



INTERNSHIP South Australia

Application Guideline 2024
(for 2025 Clinical Year)



as of 7 June 2024

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Internship in South Australia

Introduction

This document is a source of information relating to internships in South Australia. In this Application Guideline you will find out who can apply, what you need to apply, internship locations and the allocation process. Refer to the end of this document for Frequently Asked Questions. You can use the contents page to navigate through the document.

The internships job application link will be accessible on the front page of this document from **Monday 6 May 2024 until Thursday 6 June 2024**.

About SA Health

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

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing. SA Health comprises all public hospitals and health units across metropolitan and rural South Australia.

South Australian Local Health Networks

There are nine Local Health Networks (LHN) in South Australia where you may undertake your intern year. During this year you may request, or be required, to undertake one or more rotations in any of the locations within the networks.

[Barossa Hills Fleurieu Local Health Network](#) (BHFLHN)

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

[Eyre and Far North Local Health Network](#) (EFNLHN)

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

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

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

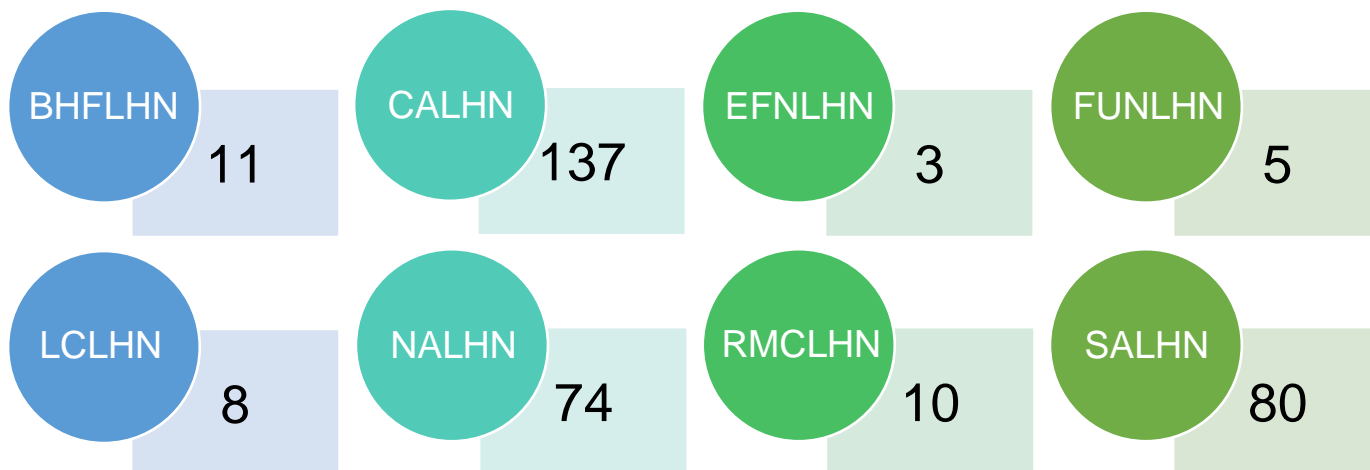
[Riverland Mallee Coorong Local Health Network](#) (RMCLHN)

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

*[Yorke and Northern Local Health Network](#) (YNLHN)

**Intern positions are subject to accreditation occurring in late 2024.*

Number of Intern Positions in the 2024 Clinical Year



Important Dates for 2025 Internships

| | |
|---|--|
| Registration to complete Sunrise EMR & PAS medical student training open*: <i>* Only required if you have not undertaken Sunrise EMR & PAS training at a South Australian University</i> | Monday 29 April 2024 – Monday 27 May 2024 |
| Intern application open date: | Monday 6 May 2024 |
| Intern application close date**: <i>** It is strongly recommended you submit your Intern application at least 1 week prior to the closing date to enable sufficient time for document verification and referee report completion.</i> | Thursday 6 June 2024 |
| Referee report completion date: | Thursday 13 June 2024 |
| Rural Intern Pathway interviews: | Monday 24 June 2024 – Friday 5 July 2024 (TBC) |
| Rural Intern Pathway provisional offers: | Commence Monday 15 July 2024 |
| Metropolitan Intern provisional offers: | Round One commences Wednesday 17 July 2024 |
| National Late Vacancy Management Process commences: | Monday 11 November 2024 |

Employment and Term Dates for 2025

| | |
|----------------|---|
| Term 1: | Wednesday 08/01/2025 – Tuesday 01/04/2025 (includes compulsory orientation) |
| Term 2: | Wednesday 02/04/2025 – Tuesday 10/06/2025 |
| Term 3: | Wednesday 11/06/2025 – Tuesday 26/08/2025 |
| Term 4: | Wednesday 27/08/2025 – Tuesday 11/11/2025 |
| Term 5: | Wednesday 12/11/2025 – Tuesday 20/01/2026 |

Internship Overview

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

The intern year involves at least 47 weeks of satisfactory, supervised clinical experience that includes a minimum of four terms (of at least 10 weeks each term) in different specialties. During the 47 weeks, interns can only practice a maximum of 25% in any one subspecialty and a maximum total of 50% in any one specialty (including its subspecialties). This is to ensure interns have a breadth of exposure across a range of specialties.

During the year interns will be required to gain direct clinical experience in each of the following clinical care categories:

- > Care of patients with undifferentiated presentations,
- > Peri-operative / procedural care,
- > Care of patients with chronic illnesses, and
- > Care of patients with acute and critical illnesses.

