

# INTERNSHIP South Australia Application Guideline 2021 (for 2022 clinical year)

## Internship in South Australia

### Introduction

This document is a source of information relating to internships in South Australia. In this Application Guideline you will find out who can apply, what you need to apply, internship locations and the allocation process. At the end of the document you can read frequently asked questions. Use the contents page to navigate through the document.

The job application form will be accessible at the top of this document.

### 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 wellbeing, 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 and Wellbeing. SA Health comprises all public hospitals and health units across metropolitan and rural South Australia.

### South Australian Local Health Networks

There are seven 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.

[Central Adelaide Local Health Network \(CALHN\)](#)

[Northern and Eyre Training Network - Flinders Upper North Local Health Network \(FUNLHN\)](#) and  
[Eyre and Far North Local Health Network \(EFNLHN\)](#)

[Limestone Coast Local Health Network \(LCLHN\)](#)

[Northern Adelaide Local Health Network \(NALHN\)](#)

[Southern Adelaide Local Health Network \(SALHN\)](#)

[Riverland Mallee Coorong Local Health Network \(RMCLHN\)](#)

## Number of intern positions available in 2022



### Important Dates for 2022 Internships

**Registration to complete Sunrise EMR & PAS training open:** 1 May 2021 - 31 May 2021

**Application open date:** Tuesday 4 May 2021

**Application close date:** Thursday 3 June 2021

**Referee report completion date:** Friday 11 June 2021

**Rural Intern Pathway interviews:** 28 June - 2 July 2021 (TBC)

**Rural Intern Pathway provisional offers:** From Monday 5 July 2021 (TBC)

**Offer dates:** Round one commences  
12 July 2021 for metro offers

**Late Vacancy Management Process commences:** Monday 29 November 2021

### Employment dates for 2022

**Term 1:** 12/01/2022 – 29/03/2022 (includes compulsory orientation)

**Term 2:** 30/03/2022 – 07/06/2022

**Term 3:** 08/06/2022 – 23/08/2022

**Term 4:** 24/08/2022 – 01/11/2022

**Term 5:** 02/11/2022 – 17/01/2023

### 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.

View [Role Description](#) for internship in SA

## 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 2022 you are a medical graduate of the 2021 or 2020 cohort)
- > Applicants who completed their medical degree at a non-Australian university must have completed both Part 1 and 2 Australian Medical Council exams
- > Can demonstrate that you meet the English Language Skills Registration standard
- > Be able to begin working on the January start date, which includes compulsory orientation, and fulfil the minimum 12 month contract
- > Have completed electronic medical record (Sunrise EMR and PAS) training
- > Be able to demonstrate that you will meet the requirements for registration with Ahpra
- > 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 residency status or visa that allows you to work unrestricted in Australia for the duration of your prevocational 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** to apply for an intern position in South Australia.

Please note there is separate eligibility criteria for the Rural Intern Pathway.

### 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
- > Credentiailling

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 to another applicant and you will need to reapply in the following year.

## Special Consideration

Please refer to FAQs for information and advice about 'special consideration' requests.

## Applying and Communicating with you

To apply for an internship in South Australia 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 (on the first page of the 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.

## Withdrawing your application

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

If you accept a position and subsequently wish to withdraw please email [HealthSAMET@sa.gov.au](mailto: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.

## What do I need to apply?

### Documentation requirements

From **4 May 2021**, you may commence your application for internship via the [SA Health - Careers webpage](#). A link to the application form will be available at the top of the **Internship in South Australia Application Guidelines** document.

You will be required to upload some or all of the documents listed below within your application. Other requirements may be added, therefore it is recommended that you regularly check this Application Guideline for the latest information.

#### > **The application form: Medical Intern Placement Number (IPN)**

The IPN is a unique nine digit number which has been generated by Ahpra and has been provided to medical schools for distribution to all 2021 final year medical students (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, course details and
- Academic results

> **Resume/curriculum vitae**

> **Referees**

For credentialing purposes, all applicants are required to provide contact details for three referees who have supervised you in a clinical capacity. An online referee form will be sent to your referees via email so please ensure the email address provided is correct.

