

2024-25 Victorian Hospital Pharmacy Intern Program GUIDE FOR HOSPITALS

Overview

The Society of Hospital Pharmacists of Australia (SHPA) 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 through the 2024 matching process in preparation for 2025 placements.

Process

1. Victorian Hospital Pharmacy Intern Program Information: webinar

Usually offered as a face-to-face event, this year students are invited to participate in an initial webinar in June, dates and session times will be confirmed on the SHPA website. Representatives from the SHPA Victorian Branch Committee and the SHPA Secretariat, and a current intern will present about why choose a hospital internship, the application process and key dates.

2. Contribute to 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 for inclusion in a hospital guide for students, available to students via the SHPA website.

3. Students begin applications

Fourth-year pharmacy students submit an online application via the SHPA 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. SHPA allocates applications

SHPA utilise student preferences to allocate candidates for potential interviews by hospitals. SHPA sends a minimum of three candidates who have preferred 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 SHPA 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. SHPA matches positions

SHPA 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.

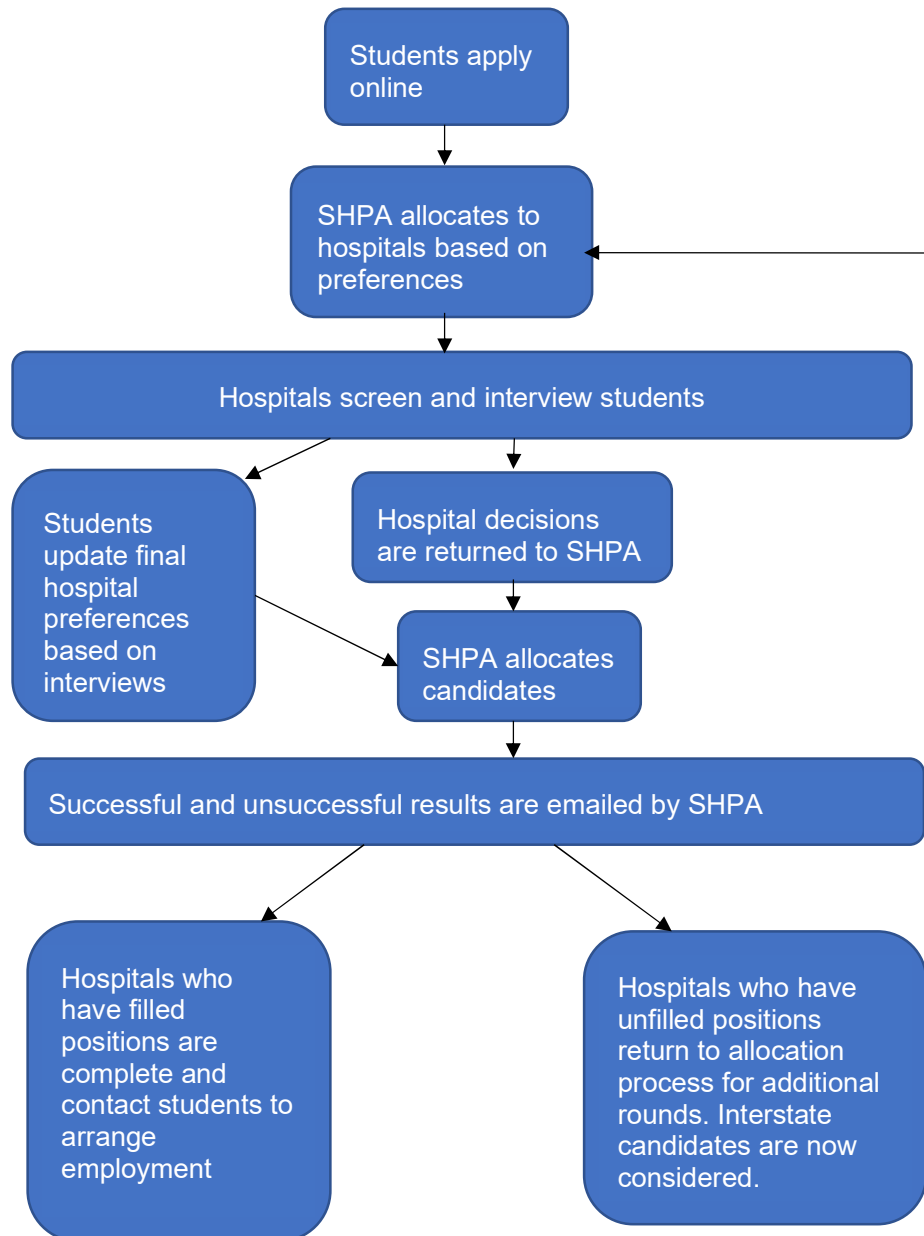
9. Communication of successful matches

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 now be considered for DHHS-funded positions.

Process of application and allocation



2024-25 Program Key Dates

Key dates	Description
Tuesday 9 April 2024	Open – Registration applications for hospitals to register their participation in the VHPIP for 2024 – 2025.
5pm, Tuesday 23 April 2024	Close – Registration applications
Thursday 16 May 2024 – 12pm – 1pm AEST	Hospital Pharmacy Internships: hospital questions session on zoom.
By Monday 20 May 2024	Deadline- Hospitals return updated information for inclusion in Web Hospital Information pages for Students.
Thursday 23 May 2024 - 7.00 to 8.00pm AEST	Victorian Hospital Pharmacy Internships: information for students (Zoom webinar)
Tue 11 June – 7pm to 9.00pm Thu 13 June – 7pm to 9.00pm	Zoom session – 2 x Hospital info sessions for students.
9.00am, Monday 1 July 2024	Open - Intern applications
12pm, Wednesday 10 July 2024	Close - Intern applications
By C.O.B Thursday 18 July 2024	Students sent Vidcruiter link to record pre-interview questions and upload CVs, cover letter, etc
4pm, Monday 22 July 2024	Students must have completed pre-interview questions and CV upload.
By Thursday 25 July 2024	Hospitals given VidCruiter link to view online applications
Thursday 25 July – Tuesday 20 August 2024	Hospital's interview and select candidates.
By Wednesday 21 August 2024	Hospital preference lists returned to SHPA.
Monday 12 August – 12pm, Tuesday 20 August 2024	Online submission period for students to rank their final preference list of hospitals.
Wednesday 4 September 2024	Hospitals notified of outcomes one day prior to students.
Thursday 5 September 2024	Students notified of the outcome of their application.