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

View [Role Description](#) for internship in South Australia.

Who can Apply?

Internship Eligibility Criteria

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

- > Have graduated from a medical school in the last two years (**i.e. to start an internship in 2025, you are / were a final year medical student in the 2024 or 2023 cohort**).
- > Applicants who completed their medical degree at an overseas university **NOT** accredited by the Australian Medical Council (AMC) must have completed both Part 1 and 2 of the Australian Medical Council exams.
- > Can demonstrate that you meet the [English Language Skills Registration Standard](#).
- > Be able to commence on the January start date, which includes compulsory orientation, and fulfil the minimum 12-month contract.
- > Have completed electronic medical record (Sunrise EMR and PAS) medical student training.
- > Be able to demonstrate that you will meet the requirements for registration with Ahpra.
- > Have **NOT** commenced or completed an internship or worked as a doctor before.
- > Be an Australian Citizen, Australian Permanent Resident, Australian Temporary Resident, New Zealand Citizen or New Zealand Permanent Resident **OR**
- > Have a visa that allows you to work unrestricted in Australia for the duration of your internship. Applicants completing their medical degrees in Australia who are on a student visa will need to obtain an appropriate Australian work visa before commencing their intern year (*refer to page 33*).
- > Have completed and submitted an online application, including the provision of valid supporting documentation, by the application closing date.

Late applications will not be accepted.

There are separate eligibility criteria for the [Rural Intern Pathway](#) (refer to page 14).

Note: applicants who do not meet the eligibility requirements are **not eligible** to apply for an intern position in South Australia.

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.
- > Credentiailling.

You will not be able to commence your internship if these requirements are not satisfied. In the event you are unable to meet these requirements, your position will be reallocated to another applicant, and you will need to reapply in the following year.

Applying and Communicating with You

To apply for an internship in South Australia, every applicant must have their own personal email address. This email address will be used to contact you.

SMS text messaging will also be used to communicate with you. If you wish to receive SMS text messages, please confirm your agreement in your application (on the first page of the form - select 'Yes' to receive SMS notifications).

SMS text notification:

Yes

No

As all 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 July 2024 – March 2025). **If you do not respond to your offer for internship within the specified timeframe, your offer will be automatically declined, and you will not receive another offer in South Australia.** In instances where you will not have access to email for a period, it is recommended that you ask a friend or family member to monitor your emails.

Withdrawing Your Application

You can withdraw your South Australian application at any stage by logging into your account and clicking the 'Withdraw' button next to your application.

If you accept a South Australian 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 application process, you will not receive any further offers in South Australia.

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

Special Consideration

Medical graduates who can demonstrate '*exceptional circumstances*' to undertake their intern position at a particular LHN or location may apply for special consideration within their online application.

Evidence supporting your exceptional circumstance: To apply for a special consideration internship, you must be able to provide evidence as to why your circumstances are exceptional in nature.

Criteria that may be considered as exceptional circumstances include, but are not limited to:

- > Major health problems requiring frequent and ongoing highly specialised treatment only available in certain locations;
- > Responsibility for dependants who are unable to relocate to regional South Australia with the applicant.

In South Australia, three training networks are located in the metropolitan region. As a result, special consideration requests based on transport issues will not be considered.

Special consideration applications will be assessed on a case-by-case basis.

Part-Time Intern Appointments

Part-time intern appointments may be considered by some health networks, however part-time positions are not guaranteed. LHNs may be more likely to accommodate part-time applicants who apply with a job-share partner. Job-share applicants must nominate identical network preferences and commit to accepting a part-time position in South Australia if offered.

Applicants wishing to apply for internship on a part-time basis must meet the relevant minimum criteria. During the allocation process, part-time applications will be discussed with the relevant health network and each case considered on an individual basis.

Applicants who wish to apply for internship on a part-time or job-share basis must provide details of your job-share partner if you have negotiated this with another applicant. SA Health reserves the right to request further documentation or evidence to substantiate information provided by applicants.

For more information on part-time internship, refer to the [Part-time and Job-share information guide](#).

What do I Need to Apply?

Documentation Requirements

From **Monday 6 May 2024**, you may commence your application for internship via the [SA Health Careers](#) website. A link to the application form will also be available on the front page of this document.

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

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

The IPN is a unique nine-digit number which has been generated by Ahpra and has been provided to medical schools for distribution to all 2024 final year medical students (type NA if you do not have a number).

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

* *Note: An Australian passport expired within last 3 years is acceptable per [Ahpra Proof of Identity Requirements](#).*

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.

> **University transcript**

An **unofficial** copy is acceptable from AMC accredited medical schools only.

Evidence must include:

- University name and/or logo,
- Student name, course details and
- Academic results.

> **Resume/Curriculum Vitae**

A Curriculum Vitae template is available in the [Resources](#) section of the SA MET Unit website.

> **Referees**

For credentialing purposes, all applicants are required to provide contact details for three referees who have supervised them in a clinical capacity.

An online form will be sent to your nominated referees via email so ensure the email address provided is correct.

> **English language skills evidence**

All applicants applying for initial registration must demonstrate English language competency. It is your responsibility to read the [English language skills registration standard \(medical\)](#) and determine how you best meet the standard and which evidence to provide.

Evidence may include:

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

All documents must include the student's full name.

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

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

Nominate the nine LHNs in preferred order – you cannot preference any LHN more than once.