> **English language skills evidence**

All applicants applying for initial registration must demonstrate English language competency - refer to English Language Standards on the Ahpra website.

It is your responsibility to read the English Language Standards and determine how you best meet the standard and which evidence is appropriate. **Evidence may include:**

- University / school transcript (unofficial or official)
- Letter from school including dates of attendance and school logo
- English language test results.

All documents need to include the student's full name.

This requirement is a **mandatory** part of Ahpra registration; it is worth keeping your documents ready for the Ahpra registration application process.

> **Local Health Network (LHN) Preferences**

Nominate the six LHNs/rural locations in preferred order.

> **Immune status**

If you are applying for a role defined as category A (involving direct contact with blood or body substances) or category B (involving indirect contact with blood or body substances) you are required to provide confirmation of immune status and/or participate in screening and/or vaccination prior to any offer of employment being confirmed. If you do not agree to participate, you will not be further considered to receive an offer of employment.

To streamline pre-employment processes the application will provide you with the opportunity to upload your [HCW Immunisation Screening Form](#) and Certificate of Compliance. Please note this is NOT a mandatory component of the application although this document must be provided to your employing LHN prior to signing a contract. More information about immunisation requirements in SA Health is available [here](#) (this link will give more in-depth information and contact details if further assistance is required).

## 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 on your application is different to your supporting evidence such as transcript, passport etc.

### > **Visa**

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

### > **Sunrise EMR & PAS**

If you are from interstate or overseas you will need to provide a certificate confirming that you have completed the online electronic medical record (Sunrise EMR & PAS) training. Please refer to Sunrise EMR & PAS for further information and to register for the online training.

### > **Statutory Declaration**

International Medical Graduates are required to upload a certified copy of a [statutory declaration](#) confirming you have never started an internship or worked as doctor. 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/recognised professional.

### > **Australian Medical Council (AMC) certificate**

International Medical Graduates must upload a copy of their AMC certificate or evidence that they have completed both part 1 and 2 AMC exams.

### > **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.

## SUNRISE EMR & PAS

SA Health's Electronic Medical Record (Sunrise EMR & PAS) 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 Sunrise EMR & PAS training while at medical school. If you have not undertaken Sunrise EMR & PAS training you will need to register and complete the online Sunrise EMR & PAS training. Completing the online training will enable you to meet the eligibility criteria. Registration for Sunrise EMR & PAS training will open on Saturday **1 May 2021** and close on **Monday 31 May 2021**. Please ensure you email [HealthSAMET@sa.gov.au](mailto:HealthSAMET@sa.gov.au) before 31 May 2021 with your full name if you have not undertaken Sunrise EMR & PAS training at a South Australian medical school.

Once you have received notification of your login details, you can access the Sunrise EMR & PAS course – **Sunrise Clinical Application Introduction** at the top of the page.

In order to obtain your certificate you must complete all of the following lessons:

- > Module 1 – Introduction to the Clinical Application
- > Module 2 – Patient Lists - personal
- > Module 3 – Patient Lists – criteria based
- > Module 4 – Reviewing the Patient Record
- > Module 5 – Updating the Patient Record
- > Evaluation

Once you have obtained your certificate, please attach this to the Internship application form when prompted.

## Referees

Referee reports are required for credentialing purposes.

In your Internship application you are required to provide contact details for three referees to ensure you have a minimum of two complete referee reports. Wherever possible SA Health is seeking three experienced doctors or supervisors who have worked with/observed you as a Medical student and can comment on your clinical performance.

It is your responsibility to ensure that the contact details provided for your referees are correct and that your referees have completed their reports by the due date. An incorrect email means that the request for a referee report will not be received.

