



Postgraduate Year 2 and Beyond Positions South Australia

Expression of Interest Guideline 2024
(for 2025 clinical year)

as of April 2024



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PGY2 and Beyond Training Positions in South Australia

Introduction

This document is a source of information relating to Postgraduate Year 2 and Beyond (PGY2+) training positions in South Australia. In this Expression of Interest Guideline, you will find out who can apply, what you need to apply, what PGY2 and Beyond training positions are available and how positions are allocated. Refer to the end of this document for Frequently Asked Questions. You can use the contents page to navigate through the document.

PGY2 and Beyond Overview

PGY2 and Beyond training 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 program 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 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. SA Health comprises all public hospitals and health units across metropolitan and rural South Australia.

Training Positions Available and Information Packs

The following Entry into Vocational and Prevocational Training positions are available via the centralised Expression of Interest process. Information about the specifics of the training positions is provided within the linked Information Packs below. Applicants can preference up to four programs in the Expression of Interest form.

It is recommended you read the linked Information Pack descriptions for the training positions you are interested in preferencing. The information in these Packs may assist you to better understand the training opportunities available and provide detail on any Expression of Interest requirements; including if you need a cover letter and/or prepare answers to specific questions.

Rural Generalist Anaesthetics – Metropolitan Based

- > [PGY3 Rural Generalist Anaesthetics ACRGA – Metropolitan Based Positions](#)

Barossa Hills Fleurieu Local Health Network (BHFLHN)

- > [PGY3 BHFLHN Mt Barker District Soldiers Memorial Hospital Rural Generalist Emergency Medicine Advanced Skills](#)
- > [PGY3 BHFLHN Southern Fleurieu Health Service Rural Generalist Emergency Medicine Advanced Skills](#)

Eyre and Far North Local Health Network (EFNLHN)

- > [PGY2 EFNLHN Rural Generalist General Training](#)
- > [PGY3 EFNLHN Port Lincoln ARANZCOG \(P\)](#)

Flinders and Upper North Local Health Network (FUNLHN)

- > [PGY2 FUNLHN Rural Generalist General Training](#)
- > [PGY3 FUNLHN Whyalla Rural Generalist Anaesthetics – ACRGA](#)

Limestone Coast Local Health Network (LCLHN)

- > [PGY2 LCLHN Rural Generalist General Training](#)
- > [PGY3 LCLHN Mount Gambier Adult Internal Medicine Advanced Skills](#)
- > [PGY3 LCLHN Mount Gambier Rural Generalist Anaesthetics](#)
- > [PGY3 LCLHN Mount Gambier Rural Generalist Emergency Medicine Training](#)
- > [PGY3 LCLHN Mount Gambier Paediatrics Medicine](#)
- > [PGY3 LCLHN Mount Gambier ARANZCOG – part-time](#)

Northern Adelaide Local Health Network Programs (NALHN)

- > PGY2 NALHN ENT Surgery Service – Lyell McEwin and Modbury Hospitals ***Information for the 2025 Clinical Year will be available shortly.**

Riverland Mallee Coorong Local Health Network (RMCLHN)

- > [PGY2 RMCLHN Rural Generalist General Training Pathway](#)
- > [PGY3 RMCLHN Rural Generalist Adult Internal Medicine Advanced Skills](#)
- > [PGY3 RMCLHN Rural Generalist Emergency Medicine Advanced Skills](#)
- > [PGY3 RMCLHN Rural Generalist Anaesthetics – ACRGA](#)
- > [PGY3 Rural Generalist Psychiatry Advanced Skills Training](#)

- > [PGY3 RMCLHN Rural Generalist Obstetrics](#)

Southern Adelaide Local Health Network (SALHN)

- > [PGY2 SALHN Prevocational Acute and Critical Care RMO Program](#)

Statewide Programs

- > [PGY2 Statewide General Training General Practice Training](#) – NALHN, SALHN & CALHN
- > [PGY2 Statewide BPT Adult Medicine](#) – NALHN, SALHN & CALHN
- > [PGY2 Medical Service Resident](#) – NALHN & SALHN
- > [PGY2 Statewide Surgical Resident Medical Officer](#) – NALHN, SALHN & CALHN

The Adelaide Prevocational Psychiatry Program (TAPPP)

- > [PGY2 The Adelaide Prevocational Psychiatry Program TAPPP](#) – Operates as a Statewide Network

Women's and Children's (WCH) Program

- > [PGY2 Women's and Children's Hospital Prevocational Resident Program](#)

Yorke and Northern Local Health Network (YNLHN)

- > [PGY2 YNLHN Rural Doctor Program](#)

