Prerequisites for applying to enter the Fellowship Program are:

- successful completion of a medical degree
- at least one year (FTE) of general medical training (intern year)
- current registration as a medical practitioner in Australia

All applicants must have current, general or specialist registration as a medical practitioner in Australia:

- Full registration as a medical practitioner with the relevant Medical Board in Australia or the Medical Council in New Zealand, following graduation from an Australian (AMC$^1$) or New Zealand Medical Council (NZMC$^2$) accredited Medical School, or;
- In Australia: Registration following successful completion of the AMC examinations and/or qualifying process, or;

**Applicants Lacking Full Medical Registration**

Any applicant who has or has had special conditions, limitations, notations, undertakings or provisional requirements imposed on their registration must provide full disclosure of the nature of these to the Committee for Training (CFT) via the VPTC. The CFT will review the information provided on a case-by-case basis to determine the applicant’s suitability for training.

If you are a registered trainee who either holds the NZREX qualification, or has Provisional General Registration from the NZMC and you wish to train in Australia, you are required to successfully complete the Australian Medical Council (AMC) examinations and/or fulfil the Medical Board of Australia (AHPRA) requirements for general registration as a medical practitioner before training in Australia.

**Overseas Qualifications**

International Medical Graduates are required to have obtained Australian General Medical Registration before commencing training in Victoria. Applicants who do not hold general medical registration are not eligible to apply.

If you have successfully completed the AMC examinations and/or qualifying process to gain Australian General Medical Registration and are waiting for registration to be awarded; applicants must provide written evidence in their application of their eligibility to gain general medical registration by the commencement date of training i.e. 6 February 2023.
Application to VPTC


Please make sure all supporting documentation is included in your application, it is the responsibility of the applicant to make sure a complete application is made by the closing date and time. Only fully completed applications will be considered by the VPTC at the short-listing meeting.

Closing date for applications is Monday 30th May 5:00pm 2022 (5.00pm sharp AEST) (late or incomplete applications on the PMCV Psychiatry website portal will not be accepted).

Referee Reports

Enclosed in the application online is a copy of the referee report form for you to distribute to your three (3) chosen referees as soon as possible. Please also list your referees and their contact details in the relevant section of the application form so they can be contacted by the VPTC Selection Committee. It is recommended to have a ‘psychiatrist’ complete one or more of your referee reports.

The closing date for Referee Reports is Monday 30th May 5:00pm 2022 (5.00pm sharp AEST)

Please note as of this year - all referee reports will be accessible to services; this is a process that occurs in other state branches within the college as well. This has been introduced to aid and reduce the impact on applicants and referees time.

Application to Services: Hospital Interviews and Selection

All Applicants MUST simultaneously apply for positions at the relevant hospitals/services which are accredited training providers to be considered in the Match for available first year positions (i.e. as well as applying to VPTC). These institutions have a separate application procedure. A list of the first year training positions available in each hospital/service will be provided in the application on the PMCV Psychiatry application with the number of positions in each.

Hospital Preferences

Applicants are required to submit the Hospital Preference Form online outlining their preferred hospital/service with accredited first year training position/s. It is recommended that applicants contact hospitals/services they are considering training at to aid the applicant in listing their preferences. It is advised that applicants include a number of hospitals/services in case they are not successfully matched to their first preference.

The closing date for Hospital Preferences from Applicants is Monday 30th May 5:00pm 2022 (5.00pm sharp AEST)

Final date for candidates to add service/s to their preference list

(Candidates can re-order/deletion of existing preferences until 21st July 2022 – however they cannot add additional services to their preferencing – it is recommended that all applicants list all services that they would consider working at)
Interview
All candidates who apply will be required to complete a video interview through the PMCV platform.
Please note the following dates:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday 10am AEST 31 May 2022</td>
<td>Video Interviews Open</td>
</tr>
<tr>
<td>Friday 5pm AEST 03 June 2022</td>
<td>Video Interviews Close</td>
</tr>
</tbody>
</table>

The online PMCV portal will assist you to complete a one-way video interview. You’ll have a minute or two to read and contemplate a question, then another couple minutes to answer it while your web-camera records you. The interview consists of standardised questions and is of approximately thirty minutes duration. Those applicants who are successfully shortlisted will have their interview reviewed by two members of the VPTC.

