



Victorian Hospital Intern Program Rules and Guidelines

Program Rules

ADPHA reserves the right to remove any applicant who violates any of these rules from the matching process:

1. One application per candidate only
2. Applications sent directly to hospitals.
3. Communication directly with hospitals (except during the interview process)
4. Failure to complete any of the following by the advertised deadline.
 - Initial application
 - VidCruiter recordings
 - Final preference check/update
5. Sharing individual VidCruiter links with other applicants
6. Revealing where applicants ranked hospitals (to hospital pharmacy departments)

Applicants may choose to leave the allocation process at any time but cannot re-join the process once they have left.

Once offered an internship with a hospital, interns can not decline the offer and rejoin the program to apply for other hospitals participating in future program rounds for that year.

Consideration of exceptional circumstances

Applicants who wish to apply for an extension to an advertised deadline due to exceptional circumstances must apply in writing (via email to vicintern@adpha.au) **prior to the closing date.**

Decisions about whether to grant an extension will be made on a case-by-case basis. In order to decide, ADPHA may request supporting information from the applicant including but not limited to medical certificates and statutory declarations. All information provided will be kept confidential and treated in line with ADPHA's Privacy Policy.

Once all information has been received, ADPHA will provide a written response to the applicant within 3 business days outlining the decision. All decisions are final, and no further correspondence will be entered into.

ADPHA is not involved in the hospital interview process and is not able to provide extensions for applicants during this part of the matching process. Applicants who have been invited to an interview should communicate directly with the hospital if they have conflicts or difficulties.

Program Guidelines

Application Process

- Fourth year pharmacy students apply online for an intern position in the following year. Applications are typical of all job applications – they include completing an online form with contact details, information about citizenship and university identification information.
- In addition, applicants will rank a list of hospitals participating in the program in order of preference. Applicants must select two hospitals as their first and second preferences and can choose to rank remaining hospitals if they wish. If the candidate is eligible for positions at their first and second ranked hospitals, these hospitals will definitely receive the application for review.
- Applications are open for two weeks through ADPHA's online portal.
- According to DHHS Guidelines, only Australian and New Zealand citizens or Australian permanent residents who have completed a Victorian pharmacy degree are eligible for the 100 DHHS-funded intern positions offered in this program.
- Following the initial application process, applicants will be required to complete an online pre-screening process using VidCruiter for the hospitals they ranked first and second. Individual links will be sent to applicants to complete this process.
- During the pre-screening applicants will need to provide their CV and a tailored letter of application for each of these hospitals along with recording their answers to the questions asked by each hospital.

Transfer of Information

- Applications are sorted by ADPHA based on student's ranking of their preferences for each hospital.
- ADPHA sends student applications to the two hospitals listed as the first and second preference hospitals. In some cases where a hospital has an insufficient number of applications, students may have an application sent to a lower ranked hospital. If so, applicants will also be sent a VidCruiter link for this hospital.
- ADPHA removes incomplete or duplicate applications but does not review, recommend, or decline applications.

Hospitals' screen, interview and select candidates.

- Hospital pharmacy departments receive completed applications from all who ranked them as first or second preference, and additional applications depending on how

many positions they have. They can use any legal method they choose to decide who to interview and are not required to interview all applicants.

Following interviews

- After final interviews have been conducted and references checked, hospitals return a list of their successful candidates to ADPHA. At the same time, students are asked to update their final ranked list of preferred hospitals to ADPHA. These two lists form the basis of the matching process.

The matching process

- To be efficient and fair, any candidate can only receive one offer through this process. Therefore, ADPHA matches student ranked lists against health service lists using a published standard [algorithm](#). The algorithm matches each student with their preferred available position, provided the candidate is also preferred by the health service.
- For example: student X has hospital Z as their first preference. The match reviews hospital Z's list of successful students to see if student X's name is on the list within the allocated number of intern positions. If so, student X secures a place at hospital Z. If not, the matchers check whether student X is on other hospital lists – they may have been interviewed at another hospital and may secure a position if they are placed within the number of allocated intern positions for that hospital.
- This system prioritises the ranking by students over the preferences of hospitals. If a student was successful in interviews with both their first and second preferred hospitals, they will be offered a position at the one they have ranked highest.

Finalisation of the process

- After the matching process is complete, a list of successfully matched applicants is forwarded to pharmacy departments and applicants are notified of their result.
- If DHHS or self-funded hospital positions remain, details of students who listed those hospitals in their preference list and have not already been allocated to a hospital are forwarded to hospitals by ADPHA. As previous this interview and selection process is managed by the hospital.
- Unsuccessful applicants may wish to consider approaching private hospitals or community pharmacies and monitor [ADPHA's jobs board](#).