



# AIDA

AUSTRALIAN INDIGENOUS  
DOCTORS' ASSOCIATION

## AIDA Internship Guide



AIDA acknowledges and pays respect to the Traditional Owners of the lands across Australia on which our members live and work, and to their Elders and ancestors, past, present and emerging.

#### Contact

P: 02 6273 5013 Freecall: 1800 190 498

E: [aida@aida.org.au](mailto:aida@aida.org.au)

[www.aida.org.au](http://www.aida.org.au)

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January 2021

Cover: Dr Jasmin Hammond



**Australian Government**  
**Department of Health**

The Australian Indigenous Doctors' Association Ltd receives funding from the Australian Government Department of Health

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# Introduction

The AIDA Internship Guide was updated from the successful 2013 Student Representative Committee (SRC) project. AIDA would like to acknowledge the work and contribution by the 2013 SRC.

An internship is a compulsory one-year term that medical graduates must complete once they have successfully gained their medical qualification. It is also known as a Postgraduate Year 1 (PGY1). During this year, medical graduates receive provisional registration with the Australian Health Practitioner Regulation Agency (AHPRA) and upon successful completion of the 12-month term interns are then eligible for general registration.

An internship is comprised of 12 months of clinical training in a registered hospital that provides an intern training position. During that time, interns are required to complete three compulsory rotations which are:

- » medicine – ten weeks
- » surgery – ten weeks
- » emergency medicine - eight weeks

The remaining time can be spent in other disciplines of medicine depending on the services provided at the hospital where the internship is based.

In most jurisdictions, interns are expected to work a standard week of 38 hours, plus overtime. AIDA recommends that Indigenous intern members investigate the jurisdictional and hospital regulations regarding overtime.

It is important to note that each jurisdiction has different processes with regards to internship application. Some jurisdictions have alternative pathways for Indigenous medical graduates. It is recommended that students understand the priority list for each jurisdiction with regards to allocating intern positions.

Most jurisdictions make offers based on categories. These categories are organised dependent on where you graduated, lived, completed high school and so on. Some jurisdictions offer preference to Aboriginal and Torres Strait Islander candidates within their category. So if you are an interstate applicant, perhaps a Category B, then you could be allocated preference in that category.

Most jurisdictions offer two-year contracts so that junior doctors can undertake their PGY1 and PGY2 years in the same training facility. Junior doctors can then plan their learning and placements over two years to maximize their training experience. Junior doctors with two-year contracts can still choose to move to another jurisdiction after their internship if positions are available.



Dr Racquel Ball

# Peak Bodies for Medical Graduates

Prior to commencing the PGY1 application process, it is important medical students understand who the peak bodies are for medical professionals and their functions.

## AHPRA and the Medical Board of Australia

One of the peak bodies is the Australian Health Practitioner Regulation Agency (AHPRA). The Medical Board of Australia is one of a number of boards that operate under AHPRA. The boards govern the rules and regulations associated with being a student or registered practitioner in Australia. AHPRA and the Medical Board have several functions including:

- » registration of medical practitioners and medical students
- » development of standards, codes, and guidelines for the medical profession
- » investigate notifications and complaints, where necessary
- » conduct panel hearings and refer serious matters to Tribunal hearings
- » assess International Medical Graduates who wish to practise in Australia
- » approve accreditation standards and accredited courses of study

As previously mentioned, AHPRA gives provisional registration for interns for PGY1 and upon completion of the 12-month internship, provided the requirements of internship are met, they will grant general registration.

## CPMEC

Another peak body we recommend you understand is the Confederation of Postgraduate Medical Education Councils (CPMEC). Each jurisdiction has a Postgraduate Medical Council (PMC) and as a collective they form CPMEC. PMCs are responsible for developing, supporting, and monitoring the education and training of junior doctors to allow them to meet the requirements of the Medical Board of Australia's general registration category. This role includes the establishment and maintenance of accreditation standards, and the building of supervisory capacity to support the prevocational medical workforce.