You may track the progress of your referee reports by logging back into your SA Health eRecruitment account. The status of your application will indicate whether one, two or three referee reports have been completed. For example: *'Referees 1 and 3 complete'* this means that the referees you nominated in the first and third positions in your application have completed their reports.

It is recommended that your referee reports are completed by a person that has been directly involved in supervising you. You should discuss this with your referees prior to submitting their names to ensure that they are agreeable, as well as available to complete the referee report for you by the due date. Referee reports can only be completed online so your nominated referees must have a valid email address. The period in which referees have to complete their reports spans from the time you submit your application until 11 June 2021.

A LHN may also contact your referees in person or by phone in order to clarify any information provided in your report.

## Criminal history checks

At a minimum, successful applicants will be required to have a valid 'Working with Children Check' (WWCC) 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 SAMET Recruitment and Allocations Team will not accept receipt of them.

## SA Health Criminal And Relevant Screening Checks

### **Working with Children Check (WWCC)**

This check is processed through the Department for Human Services (DHS). You are required to obtain this check if you do not already have a valid DHS WWCC.

Checks are **valid for three to five years (depending on the date of issue) after the date** of issue and will be accepted at the time of appointment unless there is clear justification why the screening should be reviewed.

It is recommended that you lodge a new application if your check is **within 6 months of expiry**.

### **National Police Certificate (NPC) General Employment Probiity Check**

An application for a NPC can be made to South Australia Police ([SAPOL](#)) or through an accredited CrimTrac Provider as listed in the National Police Check Service (NPCS). You are required to obtain this check if you do not already have a **valid NPC or DHS Aged Care or Vulnerable Assessment check (equivalent to a NPC)**.

Checks are **valid for three years after the date** of issue and will be accepted at the time of appointment unless there is clear justification why the screening should be reviewed.

It is recommended that you lodge a new application if your check is **within 6 months of expiry**.

### **Overseas prospective employees who have not resided in Australia ONLY**

It is noted that a DHS screening assessment or a NPC may not be applicable to overseas prospective workers who have not resided in Australia. Therefore, prior to employment for any SA Health position you must provide a satisfactory criminal history record from each of the overseas countries in which you have resided for more than one year within the last 10 years since your 18th birthday.

Overseas criminal history checks conducted by external provider 'Fit2Work' on behalf of Ahpra will satisfy the SA Health requirements for overseas applicants.

## Rural Intern Pathway

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. The Rural Intern Pathway was introduced in South Australia in 2018 as an avenue to select applicants who are suitable for and have a preference to work in a rural location.

The Rural Intern Pathway includes a strength based selection process for applicants who are interested in undertaking their internship and subsequent years in a rural health network in SA.

## Who is eligible to apply?

To apply for a rural 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 2022 you are a medical graduate of the 2021 or 2020 cohort).
- > Applicants who completed their medical degree at a non-Australian university must have completed the Australian Medical Council Part 1 (MCQ) exam.
- > Can demonstrate that you meet the English Language Skills Registration standard.
- > Be able to begin working on the January start date, which includes compulsory orientation, and fulfil the minimum 12 month contract.
- > Have completed electronic medical record (Sunrise EMR and PAS) training.
- > 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 residency status or visa that allows you to work unrestricted in Australia for the duration of your prevocational training.
- > Preference a rural site as your **FIRST** preference.
- > 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.

## 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 three available rural networks as well as the three metropolitan health networks.

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

## Important dates:

- > Interviews 28 June - 2 July 2021 – *to be confirmed*
- > Rural Intern Pathway offers – from Monday 5 July 2021

## Interviews

Rural Intern Pathway applications will be collected and reviewed by a selection panel from the Regional LHNs. Together the LHNs will undertake their shortlisting and interviewing processes in accordance with the LHN's employment policies and provide SA Health with a list of appointable applicants who have been recommended.

Representatives from the Regional LHNs will invite shortlisted applicants to attend an interview directly. Interviews provide applicants with the opportunity to present their skills and knowledge in an verbal format.

