



Victorian Hospital Pharmacy Intern Program

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What is the ADPHA Victorian hospital pharmacy intern program?

ADPHA coordinates applications and efficiently, transparently, and fairly matches candidates for Victorian Government subsidised internships as well as a number of internships funded by Victorian public and private hospitals.

Am I eligible to apply for the positions?

There are three eligibility groups for the available Government and hospital self-funded intern positions

Group	Definition	Can apply for
1	Australian and New Zealand citizens and permanent residents who are also graduates of Victorian Pharmacy programs	All positions (government and hospital self-funded) from round 1
2	Australian and New Zealand citizens and permanent residents who are graduates from all other programs	- Hospital self-funded positions from round 1 - Government funded positions from round 3
3	All other applicants	- Hospital self-funded positions from Round 1 - Not eligible for government funded positions

Applicants from groups 2 and 3 who completed their pharmacy qualifications in any country other than Australia, Canada, Ireland, New Zealand, the UK or the USA will be required to submit a skills assessment letter from the Australian Pharmacy Council to confirm their eligibility to work in Australia.

Overseas students completing their degree at a Victorian University will be required to submit a letter stating that they are in their final year at a Victorian University. ADPHA reserves the right to confirm this with the relevant university.

How many positions are available?

100 DHHS-funded and some hospital self-funded Victorian intern positions are available through ADPHA's matching process.

Please note, when hospitals are in partnership with another hospital, please apply to the primary hospital (the one listed) as they will decide which hospital the internship will be at.

Will there be a Round 2 or 3?

Historically the process results in few, if any, positions remaining after the first round. More information will be provided to candidates if second and third rounds are available.

How do I apply?

ADPHA will provide the relevant dates for the application process prior to the opening date.

This information may be provided via channels including but not limited to:

- Student information sessions
- ADPHA website
- Social media

Applications are collected through ADPHA's online portal.

Applicants will be required to complete an online pre-screening process using VidCruiter for the hospitals they ranked 1 and 2.

This process involves:

- Uploading a CV and cover letter
- Uploading academic transcripts (if requested by the individual hospital)
- Recording answers to the questions asked by individual hospitals

When is the interview process undertaken?

Hospital pharmacy departments receive completed applications from all students who ranked them as first or second preference, and additional applications depending on how many positions they have.

Departments can use any legal method they choose to decide who to interview and are not required to interview all applicants.

Hospitals' screen and select candidates for interview between as per the dates outlined on the intern website.

Will I get an interview at my first and second ranked hospitals?

Hospitals decide who they will interview based on the applications. Applicants are not guaranteed an interview.

I have a placement, exam, or other commitment during the selection period. What do I do?

If you are contacted by a hospital, make sure you advise them of your availability.

Do I need to contact hospitals?

Students should not contact hospitals directly regarding the application process as this adds work to the department. All questions should be directed to vicintern@Adpha.au. ADPHA reserves the right to remove candidates from the process if they contact hospitals directly.

Does the program include private hospital intern placements?

Yes. Some private hospitals may have intern positions available through this process. Other private hospitals will advertise their intern positions on individual websites, recruitment websites such as [Seek](#) or on [ADPHA's jobs board](#).

Does my final hospital preference list need to be the same as my initial list?

No. This is an opportunity to update your application after any interviews you have undertaken. You must do this by the dates outlined on the intern website.

You must complete the final preference list process even if you are not changing your preferences.

Does a hospital know where I ranked it?

No. Your preference list is submitted to ADPHA and is not shared with hospitals.

You should not disclose your hospital preference list to anyone other than ADPHA, nor should you enquire about hospitals preference lists during the application process. If you have concerns regarding your preference list email vicintern@Adpha.au.

Can I receive a job offer at more than one hospital?

No. If more than one hospital includes you on their preferred candidates list, you will only receive an offer at the hospital you ranked highest in your final preference list.

If a hospital includes me on their priority candidate list and I have them ranked first, will I be matched there?

Whilst you would have a good chance at employment it is possible you will not be matched. Hospitals' priority candidates list will generally be longer than the number of positions available. For example, if a hospital has five available internships, it is possible that you were ranked 10th on that hospital's priority candidate list and missed out on a position because five students ranked higher than you matched with that hospital.

If a hospital lists me high on their priority list, will I obtain that position?

Yes, you will be offered that position unless you also receive an offer from a hospital ranked higher on your final ranked list.

If I receive a job offer, can I defer and take a gap year?

No, you cannot defer the position. If you wish to undertake your hospital internship in 2023, you must reapply next year.

When will I know if I have been matched to an intern program?

ADPHA aim to inform students of their match result as per the notification dates on the intern website.

I have been matched to a hospital, but I wish to refuse this match because I believe that there are other positions available which I prefer. Can I do this?

No. If you wish to change your ranking of hospitals to suit your preferences you must do this as per the final ranking dates outlined on the intern website. You will only be matched once. You can decide to leave the allocation process at any time but cannot re-join. Please email vicintern@Adpha.au

Should I rank regional hospitals?

Ranking regional hospitals increases your chance of internship employment. Many young pharmacists move to unfamiliar locations for their intern year and enjoy great benefits both personally and professionally. However, if you are certain you do not want to move do not waste the time of your interviewer by ranking regional hospitals.

What strategy should I use to increase my chances of a match?

When completing your application think about the experiences you are looking for to enhance your pharmacy career.

- Big or small hospital; city or regional; cancer care or Indigenous health etc.
- How will an internship at a particular hospital support your pharmacy career?
- Competition is very strong; how will you stand out from the crowd?

With respect to the final ranking and match, ***the only strategy that benefits you as a student is to rank as many hospitals as you would be happy to work at in your preferred order.*** This has been demonstrated numerous times with other matching systems.

Contact ADPHA at vicintern@Adpha.au if you have other questions.