



POSTGRADUATE YEAR 2 AND BEYOND POSITIONS SOUTH AUSTRALIA

2020

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PGY2+ Positions in South Australia



Introduction

This Job Pack is a source of information relating to postgraduate year 2 and beyond (PGY2+) positions in South Australia. In this pack you will find out who can apply, what you need to apply, PGY2+ positions available 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.

PGY2+ Overview

PGY2+ positions are described as:

Entry into Vocational Training or Pre-specialist Training programs that focus on specific specialty areas. These positions will provide you with experience in specific clinical specialties and are suitable if you know the specialty career path you wish to follow. In some cases you will need to be accepted by the relevant specialty college. Information regarding college appointment processes and deadlines can be obtained from the individual colleges.

Prevocational (General) Training programs provide further hospital experience. These positions will provide you with general rotations through medical, surgical, emergency and other units and are suitable if you have not yet decided on a specialist training programme or wish to obtain more experience.

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.

Positions Available and Job Packs

The following Entry into Vocational and Prevocational Training positions are available via the centralised application process. Information about the specifics of the positions is provided in the linked job packs below. Applicants are able to preference up to four programs in the application form.

It is recommended you read the linked job pack descriptions for the positions that you are interested in preferencing. Reading this information may assist you to better understand the training opportunities and tailor your application (cover letter and/or application questions). These job packs contains information you need to prepare for before you start the application form, including if you need a cover letter and if you will need to prepare answers to questions.

Statewide Programs

- ▶ [General Training/General Practice Training](#) - CALHN, SALHN & NALHN
- ▶ [Basic Physician Training](#) – CALHN, SALHN & NALHN
- ▶ [Surgical RMO](#) – CALHN, SALHN & NALHN
- ▶ [Obstetrics & Gynaecology](#) – WCHN, SALHN & NALHN
- ▶ [Medical Service Residents](#) - SALHN & NALHN

Mental Health Programs

- ▶ [The Adelaide Prevocational Psychiatry Program \(TAPPP\)](#) – (operates as a state wide network)
- ▶ [Whyalla Rural Generalist Psychiatry – Advanced skills](#) **NEW**
- ▶ [Berri Psychiatry Program](#)

Women's and Children's Program

- ▶ [Women's and Children's Prevocational Resident Program](#) – formerly WCH General Training/General Practice Training

Northern Adelaide Local Health Network Programs

- ▶ [Obstetrics & Gynaecology \(6 Months\) with Paediatrics \(6 months\)](#)
- ▶ [ENT Surgery Service Post, Lyell McEwin and Modbury Hospitals](#)
- ▶ [General Surgery Service Post Modbury Hospital](#)

Limestone Coast Local Health Network

- ▶ [Limestone Coast Training Network - Rural Generalist/General Training](#)
- ▶ [Mount Gambier and Districts Health Services – Emergency Medicine ACRRM Advanced Specialised Training](#)
- ▶ [Mount Gambier and Districts Health Services – DRANZCOG](#)
- ▶ [Mount Gambier and Districts Health – Adult internal medicine – Advanced skills](#) **NEW**
- ▶ [Mount Gambier and Districts Health Services – Advanced Rural Skills Anaesthetics 2021](#) *position no longer proceeding due to training delays caused by COVID-19*

Flinders and Upper North Local Health Network

- ▶ [Whyalla rural generalist Psychiatry – Advanced skills](#) **NEW**
- ▶ [Port Augusta DRANZCOG](#)

Drug and Alcohol Services SA (DASSA)

- ▶ [General Training/GP Training](#) **NEW**

Eyre and Far North Local Health Network

- ▶ [Upper Northern Training Network - Rural Generalist/ General Training](#) **NEW**

- ▶ [Medical Administration](#) **NEW** job pack *coming soon*

Riverland Mallee Coorong Local Health Network (RMCLHN)

- ▶ [Berri Psychiatry Program](#)

Important Dates for 2021 PGY2+ Positions

Application open date:	Monday 8 June 2020 (public holiday)
Application close date:	Wednesday 1 July 2020
Referee close date:	Wednesday 15 July 2020
Interviews held:	3 August - 10 September 2020
Preference reorder option closes:	Tuesday 1 September 2020
Round 1 offers commences:	Thursday 17 September 2020
Round 2 offers commences:	Thursday 24 September 2020
Round 3 offers commences:	Thursday 1 October 2020
Round 4 offers commences:	8 October 2020
Round 5 offers commences:	15 October 2020
Late Vacancy Management Process commences:	22 October 2020

Employment and term dates for 2021

Term 1: 01/02/21 – 04/05/21

Term 2: 05/05/21 – 10/08/21

Term 3: 11/08/21 – 9/11/21

Term 4: 10/11/21 – 06/02/22

Who can apply?



