Application guide Intern 2026

A comprehensive guide to the Queensland Health medical intern recruitment program.



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Contents

About the campaign	04
Applying to the campaign Intern2026	35
Offers and acceptance	44
Contracting and onboarding	48
Appendix	55

About the campaign

Internships in Queensland

For those who are graduating from a Queensland medical school this year, congratulations on progressing to your final year. If you are outside of Queensland, our state offers a spectrum of major metropolitan cities, thriving regional centres and diverse rural communities.

All of our intern training hospitals are accredited against approved standards, ensuring your year will be rich in learning opportunities, with valuable hands-on supervised experience and robust support from our esteemed Medical Education units.

What sets Queensland Health apart?



Diversity in hospital size and service profile



Competitive remuneration packages



Generous employer superannuation contributions, benefits and incentives



Diverse work culture and environment

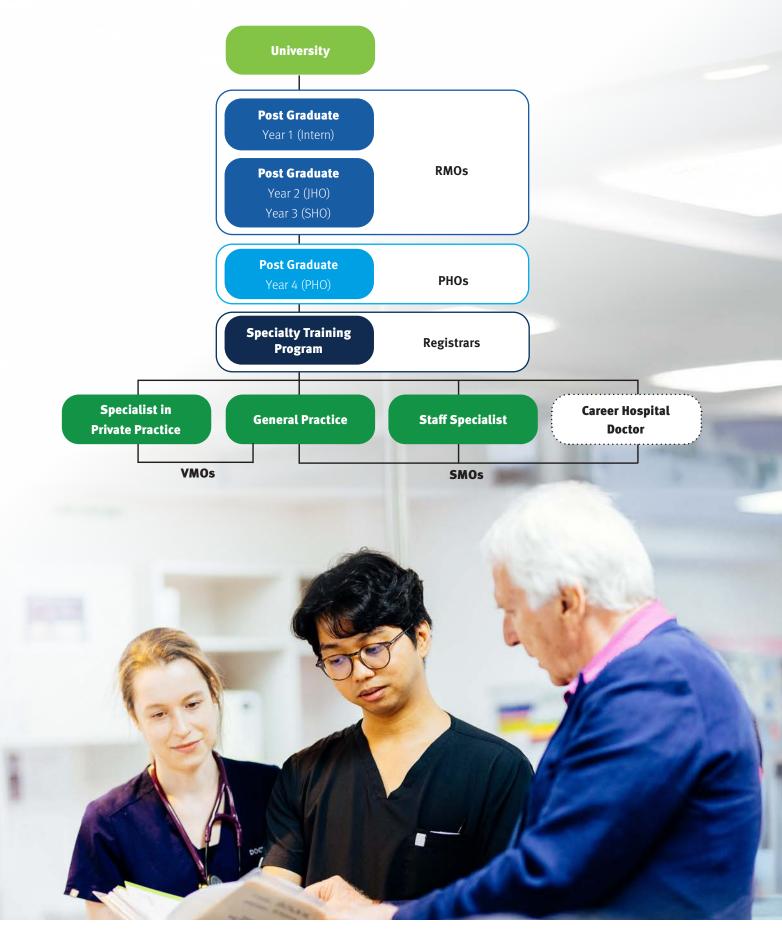


Support for professional development and capability building



Exciting career pathways and employment

The following diagram provides an overview of typical career pathways for medical officers working in Queensland. It does not reflect the award structure and may vary from hospital to hospital.



How the campaign works

The Queensland Department of Health coordinates the annual campaign to recruit interns for positions in Hospital and Health Services across the state. There is only one method of application for the intern campaign – the lodgement of an online form via a central application portal.

Graduates assign a preference to all participating hospitals from highest to lowest (number 1 being the most preferred hospital).

From the applications received via the campaign, graduates are either directly allocated to an intern position determined by their preferences (Group A) or will participate in a suitability assessment process conducted by participating hospitals with remaining intern vacancies (Applicant Groups B-D).

The online portal is used for both the General intern campaign applications and the Queensland Rural Generalist Pathway (QRGP pathway).

Applications for the QRGP are submitted first (usually in early March), followed by the General campaign (usually in May).