> **Immune Status**

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

To streamline pre-employment processes, the application will provide you with the opportunity to upload your [HCW Immunisation Screening Form](#) and Certificate of Compliance.

More information about immunisation requirements in SA Health is available [here](#). This page will provide more in-depth information and contact details if further assistance is required.

NOTE: this is **NOT** a mandatory component of the application, however you must provide this document to your employing LHN prior to signing an employment contract.

Supplementary Documentation

> **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 the name on your application is different to your supporting evidence such as academic transcript, passport etc.

> **Visa**

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

> **Sunrise EMR & PAS Medical Student Training**

If you are from interstate or overseas, you will need to provide a certificate confirming that you have completed the online electronic medical record (Sunrise EMR & PAS) medical student training.

Refer to the [Sunrise EMR & PAS Medical Student Training](#) section on the next page for further information and to register for the online training.

> **Statutory Declaration**

International Medical Graduates (from a non-Australian university only) are required to upload a **certified** copy of a statutory declaration ([example declaration](#)) confirming you have never started an internship or worked as a doctor.

A statutory declaration must be signed before a Justice of the Peace, a Commissioner for Taking Affidavits, or a Notary Public. Any alterations must be initialled by both the applicant and the [Justice of the Peace/recognised professional](#).

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

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

> **Letter of Confirmation**

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

Sunrise EMR & PAS Medical Student Training

SA Health's Electronic Medical Record (Sunrise EMR & PAS) provides the foundation for delivering South Australia's statewide electronic medical record. The new system will place South Australian public hospitals and health care sites at the forefront of advancements in eHealth.

Many South Australian medical graduates will have completed Sunrise EMR & PAS training while at medical school. If you have not undertaken Sunrise EMR & PAS training, you will need to register and complete the online training to ensure you meet the eligibility criteria.

UPDATE: Registration for medical student Sunrise EMR & PAS training will close on **Monday 3 June 2024**. If you **have not** undertaken the Sunrise EMR & PAS training at a South Australian University, register via the contact form [here](#).

NOTE: the form will be available **from 29 April 2024**.

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

To obtain your Certificate, you must complete all of the following lessons:

- > Module 1 – Introduction to the Clinical Application
- > Module 2 – Patient Lists - Personal
- > Module 3 – Patient Lists - Criteria Based
- > Module 4 – Reviewing the Patient Record
- > Module 5 – Updating the Patient Record
- > Evaluation

Attach your Sunrise Clinical Application Introduction Certificate to your internship application form when prompted.

Referees

Referee reports are required for credentialing purposes.

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

It is your responsibility to ensure 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.

You may track the progress of your referee reports by logging into your [SA Health Careers](#) Applicant account. The status of your application will indicate whether one, two or three referee reports have been

completed. For example: *'Referees 1 and 3 complete'* indicates that the referees you nominated in the first and third positions in your application have completed their reports.

It is recommended that your referee reports are completed by a person that has been directly involved in supervising you. You should discuss this with your referees prior to submitting their names to ensure that they are agreeable 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 application until **Thursday 13 June 2024**.

The LHNs may also contact your referees to clarify any information provided in your report.

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

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 LHN / hospital if you are offered a position. The SA MET Recruitment and Allocations Team will not accept receipt of them.

| SA Health Criminal and Relevant Screening Checks | |
|--|---|
| Working with Children Check (WWCC) | This check is processed through the Department for Human Services (DHS). You are required to obtain this check if you do not already have a valid DHS WWCC. |
| AND | 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. It is recommended that you lodge a new application if your check is within 6 months of expiry . |
| National Police Certificate (NPC) | 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) . |
| OR | |
| Nationally Coordinated Criminal History Check | |
| OR | |
| DHS General Employment Probity Check | 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 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. Overseas criminal history checks conducted by external provider 'Fit2Work' on behalf of Ahpra will satisfy the SA Health requirements for overseas applicants. |

Rural Intern Pathway

Rural intern positions provide broad opportunities in unique settings and are best suited for medical graduates with a history of living or working in a rural area or a desire to commence a career in the country. In 2018, the Rural Intern Pathway was introduced in South Australia as an avenue to select applicants who are suitable for and have a preference to work in a rural location.

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

Who is Eligible to Apply?

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

- > Have a rural site as your **FIRST** preference.
- > Have graduated from a medical school in the last two years (**i.e. to start an internship in 2025, you are / were a final year medical student in the 2024 or 2023 cohort**).
- > Applicants who completed their medical degree at an overseas university **NOT** accredited by the AMC must have completed the AMC Part 1 (MCQ) exam.
- > Can demonstrate that you meet the [English Language Skills Registration standard](#).
- > Be able to commence working on the January start date, which includes compulsory orientation, and fulfil the minimum 12-month contract.
- > Have completed electronic medical record (Sunrise EMR and PAS) medical student training.
- > Be able to demonstrate that you will meet the requirements for registration with Ahpra.
- > Have **NOT** commenced or completed an internship or worked as a doctor before.
- > Be an Australian Citizen, Australian Permanent Resident, Australian Temporary Resident, New Zealand Citizen or New Zealand Permanent Resident.
- > Have a visa that allows you to work unrestricted in Australia for the duration of your internship. Applicants completing their medical degrees in Australia who are on a student visa will need to obtain an appropriate Australian work visa before commencing their intern year (*refer to page 33*).
- > Have completed and submitted an online application, including the provision of valid supporting documentation, by the application closing date.