PGY2+ eligibility criteria

To apply for a PGY2+ position in South Australia you must comply with the following criteria:

- > You must be eligible for **general registration** as a medical practitioner in Australia issued by the Medical Board of Australia on or before the February start date
- > Applicants must be available for a 12 month contract commencing on the February start date.
- > You must meet AHPRA and SA Health's recency of practice requirements. SA Health requires applicants to have practiced as a medical officer with paid employment (not an observership) within two years at the time of submitting your application.
- > You cannot have accepted a Targeted Voluntary Separation Package from SA Government within the last three years.
- > Refer to FAQs for further information.

Some applicants may not have General Registration but may be suitable for appointment in alternative positions. Applicants who do not have General Registration will be informed that they have not met the criteria of these PGY2+ positions and that they will be added to a database of medical officers seeking employment.

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 a PGY2+ position if these requirements are not satisfied. In the event you are unable to meet these requirements your position will be reallocated.

Communicating with you

You must have a personal email address in order to apply. This email address will be used to make contact with you. SMS text messaging will also be used to communicate with you. 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.

All correspondence, including a position offer (if one is made) will occur via your registered email address. You must ensure that you enter your email address correctly when registering your application and that you check this email, including your junk/spam folders, regularly. If you wish to receive SMS text messages please confirm your agreement in your application (first page of profile - 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 September 2020 - January 2021). If you do not respond to an offer within the specified timeframe your offer will be automatically declined and you will not receive another position offer through this application process.

Withdrawing your application

You can withdraw your application at any stage by logging into your account. SA Health requests that you withdraw your application in SA if you have accepted a position outside of the centralised PGY2+ application process.

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

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

Late Vacancy Management

After the offer rounds are complete, some vacancies may occur due to applicants withdrawing from their positions. Applicants who do not receive an offer throughout the centralised allocation process will be included in a Late Vacancy Management Process (LVMP) and may be contacted by position coordinators to fill these late vacancies. The position coordinators will liaise with you directly to gauge your interest in the position (which you may not have preferenced in your application). They will notify the SA Health central team of your discussions and will instruct that an offer be made. Offers will be made via email from SA Health.

If you receive an offer through the LVMP you will not be eligible to receive any further offers. You will be informed via email if your application will be included in the LVMP. You are asked to withdraw your application if you are no longer seeking a PGY2+ position in South Australia. You may withdraw by logging in to your application.

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What do I need to apply?



Documentation requirements

From 8 June 2020, you may commence your application for PGY2+ positions 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 to the table below. Other requirements may be added, so regularly check this Job Pack for information.

The application form:

- **Medical registration certificate**

A print out from the AHPRA website is acceptable.

- **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.

- **Resume/curriculum vitae**

- **Referees**

Details of three referees are required.

The application form – supplementary requirements:

- **University transcript**
Evidence must include University name and/or logo, Student Name and details and academic results.
- **Statement of Service**
Successful completion of 47 weeks of supervised clinical practice and/ or demonstrating having undertaken core experiences (rotations).
- **Evidence confirming the completion/progress of your overseas internship.**
- **Evidence confirming the status of your Australian Medical Council assessments.**
- **Visa**
This needs to include your name, visa status and expiration date.
- **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.
- **English language requirement**
If you are not registered you will need to provide evidence confirming that you meet the English language requirements set out by AHPRA
- **Cover Letter and/or answer to questions**
Refer to each program [Job Pack](#)

Preferences

Applicants can preference up to four programs and it is recommended that these preference choices be reviewed prior to submitting the application. Applicants must not pick the same program more than once (e.g. NALHN General Training as preference 1 and preference 4). Applicants who do this will forfeit a preference.