You can find out more about One Way Video Interviews here: [https://www.indeed.com/career-advice/interviewing/one-way-video-interview](https://www.indeed.com/career-advice/interviewing/one-way-video-interview)

Short List
When short listing, the VPTC will regard the following criteria as particularly relevant:
- prior clinical experience in psychiatry
- nature of references; it is preferable that referees have worked in a supervisory role with the applicant in the recent period
- having at least one reference from a psychiatrist

Applicants not shortlisted will be notified as soon as possible and individual feedback offered at the request of the applicant.

Notification of Results of Selection and Allocation Procedure
The date for the Match meeting is **Monday 8th August 2022**
You will be able to view the outcome on the day [https://allocations.pmcv.com.au/](https://allocations.pmcv.com.au/) of the result of your application and, if you have been ‘matched’, the hospital/service to which you have been allocated for your first year of training.

Match Process
The following provides a brief explanation of the match process:
The PMCV will computer Match the provided preference lists of the applicants and services. The logarithm considers the first preferences of the trainees in the rank order and if this matches with the services preferences as listed within the number of positions they have. If so this is a match. The system considers all trainees first preferences in turn. During this process if positions are taken up by other trainees, the first preferences of all unmatched trainees is revisited again until this is completed. It then considers trainees second preferences only when a trainee’s first preference is not possible (i.e. the service has not listed them or have filled their training positions) and this is done in the same systematic way until these possible matches are exhausted before moving onto the third, then forth preferences in turn. This process guarantees transparency and fairness to all applicants, and the outcome is additionally scrutinized by members of the VPTC committee prior to the Match outcome release.
Commencement

Only those applicants who have been selected by the VPTC, and who have secured a position with a hospital/service, will be accepted into training; and therefore have their training accredited by the RANZCP. If a hospital appoints someone who has not been selected by the VPTC the training will not be accredited.

Deferment of commencement of training may be granted by the VPTC for a period no greater than twelve months following written request at the time of application. Any person wishing to defer training must notify the VPTC at the time of application. No deferrals will be accepted after the shortlisting process. If an applicant is unable to commence training after shortlisting, selection and allocation, then they forfeit their place as a trainee and will have to reapply if they wish to train in subsequent years.

Selection into training is contingent on being matched to a hospital/service with accredited first year training position/s.

An applicant’s VPTC approval to enter training will remain valid, subject to the applicant continuing to meet the eligibility criteria, until the opening date for applications in the next years intake, generally early May. After applications open all previously approved applicants who have not yet enrolled in training will need to re-apply, other than when deferment has been granted as per above.

Mid-Year Commencement

Occasionally an applicant who is successfully matched to a training position for the following year is already working in an accredited first year training position; they are then eligible to enter into training from mid-year on the proviso that they;

- are enrolled in the formal education course
- are receiving the supervision requirements for a Stage 1 trainee
- can provide a supporting letter from the hospital/service where they are currently working
- can provide a supporting letter from the training service they have been matched to that supports their application and will ensure access to all training requirements in the minimum time required for training.

Please note, this year we will be implementing a cut off date for successful applicants to apply for mid-year entry, this will be on the 8th of September 2022.

Process of Appeal

If an applicant is not satisfied with the outcome of any part of the selection process they may initially appeal to VPTC for an informal review. If they are still not satisfied at the conclusion of such a review the applicant is able to make a formal appeal to RANZCP. This process is outline on the RANZCP website.
WHO TO APPLY TO FOR VICTORIAN TRAINING

In Victoria, the process of applying to commence RANZCP Training, through the VPTC on the PMCV Psychiatry portal https://allocations.pmcv.com.au/ is separate to the process of applying to work in a Clinical Service, which is offering an RANZCP-approved Training Position. That is, Applicants must apply separately to both the RANZCP Training Program and to the Clinical Services. This guide is intended to assist Applicants by explaining the process in detail and ensure that there is consistent information available. The VPTC recognises that applying for a job or a training program can be associated with some anxiety, and is keen to minimise this.
Applying to the services

1. All Services with vacant training positions, usually advertise their RANZCP-accredited Training Positions in April or May. Applicants should review services websites, looking for positions described as ‘First Year RANZCP Training Positions’.

