



Ballarat Health Services

Updated 20th May 2020

Intern Recruitment Frequently Asked Questions (FAQ)

The below guide has been developed to assist prospective Interns to tailor their applications for Internship at Ballarat Health Services

How many Intern positions will Ballarat Health Services have for 2021?

Ballarat Health Services will have 30 full-time Intern positions in 2021.

What rotations are available in 2021?

Interns need to complete three core rotations: Emergency Medicine, General Medicine and General Surgery; plus an additional two rotations to make up 47 weeks of supervised practice. In 2021 Ballarat Health Services will have non-core rotations available in Geriatrics, Rehabilitation, Cardiology, Orthopaedics, ENT and Gastroenterology.

How do I apply for an Intern position at Ballarat Health Services?

Applications must be made via our online eRecruit system – if you click on this link it will take you to our website: [Apply Here!](#)

What do I have to attach to my application?

Your application should include the following documents:

- Curriculum Vitae (Use standardised PMCV template with passport photo)
- Cover Letter (Make sure you address your reason for applying to Ballarat Health Services)
- Academic results – if you are not from Melbourne, Monash Notre Dame or Deakin Universities

Please note: Due to Covid-19 Pandemic no referees or references will be required for 2021 Intern applications.

Applications should be addressed to **Mr David Channon – Junior Medical Workforce Manager**

What criteria will Ballarat Health Services be using for selecting 2021 Interns?

Ballarat Health Services will use the following information to assess your application for an Intern position:

- PMCV Online Video Interview Performance
- Cover letter
- Curriculum Vitae

- Response to assessment questions in the key selection criteria (this is used to shortlist applications)

Will Ballarat Health Services be conducting interviews for Interns?

Due to Covid-19 restrictions there will be no face to face interviews held at Ballarat Health Services for 2021 Intern positions.

When can I have my annual leave?

All Interns are entitled to 5 weeks of annual leave. Two weeks will be rostered during the year (generally in your ED term) and you will have opportunity to preference when to take this. We will do our best to accommodate all requests but cannot guarantee your preference will be allocated. The remaining three weeks are allocated at the end of the Intern year, prior to commencing as a HMO.

What if I need additional time off during my Internship?

As part of successfully completing your Internship, Interns are required to complete 47 weeks of full time, supervised practice. Ballarat Health Services will consider ways of accommodating and supporting Interns should they require unexpected time off during their Internship.

Can I apply as a paired applicant?

The request to be considered as a paired application needs to be clearly addressed in both applicants' cover letters.

How are the rotations allocated?

All Interns are given a preference form which asks you to preference your non-core rotations. Allocations are then made by Junior Medical Workforce to rotations based on these preferences. We will do our best to accommodate all requests but cannot guarantee your preference will be allocated.

Will I do night duty?

Interns are rostered for night duty during an Emergency Department rotation only with supervision from on-call Consultants, Registrars and HMOs, as well as Nursing staff.

What orientation do Interns have?

Ballarat Health Services runs a paid orientation program held over four days prior to commencing your first clinical shift. The program provides a comprehensive introduction to:

- Ballarat Health Services;
- Clinical programs and services including Payroll/rostering;
- Completion of mandatory training;
- Deteriorating patient training;
- Participation in a multi-disciplinary patient journey,
- Practical tips from outgoing Interns and Registrars.

The final day of orientation is devoted to on-the-job training by shadowing the outgoing Interns.

What education does Ballarat Health Services offer?

Ballarat Health Services has a range of formal and structured learning such as case-based presentations, interactive clinical and non-clinical based workshops, simulated learning, online learning and weekly education.

Protected Intern education is held every Thursday between 5-6pm. Additional learning opportunities include unit based teaching and fortnightly multi-disciplinary Grand Rounds.

What support options are available?

Ballarat Health Services offers a broad range of support systems for our Doctors in Training (DiT's) including but not limited to:-

- A list of local GP's,
- Employee Assistance Program
- Peer Mentoring Program.
- Each rotation has a nominated Term Supervisor who provides comprehensive supervision and support to the Intern.
- Medical Education and Welfare Team comprised of:-
 - Director of Clinical Training (DCT)
 - Supervisor of Intern training (SiT)
 - Medical Education Coordinator
 - Medical Education Officer
- Medical Workforce Unit.
- HR

What happens following Internship?

Ballarat Health Services are eager to retain Interns wherever possible and encourage them to apply for positions into one of our HMO streams the following year. Many DiT's stay on with us for their hospital-based training where possible. We hold a Career Information Night for our Interns in the first half of the year to assist with their career choices.

How does the PMCV matching process work?

A candidate's guide is available on the PMCV website: <https://www.pmcv.com.au/>

What can I do to ensure I get matched to Ballarat Health Services?

Ballarat Health Services adheres to the principles and rules governing the Intern matching process by PMCV where priority group 1 candidates are allocated a position first. Ballarat Health Services is often fully matched in Round-1 of the PMCV match. To ensure you have the best chances of securing an Intern position with Ballarat Health Services, we highly recommend that you rank Ballarat Health Services as your top preference.

NB: Candidate preferences are not disclosed to other health services.

If all of Ballarat Health Services 30 positions are not filled during Round-1, or, if a candidate withdraws, Ballarat Health Services will then notify the PMCV who will provide us with details of unmatched candidates for rounds 2 and 3.

Can I organise a tour of Ballarat Health Services?

Due to Covid-19 restrictions we are not offering hospital tours this year.

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