Individual hospitals are then responsible for conducting pre-employment checks, issuing contracts, assigning term allocations, onboarding and orientation.

Before commencing employment, all applicants must have:

- Applied via the Intern Recruitment campaign and uploaded all relevant supporting documentation
- Not previously completed an internship in Australia or overseas
- Met Queensland Health's pre-employment checks (these checks are conducted by your employing facility)
- Obtained registration with the Medical Board of Australia



Key dates

Applications	
10 March 2025 9am (AEST) Applications Open	Queensland Rural Generalist Pathway
24 March 2025 4pm (AEST) Applications Closed	
6 May 2025 9am (AEST) Applications Open	
5 June 2025 3pm (AEST) Applications Close	<u>General Intern Campaign</u>
13 June 2025 4pm (AEST) Supporting documentation submission due	

Round 1 Offers: Applicant Group A, Rural Generalist and Aboriginal and Torres Strait Islander Intern Allocation Initiative applicants	
7 July 2025	Review committee meeting for General intern applicants held to consider special considerations, Aboriginal and Torres Strait Islander Intern Allocation Initiative, joint tickets or deferrals.
14 July 2025 16 July 2025	Offers released via email to Rural Generalist applicants. Offers released via email to General intern applicants.
16 July 2025 18 July 2025	Deadline to accept or decline rural generalist offers via the online application portal. Deadline to accept or decline General intern offers via the online application portal.

Round 2 Offers: Applicant Groups B-D (first preferences only)	
18 - 20 July 2025	Re-preference round: applicants have the option to change their preferences in the online portal to reflect the remaining vacancies.
From 21 July 2025	Queensland Health Hospitals: successful applicants verbally offered positions (first preferences only).
From 21 July - 1 August 2025	General intern campaign: offers formally released through the online application portal. Applicants have 48 hours to accept / decline offers through the online application portal.

Open Round: Remaining applicants, Applicant Groups B-D (any preference)	
18 August - 16 October 2025	Hospitals contact successful applicants and verbally make an offer (hospitals can make offers to any applicant even if they have not first preferenced them).
Late Vacancy Management Process (LVMP)	
Late vacancy management Floc	ess (LVMP)

2026 term dates

Queensland Health interns are required to undertake a paid intern orientation program prior to the start of the official hospital year. Please contact the individual hospital for duration and dates for orientation. The term dates for 2026 can be located here.

Applicant categories

In Queensland, intern applicants are classified into two categories:

Guaranteed offer graduates - Medical graduates who are guaranteed an offer of an intern position in Queensland within their immediate postgraduate year. Allocation to an intern position may be automatic or via random ballot, based on hospital preferences nominated by the individual in their intern application form. (For eligible applicants - see Group A).

Not guaranteed offer graduates - Medical graduates who are not guaranteed an intern offer. A suitability assessment process is undertaken to determine if an offer of an intern position will be made. (For eligible applicants - see Groups B-D).

There is no inherent prioritisation across applicant groups, the categorisation of these groups are used for reporting for the intern campaign. Each participating Hospital and Health Service establishes suitability assessment processes to recruit from their available applicant pool and are not obligated to sequentially select through the applicant groups. Applicants who do not meet the outlined criteria for Groups A, B, C or D may be considered at the discretion of each participating hospital.

Applicant group definitions

Guaranteed offer graduates

Medical graduates of Queensland universities who are Australian/ New Zealand citizens or Australian permanent residents; and:

Group A

- are seeking an internship commencing in the year of, or immediately following graduation; OR
- received Review Committee approval from a previous campaign to defer commencement of internship.

Not Guaranteed offer graduates

Group B	Medical graduates of Australian (interstate) or New Zealand universities who are Australian/New Zealand citizens or Australian permanent residents; OR Medical graduates of Queensland universities who are Australian/New Zealand citizens or Australian permanent residents who do not meet the criteria outlined in Group A.
Group C	Medical graduates of Australian (Queensland or interstate) or New Zealand universities who are NOT Australian / New Zealand citizens or Australian permanent residents who: - currently hold a visa that allows them to work in Australia; OR - will need to obtain a visa to work in Australia.
Group D	Medical graduates of Australian University campuses outside of Australia accredited by the Australian Medical Council (AMC); OR Medical graduates of international universities who have not completed an internship in Australia or another country and have either: - obtained the AMC Certificate; OR - successfully completed the AMC MCQ (multiple choice questionnaire).