Late applications will not be accepted.

How do I Apply?

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

All applicants will be asked to preference all six rural networks as well as the three metropolitan health networks. Eligible applicants wishing to apply for the Rural Intern Pathway must preference a rural site as their **FIRST** preference. If you have a rural LHN as your first preference, you will be asked the following questions within your application form:

- > *What experience (including associations) have you had with living and/or working in a rural area?*
- > *What personal strengths do you have which will assist you to live and work within a rural community?*
- > *Please outline the strategies you will adopt to ensure you will thrive personally and professionally in a rural area.*

Important Dates

- > Interviews Monday 24 June 2024 – Friday 5 July 2024 – *to be confirmed*.
- > Rural Intern Pathway provisional offers commence Monday 15 July 2024.

Interviews

Rural Intern Pathway applications will be reviewed by a selection panel comprising representatives from the rural LHNs. Together, the rural LHNs will undertake their shortlisting and interviewing processes in accordance with the LHNs employment policies and will provide SA Health with a list of applicants who have been recommended for appointment.

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

Interviews will be held centrally in person or virtually (e.g. Microsoft Teams or Zoom meeting).

The rural LHNs will create a ranked applicant list in order of merit and provide this to SA Health for allocation purposes.

Allocation Process

1. SA Health determines which applicants will receive rural internship offers using a preference matching process and the rank list provided by the rural LHNs.
2. The placement of applicants into rural intern positions will occur prior to the placement of applicants into metropolitan intern positions. SA Health will match applicants to specific rural LHNs as instructed.
3. If one rural site is oversubscribed, applicants may be allocated to their second or third preference if it is a rural site. The rural LHNs will determine whether this is an appropriate result for the applicant during the interview process.
4. SA Health will issue offers to applicants in line with the data provided by the rural LHN.
5. During the offer period, offers can be made to applicants from different priority categories; this is dependent upon the outcome of the strength-based assessment, ranking and preference matching process.
6. Rural Intern Pathway applicants will receive one offer only (with one exception, see point 9 below). If an applicant declines or withdraws from their rural intern position, they will not receive any further offers.
7. It is possible within the Rural Intern Pathway that some applicants will not receive a rural position offer. In this situation, applicants are automatically moved to the **standard allocation process** and will be allocated based on their Category Group and subsequent metropolitan LHN preferences as identified in their application.
8. Should vacancies occur and there are no remaining applicants on the Rural Intern Pathway, then these positions will be filled using the standard allocation process.
9. If there is a rural vacancy resulting from a decline or withdrawal, SA Health will contact the LHNs for instruction on the next applicant to receive an offer for that site. If this applicant has already received and accepted a metropolitan intern position, SA Health will liaise with the applicant and offer them their preferred rural intern position and reallocate the metropolitan position.

Where are Rural Interns Placed?

Applicants can preference to work within:

- > [Barossa Hills Fleurieu LHN](#) located across Mount Barker, Gawler and Victor Harbour, Strathalbyn, Kingscote, Mount Pleasant, Angaston, Tanunda, Gumeracha, Eudunda and Kapunda.
- > [Eyre and Far North LHN](#) located across Ceduna, Cleve, Cowell, Coober Pedy, Cummins, Elliston, Kimba, Port Lincoln, Streaky Bay, Tumby Bay and Wudinna.
- > [Flinders and Upper North LHN](#) based at Port Augusta Hospital and Regional Health Service and Whyalla Hospital and Health Service.
- > [Limestone Coast LHN](#) predominantly based at Mount Gambier and Districts Health Service.
- > [Riverland Mallee Coorong LHN](#) based at Riverland General Hospital located in Berri.
- > [*Yorke and Northern LHN](#) located across Port Pirie, Wallaroo, Clare and Burra, Crystal Brook and Laura, Jamestown, Orroroo and Peterborough and Kadina.

**Intern positions are subject to accreditation occurring in late 2024.*

Metropolitan Internship Allocation

Allocation Process

Suitable applicants will be allocated intern positions in line with prescribed Category Groups (refer to Table 1 below) using a randomised matching process. Within the relevant Category Groups, applicants are allocated via a randomised ballot to their highest possible preference (pending availability of a position).

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

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

Category Groups

In South Australia, offers for internships are allocated in the order of applicant Category Group:

Category 1

Australian Citizens, Australian Permanent Residents and New Zealand Citizens

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

Category 2

Australian Citizens, Australian Permanent Residents and New Zealand Citizens

- 2.1. Medical graduates from an interstate university or New Zealand university who identify as Aboriginal and/or Torres Strait Islander
- 2.2. Medical graduates from an interstate or New Zealand university who completed Year 12 in South Australia

Australian Temporary Residents and New Zealand Permanent Residents

- 2.3. Medical graduates from a South Australian university
- 2.4. Medical graduates from the University of Notre Dame Australia who graduated their final year in South Australia

Category 3

Australian Citizens, Australian Permanent Residents and New Zealand Citizens

- 3.1. Medical graduates from an interstate or New Zealand university

Category 4

Australian Temporary Residents and New Zealand Permanent Residents

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

Category 5

Australian Citizens, Australian Permanent Residents and New Zealand Citizens
Australian Temporary Residents and New Zealand Permanent Residents

- 5.1. Medical graduates from an overseas university who completed Year 12 in South Australia
- 5.2. Medical graduates of an overseas university
- 5.3. Medical graduates who have spent two or more semesters in an overseas campus of an Australian or New Zealand University (e.g. Monash Sunway campus, UQ New Orleans campus)

Allocation Matching Method

Within the respective South Australian Category Groups, applicants are randomly allocated to their highest possible LHN preference.