Preference re-order

After applications have been submitted applicants have the option to log into their application form and change the order of their preferences until 1 September 2020. This option will become available after applications close and allows applicants to re-order their preferences if there is a change of mind e.g. after interview.

Applicants are able to change the order of their existing preferences or add preferences but only for programs from the same statewide disciplines as the existing preferences. Example: you have preferred Basic Physician Training (BPT) at two of the metro LHNs and General Training at two sites; you are able to remove a General Training preference and add a third BPT LHN as your application would have already been reviewed by the BPT statewide selection panel. You cannot however add an entirely new preference from a new discipline e.g. surgery, as your application will not have been assessed by the surgery selection panel. If you add a preference from a new discipline then your preference changes will be disregarded in their entirety. Refer [FAQs](#) for examples.

Registration

Applicants are required to have General Registration by the February start date. Applicants who will not have General Registration by the start date will be able to complete the application form however are not appointable through the standard allocation process. It is up to each shortlisting panel as to whether they accept applicants who do not meet the full eligibility criteria.

Currently completing an intern year in Australia

Applicants who are currently completing an Intern year in Australia will have general registration by the February start date (upon successful completion). Applicants will need to upload a copy of their current Medical Registration Certificate.

Competent Authority Pathway

Applicants who are on the Competent Authority Pathway as set out by the [Australian Health Practitioner Regulation Agency \(AHPRA\)](#) will need to demonstrate proof of internship.

International Medical Graduates – Standard Pathway

SA Health accepts applications from International Medical Graduates who will have general registration by the February start date. Please refer to the [Australian Health Practitioner Regulation Agency \(AHPRA\)](#) website and the [Australian Medical Council](#) website for more information on registration pathways.

Applicants who are on the standard pathway must have or will complete by the February start date core experiences (rotations):

- > ten weeks in medicine
- > ten weeks in surgery, and
- > eight weeks in emergency medical care

Applicants will need to demonstrate they have undertaken or will undertake these rotations as well successful completion of 47 weeks of supervised clinical practice by uploading a statement of service in the application form.

Resume/Curriculum Vitae (CV)

When writing your CV, be sure to clearly demonstrate your academic and clinical achievements to date. Specifically, selection panels will be interested in:

- > Evidence of continuing education
- > Quality Improvement
- > Research
- > Teaching
- > The referee/s that you provide in your online application should also be noted in your CV.

A CV template is provided in the [resources](#) section of the SA MET Unit website. This example is provided as a guide only and is not compulsory to use.

Referees

Referee reports are an essential component of the recruitment process as these reports assist panel members to make decisions about your suitability for a position. In your application you are required to provide contact details for **three** referees. 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 send.

It is recommended that your referee reports are completed by a person who knows your clinical abilities and has been directly involved in supervising your clinical practice. Give careful consideration to your choice of referees. 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 15 July 2020.

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. 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.

During the selection process, hospitals may also contact your referees in person or by phone in order to clarify any information provided in your report.

Note: Online referee reports will NOT be issued for applicants who will not have General Registration by the start date. These referees may be contacted at a later date.

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. Should you receive an offer and have questions about this requirement you can discuss the matter with the employing Local Health Network/hospital.

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 Probity Check

An application for a NPC can be made to the South Australian Police through SAPOL – www.police.sa.gov.au 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.

Allocation Process



Shortlisting and selection process

Following the close of applications, candidates will be ranked in order of merit. Selection and ranking processes are undertaken by the selection panel. At a minimum, selection and ranking will be based on the information that you provide in your application, Curriculum Vitae (CV) and referee reports. Refer to [job packs](#) for further information.

The selection and ranking process may also include an interview, interviews are arranged directly with you by the program selection panel/s. Interviews will be face to face, and in some circumstances via tele/videoconference. Interviews will take place after application verification and closure of referee reports. Following interviews your application will be scored and ranked in order of preferred appointment.

Recruitment into some positions occurs via a state-wide approach. This means that your application will be assessed by members from each metro LHN for that position type in regard to short-listing, interviewing and ranking. Example: rather than being interviewed three separate times if you preferenced BPT at NALHN, BPT at CALHN and BPT at SALHN you would have one single interview for BPT.