Other functions include general support of junior doctors and International Medical Graduates, and responsibility of allocation of medical graduates to accredited intern positions.

## Australian Medical Council

Another organisation relevant to medical professionals is the Australian Medical Council (AMC). The AMC is an independent national standards body for medical education and training that, in consultation with the Medical Board of Australia and PMCs, developed a National Internship Framework that was implemented in 2014. The Framework is important for interns, as it provides minimum requirements that all medical graduates must meet to gain general registration and become accredited by the Medical Board of Australia. The Framework is currently under review.

For further information on these medical organisations please see the links to each of their respective websites in the [Useful Links](#) chapter. AIDA recommends senior medical students become familiar with the roles each of these entities plays in the medical profession, particularly for accreditation and registration standards for interns.

# Information for States and Territories



Dr Alicia Veasey, former AIDA Director, graduating from the University of Queensland

# New South Wales



## Indigenous Pathway

HETI has an initiative titled, the *NSW Aboriginal Medical Workforce Pathway* which is a separate application process for all Aboriginal and Torres Strait Islander applicants. In 2021 there were 39 places offered. The purpose of this initiative is to promote the capacity and success of Aboriginal and/or Torres Strait Islander medical graduates.

This is achieved by recruiting Indigenous medical graduates to their first choice of prevocational training network and applicants are allocated preferences before other categories.

Eligible candidates for this application process must be an Aboriginal and/or Torres Strait Islander medical graduate from any state or territory. Applicants must provide a biography including family history and any planned career progression.

## Application Process

Positions are allocated through the New South Wales (NSW) Health Education and Training Institute (HETI). HETI is responsible for the support and training of interns once they are allocated to training positions.

Applicants are required to register on the Prevocational Training Application Program (PTAP) to be considered for an internship in NSW.

Applicants must also outline specific reasons for the rural site for training network:

- » has family in the geographic area
- » has a relationship with the community in the geographic area
- » has connection to Country in the geographic area
- » has a current relationship with:
  - a mentor in the geographic area
  - the health facility and/or training network

Applicants are required to outline how they will assist the service to improve the health outcomes of Aboriginal people and their relationship to organisations such as AIDA and other community groups.

Documentation required for applications include the following and must be certified by a Justice of the Peace (JP):

- » A certified copy of a medical degree or a letter from the graduating university that confirms the medical school campus where the degree was undertaken, Medical Internship Placement Number, commencement date and expected date of completion
- » A certified copy of one of the following: a current Australian passport; Australian Citizenship certificate; Australian full birth certificate (if born on or before 19 August 1986); or an Australian full birth certificate with proof that at least one parent was either an Australian citizen or Australian permanent resident (if born after 19 August 1986)

Applicants are required to rank their hospital network preferences from one to fifteen.

Applications for intern places with HETI close from the beginning to mid- June in the final year of your medical degree, with first round offers commencing from mid to late July.

## Further information

### ➔ Health Education and Training

[www.heti.nsw.gov.au/education-and-training/courses-and-programs/medical-graduate-recruitment/aboriginal-medical-workforce](http://www.heti.nsw.gov.au/education-and-training/courses-and-programs/medical-graduate-recruitment/aboriginal-medical-workforce)

# South Australia



In South Australia (SA), internships are allocated and coordinated by South Australian Medical Education and Training (SA MET). The positions are in hospitals across five networks in SA:

- » **Central Adelaide Local Health Network (CALHN)**
- » **Flinders and Upper North Local Health Network (FUNLHN)**
- » **Limestone Coast Local Health Network (LCLHN)**
- » **Northern Adelaide Local Health Network (NALHN)**
- » **Southern Adelaide Local Health Network (SALHN)**

## Indigenous Pathway

There is no Aboriginal and Torres Strait Islander specific application process. Applications by Indigenous candidates will be considered as part of the general process and given preference in each category.