Applicant groups B – D are 'Not guaranteed offer graduates'. For clarification purposes, the University of Queensland Ochsner and Monash University, Sunway Malaysia programs are considered Australian University campuses outside of Australia accredited by the Australian Medical Council.

Please note: Immediate post graduate year = year immediately following year of graduation (or plus one additional year, if graduate has approved request for deferral).





Suitability assessment for applicant groups B-D

The suitability assessment processes for intern positions are conducted by each individual hospital and are tailored specifically for their service. The selection methods are designed by the hospital, but commonly include shortlisting, interviews and referee checks. It is recommended to contact the Hospital and Health Services to find out what their selection processes are and what they look for in an intern. Contact details for the hospitals can be found here.

Please note:

- After the Group A offers are finalised the remaining vacancies are generally at rural/regional locations.
- The number of vacant positions available to 'not guaranteed offer graduates' at each participating hospital will depend on the number of 'guaranteed offer graduates' allocated to intern positions at the hospital.
- After the 'guaranteed offer graduates' offers have been finalised, the position status report will be updated to reflect the remaining vacancies. The 'not guaranteed offer graduates' are permitted to make changes to their hospital preferences online.
- There is no obligation for hospitals to sequentially select 'not guaranteed offer graduates' through Groups B, C and D.
- Applicants who do not meet the outlined criteria for Groups B, C or D may be considered for inclusion in suitability assessment processes at the discretion of each participating hospital.
- Applicant group B-D will only receive one offer of internship.



The number of intern positions available can be found on the intern recruitment website.

The numbers may fluctuate slightly between now and the start of next year's intake date. Please refer to the intern campaign website for any live updates.

The total includes Queensland Rural Generalist pathway positions.

A position status report is provided during the application period of the recruitment process and at the re-preference round for 'Not Guaranteed Offer Graduates' and is accessed via the online application portal.

The <u>position status report</u> shows the number of applicants who have nominated a specific hospital as their first preference. The information is updated in real time. Use this to help you make informed decisions when choosing your preferences.



Application assessment process

After the application period has closed, applications are sorted according to their applicant groups, preferences, and available positions at each hospital.

Group A applicants who nominate an 'undersubscribed' or equal in numbers hospital as first preference will automatically be allocated to that hospital.

- Equal in numbers the number of first preferences is equal to the number of intern positions available at the hospital.
- Undersubscribed the number of first preferences is less than the number of intern positions available at the hospital.

Group A applicants who nominate an 'oversubscribed' hospital as their first preference may be allocated to another facility via the ballot process.

 Oversubscribed - the number of first preferences is greater than the number of intern positions available at the hospital.

The review committee is comprised of:

- an officer from Medical Advisory and Prevocational Accreditation Unit (MAPAU),
 Queensland Department of Health
- a Director of Medical Services or equivalent from a Queensland Hospital and Health Service
- a University Faculty representative from one of the Queensland Medical Schools.

Prior to the ballot taking place, the Review Committee will consider applications for:



requests for special considerations



exemption requests



joint ticket applications



deferral requests

Applicants will be notified of the outcome of their application when first round offers
(Applicant Group A) are released.



Eligibility

Applicants wishing to access the Aboriginal and Torres Strait Islander Intern Allocation Initiative will be:

- of Aboriginal and/or Torres Strait Islander descent; or accepted as an Aboriginal and/or Torres Strait Islander person by the Aboriginal and/or Torres Strait Islander community in which they live,
- a Group A or B applicant

Eligible candidates who wish to participate in the Initiative are required to submit documentation as outlined in the supporting documentation section below, as part of their online application.