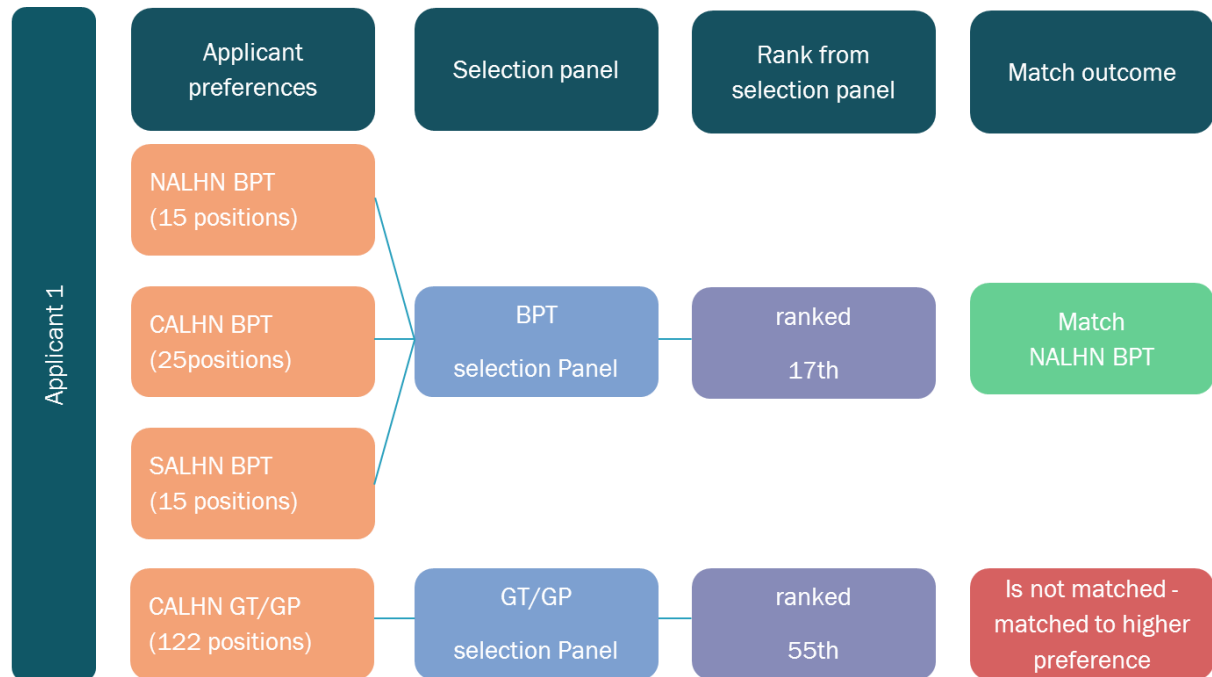
If you are invited to attend an interview for a program using a statewide process, you will have one single interview for that position type regardless of whether you preference it at multiple LHNs.

Allocation matching

The allocation system uses the preferences submitted by applicants, and the ranking lists submitted by the selection panels to place individuals into positions.

Both selection panel rankings and applicant preferences are important. Every effort is made to allocate applicants to their highest possible preference. Refer to below example matches.