If an offer is made, applicants must respond via the electronic application system within the specified timeframe. **Where an applicant has been made an offer and no response received within the stipulated timeframe, the offer will be automatically declined.**

Applicants are only eligible to receive **one** offer for internship in South Australia.

The allocation process is as follows:

First Round Offers:

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

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

** This occurs in Round 1 only*

Subsequent Offers:

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

Allocation matching continues randomly and in line with the South Australian Category Groups (Table 1). The system endeavours to match applicants to their highest available preference. Vacant positions arise due to applicant declines and withdrawals. Due to the large number of applicants, positions fill quickly.

Category Group 5 Allocation Process

Once all applicants in Category 4 have received a provisional offer, the LHNs will have the opportunity to interview applicants from Category 5.

Offers to Category 5 applicants will only be made as withdraws and declines are received and all applicants in the previous Categories have received an offer.

Notification of Offer:

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

Swapping or Changing Allocations:

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

National Audit of Intern Acceptances and Unplaced Applicants

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

Several audits occur throughout the allocation process to determine the number of applicants holding multiple acceptances. Applicants identified as having accepted multiple positions will be contacted and asked to select their preferred position within a reasonable timeframe. Applicants are required to make timely decisions about their offer(s) and are able to withdraw their South Australian application at any stage by emailing [SA MET](#).

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

National Late Vacancy Management Process

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

If you have not been matched to a position at the end of the allocation process, your name will be listed on the National Late Vacancy Management (LVM) list. In 2024, national intern recruitment closes on Friday 18 October 2024 and the LVM process will commence on Monday 11 November 2024.

Only applicants who have NOT been made an offer in ANY state or territory (including the Junior Doctor Training Program Private Hospital Stream) will be placed on the national LVM list. If any vacancies arise after 18 October 2024, the National LVM list will be consulted to ensure the next applicant to receive an offer has not received an offer previously. The LVM Process closes on Friday 21 March 2025.

Frequently Asked Questions

South Australia's Internship Locations

1. What training 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

Kangaroo Island Health Service – 5 Esplanade KINGSCOTE SA 5223

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

Cummins District and Memorial Hospital – 21 Tumby Bay Road CUMMINS SA 5631

Ceduna Hospital – 3 Eyre Highway CEDUNA SA 5690

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

Clare Hospital – 47 Farrell Flat Road CLARE SA 5453

Wallaroo Hospital and Health Service – Ernest Terrace WALLAROO SA 5556

Peterborough Soldiers' Memorial Hospital and Health Service – 23 Hurlstone Street PETERBOROUGH SA 5422

Intern Role Description

2. What is the Role Description for Internship?

View [Role Description](#)

Rural Pathway and Internship Offers

3. What is the Rural Intern Pathway?

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

Refer to the [Rural Intern Pathway](#) section for more information.

4. How many positions are there in rural South Australia?

In the 2024 Clinical Year there were 37 positions available across five rural LHNs, comprising 11 positions in Barossa Hills Fleurieu LHN, 10 in Riverland Mallee Coorong LHN, eight in Limestone Coast LHN, five in Flinders and Upper North LHN and three in Eyre and Far North LHN.

5. What selection criteria is used to assess my application?

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

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

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

7. Do I need to nominate referees?

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

8. Will I have to attend an interview?

If you are shortlisted for a rural position, you will be invited to attend an interview. If you are a Category Group 5 applicant, you may be invited to attend an interview through the metropolitan allocation process.

9. If I receive a Rural Intern Pathway offer and decline, will I still be offered a metro position?

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

Metropolitan Internship Offers

10. How are interns selected for a metropolitan intern position?

Applicants are randomly allocated to intern positions by considering:

- > An applicant's Category Group and
- > The order of an applicant's LHN preferences.

The allocation sequence follows the applicant Category Group. Starting with Category Group 1.1, and depending on available positions, applicants are randomly allocated to their highest possible preference if there are positions available.

11. Am I likely to be offered an intern position in South Australia?

SA Health is not able to determine the likelihood of any applicant being offered an intern position. Once the allocation process has commenced, updates will be posted regularly on the [Intern Allocation Update](#) section of the SA MET website and [SA MET Facebook page](#).

12. Does SA Health provide internship positions for Medical Graduates who graduate mid-year?

No, applicants must be able to begin working on the January start date and fulfil the minimum 12-month contract. For employment outside of this time frame, please contact the LHNs directly.

13. I applied for an intern position in South Australia last year and was unsuccessful. Can I apply again this year, and will I be in the same Category Group?

Yes, you are welcome to apply again if you have graduated within the last two years (2023-2024). Category Groups are reviewed annually, and applications will be validated and categorised according to these prescribed groups at the time of application.

14. Can I defer my internship?

If you are offered an intern position in South Australia, you must be able to commence work on the January start date. **Internships are not permitted to be deferred.** If you wish to take a year off before undertaking your internship you will need to apply again the following year.

You should also note that the Medical Board of Australia (MBA) has specific requirements for registration that limits the time an individual may defer their internship to obtain registration. Longer periods may require written permission from the MBA and may involve the individual attending retraining in the final year of the undergraduate course. For more information, please review the [Medical Board of Australia](#) website.