Interviews will be held centrally in person or via video conference.

The networks 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 the LHNs.
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 Regional LHNs as instructed.
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. The LHNs 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 the Regional LHN.
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 rural 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 the LHNs 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 metropolitan intern position, SA Health will liaise with the applicant and offer them their preferred rural intern position and reallocate the metropolitan position.

## Where are rural interns placed?

Applicants can preference to work within

- > [Northern and Eyre Training Network](#)
  - Eyre and Far North LHN based at Port Lincoln Health Service.
  - [Flinders and Upper North LHN](#) based at Port Augusta Hospital and Regional Health Service and Whyalla Hospital and Health Service
- > [Limestone Coast LHN](#) predominantly based at Mount Gambier and Districts Health Service.
- > [Riverland Mallee Coorong LHN](#) based at Riverland General Hospital located in Berri.

## Metro 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 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

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

#### Category 1

Australian Citizens, Australian Permanent Residents and New Zealand Citizens

- 1.1: Medical graduates from a South Australian university who identify as Aboriginal and Torres Strait Islander (ATSI),
- 1.2: Medical graduates from a South Australian university - Commonwealth-supported (HECS-HELP) or SA Bonded Medical Scholarship Scheme (SABMSS)
- 1.3: Medical graduates from a South Australian university - full-fee paying

#### Category 2

Australian Citizens, Australian Permanent Residents and New Zealand Citizens

- 2.1: Medical graduates from an interstate or New Zealand university who identify as Aboriginal or Torres Strait Islander (ATSI)
- 2.2: Medical graduates from an interstate or New Zealand university who completed Year 12 in South Australia.
- 2.3: Medical graduates from an interstate or New Zealand university
- 2.4: Medical graduates from an overseas university who completed Year 12 in South Australia.
- 2.5: Medical graduates from an overseas university

#### Category 3

Australian Temporary Residents and New Zealand Permanent Residents

- 3.1: Medical graduates from a South Australian University

#### Category 4

Australian Temporary Residents and New Zealand Permanent Residents

- 4.1: Medical graduates from an interstate or New Zealand University

#### Category 5

Australian Temporary Residents and New Zealand Permanent Residents

- 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)
- 5.2: Medical graduates of an overseas university

## Allocation matching method

Within the respective 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 be 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

The [National Audit of Intern Acceptances](#) was developed to minimise the number of unfilled vacancies at the start of the internship year resulting from some candidates accepting multiple positions.

A number of audits occur throughout the allocation process to ascertain the number of applicants holding multiple acceptances. Applicants identified as having accepted multiple positions will be contacted and asked to select their preferred position within a reasonable timeframe. 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](mailto:HealthSAMET@sa.gov.au).

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

## Late Vacancy Management Process

An audit is also undertaken to ascertain the number of applicants reported as unplaced by jurisdictions to determine how many are still seeking an internship for the upcoming clinical year. Jurisdictions use this data late in the allocation process to focus recruitment efforts on unplaced applicants.

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 2021 the LVM process will commence on Monday 29 November 2021.

Only applicants who have NOT been made an offer in ANY state or territory (including the Junior Doctor Training Program Private Hospital Stream) will be placed on this list. If any vacancies arise after 29 November 2021, the LVM list will be consulted to ensure the next applicant to receive an offer has not received an offer previously.

## Frequently Asked Questions

### COVID-19

#### 1. Will COVID-19 affect my chances of gaining registration required to commence internship?

SA Health and Ahpra are being asked a range of questions about how the Boards would respond to requests for changes to the way that Ahpra registers individuals in the context of managing the health sector impacts of COVID-19.

As an overriding principle, the Boards are prepared to be flexible in their approach although safety remains the highest priority. In this context, Ahpra are considering how their regulatory requirements can adapt to emergency health service needs and support health service delivery while continuing to protect the public.

SA Health will take advice from Ahpra on how applications should be treated and/or requirements met.