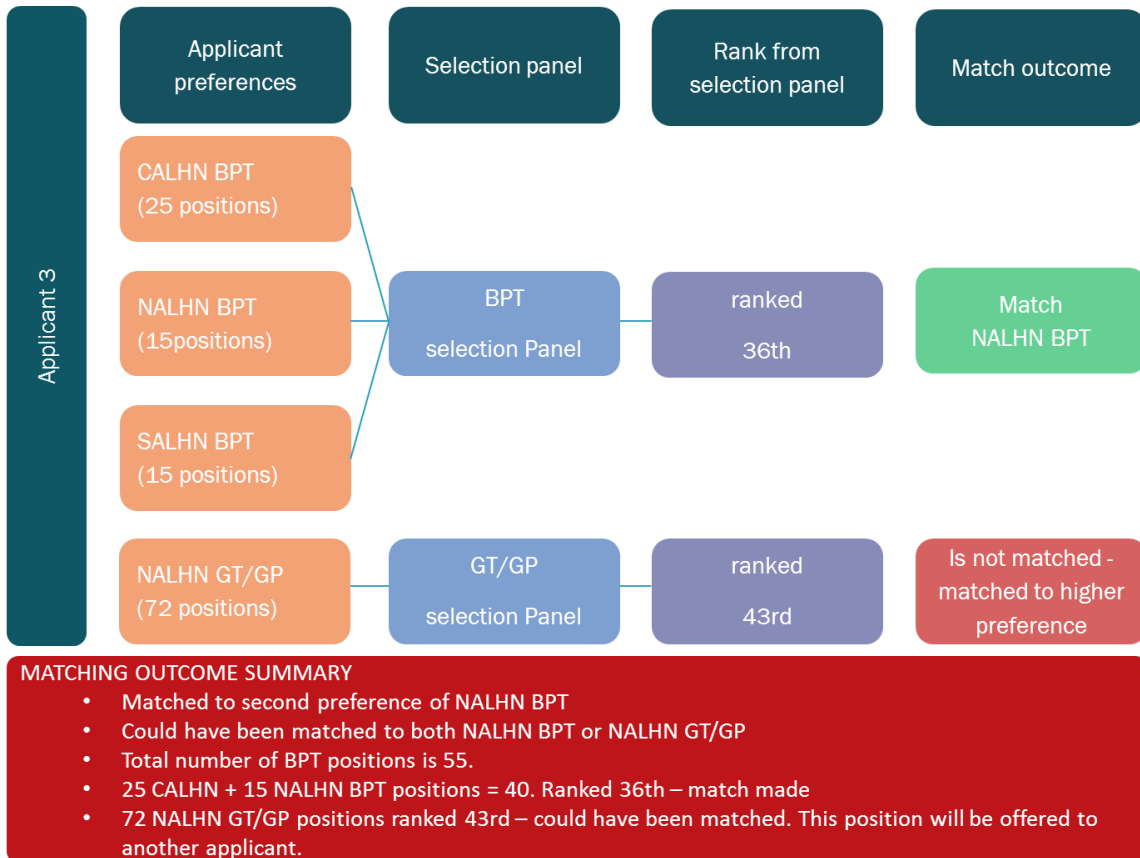
Example Match 1



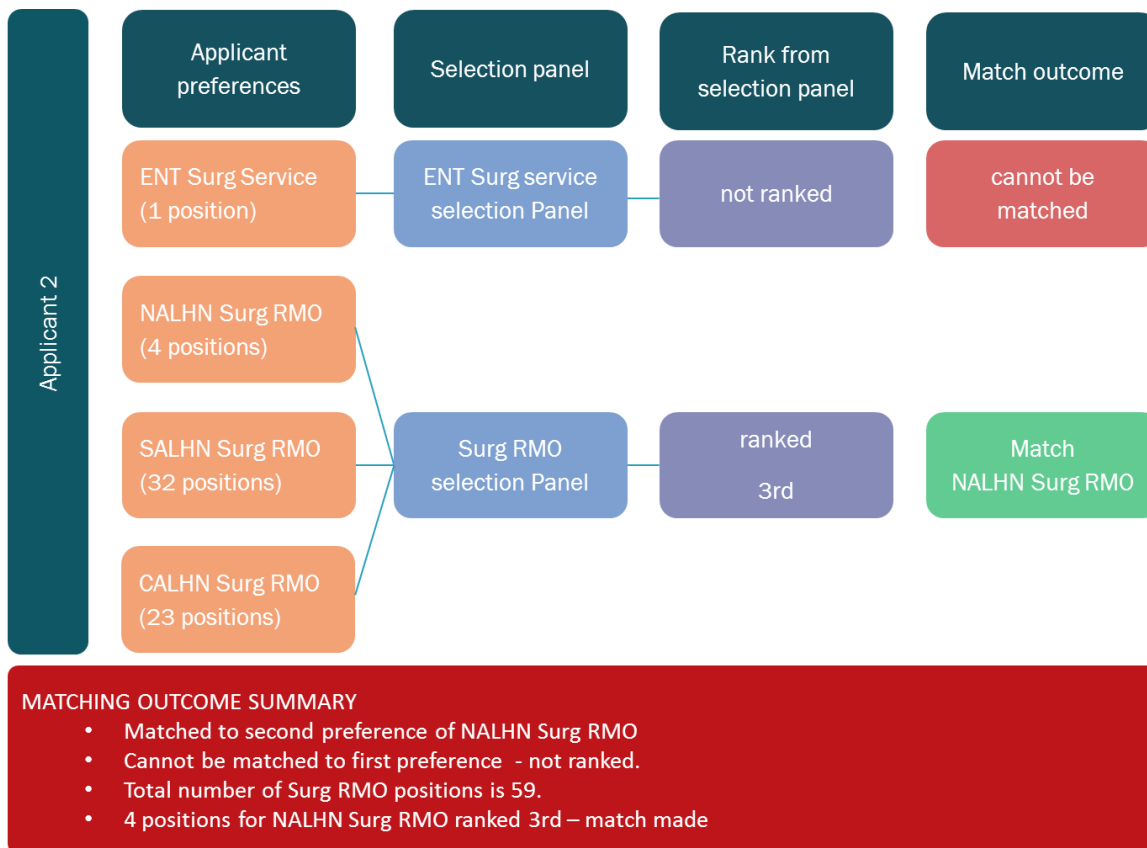
MATCHING OUTCOME SUMMARY

- Matched to first preference of NALHN BPT
- Could have been matched to both NALHN BPT or CALHN GT/GP
- Total number of BPT positions is 55.
- 15 NALHN BPT positions ranked 17th – match made
- 122 CALHN GT/GP positions ranked 55th – could have been matched. This position will be offered to another applicant.

Example Match 2



Example Match 3



Matching candidates to positions

There will be many rounds of offers. Successful applicants will be emailed about their offer. If an offer is made, applicants must respond via the SA Health application system and 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.

First round offers:

The first round of offers will only be made to candidates who have been matched to their first preference or highest possible preference (General Training/General Practice Training included). You may receive an offer for a second or subsequent preference in round one if it is your highest possible option e.g. you are ranked for your second preference but not your first; as you have no chance of receiving an offer for your first preference you may receive an offer for your second preference in round 1.

If you do not receive an offer in the first round you have not been matched to your first preference.

Subsequent offers:

After round 1 offers have taken place, General Training/General Practice Training offers will be held whilst second and third round Vocational or Pre-Speciality offers are undertaken. Offers will only be made for second and third preference (and subsequent first preference) Vocational or Pre-Speciality positions in these rounds.

Offers for further General Training/General Practice Training positions will occur in the fourth round (and subsequent rounds if required). Fourth preference and remaining offers for Vocational or Pre-Speciality positions will also occur in round four and beyond.

SA MET will be publishing information on Facebook and the SA MET website when offers are made.

Notification of offer:

Applicants will only receive one offer for a PGY2+ position through the centralised allocation system; the timing of your offer may differ from your colleagues as SA Health will do their best to get you your highest possible preference. Although the period in which an applicant can receive an offer can be lengthy, it is hoped that by increasing the number of offer rounds applicants will have a higher chance of receiving an offer for their more preferred positions as declines are received.

SA MET reserves the right to rescind or withdraw an offer if a candidate is identified as having accepted and/or are holding multiple 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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Got Questions?



Frequently Asked Questions (FAQs)

