Centralised Intern Application Policy

1. Purpose

The purpose of the *Centralised Intern Application Policy* (this policy) is to ensure a consistent approach when offering medical intern positions to Commonwealth-funded medical students graduating from Western Australian (WA) medical schools and other eligible medical graduates as outlined in the WA Intern Priority Categories.

This policy aligns with the 2006 Council of Australian Governments (COAG) agreement which outlines that Australian States and Territories must guarantee to provide high-quality clinical placements and intern training for Commonwealth-funded medical students.

The Postgraduate Medical Council of Western Australia (PMCWA), a Ministerial Council established under section 11 of the *Health Legislation Administration Act 1984*, is responsible in cooperation with the System Manager, WA health for ensuring this guarantee is met for the WA health system.

To ensure a consistent approach and timely processing of applications and appointments to intern positions, the PMCWA coordinates the centralised intern application process in WA, in collaboration with the Primary Employing Health Services (PEHS) who are accredited to employ and train interns, and with other Postgraduate Medical Councils across Australia.

PMCWA participates with other Australian jurisdictions in the National Medical Intern Data Management Working Group. This Working Group oversees the national Audit of Applications and the national Audit of Internship Acceptances audits, the Late Vacancy Management Process (LVMP) and identifies agreed dates for the national centralised intern application process.

The national Audit of Applications and the national Audit of Internship Acceptances are both managed by the Health Education and Training Institute, on behalf of the Health Chief Executives Forum and the Health Workforce Taskforce. Central monitoring and coordination ensure all eligible interns are placed, multiple acceptances are resolved, and all national intern places are filled.

This policy is a mandatory requirement for Health Service Providers (HSPs) under the *Workforce and Employment Policy Framework* pursuant to section 26(2)(f) of the *Health Services Act 2016.*

2. Applicability

This policy is applicable to all HSPs who are accredited as a PEHS.

Licensed private healthcare facilities may be required to comply with this policy pursuant to their licence requirements.

The requirements contained within this policy are applicable to the services purchased from contracted health entities where it is explicitly stated in the contract between the contracted health entity and the State of Western Australia or Health Service Provider. The State of Western Australia or Health Service Provider contract manager is responsible for ensuring that any obligation to comply with this policy by the contracted health entity is accurately reflected in the relevant contract and managed accordingly.

3. Policy Requirements

The annual recruitment and allocation of interns is undertaken via the centralised process, as managed by PMCWA on behalf of PEHSs within the WA health system.

To participate in the recruitment of interns in WA, HSPs accredited as a PEHS must:

- progress the placement of interns into WA through the annual centralised process, managed by PMCWA. Refer to the Postgraduate Medical Council of Western Australia Centralised Intern Application Process, available on request from pmcwa@health.wa.gov.au
- recruit applicants using the WA Intern Priority Categories document to ensure the 2006 Council of Australian Governments (COAG) agreement of providing high-quality clinical placements and intern training for Commonwealth-funded medical students is being upheld.
- appoint and issue employment contracts to the respective intern.

3.1 Roles and Responsibilities

Postgraduate Medical Council of Western Australia (PMCWA)

The PMCWA must perform the following roles when managing the annual recruitment of interns:

- Plan, coordinate, develop and support the centralised recruitment process in line with this policy, the Centralised Intern Application process, and nationally set timeframes.
- Collect, collate and distribute application data to the nominated PEHS medical administrators via MedCareersWA.
- Complete verification and validation processes and undertake assessment and feedback for applications which are duplicate, incomplete or assessed as invalid.
- coordinate offers to applicants on behalf of and report on outcomes to the participating PEHSs.
- Liaise with executive and nominated representative officers of participating PEHSs, prevocational doctors and other stakeholders if required.

Chief Executives

Chief executives of a PEHS must ensure:

- the placement of interns into WA is progressed through an annual centralised process

- sufficient intern positions are established to meet the System Manager's requirements under the Council of Australian Governments (COAG) communique, 14 July 2006 – Health Workforce: Strengthening the Health Workforce
- to place graduating medical students each year and to support WA's strategic workforce requirements
- recruitment processes are conducted and completed in a timely manner as outlined in the intern application process document with appropriate resources
- recruitment processes are compliant with agreed policies and procedures.

PEHS Medical Administrators

The PEHS medical administrators must:

- coordinate the centralised recruitment process participation at an HSP level, including liaising with PMCWA regarding decisions on appointment from the pool and position offer outcomes
- complete the appointment processes for applicants who have accepted an offer of employment
- coordinate the selection panel members
- provide relevant information to PMCWA to enable offers and reporting.
- comply with national audit requirements, audit pauses and the LVMP.

4. Compliance Monitoring

The PMCWA, on behalf of the System Manager, will monitor compliance with this policy by requiring HSPs to action all recruitment activities and requests in MedCareersWA.

Throughout the centralised intern application process (approximately May to March the following year), PMCWA will monitor HSP compliance by ensuring HSPs abide by the

- Postgraduate Medical Council of Western Australia Centralised Intern Application Process
- National audit requirements (audit pauses and LVMP requirements)
- COAG Agreement (2006).

Ongoing PMCWA compliance monitoring includes but is not limited to:

- Seeking input from all HSPs as part of the annual review of the intern recruitment process and associated documents.
- Requesting HSPs to report the number of interns commencing employment by Term 1 of each clinical year to pmcwa@health.wa.gov.au

5. Related Documents

The following documents are mandatory pursuant to this policy:

- Postgraduate Medical Council of Western Australia Centralised Intern Application Process. Available on request from pmcwa@health.wa.gov.au
- Postgraduate Medical Council of Western Australia WA Intern Priority Categories. Available on request from pmcwa@health.wa.gov.au
- Council of Australian Governments. (2006). Council of Australian Governments Meeting 14 July 2006 Communique. Section: Health Workforce, Strengthening the Health Workforce

6. Supporting Information

The following information is not mandatory but informs and/or supports the implementation of this policy:

- Postgraduate Medical Council of Western Australia. Intern Application Guide. Available on request from pmcwa@health.wa.gov.au

7. Definitions

The following definition(s) are relevant to this policy.