Ahpra is working to answer applicant questions as soon as possible and will be providing regular updates at <https://www.ahpra.gov.au/News/COVID-19.aspx>. If your query is not answered in the information detailed, please email on [COVID19@ahpra.gov.au](mailto:COVID19@ahpra.gov.au).

#### 2. If meeting the English language standards is the last hurdle to applying for an internship in SA, how are applicants expected to show proficiency when English language tests are disrupted?

##### *Australian applicants*

Many International English Language Testing System (IELTS) centres in Australia are now taking bookings for May and June, however we acknowledge that applicants may not have their results back in time for the intern application close date. If this is the case for you, please upload evidence of your test booking date when prompted to provide evidence of **English Language competency** in your application. Once you have received your test results please email them to [HealthSAMET@sa.gov.au](mailto:HealthSAMET@sa.gov.au) to be included in your application.

##### *Overseas applicants where testing centres are closed*

If you are unable to book or sit an English language test before intern applications close due to delays caused by COVID-19, you must upload a written declaration in your application when prompted to attach your proof of English Language competency. Once you have received your test results please email them to [HealthSAMET@sa.gov.au](mailto:HealthSAMET@sa.gov.au) to be included in your application.

*Suggested declaration wording:*

*"I have not been able to book or sit an English language test due to disruption to availability of these tests due to COVID-19. I understand that it is a requirement to demonstrate English language proficiency to apply for registration with Ahpra and commence my internship. I understand that I will not be able to commence an internship in South Australia if I have not met this requirement **prior** to the commencement of the 2022 clinical year. My intern position, if applicable, will not be held for me if I am not registered in time to commence work. It is my responsibility to remain updated on further developments affecting this requirement as it is published by Ahpra and to provide SA Health with a copy of my test results when available.*

*Signed (your name)".*

Applications will be assessed on a case by case basis depending on the availability of test bookings in the applicant's location. SA Health will take advice from Ahpra on how applications should be treated and/or requirements met.

English test providers are regularly updating their information about test availability, therefore you may wish to visit their websites directly:

[Occupational English Test \(OET\)](#)

[International English Language Testing System \(IELTS\)](#)

[PTE Academic](#)

[ETS testing updates \(TOEFL iBT\)](#)

## South Australia's internship locations

### 3. 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 - 8.9 km West of Adelaide CBD

#### **Eyre and Far North Local Health Network – *page coming soon***

**Port Lincoln Health Service** – Oxford Terrace, PORT LINCOLN SA 5606 – 686 km from Adelaide

#### [Flinders and Upper North Local Health Network](#)

**Port Augusta Hospital and Regional Health Service** – 71 Hospital Road, PORT AUGUSTA – 280 km North West of Adelaide

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

#### [Limestone Coast Local Health Network](#)

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

#### [Northern Adelaide Local Health Network](#)

**Lyell McEwin Hospital** - Haydown Road, ELIZABETH VALE SA 5112 – 24 km North of Adelaide CBD

**Modbury Hospital** - Smart Road, MODBURY SA 5092 - 15.4 km North East of Adelaide CBD

**Riverland Mallee Coorong Local Health Network** - *page coming soon*

**Riverland General Hospital** – 10 Maddern Street, BERRI SA 5343 – 230 km North East of Adelaide

[Southern Adelaide Local Health Network](#)

**Flinders Medical Centre** - Flinders Drive, BEDFORD PARK SA 5042 - 12.4 km South of Adelaide CBD

**Noarlunga Health Service** - Alexander Kelly Drive, NOARLUNGA CENTRE, SA 5168 - 31.4 km South of Adelaide CBD

## Intern Role Description

### 4. What is the Role Description for Internship?

View [Role Description](#)

## Rural Pathway and internship offers

### 5. 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 rural SA. 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.

### 6. How many positions are there in rural SA?

In 2021, for example there were seven positions in rural LHNs located at Limestone Coast Local Health Network and five located in the Flinders and Upper North Local Health Network.