Commonly asked questions:

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

Applications and all supporting documents will only be accepted online.

Applications open at 9.00am on Monday 8 June 2020; the application form can be accessed via [SA Health - Careers](#).

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

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

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

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

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

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

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

General Registration is a requirement for these positions. All applications are checked to ensure this criteria is met. All applications will be collected and grouped by their AHPRA registration category. Some applicants may not have General Registration but may be suitable for appointment in alternative positions. Applicants who do not have General Registration will be informed that they have not met the criteria of these PGY2+ positions and that they will be added to a database of medical officers seeking employment.

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

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

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

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

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

PGY2+ positions are referred to as Resident Medical Officers (RMOs) in the [SA Health Salaried Medical Officer Enterprise Agreement](#) - SA Health Salaried Medical Officer Enterprise Agreement (SMOEA) 2017

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

Central Adelaide Local Health Network:

Royal Adelaide Hospital - North Terrace, ADELAIDE SA 5000 - 1.5km from Adelaide CBD

The Queen Elizabeth Hospital - 28 Woodville Road, WOODVILLE SA 5011 - 8.9km west of Adelaide CBD

Northern Adelaide Local Health Network:

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

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

Southern Adelaide Local Health Network

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

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

Limestone Coast Local Health Network

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

Flinders and Upper North Local Health Network

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

Yorke and Far North Local Health Network

Port Lincoln Health Service - Oxford Terrace Port Lincoln SA – 650km West of Adelaide CBD

Women's & Children's Health Network

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

9. How does selection and ranking work?

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

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

Supporting documentation and evidence:

10. 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.