## Application Process

Applications for internships open in early May for SA. Candidates will need to submit the following documentation:

- » A current Curriculum Vitae (CV)
- » Referees
- » Immunisation status
- » A copy of your passport or citizenship certificate, or Australian full birth certificate (if born on or before 19 August 1986), or an Australian full birth certificate with proof that at least one parent was either an Australian citizen or Australian permanent resident (if born after 19 August 1986)
- » University transcripts
- » Confirmation of Aboriginality to be considered for priority appointment

Applicants will also need to preference their hospital networks from one through to five. After uploading the above documents, submit your hospital network preferences, and complete all sections of the online application. The closing date for applications is during early June and first round offers are made towards the end of July.

## Further information

➔ **South Australian Medical Education and Training**  
<https://www.samet.org.au/internship/>

# Tasmania



Internship allocation in Tasmania is coordinated by the Tasmanian Department of Health and Human Services (DHHS).

## Application Process

Applicants are required to apply on the Tasmanian DHHS website and must submit only one application. In 2020 applications opened in early May and closed in mid-June.

Candidates are required to submit a current CV; referees are not required in the online application. Candidates must also submit their preference of hospital network from:

- » North West Regional Hospital
- » Launceston General Hospital
- » Royal Hobart Hospital

Offers are made in late July.

## Indigenous Pathway

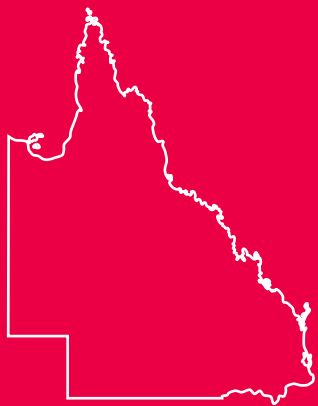
There is no Aboriginal and Torres Strait Islander specific application process.

## Further information

➔ **Department of Health and Human Services**  
[https://www.dhhs.tas.gov.au/career/home/medical/junior\\_docs/current\\_campaign/howtoapply\\_intern](https://www.dhhs.tas.gov.au/career/home/medical/junior_docs/current_campaign/howtoapply_intern)



# Queensland



## Application Process

Internship allocation in this state is coordinated by Queensland (QLD) Health. There are twenty employing hospitals.

To apply for an intern position with QLD Health, applicants need to access the intern campaign website and review the processes and guidelines for applying through the website. There are also several high-quality resources such as the QLD Health [application guide](#), which provides in depth information about all facets of the internship application process.

Documentation you may be required to upload prior to submitting your application includes:

- » A current CV and two referees
- » Criminal history consent form
- » Vaccine preventable diseases certification
- » Mandatory vaccinations status
- » Passport/birth certificate and two extra forms of proof of identity
- » A copy of your medical degree and transcripts
- » Statutory Declaration and Confirmation of Aboriginality document for the Indigenous pathway

Applications for internship places open at the start of May and close in early June.

## Indigenous Pathway

The *Aboriginal and Torres Strait Islander Intern Allocation Initiative* is for Category A applicants who identify as Aboriginal and/or Torres Strait Islander. The aim is to promote the success of Indigenous interns in the Queensland Health system by allocating applicants their first preference. Interstate Aboriginal doctors are not eligible but are processed as Category B.

## Further information



### Queensland Health

<https://www.health.qld.gov.au/employment/work-for-us/clinical/medical/recruitment/intern/aboriginal-and-torres-strait-islander-intern-allocation-initiative>

# Queensland



## Dr Hannah Tilling

Dr Hannah Tilling is a proud Mununjali woman. She graduated with a Doctor of Medicine from the University of Queensland in 2019 and will have completed her internship at the Princess Alexandra hospital in Brisbane by 2020.

“Internship has been a big learning curve, not just from a medical perspective but I’ve learnt about the importance of maintaining an awareness of stress, anxiety levels, criticisms, and how this can affect mindset and wellbeing. I have really learned the importance of self-care, balance and drawing on the supports I have from both my mother and sister and community.”