### 7. What selection criteria is used to assess my application?

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

### 8. Why is there a requirement to answer short answer questions in the application form?

Your responses to the short answer questions will provide the selection panel insight into your motives for seeking a position within a rural South Australian LHN.

### 9. Do I need to nominate referees?

Yes, you will be required to nominate three referees within your online application.

### 10. Will I have to attend an interview?

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

**11. 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.

**Metro Internship offers**

**12. 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.

**13. How are interns selected for a RURAL intern position?**

Refer to the **Rural Intern Pathway** section of this document.

**14. Am I likely to be offered an intern position in SA?**

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](#).

**15. Does SA Health provide internship positions for medical graduates 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.

**16. 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 if you have 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.

**17. 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](#).

**18. I am a Commonwealth supported graduate from SA, when will I be offered an intern position?**

The first round of offers will commence on a nationally agreed date; you will receive an offer if you have been matched to your first preference. Not all Commonwealth supported applicants will receive an offer on this date as SA Health will wait for responses to offers before undertaking round two. This may increase applicant opportunities of receiving their first preferences in round two.

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 2022. SA Health asks that you please be patient.

**19. I am a Commonwealth supported graduate from SA, will I be offered my first preference?**

With high 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, or subsequent preferences.

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

**20. 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**

**21. 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.

**22. 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.

**23. 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.

**24. 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, immunisation, 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.

**25. 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 therefore it is recommended that you monitor your email regularly. Alternatively, you may log in to the system to check the status of your application.

**26. 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 obtain an update on the progress of your application during the allocation rounds. The status of your application can be checked online.

**27. 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.

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

No, swapping allocations is not permitted.

**29. 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.

**30. 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.

**31. What is the salary of an intern?**

Please refer to the [SA Health Salaried Medical Officers Enterprise Agreement \(SMOEA\) 2017](#)

**Online application form**

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

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

The application form will be accessible at [SA Health - Careers](#). Click on the **Medical Recruitment Tile** and then open the **Intern** web tile and follow the link to the **Internship in South Australia Application Guide** . The link to the application will not be visible until the opening date.

**33. 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.

**34. 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.

**35. What if I 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.

**36. 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.

### **37. What is credentialling?**

All public health care facilities must abide by the *Credentialling and Defining the Scope of Clinical Practice for Medical and Dental Practitioners Policy Directive*, which was developed under regulation 29 of the *Health Care Regulations 2008 – South Australian legislation*.

SA Health's *Credentialling and Defining the Scope of Clinical Practice for Medical and Dental Practitioners Policy Directive* makes explicit what is required for defining and reviewing the credentials and scope of clinical practice for medical and dental practitioners working in SA Health facilities. Credentialling is a fundamental part of ensuring high quality health care services and to protect the community from harm.

All medical practitioners, including interns, who undertake clinical practice, must be credentialled. To streamline the credentialling process, in your application for internship you will be required to provide referee contact information.

### **38. 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**

### **39. 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.

### **40. 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.

### **41. Do I need to provide a statutory declaration?**

All medical graduates of an overseas university that is 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.

### **42. 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.

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

Refer to **Application form** for alternative documents that can be provided. If you require further assistance please contact [HealthSAMET@sa.gov.au](mailto:HealthSAMET@sa.gov.au) and insert '2022 intern query' in the subject line.

**44. 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.

**45. 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.

**46. Where can I find an example of a CV?**

A CV template is provided in the [resources](#) section of the SA MET Unit website.

**47. Do I need to nominate referees in my application and/or CV?**

Yes, all applicants are required to nominate three referees within their internship application. Referees will be contacted via email to complete an online referee report.

**48. I don't have a Department of Human Services (DHS) 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 have satisfactory clearances before you commence working.