Term	Definition
Audit of Applications	This is a single audit undertaken after the close of applications and before the commencement of offers. During this audit the number of individual applicants nationwide and the quantity of applications to one or more jurisdictions is identified.
Audit of Internship Acceptances	A period of time when offers are paused to provide time to identify applicants who have accepted intern positions in more than one state/territory jurisdiction. Identified applicants are contacted by the Data Manager to decide which offer they would like to keep. The audit process is undertaken multiple times nationally during an annual recruitment and finish when the Late Vacancy Management Process (LVMP) commences. Summary table reports are submitted by each state prior to the commencement of each audit pause prior to offers recommencing.
Chief Executives	The person appointed by the Department CEO as Chief Executive of a Health Service Provider pursuant to section 108 of the *Health Services Act 2016*.
Health Service Providers	Health Service Provider means a health service provider established under section 32 of the *Health Services Act 2016* which includes North Metropolitan Health Service, South Metropolitan Health Service, Child and Adolescent Health Service, WA Country Health Service, East Metropolitan Health Service, Quadriplegic Centre, PathWest Laboratory Medicine and Health Support Services.
Late Vacancy Management Process (LVMP)	The national process for identifying eligible applicants who are unplaced after the national closing date. This allows jurisdictions to offer positions to these eligible applicants. PMCWA is required to obtain approval from the National Audit Data Manager prior to offering.
MedCareersWA	WA Health's electronic recruitment system for medical recruitment currently hosted by PageUp People.
PEHS medical administrators	The medical workforce team or postgraduate medical education unit at a primary employing health service

	responsible for annual intern recruitment.
Prevocational doctor	A doctor completing generalist, work-based clinical training during the first two years after graduation.
Primary Employing Health Service (PEHS)	A Health Service Provider that is accredited by PMCWA as a primary employer of prevocational doctors and involved in the prevocational training program. A PEHS provides Postgraduate Year 1 doctors (interns) with the clinical experience necessary to meet the general registration requirements of the Medical Board of Australia within its network. The PEHS may rotate prevocational doctors to other accredited health service providers (Primary Placement and/or Placement Health Services) in its network for up to but no more than 4 of 5 of the prevocational doctor's terms in a year.
WA health system	The WA health system is comprised of: (i) the Department; (ii) Health Service Providers (North Metropolitan Health Service, South Metropolitan Health Service, Child and Adolescent Health Service, WA Country Health Service, East Metropolitan Health Service, PathWest Laboratory Medicine WA, Quadriplegic Centre and Health Support Services); and (iii) contracted health entities, to the extent they provide health services to the State.

8. Policy Contact

Enquiries relating to this policy may be directed to:
Title: Chief Medical Officer
Directorate: Office of the Chief Medical Officer
Email: chiefmedicalofficer@health.wa.gov.au

9. Document Control

Version	Published date	Review date	Amendment(s)
MP 0048/17	3 April 2017	February 2022	Original version
MP 0048/17 v.1.0	17 June 2021	February 2022	Amendments as listed below.
• Removed outdated related documents. • Transitioned the policy ownership from System-Wide Industrial Relations to PMCWA.			
MP 0048/17 v.2.0	25 January 2022	February 2025	Policy review and amendments as listed below.
• Removed 'and Allocation' from the title of the policy. • Strengthened the Purpose section of the policy. • Inclusion of the COAG Agreement as a related document rather than supporting			

information. • Related document: updated the Centralised Intern Application and Allocation Process.			
MP 0048/17 v.3.0	25 February 2025	February 2028	Policy review and amendments as listed below.
• Purpose section: refined and updated the national organisations that manage intern recruitment process. • Applicability section: Insertion of the contracted health entities statement and the licensed private healthcare facilities statement. • Policy requirements refined and updated MedsJob WA to MedCareersWA. • Compliance monitoring section updated to reflect policy owner's responsibility to monitor compliance and the requirements for HSPs. • Related documents: updated the *Centralised Intern Application Process*. Updated *WA Intern Priority Categories* and transferred from supporting information to mandatory related document. • Supporting information: *Intern Application Guide* updated. • Definition section: Inclusion of the definitions: 'PEHS medical administration' and updated 'WA health system'. Removal of 'MedsJob WA' and replaced with 'MedCareersWA'			
MP 0048/17 v.3.1	15 April 2026	February 2028	Amendments as listed below.
• Policy requirements, Compliance monitoring, Related Documents sections: removal of dates referenced so no requirement to amend each year. • Related documents: 'Centralised Intern Application Process' and 'WA Intern Priority Categories' documents updated year to reflect the 2027 Intern recruitment process. • Supporting information: 'Intern Application Guide' updated year to reflect the 2027 Intern recruitment process.			
MP 0048/17 v.3.2	11 August 2026	February 2028	Amendments as listed below:
• Related document: 'WA Intern Priority Categories' document updated to current version 2026-2027. • Hyperlinks updated to: 'Council of Australian Governments (2006) Council of Australian Government Meeting 14 July 2006 Communique. Section: Health Workforce, Strengthening the Health Workforce'.			

Note: Mandatory policies that exceed the scheduled review date will continue to remain in effect.

10. Approval

Approval by	Dr David Russell-Weisz, Director General, Department of Health
Approval date	28 February 2017

This document can be made available in alternative formats on request for a person with a disability.

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