15. I am a Commonwealth Supported Graduate from South Australia, when will I be offered an Intern Position?

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

Please be aware that positions become available as declines are received and with increasing graduate numbers it may take some time for you to receive your offer of internship for 2025. SA Health requests that you please remain patient.

16. I am a Commonwealth Supported Graduate from South Australia, will I be offered my first preference?

With high graduate numbers the opportunity to receive your first preference becomes increasingly limited. After the initial allocation rounds are undertaken, offers will be made to all available positions and some applicants will receive their second, or subsequent preferences.

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

17. I really want to complete my internship at a specific LHN. In my application, can I choose the same network more than once?

No, you are not able to choose the same network more than once. Applicants must rank all LHNs in order of preference, choosing each of the LHN options only once.

After Receiving an Offer

18. What if I do not get my first location preference?

You will only be made one offer; this offer will be based on your preferences and the availability of positions. Please consider the offer carefully and do not reject on the basis that you may receive another offer.

You will only receive a single offer from SA Health.

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

Yes, SA Health needs to hear from you if you are declining an offer. This ensures that the place can be allocated to another applicant. Clear instructions on how to accept or decline an offer will be included in any correspondence to successful candidates.

20. 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 you do not respond to an offer by the date and time indicated in the email, SA Health will withdraw the offer of employment and the position will be allocated to another applicant.

You will not receive any further offers by SA Health.

21. I have accepted an intern offer however, will not be in the country before my commencement date. Who is responsible for ensuring all pre-employment preparation is undertaken?

You are 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.

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

SA Health will send correspondence to you via email. You may only have a short time to respond, therefore it is recommended that you monitor your email regularly. Alternatively, you may log into the system to check the status of your application.

23. What do I do if I'm not matched to a position?

If you have not been matched to a position at the end of the allocation process, your name will be provided to the National Late Vacancy Management (LVM) process.

Please do not contact SA Health to obtain an update on the progress of your application during the allocation rounds. The status of your application can be checked online.

24. Can I move into another LHN position (e.g. preferred position) that becomes available when someone else withdraws after my initial acceptance?

Once you have been matched to a position, your only options are to accept or decline the offered position.

SA Health will only offer you one position.

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

No, swapping allocations is not permitted in South Australia.

26. What happens if I am offered a position in South Australia but am waiting on an offer from interstate?

You can initially accept an offer in South Australia and wait to receive an offer from interstate. However, as soon as you accept an offer from interstate you must withdraw your acceptance via your online account. It is not acceptable to hold two or more offers from various jurisdictions for more than 72 hours.

The National Audit of Intern Acceptances and Unplaced Applicants works to reduce the number of duplicate acceptances across all states and territories. You will be contacted if you continue to hold more than one position for an extended period of time.

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

27. How do I withdraw my application from the allocation process?

Once you have submitted your intern application you may withdraw at any time. Simply log into your application using your login details and press the 'Withdraw' button.



SA Health requests that you please withdraw your application in South Australia if you have accepted a position interstate.

28. What is the salary of an intern?

Please refer to the *SA Health Salaried Medical Officers Enterprise Agreement 2022* [here](#)

Online Application Form

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

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

The application form will be accessible via the [SA Health Careers](#) website. A link to the application will also be available on the front page of this document. The link will not be visible until the application opening date of **Monday 6 May 2024**.

30. Can I log out of my application and come back another time?

Once you have started your application you can log in as many times as you like. If you are unable to complete your application in one sitting, ensure you save any changes before exiting your application.

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

You are responsible for providing complete and accurate documentation within your application by the closing date, i.e. **Thursday 6 June 2024**. If insufficient documentation is received, you will not be

included in the allocation process. If your application is deemed ineligible after you have submitted, you will receive an automated email notifying you of this.

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

Application closing dates are agreed to by all Australian states and territories and apply to all applicants applying for an intern position in Australia. In order to be considered for a position, you must complete your application by the closing date i.e. **Thursday 6 June 2024**.

Late applications will NOT be accepted.

33. What if I don't have an email address?

To apply for an internship each applicant must have their own personal email address. This is used as your user identification and to communicate with you. There are several options available for email addresses. These include:

- > Use of a personal hospital/health service email address.
- > Use of a personal or private email address.
- > If you do not have either of the above, you could obtain a personal email address by signing up for one with your internet service provider, or from one of the web based email providers such as [Google](#), [Hotmail](#), [Yahoo](#) or a range of other providers.
- > Utilise an email address that belongs to a family member or friend (e.g. husband, wife, son, daughter, sister, brother etc.). However, remember that you will need to obtain copies of all communications that are emailed to this address.

Many internet service providers allow multiple email addresses, and a family member may be able to utilise this facility for you.

34. What is credentialling?

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

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

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

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

Please do not hesitate to express your concerns at any time to your Medical Education Officer or Trainee Medical Officer Manager at your employing network. Refer to the [Transfer of Information Guideline](#) section for more information (see page 37).

Supporting Documentation and Evidence

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

You will need to upload all the required documentation in your online application by the closing date ie. **Thursday 6 June 2024**.

37. Does any of the supporting documentation need to be certified?

The majority of required supporting documentation does **not** need to be certified for your online application. However, if you are required to upload a **statutory declaration** as part of your application, this document needs to be signed in the presence of an Authorised person and certified by a Justice of the Peace.

38. Do I need to provide a statutory declaration?

All medical graduates of an overseas university that is not accredited by the Australian Medical Council are required to provide a statutory declaration stating that they have **NOT** commenced or completed an internship or worked as a doctor before.