Supporting documentation

Applicants must provide:

- a declaration of Aboriginal and/or Torres
 Strait Islander descent (a signed <u>statutory</u> <u>declaration</u> is an acceptable form of declaration for this purpose); or
- confirmation of acceptance as an Aboriginal and/or Torres Strait Islander person by the Aboriginal and/or Torres Strait Islander community in which they live (such information must be provided by an incorporated community organisation, association or body where the majority of members of the governing body are Aboriginal or Torres Strait Islanders or both. The confirming organisation must exist at the time of the intended purpose of the confirmation. An original or notarised copy of a 'letter of confirmation', or an original or notarised copy is an acceptable form of confirmation for this purpose); and
- a statement as to why you want to work at a particular hospital.

How to apply

Step 1 -Personal Details



Select **'yes'** to question "Do you identify as Aboriginal and /or Torres Strait Islander?"



Select **'yes'** to question "Do you wish to apply for the Aboriginal and Torres Strait Islander Intern Allocation Initiative?"



Advise which hospital you wish to work at

Note: Please ensure that the hospital you nominate in this section is the same as your first preference in the preferences section of the intern application.

After applications close, you will receive an email that advises the:

- due date for supporting documentation; and
- method of submission

Applicants will be notified of the outcome of their application when first round offers (Applicant Group A) are released.

Please note: Candidates cannot apply if they have submitted either a joint ticket or special consideration application.

Please note: All documents must be certified by a Commissioner for Declarations, Justice of the Peace, Solicitor (or other approved delegate) as true copies of the originals.



Review of applications

Applications are assessed by the panel prior to the ballot process.

The panel will consist of the following members:

- a representative of the MAPAU, Queensland Department of Health
- a representative of the Department of Health First Nations Health Office

The panel will review the documentation provided to confirm the eligibility of applicants to be allocated to an intern position under the Initiative. The Panel may contact applicants if any additional information is required for the application to be properly considered.

The panel will offer endorsement of applications to the existing Intern Recruitment Campaign Review Committee, which will confirm the applicant's exemption from the ballot process.

If there are more eligible applicants than positions available at a particular hospital, applicants will be directly contacted to discuss options.

Applicants who have been confirmed as eligible by the panel will be exempt from the ballot process and allocated to the hospital nominated as first preference in their intern application.

Please note: Applicants wishing to access the Initiative must meet all standard requirements of the intern recruitment campaign and are subject to established pre-employment requirements conducted by the Hospital and Health Services.

Special Consideration applications

It is recognised that some applicants may have extenuating circumstances at the time of application that may limit their ability to work in one or more locations in Queensland.

Eligible Group A applicants can apply for Special Consideration (SC) to be allocated to either the South East Queensland corner group or to an individual hospital. Special consideration applications are subject to assessment and approval by the Review Committee and are final and are not subject to challenge or appeal. Check the campaign dates calendar to confirm the due dates for supporting documentation.

Eligibility

To be eligible to apply for SC, applicants must be Applicant Group A; and apply under one of two rules:

Rule 1 - Have exceptional compassionate grounds or other exceptional reasons that would cause **significant personal or family hardship.** For example, major health problem requiring frequent and ongoing highly specialised treatment only available in certain locations; separation from a partner or dependant that would have significant negative impacts on the functioning of the applicant and/or dependant and is not feasibly remediable; **OR**

Rule 2 - Demonstrated commitment or ties to rural or regional Queensland with an intention to practice in these locations in the long-term.

Applicants can only apply to one of the above rules and applications must be submitted with the appropriate supporting documentation (refer below).

Please note: Applicants cannot apply for special consideration to both the South East Queensland corner group and an individual hospital and cannot apply if they have submitted a joint ticket application.

How to apply

Step 3 - Other details

- 1 Select "Special Consideration"
- The location (South East Queensland Corner Group or individual hospital) you are applying to,
- Select the rule you are appling under; and
- Provide a brief statement in the free text box regarding your special consideration request.

Soon after the general applications close, you will receive an email that advices the:

- date due for supporting documentation; and
- method of submission.

Please note: Only applicants that have nominated an oversubscribed hospital will be asked to provide supporting documentation.

Supporting documentation

Rule 1: Have exceptional compassionate grounds or other exceptional reasons that would cause significant personal or family hardship.