Hannah graduated in 2015 with her Bachelor of Occupational Therapy with Honours and won the Deans academic commendation award. She is currently enrolled in her Master of Public Health at the University of Queensland and will complete this in the next year. Hannah is always learning and growing, “I am driven to change medicine in some way eventually so that hopefully, Indigenous health can be viewed from a strengths-based perspective.”

Hannah has attended AIDA conferences in Perth, Cairns, and Darwin, and is continually inspired at AIDA events through connection with others.

Hannah hopes to become a dermatologist and help her own people as well as other minority groups. “Throughout internship, at times I’ve felt powerless and vulnerable, and it is common to feel that way when you’re the most junior on the team, however I’ve tried to shift this into a positive mindset that I am still helping patients, even in a small way”. She is currently participating in a dermatology research project at the Princess Alexandra Hospital.

It is her passion to stay active and connected within the community. Her goal is to become a dermatologist whilst also staying connected to the community and help those in need. She would love to be able to one day conduct medical outreach programs throughout Australia.

“

*“I am driven to change medicine in some way eventually so that hopefully, Indigenous health can be viewed from a strengths-based perspective.”*



Dr Hannah Tilling

# Australian Capital Territory



Australian Capital Territory (ACT) internship applications should be submitted to, and will be allocated by, ACT Health.

## Application Process

The application process consists of a cover letter and current CV, a written response to the selection criteria and two referee reports. The response to the selection criteria and the two referee reports must be completed using the templates provided by ACT Health. These can be found on the ACT Health website along with application packages. Candidates with strong applications will then be invited to an interview.

Applications for internship positions open mid-May and close in June.

## Indigenous Pathway

There is no Aboriginal and Torres Strait Islander specific application process and applications by Indigenous candidates will be considered as a part of the general process.

Interstate applicants may be given preference within their category informally.

## Further information

→ **ACT Government Health**  
<https://www.health.act.gov.au/careers/medical-officers>



# Victoria



Medical internship places in Victoria are allocated through the Postgraduate Medical Council of Victoria (PMCV).

## Application Process

The allocation is made centrally, with the final decision being made by the hospital application process such as the submission of a CV and cover letter, but may also require written referee reports, online questionnaires, and references to verify the content of the applicants CV.

The PMCV application requires the submission of two professional (clinical) referee reports.

Around the month of May each year, each Victorian medical student is given an internal ranking by their medical school called the intern Z-Score. The Z-Score is used by the hospitals in combination with additional supporting documents (as required).

Selection of a candidate by a hospital is based on the quality of the CV and supporting documentation, hospital questionnaires and the student's university marks. This is provided by the Victorian universities; interstate applicants need to provide an academic transcript to individual hospitals.

The intern match submission period opens early May each year and closes in early June. Round one offers are then made towards the end of July.

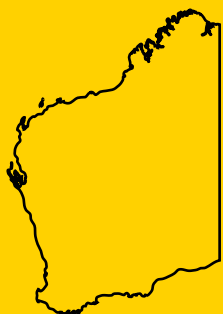
## Indigenous Pathway

There is no Aboriginal and Torres Strait Islander specific application process and applications by Indigenous candidates will be considered as a part of the general process. However, there are two hospital networks that offer Aboriginal and/or Torres Strait Islander places. These are Royal Melbourne Hospital and South West Healthcare.

## Further information

➔ **Postgraduate Medical Council of Victoria**  
<https://allocations.pmcv.com.au/>

# Western Australia



Western Australia (WA) is across five hospital training networks. Internship allocation is coordinated by the Postgraduate Medical Council of WA (PMCWA).

## Application Process

Candidates are required to apply to the Postgraduate Medical Council of WA (PMCWA). The PMCWA will act as a central database for internship applications, from which they will be sent the candidates preference of Primary Employing Health Services (PEHS): Fiona Stanley Fremantle Hospital, Royal Perth Hospital, Sir Charles Gairdner Hospital, St John of God Midland Public Hospital, and WA Country Health Service. Candidates will be required to submit preferences from one to five for their training location.

