WELCOME

This guide is intended to support applicants in preparing for the 2023/2024 first-year psychiatry training intake. The VPTC recognises that applying for a job or a training program can be associated with some anxiety and is keen to minimise this by providing comprehensive information. While there is a lot to read in this guide, taking the time to become familiar with the process will greatly assist you in preparing a strong application for the 2024 first-year training program.

Please note this is a live document – and any changes to the process or dates will be updated in real time, so please keep checking back for the most up to date information.

Yours sincerely

Dr Lee Rachel Allen
Chair Victorian Psychiatry Training Committee, RANZCP
FRANZCP, MBChB, GCUT
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. 5th February 2024
PROCESS TO APPLY FOR VICTORIAN TRAINING

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 29th May 5:00pm 2023 (5.00pm sharp AEST) (late or incomplete applications on the PMCV Psychiatry website portal will not be accepted).

Referee Reports
The PMCV system will ask you to nominate three referees and will automatically send them the online form to complete. It is recommended to have a psychiatrist complete one or more of your referee reports. Please let them know this, to give them an advance warning and time to prepare.

- Note: Referee reports may also be accessible to the hospital services. This has been introduced to aid and reduce the impact on applicants and referees time.
- Please try to have your Referee Reports completed by Monday 29th May 5:00pm. Only on rare occasions can we allow a grace period for late referee reports.

Application to Services: Hospital Interviews and Selection
You 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 preference 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. To increase your chance of successfully gaining employment you should consider Include several hospitals/services, as you may not successfully be matched to the first preference.

- The closing date for Hospital Preferences from Applicants is Monday 29th May 5:00pm 2023 (5.00pm sharp AEST) This is the final date for candidates to add service/s to their preference list.
- Candidates can re-order/delete existing preferences until Thursday 20th July – however they cannot add additional services to their preference – for this reason it is recommended that applicants list all services that they would consider working at.
Virtual Video Interview
All candidates will be required to complete a video interview through the PMCV platform. The online PMCV portal will assist you to complete a one-way video interview. Candidates have a minute or two to read and contemplate the 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.

Please note the following dates:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday 30th May 2023</td>
<td>Video Interviews Open</td>
</tr>
<tr>
<td>Thursday 1st June 2023</td>
<td>Video Interviews Close</td>
</tr>
</tbody>
</table>

You can find out more about One Way Video Interviews here: 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 Thursday 10th August 2023.
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
How does the actual MATCH work?

PMCV undertakes the Match using 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. 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 year's 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 9th of September 2023.

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 outlined on the RANZCP website.
WHO TO APPLY TO FOR VICTORIAN TRAINING

In Victoria, the process of applying to commence RANZCP Training, is through the VPTC on the PMCV Psychiatry portal [https://allocations.pmcv.com.au](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.
1. All Services with vacant training positions, usually advertise their RANZCP-accredited Training Positions in April or May. Applicants should review service 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 applicants who have preference for that service.
Applying to VPTC

i. The VPTC applications will be available to begin on 24th April 2023 on the PMCV Psychiatry portal: https://allocations.pmcv.com.au/

ii. The PMCV website includes clear instructions as to what applicants must submit 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.


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 29th May.

Only applications made on the ‘PMCV website 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 assessed. 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 they would be prepared to work at, prior to the closing date. Applicants then have the option to: re-order/deletion of existing preferences until 20 July 2023 – however they cannot add additional services to their preferencing post 29 May 2023.

- Successful applicants will be able to view the PMCV Allocation and Placement Service website of the MATCH outcome 10th August 2023. Successful applicants will additionally be notified 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

Adventageous
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
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 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 is 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
In Victoria, training is divided into 3 training regions:

1. Northern
2. Southern
3. Western

Reminder: 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.

Note, 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.

Please see the attachment ‘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.

1. 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 Stage 2 mandatory rotations are completed in Child and Adolescent mental health and Consultation - Liaison mental health. These can be completed in either year of stage 2. 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 stage 3, 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 they 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.

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

2. The Southern Region
The Southern Region Training Program includes five teaching services:
- Monash Health comprises 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
3. Western Region

The Western Training Region consists of five RANZCP Training Programs:
- Northern Health
- NWMH - RMH
- NWMH - Western
- Barwon Health Service (Geelong)
- Mercy Mental Health (Werribee)
- Mildura Base Hospital and
- South West Healthcare (Warrnambool)
- Ballarat Health - Grampians

There are health services in this training region

Northern Health

Northern Health Mental Health Division (NHMHD) is the 3rd largest mental health service in Victoria. It consists of Northern Areas Mental Health Service (NAMHS) located from Preston to Whittlesea; and Northwest Area Mental Health Service (NWAMHS) located from Coburg to Broadmeadows. NHMHD offers a comprehensive training program including adult, indigenous, perinatal, CL and addiction mental health. NHMHD trainees are rotated to RCH and GVAMHS (Shepparton) for their Stage 2 CAP rotation. NH is a rapidly growing health organisation and provides a lot of opportunities for clinical practice, research and education.

Royal Melbourne Hospital Stream

Training in this stream is predominantly based at the Royal Melbourne Hospital and associated community clinics, with the option of external rotations to other services to gain a broad range of training experiences. The service provides comprehensive exam preparation, psychotherapy and scholarly project support and supervision. There are a wide range of accredited training positions on offer, including eating disorders, neuropsychiatry, C/L psycho-oncology, forensics and research positions (in conjunction with the University of Melbourne).

Western Health Stream

Training in this stream is predominantly based at Sunshine and Footscray Hospitals and associated community clinics, with the option of external rotations to other services, including the Orygen Specialist Program, to gain a broad range of training experiences. The service provides comprehensive exam preparation, psychotherapy and scholarly project support and supervision. There are a wide range of accredited training positions on offer, including C/L perinatal, AOD, GP liaison, youth, aged and forensics positions.

Barwon Health

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

Mercy Health

Mercy Health is primarily located in Werribee, 30 km 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 perinatal mental health. Mercy also rotates trainees to both RCH and Ballarat for CAP posts. Mercy has 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 560 km 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 offers 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, 300 km 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.