

## 2024/25 GUIDELINES FOR APPLICANTS to the VPMT

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

### **This document is intended for:**

- Ongoing VPMT Advanced Trainees
- Six Month Registrar applicants
- Paediatric Palliative Care Registrar applicants
- VPMT Fellowship applicants – please also refer to the *2024 Guidelines for Fellowship applicants to the VPMT* document

### **If you are:**

- A new Advanced Trainee in Palliative Medicine applicant, OR
- An interstate ongoing Advanced Trainee in Palliative Medicine (new to VPMT)

**Please disregard this document and refer to the *2024 Guidelines for new Advanced Trainee applicants to the VPMT*.**

Any ongoing Advanced Trainee from interstate will need to undergo an Entry Interview, and therefore is required to apply as a new VPMT Advanced Trainee.

### **APPLICATION 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](mailto:vpmt@svha.org.au).

### **INTERVIEW PROCESS**

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

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.
- 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.

The interview dates are as follows:

Six month registrar (Non-Palliative Advanced Trainees)	Tuesday 8 August 2023 and Wednesday 9 August 2023	Interview length approx. 20 mins
Paediatric applicants	Thursday 10 August 2023	Interview length approx. 20 mins
Ongoing Advanced Trainee applicants	Tuesday 22 August 2023 and Wednesday 23 August 2023	Interview length approx. 20 mins
Fellowship applicants	Thursday 24 August 2023	Interview length approx. 30 mins

### **POSITION PREFERENCE LIST**

Candidates will be emailed a Position Preference List prior to their interview. This document will need to be completed and returned to the VPMT at [vpmt@svha.org.au](mailto:vpmt@svha.org.au) by the specified due date.

The members of the matching panel will have the preference lists made available at the end of the interviews to enable allocation of candidates to positions.

### **ALLOCATION PROCESS**

The order of allocations is as follows:

- Ongoing Advanced Trainees
- New Advanced Trainees and six-month stand-alone registrars.

Positions for ongoing Advanced Trainees for 2024 will be allocated according to training requirements, considering the ranking at interview and position preferences.

New Advanced Trainees for 2024 will be allocated to remaining positions based on training needs and preferences discussed during the interview. In their second and third years of Advanced Training, these trainees will be allocated positions following an Annual Training Discussion to determine their ongoing training requirements.

Successful Six-month stand-alone registrar applicants will be allocated positions considering their performance at interview and their position preferences.

Fellowship and Paediatric candidates are allocated separately.

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 RACP Advanced Trainees be appointed to these positions.

### **APPLICATION OUTCOME**

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

Within one business 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 then be informed of their allocated trainee/s within three working days of the confirmed allocation by VPMT.

**It is the applicant's responsibility to contact their allocated service director to confirm their intention to accept the position. This must be done MORE THAN five working days after notifying the VPMT of their acceptance. This timing is to ensure the services have been informed of allocation by VPMT prior to trainee contact.**

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

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

### **PART TIME SUPERNUMERARY REGISTRAR POSITION**

#### ***Background***

The VPMT is committed to developing opportunities for part time training, and annually accepts applications for one **part time supernumerary registrar position**. This VPMT funding is available to support part time work as an Advanced Trainee or six-month registrar (and not working as part of a job-share arrangement). The funding for this position is not intended to be used in tandem with a second part time position.

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.

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. The available positions will be disseminated to applicants for consideration. (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 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. This should address why you prefer to work in a part-time capacity.

### **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 problems arise during the semester for whatever reason, trainees should initially contact their current clinical supervisor, clinical service director, or mentor if they have one. VPMT would be happy to discuss any concerns further to this.

*Reviewed 23 May 2023*