The online application facility which candidates are required to access can be found on the WA Government job board.

Internship applications in WA open early May and close early June. First round offers are made in mid-July.

## Indigenous Pathway

PMCWA will facilitate Aboriginal and Torres Strait Islander doctors who graduate from Western Australian universities being offered employment at their first preference site in WA.

Interstate applicants may be given preference within their category informally.

## Further information

➔ **Postgraduate Medical Council of Western Australia**  
<https://www.pmcwa.org.au/recruitment/internship/>



# Northern Territory



Dr Mangatjay McGregor is a Yolngu man from Milingimbi in North East Arnhem Land. He finished a Bachelor of Clinical Sciences/Doctor of Medicine degree at Flinders University Adelaide in 2018. He is currently a resident medical officer (PGY2) working at Alice Springs Hospital on Arrernte country.

Mangatjay's first experience with AIDA was attending and presenting research at the AIDA conference in 2017, and since then he has been an active member. Mangatjay has a strong focus on education and has lectured at Flinders University on Aboriginal health and the importance of effectively communicating with Aboriginal patients.

His internship was undertaken at Royal Darwin hospital on Larrakia country. This consisted of 5 terms; 3 core terms of ED, general surgery, and general medicine,

## Application Process

The Northern Territory (NT) Department of Health is responsible for the allocation and coordination of intern positions in the Northern Territory through the NT Prevocational Medical Assurance Services (PMAS).

Applications will need to include an up to date CV and must also have three specialist referees. NT Health opens the applications for internships in May and they close in June.

and 2 elective terms which were paediatrics and a remote hospital term in Nhulunbuy in Arnhem Land.

*"Internship is a steep learning curve and at times you will feel out of your depth. However, it is also a time of great learning and is enjoyable. And remember, there is always somebody you can ask for help!"*

Mangatjay plans to dual train in paediatrics and child psychiatry. He would like to bring his knowledge and skills back home to North East Arnhem Land and hopes to inspire other First Nations people to pursue a career in health.



Dr Mangatjay McGregor

## Indigenous Pathway

All Aboriginal and Torres Strait Islander applicants are given preference after NT bonded places are allocated.

## Further information

- ➔ **Department of Health**  
<https://health.nt.gov.au/careers/medical-officers/medical-officers-recruitment/interns>
- ➔ **Northern Territory Prevocational Medical Assurance Services**  
<https://www.ntmetc.com/nt-internship>

# Curriculum Vitae and Cover Letters

Like all job applications, candidates should be aware of how to compose an effective cover letter and CV. Please see the link below to a CV guideline and the Deakin University sample cover letter page:

- **How To Write a Good Medical CV**  
<https://advancemed.com.au/blog/how-to-write-a-medical-cv-how-to-write-a-medical-resume/>
- **Sample internship cover letter template**  
<https://unihub.deakin.edu.au/Uploads/EmailAttachments/Wbt1qD63gYQxMuUU5Qf9ow2/Medical-Internship-Cover-Letter-Template.pdf>

Other states and organisations that provide resources that can assist with the composition of CVs and cover letters can be found below:

- **South Australian Medical Education & Training**  
<https://www.samet.org.au/resources-useful-links/doctors-in-training-resources/>
- **Postgraduate Medical Council of Western Australia**  
[https://www.pmcwa.org.au/wp-content/uploads/2019/05/2020-WA-Intern-Application-Guide\\_Final.pdf](https://www.pmcwa.org.au/wp-content/uploads/2019/05/2020-WA-Intern-Application-Guide_Final.pdf)
- **AHPRA guide to formatting a CV**  
<https://www.ahpra.gov.au/Registration/Registration-Process/Standard-Format-for-Curriculum-Vitae.aspx>