Important Dates for 2025 PGY2 and Beyond Training Program Positions*

*Subject to change

Expressions of Interest open:	Wednesday 12 June 2024 (9:00am ACST)
Expressions of Interest close: <i>** It is strongly recommended you submit your Expression of Interest at least 1 week prior to the closing date to enable sufficient time for document verification and referee report completion.</i>	Wednesday 3 July 2024 (11:55pm ACST)
Referee reports close:	Wednesday 10 July 2024 (5:00pm ACST)
Shortlisting commences:	Wednesday 31 July 2024
Interviews:	August 2024
Preference reorder option closes:	Friday 30 August 2024 (5:00pm ACST)
Round 1 results available to applicants:	Thursday 19 September 2024 (1 st preference matches only)
Round 2 results available to applicants (excluding general training):	Thursday 26 September 2024 (2 nd or higher preference matches)
Round 3 results available to applicants (excluding general training):	Thursday 3 October 2024 (3 rd or higher preference matches)
Round 4 onwards (including general training):	Thursday 10 October 2024 (4 th or higher preference matches)
Late Vacancy Management Process commences:	Thursday 24 October 2024
Start date of Term 1 Clinical Year:	Monday 3 February 2025

Employment and term dates for 2025

- Term 1:** Monday 03/02/2025 – Tuesday 06/05/2025
- Term 2:** Wednesday 07/05/2025 – Tuesday 05/08/2025
- Term 3:** Wednesday 06/08/2025 – Tuesday 04/11/2025
- Term 4:** Wednesday 05/11/2025 – Sunday 01/02/2026

Who can apply?

To apply for a PGY2 and Beyond training 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 (MBA) on or before the February start date.
- > Applicants must be available for a 12-month minimum period commencing on the February start date.
- > You must meet Australian Health Practitioner Regulation Agency (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 Expression of Interest.
- > You cannot have accepted a Targeted Voluntary Separation Package from SA Government within the last three years.
- > Refer to the [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 for these PGY2 and Beyond training 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 Ahpra.
- > Criminal history check and subsequent clearance.
- > Health assessment.
- > Verification of immunisation status.

You will not be able to commence a PGY2 and Beyond training 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

To submit an Expression of Interest for a PGY2 and Beyond position you must have a personal email address. This email address will be used to contact you.

All correspondence, including any training position offers (if one is made) will occur via your registered email address. You must ensure that you enter your email address correctly when registering your Expression of Interest 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 Expression of Interest (first page of profile - select 'Yes' to receiving SMS notifications).

SMS text notification:

Yes

No

As all training position offers are communicated to you via email it is very important for you to have access to your email during the offer notification period (i.e. from September 2024 – January 2025). **If you do not respond to an offer within the specified timeframe your training position offer will be automatically declined, and you will not receive another training position offer through the centralised Expression of Interest process.** In instances where you will not have access to email for a period, it is recommended that you ask a friend or family member to monitor your emails.

Withdrawing your Expression of Interest

You can withdraw your Expression of Interest at any stage by logging into your [SA Health Careers](#) account and clicking the 'Withdraw' button next to your Expression of Interest.

SA Health requests that you withdraw your Expression of Interest in South Australia if you have accepted a position outside of the centralised PGY2 and Beyond Expression of Interest process. If you accept a training position and subsequently wish to withdraw, please email HealthSAMET@sa.gov.au to inform the SA MET Unit of your intentions.

Once you have withdrawn from the Expression of Interest process you will not receive any further training position offers in South Australia.

Late Vacancy Management

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

If you receive a training position offer through the LVMP you will not be eligible to receive any further offers. You will be informed via email if your Expression of Interest will be included in the LVMP. You are asked to withdraw your Expression of Interest if you are no longer seeking a PGY2 and Beyond training position in South Australia. You may withdraw by logging into your [SA Health Careers](#) Applicant account.

What do I need to apply?

Documentation requirements

From **Wednesday 12 June 2024**, you may commence your Expression of Interest for PGY2 and Beyond training positions via the [SA Health Careers](#) website. A link to the Expression of Interest form will be available on the front page of this document.

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

> **Medical registration certificate**

A printout from the Ahpra website is acceptable.

> **A copy of your passport or citizenship certificate**

Note: 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 (e.g. Australian Birth Certificate) that at least one parent was either an Australian Citizen or Australian Permanent Resident at the time of your birth.

> **Resume/Curriculum Vitae**

> **Referees**

Contact details of three referees are required.

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 Expression of Interest is different to your supporting evidence such as transcript, passport etc.

> **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.

> **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 specific [Information Pack](#) for more information.

Preferences

Applicants can preference up to four training programs. It is recommended that you review your preference choices prior to submitting your Expression of Interest.

Applicants must not pick the same training 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 Expressions of Interest have been submitted applicants have the option to change the order of their preferences until 5:00pm ACST 30 August 2024. This option will become available after Expressions of Interests close (i.e. after Wednesday 3 July 2024) and allows applicants to re-order their preferences if there is a change of mind e.g. after interview.