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

To apply for an internship in South Australia, you will need to provide proof of your citizenship status. The most common way to provide proof of citizenship is a passport, citizenship certificate or birth certificate.

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

Refer to the [Documentation Requirements](#) section for alternative documents that can be provided. If you require further assistance, please contact HealthSAMET@sa.gov.au and include '2025 Intern Query' in the subject line.

41. Where can I get my Medical Intern Placement Number (Ahpra number)?

You will be required to provide your Medical Intern Placement Number (IPN) in your application. Australian graduates must contact their university to obtain this number as Ahpra provides these numbers directly to the universities. Overseas graduates can enter NA.

42. Why do you need my CV if the allocation process is random?

After allocation has occurred, the LHNs like to familiarise themselves with your skills and knowledge. Your CV will provide some insight into your history.

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

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

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

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

45. I don't have a Department of Human Services (DHS) check and/or South Australian Police (SAPOL) National Police Clearance (NPC). Will this make my application ineligible?

No, if you do not have the required clearances or only have some of these checks your application will not be marked as ineligible.

You will however be required to have satisfactory clearances before you commence work.

46. Why am I required to provide my vaccination status?

You are required to provide your vaccination status if you are applying for a role defined as risk Category A (involving direct contact with blood or body substances) or risk Category B (involving indirect contact with blood or body substances).

This is not a mandatory part of the application form; however, you will be required to provide confirmation of immune status and/or participate in screening and/or vaccination prior to any offer of employment being confirmed (e.g. contract issued).

Refer to the SA Health [Health care worker immunisation and screening requirements](#) website for further information.

47. 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 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*'.

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

In the application form, documents must be uploaded in the following formats:

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

However, **for large documents** they should be in DOC, DOCX or PDF format ONLY. Each document can be up to **10MB** in size but cannot exceed 10MB. The file size is ample for any document to be uploaded.

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

Referees

49. 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

50. Can my referees complete a paper-based report for me?

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

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

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

52. What kind of information is requested in the referee reports?

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

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

It is your responsibility to ensure that the referee email addresses are 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 [SA MET](#) in order for this to be updated.

54. 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 will 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 application. You should ensure that your referees have access to email and that they have a good understanding of your skills, knowledge and attitude.

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

It is your responsibility to ensure that referees complete and submit their reports by the due date. You may check the status of your referee reports by logging into your online application. There may be a slight delay of **up to 48 hours** with the status updates as the process is not automated.

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

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

57. 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.

58. 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.

Supporting Documentation - Special Considerations

59. Can I apply for a special consideration?

Yes. Medical graduates who can demonstrate '*exceptional circumstances*' to undertake their intern position at a particular LHN or location may apply for special consideration within their online application. You must be able to provide evidence as to why your circumstances are exceptional in nature.

Special consideration applications will be assessed on a case-by-case basis.

Refer to the [Special Considerations](#) section for more information.

60. Can my partner and I apply as a couple in South Australia?

Couple applications will be considered only if there are exceptional circumstances where married or de-facto applicants are required to apply together. Both members must apply for special consideration in their individual application forms and must nominate identical network preferences.

You may not apply for special consideration purely based on a relationship. However, graduates in a couple relationship who can demonstrate '*exceptional circumstances*' to undertake their intern position in a particular region may apply for special consideration.

Criteria that may be considered as exceptional circumstances include:

- > Major health problems requiring frequent and ongoing highly specialised treatment only available in certain locations.
- > Responsibility for dependants who are unable to relocate to regional South Australia with the applicant.

In South Australia, three training networks are located in the metropolitan region. As a result, special consideration requests based on transport issues will not be considered.

Couples who wish to apply for special consideration based on exceptional circumstances must provide the following documentation:

- > Evidence supporting your exceptional circumstance. To apply for a special consideration internship, you must be able to provide evidence as to why your circumstances are exceptional in nature.
- > Marriage certificate or evidence of a de-facto relationship.

Special consideration applications will be assessed on a case-by-case basis.

61. How will my special consideration request be assessed?

The Medical Officer Appointment Working Group made up of representatives from each LHN will assess special consideration requests including the supporting documentation provided and make a determination. Special considerations will be applied, if and when, an applicant is allocated to an intern position. Applicants will not be contacted to advise of the outcome of their request.

62. Can I complete my internship on a part-time basis?

Yes. You can request a part-time intern appointment. However, part-time positions are not guaranteed. LHNs may be more likely to accommodate part-time applicants who apply with a job-share partner. Job-share applicants must nominate identical network preferences and commit to accepting a part-time position in South Australia if offered.

For more information on part-time internship, refer to the [Part-Time Intern Appointments](#) section and the [Part-time and Job-share information guide](#).

Supporting Documentation - English Language Requirements

63. Do I need to complete an English language skills test?

All applicants for an intern position in South Australia must be able to demonstrate that they have met the English Language Skills Registration Standard set by Ahpra prior to finalising their application.

Refer to the [English language skills registration standard \(medical\)](#) for requirements.

Updating my Details

64. Can I change the documents I uploaded or provide additional documents after I have submitted my application?

No. You are unable to change or upload additional documents once you have submitted your application. Applicants have a four-week period in which to complete the online application form. You are encouraged to check all information in your online application as well as check to ensure all documents you upload are correct and legible. There will be instructions within the application form about how to upload and check your documents.