Applicants applying under **rule one** must supply the following:

- a certified copy of a Queensland statutory declaration detailing the applicant's potential hardship and list the documents which have been supplied to support the request for special consideration;
- a certified copy of a Queensland statutory declaration made from person(s) other than the applicant and confirm the applicants claim;
- a certified copy of Medical certificate/s or other supporting documentation stating what the exceptional compassionate grounds or other exceptional reasons are;
- a certified copy of evidence of the compassionate circumstances. For example, where special consideration is sought due to medical condition, there must be sufficient evidence that treatment for the medical condition cannot be transferred to another hospital location.

Rule 2: Demonstrated commitment or ties to rural or regional Queensland with an intention to practise in these locations in the long-term.

Applicants applying under rule two must supply the following:

 Queensland statutory declaration outlining their rural/regional experience and their intention to practice in this location in the future.

Please note: Family members cannot:

- witness or sign any declarations
- certify any documents.

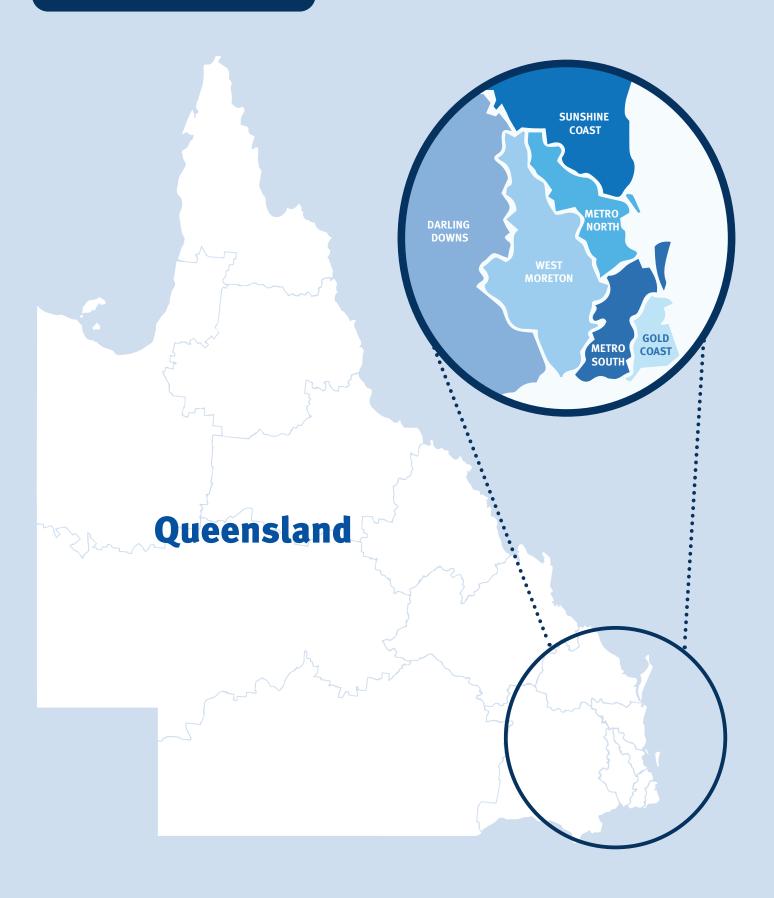
Download the <u>Queensland statutory declaration</u> (these can also be obtained from any Australia Post Office). Commonwealth statutory declarations will not be accepted.

Please note: All documentation must be certified by either a Justice of the Peace, Commissioner of Declaration, Barrister, Solicitor, or notary public as true copies of the original.

*The Review Committee will not assess partially completed SC applications.



South East Queensland



South East Queensland corner group:

Metro North

- Royal Brisbane and Women's Hospital
- Caboolture Hospital
- Redcliffe Hospital
- The Prince Charles Hospital

Metro South

- Princess Alexandra Hospital
- Queen Elizabeth II Jubilee Hospital
- Mater Health
- Logan Hospital
- Redland Hospital

West Moreton

Ipswich Hospital

Gold Coast

• Gold Coast University Hospital

In the application, Group A applicants applying for SC for an allocation to the South East Queensland corner group must nominate the abovementioned hospitals first, followed by the Individual hospitals (refer below):

Applicants with an approved SC to the South East Queensland corner group are still subject to the ballot process.