To change the order of your preferences, log into your [SA Health Careers](#) Applicant account and select your Expression of Interest form.

Applicants can change the order of their existing preferences or add preferences, but only for training programs from the same statewide disciplines as the existing preferences.

Example: you have preferenced Basic Physician Training (BPT) at two of the three metro LHNs and General Training at two sites; you are able to remove a General Training preference and add the third BPT LHN as your Expression of Interest 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 Expression of Interest 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 to the [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 Expression of Interest 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 with their Expression of Interest.

International Medical Graduates – Competent Authority Pathway

Applicants who are on the Competent Authority Pathway as set out by the [Ahpra](#) will need to demonstrate proof of internship.

International Medical Graduates – Standard Pathway

SA Health accepts Expressions of Interest from International Medical Graduates who will have general registration by the February start date. Please refer to the [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):

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

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

Resume/Curriculum Vitae (CV)

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

- > Evidence of continuing education.
- > Quality Improvement.
- > Research.
- > Teaching.

The referee/s that you provide in your online Expression of Interest 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 selection process as they assist panel members to make decisions about your suitability for a training position. In your PGY2 and Beyond Expression of Interest you are required to provide contact details for three referees.

It is your responsibility to ensure the contact details you provide for your referees are correct and that they complete their reports by the due date. An incorrect email means that, unfortunately, the request for a referee report will not be received.

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. You should discuss this with your referees prior to submitting their names to ensure that they are agreeable and are available to complete the referee report 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 Expression of Interest until **Wednesday 10 July 2024 (5:00 pm ACST)**.

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

During the selection process, hospitals may also contact your referees in person or by phone 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 'Working with Children Check' (WWCC) and a 'National Police Certificate' (NPC).

These documents are to be provided to the employing Local Health Network / SA Health **if you are offered a training position** – the SA MET Recruitment and Allocations Team will not accept receipt of them.

Should you receive a training position offer and have questions about this requirement you can discuss the matter with the employing Local Health Network / SA Health.

SA Health Criminal and Relevant Screening Checks	
Working with Children Check (WWCC)	<p>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.</p> <p>Checks are valid for three to five years after the date of issue (depending on the date of issue) and will be accepted at the time of appointment unless there is clear justification why the screening should be reviewed.</p> <p>It is recommended that you lodge a new application if your check is within 6 months of expiry.</p>
National Police Certificate (NPC) General Employment Probity Check	<p>An application for an 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 an NPC). The date of issue of the NPC for general employment probity must not be more than twelve months before the date of application.</p> <p>Checks are valid for one to 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.</p> <p>It is recommended that you lodge a new application if your check is within 6 months of expiry.</p>
Overseas prospective employees who have not resided in Australia ONLY	<p>It is noted that a DHS screening assessment or an 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.</p> <p>Overseas criminal history checks conducted by external provider 'Fit2Work' on behalf of Ahpra will satisfy the SA Health requirements for overseas applicants.</p>

Allocation Process

Shortlisting and Selection Process

Once Expressions of Interest close, applicants will be ranked in order of merit. Selection and ranking processes are undertaken by the selection panels. At a minimum, selection and ranking will be based on the

information that you provide in your Expression of Interest, CV and referee reports. Refer to each program’s [Information Pack](#) for further information.

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

Selection into some training positions occurs via a statewide approach. This means that your Expression of Interest will be assessed by members from each participating metropolitan LHN with regards to shortlisting, interviewing, and ranking.

For example: rather than being interviewed three separate times if you preferred BPT at CALHN, NALHN and SALHN, you would have one single interview for BPT.