**Dr Russell Thompson,**  
former AIDA Student Director

# Useful Links

## National

- **Medical Board of Australia**  
<https://www.medicalboard.gov.au>
- **Australian Health Practitioner Regulation Agency**  
<https://www.ahpra.gov.au>
- **Australian Medical Council**  
<https://www.amc.org.au>
- **Confederation of Postgraduate Medical Education Councils**  
<http://www.cpmecc.org.au>
- **Australian Medical Students' Association**  
<https://www.amsa.org.au>

## New South Wales

- **Health Education and Training Institute**  
<https://www.heti.nsw.gov.au/education-and-training/courses-and-programs/medical-graduate-recruitment>

## Queensland

- **Queensland Health**  
<https://www.health.qld.gov.au/employment/work-for-us/clinical/medical/recruitment/intern>
- **Queensland Health - Prevocational Medical Accreditation Queensland**  
<https://pmaq.health.qld.gov.au>

## Australian Capital Territory

- **ACT Department of Health**  
<https://www.health.act.gov.au/careers/medical-officers>
- **Canberra Region Medical Education Council**  
<http://crmec.health.act.gov.au>

## Victoria

- **Postgraduate Medical Council of Victoria**  
<https://allocations.pmcv.com.au>

## South Australia

- **South Australian Medical Education & Training**  
<https://www.samet.org.au/internship>

## Tasmania

- **Department of Health and Human Services**  
[https://www.dhhs.tas.gov.au/career/home/medical/junior\\_docs/current\\_campaign/howtoapply\\_intern](https://www.dhhs.tas.gov.au/career/home/medical/junior_docs/current_campaign/howtoapply_intern)
- **Postgraduate Medical Council of Tasmania**  
<https://www.pmct.org.au>

## Western Australia

- **Postgraduate Medical Council of Western Australia**  
<https://www.pmcwa.org.au/recruitment/internship>

## Northern Territory

- **Northern Territory Government Department of Health**  
<https://health.nt.gov.au/careers/medical-officers/medical-officers-recruitment/interns>
- **Northern Territory Prevocational Medical Assurance Services**  
<https://www.ntmetc.com>





# Acronyms

<b>ACT</b>	Australian Capital Territory
<b>AHPRA</b>	Australian Health Practitioner Regulation Agency
<b>AIDA</b>	Australian Indigenous Doctors' Association
<b>AMC</b>	Australian Medical Council
<b>CPMEC</b>	Confederation of Postgraduate Medical Education Councils
<b>CV</b>	Curriculum Vitae
<b>DHHS</b>	Department of Health and Human Services
<b>ED</b>	Emergency Department
<b>HETI</b>	Health Education and Training Institute
<b>JP</b>	Justice of the Peace
<b>NSW</b>	New South Wales
<b>NT</b>	Northern Territory
<b>PGY1</b>	Postgraduate Year 1

<b>PGY2</b>	Postgraduate Year 2
<b>PMAS</b>	Prevocational Medical Assurance Services
<b>PMC</b>	Postgraduate Medical Council
<b>PMCV</b>	Postgraduate Medical Council of Victoria
<b>PMCWA</b>	Postgraduate Medical Council of Western Australia
<b>PTAP</b>	Prevocational Training Application Program
<b>QLD</b>	Queensland
<b>SA</b>	South Australia
<b>SA MET</b>	South Australian Medical Education and Training
<b>SRC</b>	Student Representative Committee
<b>WA</b>	Western Australia
<b>Z-score</b>	a standardised score





Australian Indigenous Doctors' Association

## Australian Indigenous Doctors' Association Ltd

ABN 84 131 668 936

Old Parliament House  
18 King George Terrace  
Parkes ACT 2600

PO Box 3497  
Manuka ACT 2603

**P:** 02 6273 5013 **Freecall:** 1800 190 498

**E:** [aida@aida.org.au](mailto:aida@aida.org.au)

**[www.aida.org.au](http://www.aida.org.au)**

