

GUIDELINES FOR APPLICANTS to the VPMT

Interview | Position Preference List | Allocation to Services

The following guidelines are for the benefit of prospective trainees, palliative care services and the members of the interviewing panels.

INTERVIEW PROCESS

Applications for VPMT Registrar positions are accepted via the VPMT website – click [Apply Now](#).

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

Should you encounter any issues with the online application process, please email all queries to the VPMT via vpmt@svha.org.au.

All applicants will be notified approximately one week prior to their interview as to the time and date. Please note:

- Interviews will be held at Caritas Christi Hospice, Kew, starting approx 12:45pm.
- Arrive no earlier than 15 minutes before your scheduled interview time. This is due to limited seating in relation to COVID safety procedures. You will then be directed to the interview area.

Candidates who would like to be considered for part time supernumerary funding will be interviewed on the same day as their appropriate cohort. All candidates will be considered and a decision made at the conclusion of interviews. Those who are unsuccessful will be allocated to a full time position if this has been declared on their application.

DAY OF INTERVIEW

The interview dates are as follows:

Fellowship applicants	Tuesday 2 August 2022	Interview length approx. 30 mins
Ongoing Advanced applicants	Tuesday 9 August 2022 and Wednesday 10 August 2022	Interview length approx. 20 mins
Paediatric applicants	Thursday 11 August 2022	Interview length approx. 20 mins
New Advanced applicants	Tuesday 16 August 2022	Interview length approx. 20 mins
Six (6) month registrar (Non-Palliative Advanced Trainees)	Wednesday 17 August 2022 and Thursday 18 August 2022	Interview length approx. 20 mins

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

POSITION PREFERENCE LIST

Candidates will be emailed a Position Preference List prior to their interview. This list will need to be completed and returned to the VPMT at vpmt@svha.org.au by the specified due date.

New Advanced Trainee and Six Month standalone registrar candidates will receive a modified version of the Position Preference List following matching of Ongoing Advanced Trainees earlier in the process – there will be positions unavailable however there will still be a wide selection of positions remaining.

The members of the matching panel will have the preference lists made available at the completion of the daily interviews to facilitate allocation of candidates to positions.

ALLOCATION PROCESS

The order of allocations is as follows:

- Ongoing trainees
- New trainees
- Six-month stand-alone registrars.

Fellowship and Paediatric candidates are allocated separately.

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.

Applicants will be notified of their position allocation within approximately seven days following the end of the interview period.

Within one day of receipt of the offer, the applicant **MUST** email the VPMT (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 working days of the confirmed allocation by VPMT.

It is the applicant's responsibility to make contact with their allocated service director AFTER five 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, trainees should initially contact their current clinical supervisor or clinical service director, or mentor if they have one. VPMT would be happy to discuss any concerns further to this.

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.

PART TIME SUPERNUMERARY REGISTRAR POSITION

Background

The VPMT is committed to developing opportunities to support part time training, and this year, 2022, will be accepting applications for a **part time supernumerary registrar position**. This new VPMT funding opportunity is available for the 2023/24 academic year to support those seeking part time work as an advanced trainee or six month registrar (and not working as part of a job share arrangement).

The successful candidate will secure funding for a 12 month (0.5 FTE) part time position. The registrar will be able to select their preferred job from a pool of positions at various Victorian palliative care services. (Please note that there are no part time paediatric palliative care registrar positions available).

How to apply

As part of your application for Advanced Training or Six Month Registrar, a question will ask if you would like to apply for part time supernumerary position - select **Yes** to this question.

It is important to note that as there is only funding for one position, please also indicate if you would like to be considered for a full time position if unsuccessful in the part time position application.

In your cover letter, please also include an explanation to support your application for a part time position.

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 optimal support from the multidisciplinary team.

Reviewed 26 May 2022