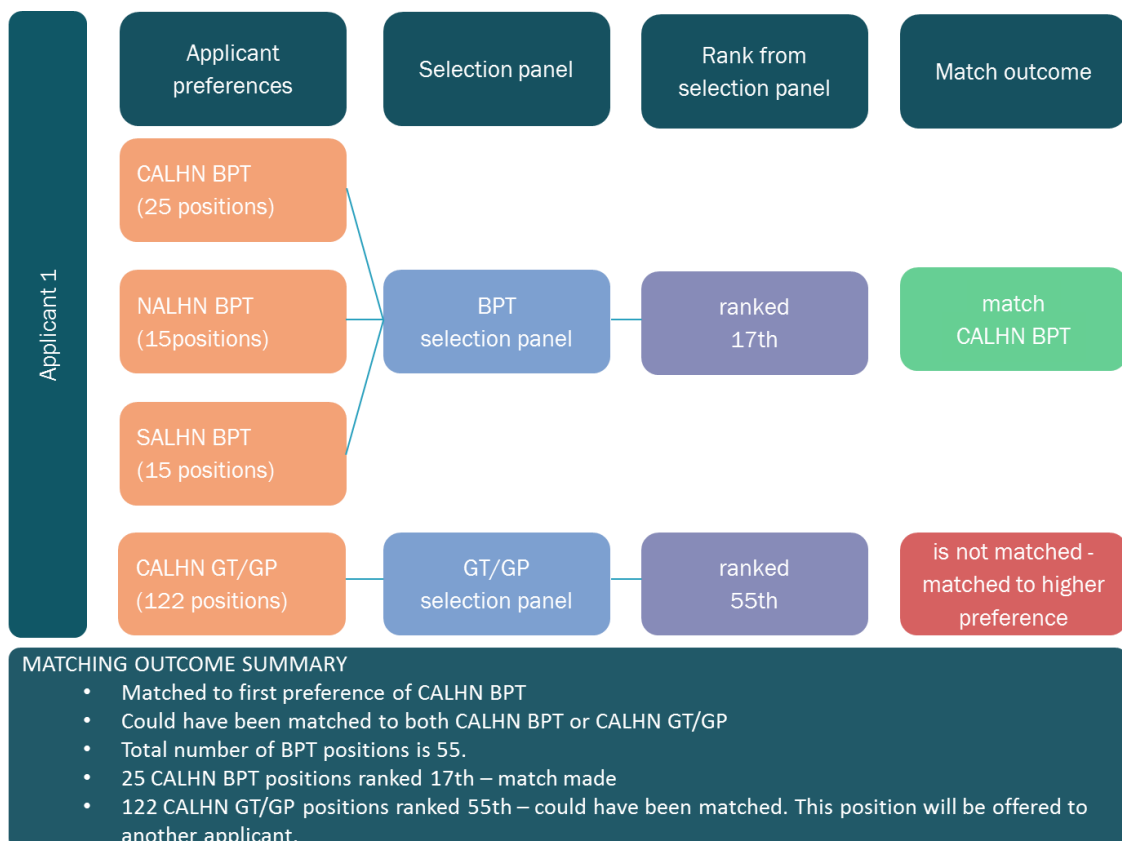
If you are invited to attend an interview for a training program using a statewide process, you will have one single interview for that position type regardless of whether you preferred it at multiple LHNs.

Allocation Matching

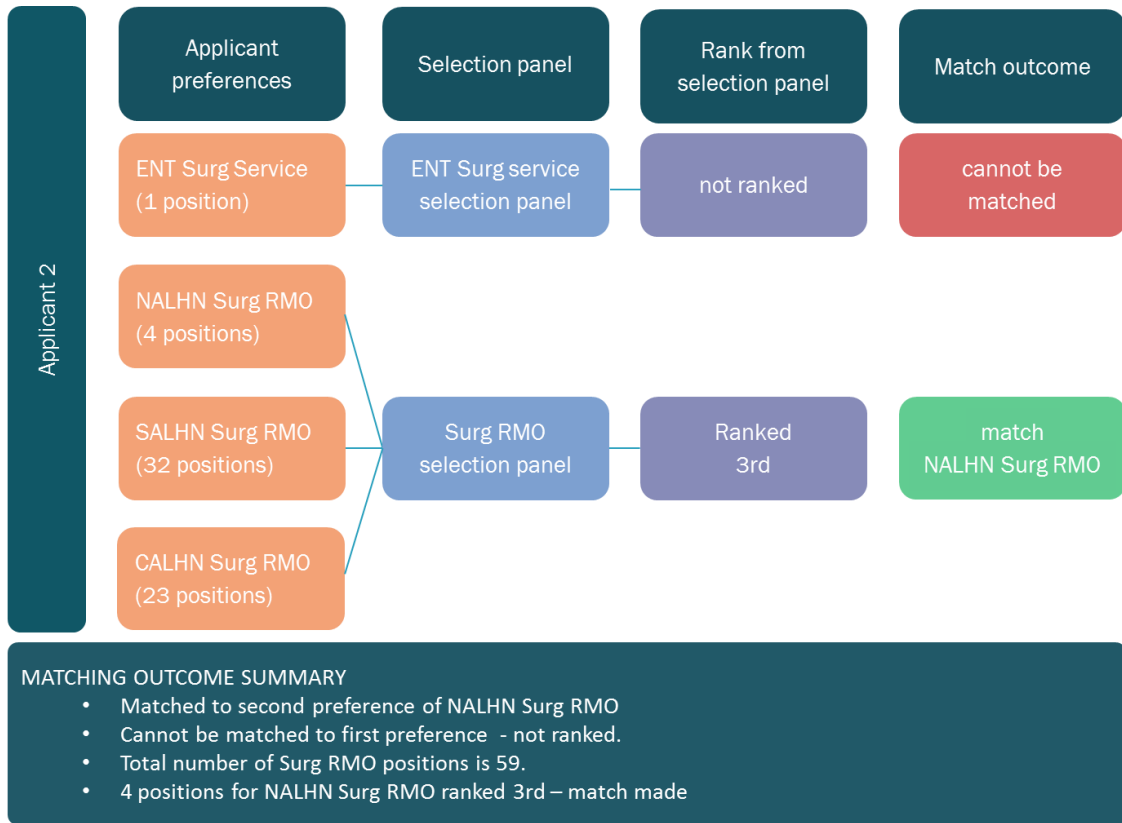
The allocation system uses the preferences submitted by applicants and the rank lists submitted by the selection panels, to place individuals into training positions.