2. If an Applicant does not see an advertisement from a service, they may either:
   a. Contact that Service directly, enquiring to the Hospital Coordinator of Training about RANZCP Training Positions for First Years or
   b. Contact the RANZCP Regional Director of Training, who will be aware of any RANZCP-accredited Training Positions, and be able to advise who the Applicant should contact within the service to apply.

3. Each Service will have an application process, including submission of current Curriculum Vitae, Referees and a formal letter of application. Applicants are encouraged to meet with the staff member nominated by each service as responsible for recruitment to the RANZCP Positions. This will ensure that the Applicant has the opportunity to gather information about the Service, and the unique training opportunities provided by each service.

4. Each Service will require the Applicant to attend for a formal interview in addition to the above, if the Applicant wishes to seek a position in that service.

5. Applicants are required to submit a list of preferences, to the VPTC https://allocations.pmcv.com.au/ in their application, of which Services they are applying to work at.
   Services will also prepare a list of preferred Applicants for submission to PMCV.
   When Applicants are meeting with Service Representatives, there are clear requirements when discussing preferences for the VPTC Match:
   
   - Services may certainly indicate to the Applicant that they would like to have the applicant work with them. Services may not, however, offer applicants accredited training positions which are included in the VPTC Match. This is not permitted, as occupation of these positions is contingent upon selection to RANZCP Training.
   
   - Services may not ask Applicants anything of how they will be listing their preferences, nor direct them to list any preferences. Services will not be informed of Applicants Preference ranking, they however will only have visible those applicants who have preference that service.
Applying to VPTC

i. The VPTC applications will be available to begin on 02 May 2022 on the PMCV Psychiatry portal:

ii. The Application process includes clear instructions as to what applicants must submit to the VPTC on the PMCV, including:
   a. An application form and 300 word statement
   b. Filling out an online Curriculum Vitae form
   c. References x3
   d. Proof of Unconditional General Medical Registration with the Medical Board of Victoria.
   e. A statement regarding your work performance from each hospital/training scheme or practice at which you have been employed for at least the last 24 months. If you are currently undertaking your intern year, your work performance certificate should be for your period of employment. This is usually obtained from the Clinical Director or the Medical Workforce Unit of a Service and is a brief statement which includes your period of employment, classification i.e. PGY1, general performance and any other comments.
   f. One way video assessment: Video Interviews open 10am AEST 31st May 2022 and close at 5pm AEST 3rd June 2022.


The Applicants who submit the above by the deadlines, and meet the selection criteria as specified in the application pack will be short listed by the VPTC, and those applicants will have their one-way web-interview reviewed.

Applications will only be accepted if:
Completed by the closing date @5pm Monday 30th May 2022

Only applications made on the ‘PMCV web site Psychiatry portal’ https://allocations.pmcv.com.au will be considered.

Applications will not be accepted if:
- If an application is incomplete.
- If they are not made via the PMCV Psychiatry portal.

The Applicant is selected to the RANZCP Victorian Psychiatry Training Program on the basis of:
- Their application
- The written references
- The one-way web-based interview
Selection occurs at a VPTC meeting after all interviews are completed. Please note ‘selected applicants’ are still required to be successful in the Match to commence training in RANZCP as follows:

Once selected to RANZCP Training, successful applicants are included in the PMCV Match. In this process, preferences of Applicants and Services are matched. Assuming both parties have selected one another, a match may be successful, dependent upon the number of placements available for that Service. Services are not informed of the applicants’ preference rating and can only view the applicant if the applicant had preferred that service. **It is recommended: for all applicants to list all services in which that they would be prepared to work at, prior to the closing date Tuesday 31 May. Applicants then have the option to: re-order/deletion of existing preferences until 21 July 2022 – however they cannot add additional services to their preferencing post 31 May 2022.**

iii. Successful applicants will be able to view the PMCV Allocation and Placement Service website of the MATCH outcome 8th August 2022. Successful applicants will additionally be contacted by phone by their Regional Director of Training. The RANZCP sends written confirmation to successful Applicants in the following four - six weeks.
HOW DO VPTC SELECT APPLICANTS FOR VICTORIAN TRAINING

Applicants will be assessed on their academic record, employment history and level of competence in general medicine, interpersonal and communication skills, professional relationships and ability to work in a team setting; and their ability to understand psychological issues relating to their patients and their work environment.

Fairness and transparency

- The selection process follows a standardised RANZCP selection protocol.
- We have provided an outline of the criteria and process here, so that all applicants can see this.

How is the selection process organised?

- A Selection Committee is convened and is orientated about the selection process, and the criteria and issues as described below. These panels aim to have a mix of genders, to include a trainee representative and often have an advisor with HR experience. They are often members of Branch Training Committees or local Training Program Committees.

- You are assessed in a number of ways:
  - Your written application and CV
  - Referee reports
  - Your performance in the web-based video assessment

- Members of the panel generally take turns to ask you several questions or to discuss your approach to a clinical vignette. The questions relate to 8 criteria, for which weightings have been determined:

Weighting

Advantageous
The criterion is advantageous to the ability to perform the requirements of the post

Important
The criterion is important to the ability to perform the requirements of the post

Very important
The criterion is very important and the applicant must achieve or satisfy this criterion

What is regarded as important?

There are eight criteria used to identify the most important qualities, skills or experience wanted in applicants taking part in the selection process:
<table>
<thead>
<tr>
<th>Criterion</th>
<th>Assessment Tool</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>1  Above average performance academically</td>
<td>Online CV form</td>
<td>Important</td>
</tr>
<tr>
<td>2  Above average performance from past employment history</td>
<td>CV &amp; Referee Reports</td>
<td>Very Important</td>
</tr>
<tr>
<td>3  A good level of competence in general medicine</td>
<td>Referee Reports</td>
<td>Important</td>
</tr>
<tr>
<td>4  Experience working in a psychiatry setting</td>
<td>Web-Interview, CV &amp; Referee Reports</td>
<td>Advantageous</td>
</tr>
<tr>
<td>5  Proven ability to work in teams</td>
<td>Web-Interview &amp; Referee Reports</td>
<td>Important</td>
</tr>
<tr>
<td>6  An understanding of psychological factors in medicine and psychiatry</td>
<td>Web-Interview &amp; Referee Reports</td>
<td>Very Important</td>
</tr>
<tr>
<td>7  Good interpersonal and communication skills</td>
<td>Web-Interview &amp; Referee Reports</td>
<td>Very Important</td>
</tr>
<tr>
<td>8  Other useful experiences and skills e.g. ability or experience working with indigenous people; experience of other cultures; work in rural areas; and language skills; other useful interests.</td>
<td>Web-Interview &amp; CV</td>
<td>Advantageous</td>
</tr>
</tbody>
</table>

**How should you answer questions that you may be asked in the one-way web interview?**

Honesty is best. Selection panels are more impressed with applicants having insight into any areas they feel they need to work on, rather than pretending they have no problems or doubts at all. Similarly, selection panels are more reassured to hear how you generally cope with stress than to be told that you never experience this.

**How are the decisions made about which applicants are offered which posts?**

The criteria areas in the Proforma are rated from the online CV form, Written Application and Referee Reports, and on the impression formed from the one-way web-interview recording. Each member of the Selection Committee makes their own notes, using the Proforma. In some programs, numeric scoring is also used where there is competition for posts. Once all the pre-recorded interviews are viewed, a final ranking for each applicant is determined.