Applicants applying for a SC to be allocated to the South East Queensland corner group should ensure that they have considered and preferenced undersubscribed hospital within this region.

The Review Committee may decline an application for SC if there is an undersubscribed South East Queensland corner hospital within reasonable distance of the applicant's residence.

Check which hospitals are undersubscribed in the <u>position status report</u> when completing your online application.

Individual Hospitals

Applying for SC to one of the individual hospitals means you are seeking exemption from being subject to a ballot process, thus ensuring your allocation to that hospital.

Hospitals classed as individual are:

- Bundaberg Hospital
- Cairns Hospital
- Hervey Bay Hospital
- Mackay Base Hospital
- Rockhampton Hospital
- Sunshine Coast University Hospital
- Toowoomba Hospital
- Townsville University Hospital

Please note: If you are applying for SC under Rule 2: Demonstrated commitment or ties to rural or regional Queensland with an intention to practice in these locations in the long-term, all Individual hospitals are considered rural and remote (R&R) for the purposes of the intern recruitment campaign except the Sunshine Coast University Hospital.

The campaign uses the Modified Monash Model (MMM) classification system to determine rural and remote status (MM 2 to MM 7). More information can be accessed on the MMM classification system here.

Applicants wanting to apply for SC to the Sunshine Coast University Hospital can only apply through Rule 1.

Requests for exemption from suitability assessment

The Review Committee may consider granting an exemption from suitability assessment in the following circumstances:

- the applicant is a domestic Queensland graduate in Applicant Group B (and was an Applicant Group A in a previous campaign); and
- compassionate or extenuating circumstances prevented the commencement or completion of internship.

Exemption applications are subject to assessment and approval by the Review Committee. Eligible applicants must:

- email the Intern Campaign Coordinator, comprehensively outlining details of the circumstances which prevented the commencement or completion of internship, and
- supply any relevant documentation to support request for exemption which includes:
 - all internship term reports,
 - two referee reports from recent supervisors,
 - a statement from the Director of Clinical Training at the original internship site, and
 - any other supporting documentation (e.g. medical certificate).

This documentation must be emailed to Intern-Recruitment@health.qld.gov.au by the closing date of the campaign.

All applicants approved by the Review Committee for an exemption will have their applicant group status updated from Applicant Group B to Applicant Group A.

Exemption requests that are not submitted in full before the nominated deadline will not be considered by the Review Committee.





Joint ticket applications

Couples where both medical students are Applicant Group A may apply for a joint ticket to be appointed to the same Queensland hospital for their internship.

Joint tickets are subject to assessment and approval by a Review Committee. Joint ticket applicants **cannot** also apply for special consideration.

Eligibility

Applications for a joint ticket must meet the following eligibility criteria:

- both applicants meet criteria for Applicant Group A;
- their relationship must meet the definition of a 'couple' (for the purposes of this application): They must be ".... married or de facto (including same sex couples) for at least nine months at the time of application.";
- both applicants will be completing their medical qualification at a Queensland medical school;
- both applicants will be graduating in the same year.

Supporting documentation

In addition to the normal application documentation, eligible applicants applying for a joint ticket need to supply Queensland statutory declarations and other documentary evidence, that confirms their relationship meets the required definition of a couple (for the purposes of this application).

Please note: All documentation must be certified by either a Justice of the Peace, Commissioner of Declaration, Barrister, Solicitor, or notary public as true copies of the original.

How to apply

Eligible applicants who intend to apply for a joint ticket must:

- Indicate their intention on their respective online applications both partners must do so and list their partner's name
- Submit identical hospital preferences

 if the preferences do not match, the applicants will not be considered for a joint ticket,
- Submit the required supporting documentation, and
- On the application, at Step 3 Other Details you need to select 'Joint Ticket'.

Soon after the general applications close, you will receive an email that advices the:

- date due for supporting documentation; and
- method of submission.

Statutory declarations

A Queensland statutory declaration should:

- be from the applicant applying for a joint ticket
- note the hospital the Group A applicant is applying to
- declare the couple status
- list what documents have been supplied to support their application for a joint ticket.

A second Queensland statutory declaration:

- must be from someone other than the applicants themselves
- should confirm the applicants couple status.