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

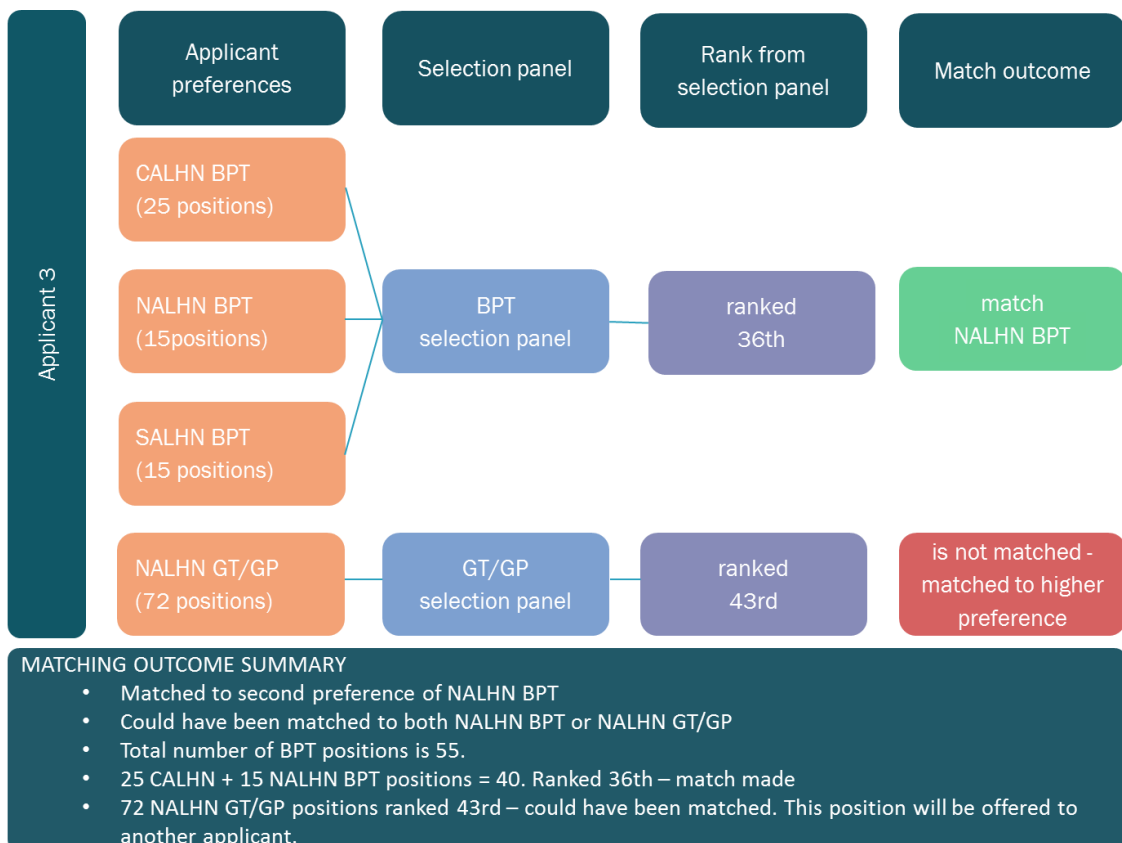
Example Match 1:



Example Match 2:



Example Match 3:



Matching Applicants to Training Positions

There will be several rounds of training position offers. Successful applicants will be emailed about their training position offer. If a training position offer is made, applicants must respond via the [SA Health Careers](#) Applicant system and within the specified timeframe. Where an applicant has been made a training position offer and no response received, the training position offer will be automatically declined. Applicants are only eligible to receive one training position offer.

First Round Training Position Offers

The first round of training position 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 a training position offer for a second or subsequent preference in round 1 if it is your highest possible option i.e. you were not ranked for your first preference but you were ranked for your second preference.

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

Subsequent Rounds

After round 1 training position 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. Training position 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 provide updates on the [SA MET website](#) and [Facebook](#) as training position offers are made.

