



# Centralised Intern Application Policy

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## 1. Purpose

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

Under the 2006 Council of Australian Governments (COAG) agreement, the States and Territories 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 for ensuring this guarantee is met. This outcome is undertaken in co-operation with the System Manager of 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 Australian Postgraduate Medical Councils.

Additionally, PMCWA participates with all other Australian jurisdictions in the National Medical Intern Data Management Working Group. This Working Group oversees audits, the Late Vacancy Management Process (LVMP) and identifies agreed dates for the process nationally. The National Audit of Applications and the National Audit of Internship Acceptances are both managed by the Health Education and Training Institute (HETI), on behalf of the Australian Health Ministers' Advisory Council (AHMAC) and Health Workforce Principal Committee (HWPC). 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 under the *Employment Policy Framework* pursuant to section 26(2)(f) of the *Health Services Act 2016*.

## 2. Applicability

This Policy is applicable to all Health Service Providers who are accredited as a PEHS.

## 3. Policy requirements

The annual recruitment and allocation of interns is undertaken via the centralised

process as managed by PMCWA on behalf of PEHSs in the WA health system. To participate in this centralised process:

- all PEHSs are to ensure the placement of interns into WA is progressed through the annual centralised process, managed by PMCWA
- no intern application or allocation is to be undertaken at a Health Service Provider (HSP) level.

However, the appointment and issuing of contracts remain the responsibility of the PEHS.

### **3.1 Roles and Responsibilities**

#### **Postgraduate Medical Council of Western Australia (PMCWA)**

The PMCWA performs the following roles when managing the annual recruitment and allocation of interns:

- Plans, coordinates, develops and supports the centralised recruitment process in line with the agreed policies, guidelines, processes and deadlines.
- Collects, collates and distributes application data to the nominated PEHS medical administrators via MedJobsWA.
- Completes verification and validation processes and undertakes assessment and feedback for applications which are duplicate, incomplete or assessed as invalid.
- Makes offers to applicants on behalf of and reports on outcomes to the participating PEHSs.
- Liaises with executive and nominated representative officers of participating PEHSs, prevocational doctors and other stakeholders if required.
- Reports to PEHSs executives and the Medical Directors Forum, through the Chief Medical Officer as the delegate of the System Manager, recruitment process statistics, milestones and contentious issues.

#### **Chief Executives**

To ensure the placement of interns into WA is progressed through an annual centralised process, the Chief Executive of a PEHS is required to:

- ensure sufficient intern positions are established to meet the System Manager's requirements under the COAG agreement to place graduating medical students each year and to support WA's strategic workforce requirements
- ensure recruitment processes are conducted and completed in a timely manner with appropriate resources
- ensure recruitment processes are compliant with agreed policies and procedures.

#### **PEHS Medical Administrators**

The PEHS Medical Administrators are required to:

- coordinate the centralised recruitment process participation at a 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
- carry out the intra health service reporting to executive and relevant officers
- comply with National Audit requirements, Audit Pauses and the LVMP.

#### 4. Compliance monitoring

Throughout the centralised intern application process (approximately May to March the following year), PMCWA will monitor Health Service Provider compliance with:

- this Policy
- the National Audit requirements (Audit Pauses and LVMP requirements)
- COAG Agreement (2006).

#### 5. Related documents

The following documents are mandatory pursuant to this Policy:

- Postgraduate Medical Council of Western Australia. (2021). Centralised Intern Application Process. Available from [pmcwa@health.wa.gov.au](mailto:pmcwa@health.wa.gov.au)
- [Council of Australian Governments. \(2006\). Council of Australian Governments Meeting 14 July 2006 Communiqué. 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. (2021). Intern Application Guide. Available from [pmcwa@health.wa.gov.au](mailto:pmcwa@health.wa.gov.au)
- Postgraduate Medical Council of Western Australia. (2022). WA Intern Priority Categories. Available from [pmcwa@health.wa.gov.au](mailto:pmcwa@health.wa.gov.au)

#### 7. Definitions

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

Term	Definition
<b>Audit of Internship Acceptances</b>	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. 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 commences. Summary table reports are submitted by each state prior to offers recommencing.
<b>Audit of Applications</b>	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.
<b>Chief Executives</b>	The person appointed by the Department CEO as Chief Executive of a Health Service Provider pursuant to section 108 of the <i>Health Services Act 2016</i> .
<b>Health Service Providers</b>	Health Service Provider means a health service provider established under section 32 of the <i>Health Services Act 2016</i> 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.
<b>Late Vacancy Management Process (LVMP)</b>	The national process for identifying Australian Medical Graduates who are unplaced after the national closing date. This allows jurisdictions to offer positions to eligible applicants. PMCWA is required to obtain approval from the National Audit Data Manager prior to offering.
<b>MedJobsWA</b>	WA Health's electronic recruitment system for medical recruitment currently on the Mercury HR Platform.
<b>Primary Employing Health Service (PEHS)</b>	<p>A Health Service Provider that is accredited by PMCWA as a primary employer of prevocational doctors and involved in the prevocational training program (PTP). A PEHS is able to provide Postgraduate Year 1 doctors (interns) with the experience necessary to meet the requirements of the Medical Board of Australia within its network.</p> <p>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 four of five of the prevocational doctor's terms in a year.</p>

## 8. Policy contact

Enquiries relating to this Policy may be directed to:

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## 9. Document control

Version	Published date	Effective from	Review date	Effective to	Amendment(s)
MP0048/17	3 April 2017	3 April 2017	February 2022	16 June 2021	Original version
MP0048/17 v2.0	17 June 2021	17 June 2021	February 2022	27 January 2022	Amendments as outlined below:
<ul style="list-style-type: none"><li>Removed outdated Related Documents.</li><li>Transitioned the ownership of the Policy from System-Wide Industrial Relations to PMCWA.</li></ul>					
MP0048/17 v3.0	7 February 2022	7 February 2022	February 2025	Current	Amendments as outlined below:
<ul style="list-style-type: none"><li>Altered the title of the Policy for clarification and consistency in terminology.</li><li>Strengthened the purpose of the Policy to include reference to the National Medical Intern Data Management Working Group.</li><li>Reclassification of the <i>2006 COAG Agreement</i> Supporting Information document to a Related Document.</li><li>Updated the <i>Centralised Intern Application and Allocation Process</i> Related Document.</li></ul>					

## 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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