 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.

23. 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.

24. 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 can leave this field blank.

25. 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.

26. 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.

27. 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.

28. 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.

29. I don’t have a Department of Communities and Social Inclusion (DCSI) checks and/or South
Australian 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.

30. 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'.

31. 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

32. 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.

33. 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:

- 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.

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

34. 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.

Supporting documentation - English language requirements

35. 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 the Australian Health Practitioner Regulation Agency prior to finalising their application.

Internship offers

36. How are interns selected for a METRO 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.

37. How are interns selected for a RURAL intern position?

Refer to the Rural Intern Pathway section of this document.

38. What are intern appointment category groups?

Each eligible applicant will fall into one of the priority category groups. 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.

39. 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.

40. 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 months contract. For employment outside of this time frame please contact the Local Health Networks directly.
41. 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.

42. 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.

43. 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](https://www.ahpra.gov.au)

44. I am in category 1, when will I be offered an intern position?

The first round of offers will commence on Monday 9 July, 2018; 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 2018. For example, in 2017, offers were still occurring well into November. SA Health asks that you please be patient.

45. 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.

46. I really want to complete my internship at a specific Local Health Network. In my application, 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.

**After receiving an offer**

47. **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.

48. **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.

49. **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.

50. **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.

51. **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.

52. **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.

53. **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.

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

No, swapping is not allowed.

55. 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.

56. 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.

Updating my details

57. 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 and withdraw your application.

Intern Role Description

58. What is the Role Description for Internship?

View Role Description
National audit

59. 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:

- The number of funded internship positions for the current clinical year and the number and distribution of applicants in each jurisdiction.
- The number of applicant’s holding multiple acceptances. Applicants identified as having accepted multiple positions will be contacted and asked to select their preferred position within a reasonable timeframe.
- 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.

60. 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)

61. 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.

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Checklist

Please ensure all information is correct before submitting your application. You can follow the below checklist.

<table>
<thead>
<tr>
<th>Uploads</th>
<th>Ensure the following is correct:</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School certificate</td>
<td>Contact Phone number</td>
</tr>
<tr>
<td>University transcript</td>
<td>Email address</td>
</tr>
<tr>
<td>Passport</td>
<td>Order of LHN preferences</td>
</tr>
<tr>
<td>Curriculum Vitae</td>
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<tr>
<td>English language requirement</td>
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<tr>
<td>Visa – if required</td>
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<tr>
<td>EPAS – if required</td>
<td></td>
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<tr>
<td>AMC Part 1 Statutory Declaration – if required</td>
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</tbody>
</table>

Contact Us

Still have questions? Contact us:

**SA Health**  
**South Australia Medical Education and Training Unit**  
**Telephone:** 8226 7231  
HealthSAMET@sa.gov.au

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Terms of Use

The internship allocation process is administered by SA Health, represented by the SA MET Unit (Unit).

The allocation system is not a guarantee of placement or employment. Candidates must meet all the application requirements and minimum criteria. All applications will be checked for eligibility prior to inclusion in the allocation process.

Candidates must provide complete, accurate information in order to be included in the allocation process. Applications may be terminated and/or the applicant removed from the allocation process if incomplete, false or misleading information is provided.

The Unit reserves the right to request further documentation to substantiate information provided by applicants.

The Unit may, in its absolute discretion, refuse to accept and include in the allocation process any candidate who at any previous time has failed for any reason to accept an allocated position or who resigned from employment with the Local Health Network/hospital within a period of six months of his or her appointment or who has been lawfully dismissed by the Local Health Network/hospital from his or her appointment with or without notice for serious misconduct or for failure to comply with the terms of the contract of employment.

You must provide a valid email address and phone number in order to be included in the allocation process. These tools are used to communicate with you regarding all aspects of your application. It is your responsibility to ensure that all contact details are correct and updated as required. Although the Unit takes all due care for ensuring that communications are sent when required, no responsibility for receipt of communications is taken.

Although the Unit takes its responsibilities in the allocation process seriously and will endeavour to take any steps reasonably and practically available to it to resolve any unforeseen issues that may arise, the Unit will not be liable to candidates for any errors or omissions that occur.

The Unit does not provide contracts of employment. If an allocation is made, this is done on behalf of the employing Local Health Network/hospital and is not a binding contract. All employment contracts and conditions of employment are matters for agreement between applicants and the employing Local Health Network/hospital.

Your details may be provided to a national application and/or allocation working party (or equivalent) for the purpose of audits and/or research into the application and/or allocation processes, applicant preferences, applications to multiple jurisdictions and/or acceptance of multiple offers. This body may use this information to contact you regarding offers that you have accepted. If you are not allocated to a position in South Australia your details may be added to a State/Territory or National late vacancy management database for managing allocations to unfilled positions or casual vacancies that may arise. By submitting an application for a position you consent to your details being provided for this purpose.

To limit multiple acceptances across the states, candidates are required to withdraw their
application with SA Health if they have accepted an intern position elsewhere.

The Unit reserves the right to rescind or withdraw an offer of internship if a candidate is identified as having accepted and/or are holding multiple intern positions in different States and Territories of Australia. Candidates will be notified by email prior to this occurring and provided with a deadline by which to respond.

The information you provide may be used for evaluation, monitoring and quality improvement of the application and/or allocation system. This data may also be used for research. De-identified and summary results may be communicated to medical and other professionals via academic and professional methods of communication. Information may also be used to notify you of updates and new material produced.

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