Notification of Training Position Offer

Applicants will only receive one offer for a PGY2 and Beyond training position through the centralised allocation system. The timing of your training position offer may differ from your colleagues as SA Health will do their best to provide you your highest possible preference.

Although the period in which an applicant can receive a training position offer can be lengthy, it is hoped that by increasing the number of training position offer rounds, applicants will have a higher chance of receiving a training position offer for their more preferred positions as declines are received.

SA MET reserves the right to rescind or withdraw a training position offer if a candidate is identified as having accepted and/or are holding multiple training 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 Expression of Interest 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.

Frequently Asked Questions (FAQs)

1. How do I apply and where is the Expression of Interest form?

Your Expressions of Interest and all supporting documents will only be accepted online.

The Expression of Interest form will open at 9:00am on **Wednesday 12 June 2024** and can be accessed via the [SA Health Careers](#) website. A link to the Expression of Interest form will also be available on the front page of this document from **Wednesday 12 June 2024 until Wednesday 3 July 2024**.

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 Expression of Interest. Requests 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 Guide](#) for more information.

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

Advanced Specialist Training Positions (Registrars) are not generally recruited via this process. You may wish to visit the [SA Health Careers](#) website for information about such employment opportunities.

This Expression of Interest is suitable for applicants' seeking employment and entry into vocational, pre-specialist or prevocational level positions only.

4. Do all PGY2 and Beyond training positions use the SA Health centralised Expression of Interest and allocation process for their recruitment needs?

All employment opportunities within SA Health are advertised through the [SA Health Careers](#) website. Some PGY2 and Beyond training positions may be advertised outside of this centralised 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 Expression of Interest process?

General Registration is a requirement for these training positions. All Expressions of Interest are checked to ensure this criterion is met.

All Expressions of Interest will be collated 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 and Beyond training positions and that they will be added to a database of medical officers seeking employment.

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

Please do not contact SA Health or the Local Health Networks to seek an update on the progress of your Expression of Interest. If you have been unsuccessful in being matched to a training 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 via email to participate in the LVMP to be considered for any additional vacancies that may become available throughout the year.

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

PGY2 and Beyond training positions are referred to as Resident Medical Officers (RMOs) in the **SA Health Salaried Medical Officers Enterprise Agreement 2022** [here](#)

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

Barossa Hills Fleurieu Local Health Network

Mount Barker District Soldiers' Memorial Hospital – 87 Wellington Road MOUNT BARKER SA 5251

Southern Fleurieu Health Service – Harbor View Terrace VICTOR HARBOR SA 5211

Central Adelaide Local Health Network

Royal Adelaide Hospital – Port Road ADELAIDE SA 5000

The Queen Elizabeth Hospital – 28 Woodville Road WOODVILLE SA 5011

Eyre and Far North Local Health Network

Port Lincoln Hospital – Oxford Terrace PORT LINCOLN SA 5606

Flinders and Upper North Local Health Network

Port Augusta Hospital and Regional Health Service – 71 Hospital Road PORT AUGUSTA SA 5700

Whyalla Hospital and Health Service – 20 Wood Terrace WHYALLA SA

Limestone Coast Local Health Network

Mount Gambier and Districts Health Service – 276-300 Wehl Street North MOUNT GAMBIER SA 5290

Northern Adelaide Local Health Network

Lyell McEwin Hospital – Haydown Road ELIZABETH VALE SA 5112

Modbury Hospital – Smart Road MODBURY SA 5092

Riverland Mallee Coorong Local Health Network

Riverland General Hospital – 10 Maddern Street BERRI SA 5343

Southern Adelaide Local Health Network

Flinders Medical Centre – Flinders Drive BEDFORD PARK SA 5042

Noarlunga Hospital – Alexander Kelly Drive NOARLUNGA CENTRE SA 5168

Yorke and Northern Local Health Network

Port Pirie Regional Health Service – Corner of The Terrace and Alexander Street PORT PIRIE SA 5540

9. How does selection and ranking work?

Most disciplines have adopted a statewide approach to selection and ranking, and each have their own processes as the Role Descriptions vary.

You may be invited to attend an interview where you will be asked standardised questions for that discipline. You may also be asked to 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. SA Health will use these rank lists to match applicants to a training position in order of their preferences, if training positions are available.

If you are not deemed appointable or training positions for your preference(s) have been exhausted, then you will not receive a training position offer.

Supporting Documentation and Evidence

10. When do I need to provide my supporting documents?

You will need to upload all required documentation in your online Expression of Interest by the closing date, i.e. **Thursday 3 July 2024**.

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

No, the supporting documentation does not need to be certified.

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

To apply for a PGY2 and Beyond training 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, contact [SA MET](#).