Once you have submitted your application and after the application closing date you can only change your contact details and withdraw your application.

National Audit of Intern Acceptances and Unplaced Applicants

65. What data will be collected?

Information from applications for internships will be disclosed to the National Data Manager for the National Audit project. The information disclosed will be restricted to the following:

- > Surname
- > First Name
- > Date of birth
- > University at which you are currently studying or graduated from
- > Residency status
- > Email address
- > Phone/Mobile number
- > Medical Intern Placement Number (IPN)

This information will only be disclosed to the National Administrators. The Administrators will use the information to determine the total number of applications received nationally, whether applicants have applied for and accepted multiple positions, and whether applicants are yet to receive an offer of a position anywhere nationally.

The Administrator may communicate with the Medical Board of Australia and/or the state to which an applicant has applied for the purpose of verifying applicant details. The Administrator may also communicate with the jurisdictions for the purpose of identifying unplaced applicants. The *National Audit of Intern Acceptances and Unplaced Applicants* is conducted separately from the application processes, however the data collected may be utilised differently in each jurisdiction as outlined in their Terms of Use.

Applicants who are identified as having accepted more than one position will be contacted and asked to confirm, by a certain date and time, which position they plan to proceed with for internship. Applicants who continue to hold multiple positions for extended periods of time will be handled in accordance with the relevant jurisdiction's Terms of Use.

SA Health reserves the right to withdraw an offer from applicants identified as having multiple acceptances if a decision is not made within a reasonable period of time.

National Late Vacancy Management Process

66. What is the National Late Vacancy Management Process?

Please refer to the [National Late Vacancy Management Process](#) section.

International Medical Students

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

You may be eligible for a Junior Doctor Training Program Private Hospital Stream position. This initiative is designed to increase the nation's capacity to train medical interns in alternative settings, such as private hospitals, and in rural and regional Australia, where there are traditionally fewer options for internship training. These places are only available to eligible international full fee paying medical students from onshore medical schools in Australia having completed all their medical degree in Australia.

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

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

Depending on your individual circumstances, you may need to seek advice from an immigration agent. Visa processing can take time therefore it is recommended that you familiarise yourself with the requirements for your situation. Refer to the [Department of Home Affairs](#) for information on visa types, required documentation and processing times.

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

Graduates of overseas universities that are **not** accredited by the AMC are required to complete both Part 1 and 2 of the AMC exams if applying for a metropolitan position at SA Health. Applicants wishing to

apply for a rural position at SA Health are required to have successfully completed the AMC Part 1 (MCQ) exam.

Australian universities are accredited by the AMC therefore the requirement to sit the AMC exams does not apply to Australian medical graduates.

Visit the [AMC](#) website and [Ahpra](#) website for more information.

Role Description

View Role Description [here](#)

Any Further Questions?

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

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

Transfer of Information Guideline [here](#)

Checklist

Please ensure all information is correct before submitting your application.

You can follow the below checklist.

| Documents for Upload: |
|---|
| <input type="checkbox"/> High School certificate (including your full name, school years attended, full name of school) |
| <input type="checkbox"/> University transcript |
| <input type="checkbox"/> Proof of Citizenship – passport / citizenship certificate / birth certificate |
| <input type="checkbox"/> Resume / Curriculum Vitae |
| <input type="checkbox"/> English language requirements |
| <input type="checkbox"/> Evidence of change of name – <i>if required</i> |
| <input type="checkbox"/> Visa – <i>if required</i> |
| <input type="checkbox"/> Sunrise EMR & PAS training certificate (electronic medical record) – <i>if required</i> |
| <input type="checkbox"/> AMC certificate(s) – <i>if required</i> |
| <input type="checkbox"/> Statutory Declaration – <i>if required</i> |
| <input type="checkbox"/> Letter of Confirmation – <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 LHN preferences (preference each LHN only once) |
| <input type="checkbox"/> Referee contact details |

Terms of Use

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

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

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

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

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

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

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

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

Transfer of Information Guideline

The coming year provides you with a fantastic opportunity to successfully transition into internship. To achieve this the SA MET Health Advisory Council, Education Committee has developed the Transfer of Information Guideline.

This guideline was developed to support the transition of medical graduates who are commencing internship.

This voluntary and confidential process is available for medical graduates to share information for the dual purpose of ensuring:

- The intern is well supported during transition and throughout their internship,
- Patient safety is always optimised.

This guideline uses a strengths-based approach to identify of areas for development. It provides an opportunity for medical students to share their story with the employing Local Health Network (LHN) to facilitate successful and positive transition from medical school into internship.

Examples where students feel an issue has impacted their studies, and may also impact their work needs or performance include:

- Elite athlete status at university
- An access plan at university
- Identified specific performance areas of concern
- Health issues which may impact work performance
- Returning from prolonged leave of absence from university.

Medical students can choose to provide the transfer of information form directly to the employing health network or to use the form as a guide for a confidential face-to-face discussion with the Director of Clinical Training (DCT) or Medical Education Officer (MEO) within the employing health network.

Sharing this information with the employing LHN allows those who will be supporting you during this important year to have some insight into any areas where you may require extra support for a successful transition. This also ensures these supports are considered prior to the commencement of the intern year. Be assured, any information is treated confidentially.

If you would like further information, please visit [Transfer of Information](#) page on the SA MET website or phone the SA MET Unit on 8226 7231.

For more information

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www.ausgoal.gov.au/creative-commons