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

No, supporting documentation does not need to be certified.

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

In order to apply for a PGY2+ position in South Australia you will need to provide proof of your citizenship status, the most common way to provide proof of citizenship is a passport or citizenship certificate.

13. 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

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

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

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

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

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

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

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

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

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

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

19. Where can I find an example of a CV?

A CV template is provided in the [resources section](#) of the SA MET Unit website. This example format is not compulsory to use and is provided as a guide only.

20. How do I upload a document into my application?

To upload a file:

1. Click 'Upload file'.
2. Select the file from your computer.
3. Press Open, to send the document to us, the document may take a few minutes depending on the speed of your internet connection to upload.

You can also choose to upload files from a Dropbox or Google Drive account by clicking the button for either option to sign into your account and select the file you wish to use.

To review a file that you have uploaded, please move to another page then come back to previous page. This will allow you to view and confirm you have loaded the correct document.

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

22. What can I do if I am having difficulty uploading a document to support my application?

In the application process all documents must be uploaded in the following formats:

- > DOC
- > DOCX
- > PDF
- > TXT
- > RTF
- > JPG

However for large documents they should be in DOC, DOCX or PDF format ONLY.

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

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

Supporting documentation - Cover letters:

21. What do I put in my cover letter?

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

Some training positions require specific criteria to be addressed in their cover letters. Please review the training program job packs when writing your cover letter.

The following points could be addressed in your cover letters:

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

22. Who should I make my cover letters out to?

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

23. Can I update or change my cover letter?

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

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

See the relevant role descriptions. A link to the role description can be found the job packs.

Referees:

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

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

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

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

27. 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.

28. 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 in order for this to be updated.

29. 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.

30. 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.

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

No, however you may be disadvantaged overall as the selection panel will have less information about you during their selection and ranking process. Each program has their own selection criteria and different programs may have a minimum requirement of two or three referee reports. It is to

your advantage to follow up your referees so that the hospitals have access to more information about you.

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

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

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

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

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

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

Application process:

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

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

36. Will SA Health contact me after the application closing date if I have provided insufficient information in my application?

You are responsible for providing complete and accurate documentation with your application by the closing date. If insufficient documentation is received you will not be included in the allocation process. If your application is deemed ineligible after submission you will receive an automated email notifying you of this.

37. Can I include both entry into vocational or pre-specialist training and general training in my preferences?

You can choose any combination of preferences. The matching system will optimise your highest preference with the program's ranking. If you have been ranked by the program you will be offered the highest available preference.

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

38. How will I find out if I have received a position offer?

You will be sent correspondence 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.

Updating my application:

39. 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 three week period in which to complete the online application form. You are encouraged to check all information in your online application as well as check to ensure all documents you upload are the correct documents and are legible. There will be guidelines in the application form about how to upload and how to check your documents.

Once you have submitted your application and after the application closing date you can only:

- > Change your contact details
- > Withdraw your application
- > Update the order of your preferences

40. Can I remove a preference after I have submitted my application?

Yes, after you have submitted your application you will have the option to log back into your application form (up until the predetermined date, see important dates) and update your preferences on the Re-order Training Program Preferences page. Here you may remove any unwanted preferences and re-order any remaining preferences.

Example:

Original preferences	Reordered preferences
<ul style="list-style-type: none">• Pref 1: CALHN BPT• Pref 2: SALHN BPT• Pref 3: NALHN BPT• Pref 4: CALHN General Training/GP	<ul style="list-style-type: none">• Pref 1: CALHN BPT• Pref 2: NALHN BPT• Pref 3: CALHN General Training/GP• Pref 4: N/A

41. Can I update the order of my preferences after I have submitted my application?

Yes, once your application is submitted you will have the option to change the order of your existing preferences (up until the predetermined date, see [important dates](#)) and update your preferences on the Re-order Training Program Preferences page.