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

If the name on your Expression of Interest differs to that on your documentation, you must also attach evidence confirming a change of name (e.g. a marriage certificate, divorce certificate, change of name by deed poll etc). 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 a date scheduled to complete it, you must provide evidence of this. For example, an email or letter from the AMC confirming that you have received a clinical exam date. All documentation must show your full name.

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 Expression of Interest asks for a copy of my registration certificate. Can I provide a print-out from the Medical Board of Australia (MBA) website?

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

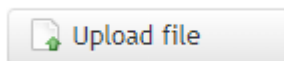
19. Where can I find an example of a CV?

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 Expression of Interest?

To upload a file:

1. Click '*Upload file*'.
2. Select the file from your computer.
3. Press '*Open*' to add the document to your application. This may take a few minutes depending on the size of your file and 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, move to another page then return to the 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*'.

21. What can I do if I am having difficulty uploading a document to support my Expression of Interest?

In the Expression of Interest process all documents must be uploaded in the following formats:

- | | |
|--------|-------|
| > DOC | > TXT |
| > DOCX | > RTF |
| > PDF | > 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

22. 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. Review the Training Program [Information 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 believe the hospital/health service 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 in the field.
- > Particular rotations you would like to undertake and why.
- > The skills, knowledge and attitudes that you bring to the training position and how they relate to this clinical area.
- > If you are applying to a rural training program, why you are interested in working in a rural area and whether you have ever worked, studied or lived in a rural area. This should include information about the length of time, 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.

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

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

24. Can I update or change my cover letter?

No. Once you have submitted your Expression of Interest you are unable to change or upload additional documents.

25. 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 within the program specific [Information Packs](#).

Referees

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

No, all reports must be completed online, therefore your nominated referees must have a valid email address. On submission of your Expression of Interest, a unique link will be automatically generated and emailed to your referees. Your referees can then commence their online referee report.

27. Can I obtain 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 and Beyond Expression of Interest process. Referee reports will be provided to all your nominated training programs to assist with the shortlisting and ranking process.

28. 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 example.

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

You must ensure that the contact details, including email addresses, you enter for your referees are correct. These are used by SA Health to communicate with your referees and to provide instructions for completing your referee reports. If the referee's email address has been entered incorrectly, you will need to contact [SA MET](#) for this to be updated.

30. 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](#) to nominate an alternate referee.

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

31. 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.

32. My referees have not completed my reports. Will my Expression of Interest 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 training program has their own selection criteria and different training programs may have a minimum requirement for completed referee reports. It is to your benefit to follow up with your referees to ensure the hospitals have access to more information about you.

33. 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 advise them. The applicant may be able to arrange for an alternative referee to be nominated.

34. 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.

35. 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, unfortunately that referee will be unable to be contacted.

36. The application form is only asking for two referees. How do I add the contact details for my third referee?

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. To add the contact details for your third referee, click the 'Add more' button at the bottom of the page.

Add more

Expression of Interest Process

37. What if I am not able to complete my Expression of Interest by the closing date?

To be considered for a training position, you must complete your Expression of Interest by the closing date. Late Expressions of Interest will **NOT** be accepted.

38. Will SA Health contact me after the Expression of Interest closing date if I have provided insufficient information in my Expression of Interest?

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

39. 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 training program, you will be offered the highest available preference.

If you choose not to accept this training position, you will not be offered another training position within this centralised Expression of Interest process. Once a match has been made, your Expression of Interest will be removed from the allocation process.

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

You will be sent correspondence 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 into your [SA Health Careers](#) Applicant account to check the status of your Expression of Interest.

Updating my Expression of Interest

41. Can I change the documents I uploaded or provide additional documents after I have submitted my Expression of Interest?

No. You are not able to change or upload additional documents once you have submitted your Expression of Interest. Applicants have a three-week period in which to complete the online Expression of Interest form. You are encouraged to check all information in your online Expression of Interest, as well as check all uploaded documents are correct and legible, prior to submitting. There will be instructions within the Expression of Interest form on how to upload and check your documents.

Once you have submitted your Expression of Interest and after the Expression of Interest closing date you can only:

- > Change your contact details.
- > Withdraw your Expression of Interest.
- > Update the order of your preferences.

42. Can I remove a preference after I have submitted my Expression of Interest?

Yes, after you have submitted your Expression of Interest, you will have the option to log back into your Expression of Interest form until Friday 30 August 2024 (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

43. Can I update the order of my preferences after I have submitted my Expression of Interest?

Yes. After Expressions of Interest have been submitted applicants have the option to change the order of their preferences until 30 August 2024. This option will become available after Expressions of Interests close (i.e. after Wednesday 3 July 2024) and allows applicants to re-order their preferences if there is a change of mind e.g. after interview. To change the order of your preferences, log into your [SA Health Careers](#) Applicant account and select your Expression of Interest form.

