



Victorian Hospital Intern Program Guide for Hospitals.

Overview

Advanced Pharmacy Australia (ADPHA) coordinates the application process for the Department of Health and Human Services (DHHS) funded public hospital pharmacy intern placements in Victoria. This recognises the difficulty of hospitals in processing large numbers of intern placement applications, supports the development of a sustainable hospital pharmacy workforce and assists students by providing a single process for recruitment. Our aim is to efficiently, transparently and fairly match candidates for an internship to hospitals with intern positions.

Program allocations

100 DHHS and some Victorian public and private hospital funded pharmacy internships will be available.

Process

1. Victorian Hospital Pharmacy Intern Program Information: webinar

Students are invited to participate in an initial webinar in June, dates and session times will be confirmed on the ADPHA website. Representatives from the ADPHA Victorian Branch Committee and the ADPHA Secretariat, and a current intern will present about why choose a hospital internship, the application process and key dates.

2. Hospital Information Guide for Students

Hospitals provide up-to-date information about their hospital, the campuses interns will work at, the intern training program and hospital contacts available to students via the ADPHA website.

3. Students begin applications

Fourth-year pharmacy students submit an online application via the ADPHA website and are advised to preference at least three hospitals and provide a personalised letter and CV for their first two preferences, and for any further applications as required.

4. ADPHA allocates applications

ADPHA utilise student preferences to allocate candidates for potential interviews by hospitals. ADPHA sends a minimum of three candidates who have preferenced the relevant hospital for each position. Hospitals with one position will receive a minimum of six applications.

5. Hospitals receive their applicant batches

All applications are batched together with other applications for the same preference (except interstate applicants). Hospitals will automatically receive all applicants who ranked them as a first or second choice even if this exceeds three applicants per position. Hospitals who do not receive three applicants per position (or six applicants if they only have one position) will receive applicants who preferenced them at third or lower until their quota is met.

For example, if Hospital A has seven funded positions, the pharmacy department will receive at least 21 applicants' names in their batch. If 21 or more students have nominated Hospital A as their first preference, the hospital will receive only first preferences.

However, if for example, only 19 students nominate Hospital A as their second preference, as this is below the guaranteed number of applicants (being 21), Hospital A will **also** receive ALL the third preferences as well, which may result in more than 21 applications being received.

Hospitals funding their own internships and participating in the ADPHA matching process will receive interstate and international candidates at this stage of the process, as these applicants are eligible for hospital-funded (i.e. non-DHHS-funded) internships.

6. Hospitals assessment

Over a four-week period, hospitals screen applicants and interview their chosen students. Following interviews, the pharmacy departments will provide a ranked list of successful candidates only. More names than positions are strongly encouraged as many students have

multiple interviews and therefore may preference another hospital above yours. Please DO NOT include names of applicants that you would NOT like to employ.

7. Students finalise preferences

Students update their hospital preferences following their interviews.

8. ADPHA matches positions

ADPHA uses an algorithm to ensure students' preferences are prioritised. As students are allocated positions, the next student selected by the hospital is automatically considered for employment by that hospital.

9. Communication of successful matches

Once the matching process is complete and checked, hospitals will be informed of their successful candidates. One day later, all applicants will be advised by email of the outcome of their application.

10. Additional rounds

Hospitals who are not successful in being allocated their preferred students will return to the interview stage with a new batch of candidates for screening. Interstate candidates can be considered for DHHS-funded positions after round 1 and 2 have been completed.

Process of application and allocation