**49. Why am I required to provide my vaccination status?**

You are required to provide your vaccination status if you are applying for a role defined as risk category A (involving direct contact with blood or body substances) or risk category B (involving indirect contact with blood or body substances). This is not a mandatory part of the application form, however you will be required to provide confirmation of immune status and/or participate in screening and/or vaccination prior to any offer of employment being confirmed, e.g. contract issued. Refer [SA Health Policy](#) for further information.

**50. How do I upload a document into my application?**

1. To upload a file:
2. Click '*Upload file*'.
3. Select the file from your computer.

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*'.

#### **51. 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.

#### **Referees:**

#### **52. Can my referee complete a paper based report for me?**

No, all referee reports must be completed online. As referee reports can only be completed online, your nominated referees must have a valid email address. A unique link specific to your application will be automatically generated and emailed to your referee. Your referee may then commence their online referee report.

#### **53. Can I get a copy of my referee reports?**

Referee reports are provided in confidence and will not be provided to applicants or to any institution outside of the SA Health internship application process.

#### **54. What kind of information is asked for in the referee reports?**

Please see example [referee report](#) on the SA MET website. The referee reports may vary from this version slightly.

#### **55. I have entered a wrong email address for a referee. How can I fix this?**

You must ensure that the referee's email address is correct. This is used by SA Health to communicate with the referee and to provide instructions for completing your referee report. If the referee's email address has been entered incorrectly you will need to contact [HealthSAMET@sa.gov.au](mailto:HealthSAMET@sa.gov.au) in order for this to be updated.

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

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

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

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

It is your responsibility to ensure that referees complete and submit their reports by the due date. You may check the status of your referee reports by logging into your online application. There may be a slight delay with the status updates as the process is not automated.

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

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

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

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

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

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

### Supporting documentation - Special considerations

**61. 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.

**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 six available 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.

## 62. 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](#).

## 63. 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 six 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.

## 64. How will my special consideration request be assessed?

A working group made up of representatives from each LHN will assess each special consideration request and the supporting documentation provided and make a determination. Special considerations will be applied if and when an applicant is allocated to an intern position. Applicants will not be contacted to advise of the outcome of their request.

## Supporting documentation - English language requirements

### 65. 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. Refer [Ahpra](#) for requirements.

## Updating my details

### 66. 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 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.

## National audit

### 67. 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 proceed with 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.

## Late Vacancy Management Process

### 68. What is the Late Vacancy Management Process?

Refer *Late Vacancy Management Process*

## International medical students

### 69. What else can I do to gain an internship in Australia?

You may be eligible for a Junior Doctor Training Program Private Hospital Stream position. This 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. These places are only available to eligible international full-fee paying medical students from onshore medical schools in Australia having completed all their medical degree in Australia.

For further information visit the [Department of Health website](#).

### 70. I'm on a student visa, am I eligible for a working visa?

Depending on your individual circumstances, you may need to seek advice from an immigration agent. Visa processing can take time therefore it is recommended that you familiarise yourself with the requirements for your situation.

### 71. Will all international applicants need to provide evidence of completing the AMC exams?

Graduates of overseas universities that are **not** accredited by the Australian Medical Council (AMC) are required to complete both Part 1 and 2 AMC exams if applying for a metropolitan position at SA Health. Applicants wishing to apply for a rural position at SA Health are required to have successfully completed the AMC MCQ exam.

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.

## Checklist

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

<b>Uploads:</b>	<b>Ensure the following is correct:</b>
<b>High School certificate</b>	Contact Phone number
<b>University transcript</b>	Email address
<b>Passport</b>	Order of LHN preferences
<b>Curriculum Vitae</b>	Referee contact details
<b>English language requirements</b>	
<b>Visa – if required</b>	
<b>Sunrise EMR &amp; PAS (electronic medical record) – if required</b>	
<b>AMC certificate – if required</b>	
<b>Statutory Declaration – if required</b>	

# 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.

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## For more information

**SA Health**  
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Public-I1-A1



[www.ausgoal.gov.au/creative-commons](http://www.ausgoal.gov.au/creative-commons)