

# GUIDELINES FOR APPLICANTS to the VPMT

## Interview | Priority List | Allocation to Services

### **INTERVIEW PROCESS**

By applying to be interviewed by the VPMT, you agree to accept the position offered to you as a result of this process.

The following guidelines have been developed for the benefit of services, the members of the interviewing panels and prospective trainees.

The interview dates for all ongoing and prospective trainees are listed on the VPMT website – click **Apply Now**.

Ongoing Advanced Trainees will be emailed an Applicants' Priority List once a completed Application Form has been submitted and received by the VPMT. This priority list will need to be completed and returned to the VPMT at [vpmt@svha.org.au](mailto:vpmt@svha.org.au) within 48 hours of receipt to allow us time to review the selections made prior to interviews.

All other candidates will be emailed the Applicants' Priority List during their interview week, and VPMT requires that the completed form be returned to VPMT at [vpmt@svha.org.au](mailto:vpmt@svha.org.au) within 24 hours of receipt for review and consideration.

**Please be aware** that after each day of interviews, there will be fewer positions available.

Should you encounter any issues with the online application process, please email all queries to the VPMT.

All trainees will be notified approximately one (1) week prior to their interview as to the time and date.

Please note:

- Interviews will be held at Centre for Palliative Care offices, 172 Victoria Parade, East Melbourne, starting at 12:45pm.
- Arrive 20-30 minutes before your scheduled interview time. You will then be directed to the interview area.

### **DAY OF INTERVIEW**

The interview dates are as follows:

Ongoing Advanced applicants	Tuesday 10 August 2021 and Wednesday 11 August 2021
Paediatric/Fellow applicants	Thursday 12 August 2021
New Advanced applicants	Tuesday 17 August 2021
Six (6) month registrar (Non-Palliative Advanced Trainees)	Wednesday 18 August 2021 and Thursday 19 August 2021

The interview will be approximately twenty (20) minutes in duration.

You will be asked a series of questions by a panel of three to four persons and your answers will be scored. Referee evaluations do not contribute to your final interview score.

It is only at the completion of the daily interviews that the members of the matching panel will have the preference lists made available to them for allocation.

After each day of interviews, positions are allocated according to the ranking score you receive from the panel. The person with the highest ranking will receive their highest priority if judged to be appropriate by the panel. The next highest ranking will then be allocated, until all those people interviewed, and accepted into the program, have received an allocation as appropriate.

For clarity, after each day of interviews, there will be fewer positions available.

### **ALLOCATION PRIORITIES**

The allocation priorities are as follows:

- Ongoing trainees.
- New trainees.
- Six month (6) registrars (non-palliative advanced trainees).

This is not relevant to Fellowship funding and Paediatric applicants.

Applicants will be notified of their job position allocation within seven (7) days following the end of the interview process.

Within one (1) day of receipt of the offer, the applicant **MUST** email the VPMT ([vpmt@svha.org.au](mailto:vpmt@svha.org.au)) with their response to accept or reject the job offer.

Services will be informed of their allocated trainee/s within three (3) working days of the confirmed allocation by VPMT.

**It is the applicant's responsibility to make contact with their allocated service director AFTER three (3) working days of accepting the offer, to confirm their intention of accepting the position.** *This timing is to ensure the services have been informed by VPMT of your appointment, prior to you making contact.*

The service will then make the necessary arrangements for you to be employed by first sending a written offer followed by a formal contract of employment.

If you decide to withdraw from the position offered after your initial acceptance, you should notify the service director and the VPMT Medical Training Coordinator of your decision as soon as possible. This will allow the position to be offered to another applicant.

If problems arise during the semester for whatever reason, you should contact your current clinical supervisor and clinical service director or your mentor if you have one.

The community positions at the Peter MacCallum Cancer Centre, Melbourne City Mission, Werribee Mercy and one position at Barwon Geelong are funded by the RACP organised, STP scheme. It is a requirement of the STP scheme that only Advanced trainees in a medical specialty be appointed to these positions.

### **ADDITIONAL INFORMATION**

- The College requires trainees to undertake their core training in more than one service and this will be one of the conditions to be met in allocation of trainees.
- There are rural and regional positions available through the VPMT and trainees may be allocated to these services.
- If possible, new trainees should ideally start their training in an inpatient position as this allows them to develop experience in Palliative Medicine with adequate support from the multidisciplinary team.