



APPLICATION AND SELECTION

WHO CAN APPLY FOR VICTORIAN TRAINING

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 (AMC¹) or New Zealand Medical Council (NZMC²) 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. **Monday 7th February 2022.**

PROCESS TO APPLY FOR VICTORIAN

Application to VPTC

This year all applications will be made via the Postgraduate Medical Council of Victoria Allocation and Placement Service website. Applications open on the PMCV Psychiatry portal <https://allocations.pmcv.com.au/> on 3rd May 2021. **Closing date for applications is Tuesday 8 June 2021 at 4.00pm** sharp Eastern Standard time (late or incomplete applications on the PMCV Psychiatry website portal will not be accepted).

Certified copies of documents are required to be uploaded. 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.

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 **Tuesday 8th June 2021**.

Please note as of this year - all referee reports will be accessible to services that applicants has preferred as wishing to train with. This process occurs in other State branches within the college and has been introduced to 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 and number of positions available in each hospital/service will be provided in the application via the PMCV Psychiatry portal.

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 strongly 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 or second preference.

The closing date for Hospital Preferences from Applicants is **Tuesday 8th June 2021**.

- Candidates can **re-order or delete existing preferences until 23rd August 2021**.
- **Additional services cannot be added to preferencing after 8 June 2021**.
- It is recommended that applicants list all services that they would consider working at: by 8 June and amend prior to 23 August as required.

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 offered an interview will be notified as soon as possible and individual feedback offered at the request of the applicant.

Interview

Following the Short-Listing meeting, successful applicants will be notified of an interview that will be conducted by two members of the VPTC Selection Committee; if you are reapplying we will endeavour to have different members of the committee conduct your interview. All interviews as previous advised will be ZOOM meetings.

These interviews will occur during our allocated interview period, **Tuesday 15th June 2021 to Wednesday 18th August 2021.**

Notification of Results of Selection and Allocation Procedure

The date for the Match meeting is **Wednesday 8th September 2021.**

You will be able to view the outcome on the day <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 algorithm 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 and if the service has selected the applicant in a ranking list that matches the positions available in that service. If so this is a match. The system considers all trainees first preferences in turn. During this process if applicants are matched to other services, other applicants first preferences may fall within the rank preferences of the service, and so 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 interview process. If an applicant is unable to commence training after interview, 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 accreditation will remain valid subject to the applicant continuing to meet the eligibility criteria.

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.

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.

- Apply to 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 PMCV <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.

- Apply to VPTC

1. The VPTC applications will be available to access 3rd May 2021 on the PMCV Psychiatry portal: <https://allocations.pmcv.com.au/>
2. 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. A current Curriculum Vitae
 - c. References x3
 - d. Proof of Unconditional General Medical Registration with the Medical Board of Victoria
 - e. Certified copy of Medical Degree and transcript of marks

- f. 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.
3. The VPTC Dates for Selection and Allocation for 2022* lists the deadline dates for application on the PMCV Psychiatry portal <https://allocations.pmcv.com.au/> noting a completed application includes Referee reports, and the Applicant's preferences for Service Positions.
4. The Applicants who submit the above by the deadlines, and meet the selection criteria as specified in the application pack and short listed by the VPTC, will be invited to attend a VPTC interview for selection to the RANZCP Victorian Psychiatry Training Program.
5. Applications will only be accepted if:
- **Completed by the closing date @4pm 8th June 2021.**
 - Only applications made on the 'PMCV web site Psychiatry portal' <https://allocations.pmcv.com.au/> will be considered.
6. Applications will not be accepted if:
- If an application is incomplete.
 - If they are not made via the PMCV Psychiatry portal.
7. Each VPTC interview is conducted by two delegates of the VPTC. The interview consists of standardised questions, and is of approximately thirty minutes duration. This year all interviews will be ZOOM interviews.
8. The Applicant is selected to the RANZCP Victorian Psychiatry Training Program on the basis of:
- Their Application
 - The written References
 - The VPTC 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 8th June 2021. Applicants then have the option to: re-order/deletion of existing preferences until 23rd August 2021 – however they cannot add additional services to their preferencing post 8th June 2021.**

9. Successful applicants will be able to view the PMCV Allocation and Placement Service website of the MATCH outcome 8th September 2021. 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 at interview
- 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:

Criterion	Assessment Tool	Weighting
1 Above average performance academically	CV	Important
2 Above average performance from past employment history	CV & Referee Reports	Very Important
3 A good level of competence in general medicine	Referee Reports	Important
4 Experience working in a psychiatry setting	Interview, CV & Referee Reports	Advantageous
5 Proven ability to work in teams	Interview & Referee Reports	Important
6 An understanding of psychological factors in medicine and psychiatry	Interview & Referee Reports	Very Important
7 Good interpersonal and communication skills	Interview & Referee Reports	Very Important
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.	Interview & CV	Advantageous

How should you answer questions that you may be asked by the panel?

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 CV, Written Application and Referee Reports, and on the impression formed during the Selection Interview. 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 interviews are concluded, 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.
- Applicants should be aware that selection is contingent on their match to the particular Service.
 - The VPTC selects if an applicant is suitable to enter training
 - The match to a service determines to offer of training via allocation to a training position

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 – a specific RANZCP selection interview 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 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 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 Health, 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: the North Western Mental Health (NWMH), South West Healthcare, Barwon Health Service, Mildura Base Hospital Mental Health and Mercy Mental Health.

Please see the PDF links below, under 'Accredited Hospitals/Services in Victoria' for a more detailed description of what the hospitals/services within the Western region are offering.

The VPTC's Western Regional Director of Training is Dr Penny Golding:

Telephone: 03 9342 8197

Email: Penny.Golding@mh.org.au

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.