Download the <u>Queensland statutory declaration</u> (these can also be obtained from any Australia Post Office).

Please note: Family members cannot:

- witness or sign any declarations
- certify any documents.

Evidence of MBBS enrolment and completion date

Applicants must provide certified copies of correspondence from a Queensland University which confirms that both students:

- are currently enrolled in MBBS/Doctor of Medicine course, and
- will complete their course requirements in the same year.

Student identification cards, semester timetables and/or academic transcripts are not sufficient.

Evidence of couple status

Applicants must provide certified copies of one of the following:



- recent utility accounts (e.g. phone, gas or electricity) that have both partner's names, or separate utility accounts that each partner receive at the same address, or
- lease agreement with both partner's names

Note: if unable to provide a marriage certificate, recent utility account or lease agreement please provide another Queensland statutory declaration (in addition to the two above) from person/s who can vouch the couple have been in a de facto relationship for at least nine months at the time of application.

Couples who cannot live together due to religious reasons or other factors can provide another Queensland statutory declaration providing the reason for this.

Deferrals

To be eligible to apply to defer your intern year, you must be:

- an Applicant Group A, and
- able to show evidence of satisfactory grounds (compassionate or extenuating circumstances) for deferral.

A request for deferral is to be submitted in addition to an internship application for your immediate postgraduate year.

Deferral approvals are not guaranteed — documentary evidence of satisfactory grounds is required and will be subject to assessment by the Review Committee.

The Review Committee's determination will guide whether your intern application will be considered in this campaign, or if you are approved to apply in the subsequent intern campaign.

Please note: Your can only apply to defer for 1 year.

Commonwealth statutory declarations will not be accepted.

Please note: Family members cannot:

- witness or sign any declarations
- certify any documents.

How to apply

Email your request and written evidence to Intern-Recruitment@health.qld.gov.au before the application closing date.

The documentation will be provided to the Review Committee who will either approve or decline your deferral request.

Satisfactory grounds for deferral — written evidence

Group A applicants wishing to defer **must provide written evidence** showing satisfactory grounds for the application. A deferral request without supporting documentation will not be considered by the Review Committee.

You must submit the following to support your request:



A Queensland statutory declaration explaining your reasoning for deferring the internship offer. This may include reasons such as:

- Higher education acceptance onto a research or scholarship program
- Maternity leave, or
- Other compelling reasons.
- 2 A C

A Queensland statutory declaration should be made by someone else to confirm your claim



Evidence to support your deferral request which may include the following:

- A letter from university confirming that the applicant is currently a full time student and specifying the students graduation date,
- Birth certificate for maternity leave, or
- Medical certificate.

Outcome of deferral requests

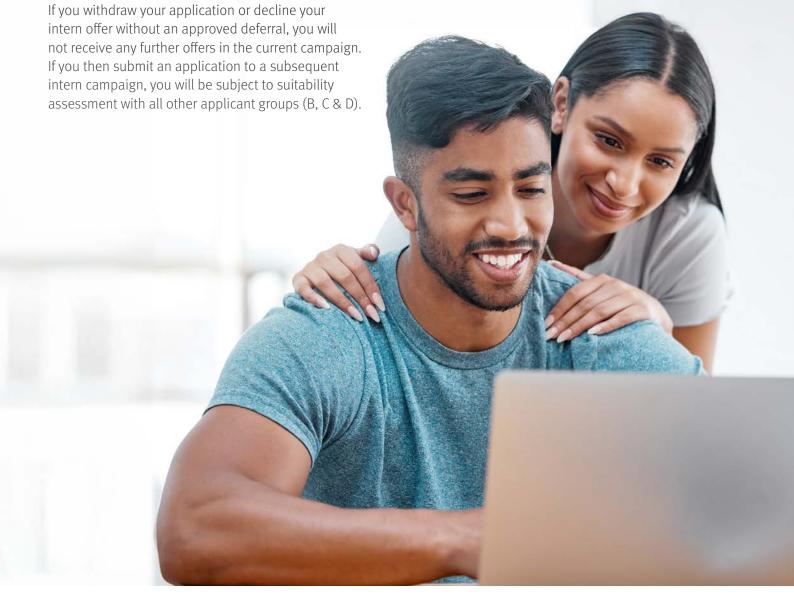
Applicants will be notified of the outcome of their request for deferral after the Review Committee meeting. Decisions made by the Review Committee are final and are not subject to challenge or appeal.