- After this, the Selection Committee meets to determine the overall suitability of each applicant to undertake RANZCP training
- The MATCH process is used to allocate selected applicants to the available 1st year position.
- There is then a subsequent process where allocation of successful applicants to specific posts within the program is decided. You may receive further information about this after initial short-listing.
- Applicants should be aware that selection is contingent on their match to the particular Service.
How does the RANZCP selection process tie in with hospital employment?

- There are some variations in different programs, depending on whether the Selection Panel are closely linked with the employing services or not. If there is a relationship between the two, selection and employment decisions may be integrated, however, if there is no relationship this will be a two-stage process, involving separate selection and employment decisions.

- Applicants should confirm with the local Director of Training how this is organised for the Service to which they are applying. It is important not to assume that being offered employment by a local service means automatic entry to the RANZCP training program – passing the VPTC selection process is always required, and this is also likely to be needed if you are transferring between programs, especially between States or between NZ and Australia.

**WHAT SERVICES CAN I APPLY TO FOR SELECTION**

**TRAINING REGIONS IN VICTORIA**

**The Northern Region**
The Northern Region Training Program includes the Mental Health Clinical Service Units of Albury Wodonga Health, Austin Health, St Vincent’s Hospital, Eastern Health, Forensicare and Bendigo Health. Whilst Trainees usually remain with their training service throughout training, opportunities exist to transfer or have a secondment. There are a number of state-wide positions available in the Northern Region provided through Eastern Health, Spectrum Personality Disorder Service, Austin Health Brain Disorders Program and Psychological Trauma Recovery Service, the St Vincent’s Hospital Koori Inpatient Service, and Victorian Dual Disability Service.

Northern Region first year positions are distributed between Albury Wodonga Health, Austin Health, St Vincent’s Hospital, Eastern Health and Bendigo Health. First Year Trainees generally work a six month rotation within their hospital inpatient unit and then in another six month rotation in either inpatient or community outpatient positions. In second year, Trainees undertake a six month Child and Adolescent Psychiatry rotation. The second six month rotation usually consists of a range of rotations that may include Psychiatry of Old Age, Indigenous Mental Health, Drug and Alcohol Services, Forensic Services or Community Rehabilitation.

In the third year, Trainees spend six months working in Consultation Liaison at Austin Health, St Vincent’s, Bendigo or Eastern Health. Depending on Trainee requests, there is also capacity to undertake rotations in other specialty areas through the Mercy Women’s Hospital and Forensicare, however must be negotiated with the Hospital Coordinator of Training.
Fourth and fifth year Trainees have a wide range of positions and depending on the Service these can include Advanced Training in Psychiatry of Addiction, Old Age, Consultation Liaison, Child and Adolescent, Psychotherapy, Forensic and Generalist Psychiatry. Sub-specialty rotations are also available to Generalist Trainees, which include Addiction Psychiatry, Intellectual Disability, Post Traumatic Stress Disorder, Perinatal Psychiatry, Neuropsychiatry, Rural Heath, Eating Disorders, Research, Trauma - Transcultural Psychiatry and Indigenous Mental Health. There is also opportunity for Northern Region Trainees to train in the private sector, with accredited positions at the Melbourne Clinic, North Park Hospital, Epworth Camberwell and Delmont Hospitals.

Please see the PDF links below, under ‘Accredited Hospitals/Services in Victoria’ for a more detailed description of the hospitals/services via the services web pages - career pages, or Hospital Coordinator of Training contacts.

The VPTC’s Northern Regional Director of Training is Dr Pam Cooke:
Telephone: 03 9496 5308
Email: pam.cooke@austin.org.au

The Southern Region

The Southern Region Training Program includes five teaching services:
- Monash Health comprises of Monash Medical Centre, Casey Hospital and Dandenong Hospital.
- Alfred Health (also includes Caulfield General Hospital)
- Peninsula Health
- Latrobe Regional Hospital
- Goulburn Valley Hospital

Each Service is committed to training and is responsible for providing local education programs. In addition, there are linkages between the Services specifically aimed at facilitating preparation for clinical exams.