Example:

Original preferences	Reordered preferences
<ul style="list-style-type: none">• Pref 1: CALHN BPT• Pref 2: SALHN BPT• Pref 3: NALHN BPT• Pref 4: CALHN General Training/GP	<ul style="list-style-type: none">• Pref 1: SALHN BPT• Pref 2: NALHN BPT• Pref 3: CALHN BPT• Pref 4: CALHN General Training/GP

42. Can I change my preferences after I have submitted my application?

Technically yes but you may only add preferences from the same discipline/s that you nominated in your original preferences. After you have submitted your application you can log back into your application form (up until the predetermined date, see [important dates](#)) and update your preferences on the Re-order Training Program Preferences page.

Program disciplines that are acceptable for swapping preferences:

- ▶ [General Training/General Practice Training](#) - **CALHN, SALHN & NALHN**
- ▶ [Basic Physician Training](#) – **CALHN, SALHN & NALHN**
- ▶ [Surgical RMO](#) – **CALHN, SALHN & NALHN**
- ▶ [Obstetrics & Gynaecology](#) – **WCHN SALHN & NALHN**
- ▶ [Medical Service Residents](#) - **SALHN & NALHN**
- ▶ [ENT Surgery Service Posts, Lyell McEwin and Modbury Hospitals](#)

Example 1 - **ACCEPTABLE**

Original preferences	Reordered preferences
<ul style="list-style-type: none"> • Pref 1: CALHN BPT • Pref 2: NALHN BPT • Pref 3: CALHN General Training/GP • Pref 4: NALHN General Training/GP 	<ul style="list-style-type: none"> • Pref 1: CALHN BPT • Pref 2: NALHN BPT • Pref 3: SALHN BPT • Pref 4: CALHN General Training/GP

Example 2 - **ACCEPTABLE**

Original preferences	Reordered preferences
<ul style="list-style-type: none"> • Pref 1: TAPPP • Pref 2: Berri Psychiatry • Pref 3: MGDHS General Training/GP • Pref 4: NALHN General Training/GP 	<ul style="list-style-type: none"> • Pref 1: CALHN General Training/GP • Pref 2: Berri Psychiatry • Pref 3: TAPPP • Pref 4: MGDHS General Training/GP

Example 3 – **NOT ACCEPTABLE**

Original preferences	Reordered preferences
<ul style="list-style-type: none"> • Pref 1: CALHN BPT • Pref 2: NALHN BPT • Pref 3: CALHN General Training/GP • Pref 4: NALHN General Training/GP 	<ul style="list-style-type: none"> • Pref 1: SALHN Surgical RMO • Pref 2: NALHN BPT • Pref 3: SALHN BPT • Pref 4: CALHN General Training/GP

43. 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.

If you have accepted a position and wish to withdraw please email HealthSAMET@sa.gov.au your intention to withdraw.

SA Health requests that you withdraw your application in SA if you have accepted a position elsewhere.

After receiving an offer:

44. What happens if I am offered a position in SA but am waiting on an offer from interstate?

It is not acceptable to hold two or more offers from various states for a period of more than 72 hours.

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

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

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

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

No, swapping is not allowed.

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

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

48. Do I notify you if I am declining an offer?

Yes. We need 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 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 through this process.

50. I have accepted a PGY2+ position however will not be in the country before my commencement date. Who is responsible for ensuring all pre-employment preparation is undertaken?

You are fully responsible for all aspects pertaining to your pre-employment leading to employment. You may choose to elect a nominee to act on your behalf in your absence. Please ensure your mail is forwarded to you and that you allow enough time before your commencement date to complete the

contract requirements (e.g. Registration, Criminal History Check, Pre-employment Health Assessment etc.) on your return to Australia.

If you do not satisfy all pre-employment conditions prior to commencement the offer will be withdrawn.

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Checklist

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

Uploads:	Ensure the following is correct:
Medical Registration Certificate	Contact Phone number
Passport	Email address
CV	Order of preferences
English language requirement – if required	Referee details
Visa – if required	Answer to questions (if applicable)
Statement of service – if required	Contact Phone number
Cover letter/other templates – if required	

Contact Us

Still have questions? Contact us:

SA Health
South Australia Medical Education and Training Unit
Telephone: (08) 8226 7391
HealthSAMET@sa.gov.au

Terms of Use

The 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 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 candidate 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 candidates.

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. This is 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 candidates and the employing Local Health Network/hospital.

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

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