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

44. Can I change my preferences after I have submitted my Expression of Interest?

Technically yes, however you may only add preferences from the same discipline(s) that you nominated in your original preferences. After you have submitted your Expression of Interest, you can log back into your Expression of Interest form until Friday 30 August 2024 and update your preferences on the 'Re-order Training Program Preferences' page.

Program disciplines that are acceptable for swapping preferences:

- > [Statewide General Training/General Practice Training](#) - NALHN, SALHN & CALHN
- > [Statewide Basic Physician Training](#) - NALHN, SALHN & CALHN
- > [Statewide Surgical Resident Medical Officer](#) - NALHN, SALHN & CALHN
- > [Statewide Medical Service Resident](#) - NALHN & SALHN
- > [NALHN ENT Surgery Service](#) - 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: RMCLHN Rural Generalist/General Training • 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: RMCLHN Rural Generalist/General Training • 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

45. How do I withdraw my Expression of Interest from the allocation process?

Once you have submitted your Expression of Interest, you may withdraw at any time. Simply log into your [SA Health Careers](#) Applicant account using your existing login details and press the 'Withdraw' button.



If you have accepted a training position and subsequently wish to withdraw, please email HealthSAMET@sa.gov.au to inform the SA MET Unit of your intention to withdraw.

SA Health requests that you withdraw your Expression of Interest in SA if you have accepted a training position elsewhere.

After Receiving a Training Position Offer**46. What happens if I am offered a training position in South Australia but am waiting on an offer from interstate?**

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

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

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

The allocation system and SA Health are unable to accommodate a reallocation. Once you have been matched to a training position, your only options are to accept or decline.

SA Health will only match you to one training position via this centralised Expression of Interest process.

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

No, swapping allocations is not permitted in South Australia.

49. What if I do not receive my first preference?

You will only be made one training position offer based on your preferences and the ranking provided by the selection panels. Please consider the training position offer carefully and do not reject on the basis that you may receive another training position offer through the centralised Expression of Interest process.

You will only receive a single training position offer from SA Health.

50. Do I notify you if I am declining a training position offer?

Yes. We need to hear from you if you are declining a training position offer. This ensures that the place can be allocated to another applicant. Clear instructions on how to accept or decline an offer will be included in any correspondence to successful candidates.

51. If I receive a training position offer but don't respond by the due date indicated in the email, will you accept a late response?

No. If your response to a training position offer is not received by the date indicated in your offer, SA Health will withdraw the training position offer and the training position will be allocated to another applicant. You will not receive any further training position offers through this centralised Expression of Interest process.

52. I have accepted a PGY2 and Beyond training position. However, I will not be in the country before my commencement date. Who is responsible for ensuring all pre-employment preparation is undertaken?

You are responsible for all aspects pertaining to any pre-employment requirements prior to your commencement date. You may choose to elect a nominee to act on your behalf in your absence. Please ensure your mail is forwarded and that you allow enough time before your commencement date to complete the contract requirements (e.g. Medical Registration, Immunisation, Criminal History Checks, Pre-employment Health Assessment etc.) on your return to Australia.

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

Checklist

Please ensure all information is correct before submitting your Expression of Interest.

You can follow the below checklist.

Documents for Upload:
<input type="checkbox"/> Medical Registration Certificate
<input type="checkbox"/> Proof of Citizenship – passport / citizenship certificate / birth certificate
<input type="checkbox"/> Resume / Curriculum Vitae
<input type="checkbox"/> English language requirements – <i>if required</i>
<input type="checkbox"/> Evidence of change of name – <i>if required</i>
<input type="checkbox"/> Visa – <i>if required</i>
<input type="checkbox"/> Statement of Service – <i>if required</i>
<input type="checkbox"/> Cover Letter / Other Template(s) – <i>if required</i>
Ensure the following information is correct:
<input type="checkbox"/> Contact phone number
<input type="checkbox"/> Email address
<input type="checkbox"/> Order of preferences
<input type="checkbox"/> Answer to short answer questions – <i>if applicable</i>
<input type="checkbox"/> Referee contact details

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 Expression of Interest requirements and minimum criteria. All Expression of Interest 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. Expression of Interest 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 training 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 Expression of Interest 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 / SA Health 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 / SA Health.

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

Contacts

<p>SA Health South Australia Medical Education and Training Unit</p>	<p>Email: HealthSAMET@sa.gov.au Telephone: (08) 8226 7231</p>
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Any further questions?

SA Health Salaried Medical Officers Enterprise Agreement 2022 [here](#)

Australian Health Practitioner Regulation Agency (Ahpra) registration standards [here](#)

OFFICIAL

For more information

www.sahealth.sa.gov.au

Public-I1-A1



www.ausgoal.gov.au/creative-commons