Quality of the training program in each Service is overseen by the Southern Region Training Committee (SRTC). SRTC is made up of local Hospital Training Coordinators and trainee representatives. Every Service in the Southern Region (SR) provides trainees with all the mandatory rotations and experiences as set out by the Competency Based Fellowship Program (CBFP).

In addition, a wide range of specialty and subspecialty psychiatric experiences are offered within the region. Some examples include Infant & Perinatal Psychiatry, Addiction Psychiatry, Specialist ABI Services, Psychotherapy experiences, Forensic Psychiatry and rotations to private hospitals such as the Victoria Clinic and St John of God and Pinelodge Clinic.

There are opportunities to be involved in Research in the major Services.
Applicant’s wishing to work at any of the hospitals in SR must contact the Services directly as per services website career pages, or Hospital Coordinator of Training.

The VPTC’s Southern Regional Director of Training is Dr James Nahamkes:
Telephone: 03 97881827
Email: JNahamkes@phcn.vic.gov.au
The Western Region

The Western Training Region consists of five RANZCP Training Programs:

- North Western Mental Health (NWMH)
- Barwon Health Service (Geelong)
- Mercy Mental Health (Werribee)
- Mildura Base Hospital and
- South West Healthcare (Warrnambool)

There are five health services in this training region

**NWMH**

North Western Mental Health is a very large service consisting of four Adult Area Mental Health Services (Inner West, Mid West, Northern and North West), Orygen Youth Mental Health and Aged Persons Mental Health Program. NWMH services the CBD area of Melbourne and Northern and Western suburbs. NWMH has a long standing relationship with the Royal Children’s Hospital (RCH) where trainees from NWMH rotate to RCH for Stage 2 CAP. As this is a very large training program training are are to undertake most of the Advanced Training Certificates at NWMH and receive training in a number of subspeciality areas such as neuropsychiatry, eating disorders, psychoncology and GP Liaison. There are close affiliations with the University of Melbourne and supported pathways in research. The service also provides psychotherapy supervision and coordination and scholarly project coordination.

**Barwon Health**

Barwon Health is located in Geelong 80km south west of Melbourne and includes a rural rotation to Colac, a further 80km west. Barwon is a large regional training program which offers all the mandatory training requirements. The service also offers specialist rotations in addictions, peri-natal psychiatry, eating disorders and research with Professor Michael Berk.

**Mercy Health**

Mercy Health is primarily located in Werribee, 30km south west of Melbourne. Mercy Health includes two main training hospitals, Werribee and also Footscray hospital. Mercy offers accredited training posts in adult inpatient units (IPU), adult outpatients, CL and peri-natal mental health. Mercy also rotates trainees to both RCH and Ballarat for CAP posts. Mercy have developed an education program and exam support program to support their growing number of trainees.

**Mildura**

Mildura is a regional training program located on the border with NSW 560km northwest of Melbourne. Mildura offers a small but comprehensive training program for trainees who enter training from first year including posts in IPU, adult community, CAP, CL/Aged and indigenous psychiatry. Mildura also offer secondment opportunities and lateral entry for trainees seeking a specific area of experience. Mildura is a large regional hospital with outreach to neighboring towns in the Sunraysia region such as Robinvale. The service attracts committed public psychiatrists who form a small and well-integrated team of consultant supervisors. Most live locally and some travel weekly via plane to provide services to Mildura.
SouthWest Healthcare
Southwest Healthcare is located in Warrnambool, 300km southwest of Melbourne, 3 hours by car. Warrnambool hospital is a 300 bed regional hospital that provides outreach services to neighboring towns. Accredited posts include IPU, adult community, CAP and addictions.

To secure an appointment to hospitals/services within the Southern, Northern and Western Regions; trainees must refer to the respective Mental Health Service Careers Hub or Hospital Training Coordinators for service applications. The list of available 1st year Training Positions by Services and the number of positions will be provided on the PMCV site and final numbers will be provided by services closer to the preference closing dates.