If your deferral request is approved by the Review Committee you must:

- withdraw your application from the current campaign
- submit a new application in the following year.

Approved deferrals are valid for 1 year only. If you do not submit an intern application in the next intern campaign, your approval will lapse. If you submit an application in future campaigns (other than the year immediately following your approval), you will be considered as an Applicant Group B and required to participate in a suitability assessment process along with Applicant Groups C & D.

If your deferral request is declined by the Review Committee, your application will proceed in the current campaign and you will be allocated to an intern position either automatically or via random ballot.



Ballot process

Group A applicants who nominate an oversubscribed hospital as their first preference will participate in the ballot process and will be allocated according to the rules.

Prior to the ballot commencing, any applicants with approved special consideration to an oversubscribed individual hospital and approved Aboriginal and Torres Strait Islander Intern Allocation Initiative applicants are removed from the random draw. They are locked into that hospital.

All oversubscribed hospitals are placed in a pool and assigned a number.

All Group A applicants for each of the oversubscribed hospitals are placed in a separate pool and assigned a number.

Ballot steps and action



An oversubscribed hospital is randomly drawn from the hospital pool.



An applicant will be randomly drawn from the pool of applicants who nominated the hospital as a first preference.



Randomly selected applicant is allocated to their next available undersubscribed hospital in order of their preferences.

For example the 1st preference is RBWH (oversubscribed, 2nd Logan (oversubscribed) and 3rd Rockhampton (undersubscribed and all positions are yet to be filled) then the applicant will be balloted to Rockhampton Hospital.



This ballot process is repeated until the appropriate numbers of applicants are removed from the oversubscribed hospitals and all oversubscribed hospitals become equal in numbers.

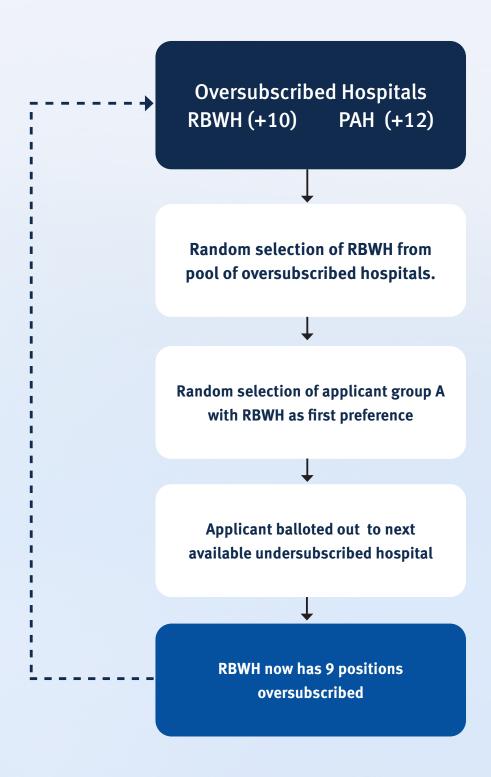
A student representative from each of the Queensland Medical Schools are invited to observe the ballot process.

Operational Rules for approved joint ticket holders, special considerations, exemptions and term 2/mid year commencement requests

- Joint ticket holders Applicants approved for joint ticket allocations are not exempt from the ballot process.
 - If selected through the oversubscribed ballot process, the applicant and their partner will be allocated to their next available undersubscribed preference where two positions remain vacant.
 - If this process causes an oversubscribed hospital to become undersubscribed and other applicants have previously been balloted out of this hospital, then a random draw of those previously balloted applicants is to take place to determine who will return to this hospital.
- Special Consideration: South East Queensland corner — Applicants with an approved SC application to the South East Queensland corner group are not exempt from the oversubscribed hospital ballot process.
 - If selected through the oversubscribed ballot process, they will be removed from the oversubscribed hospital and allocated to their next available undersubscribed hospital preference within the South East Queensland corner group.
 - If there are no vacancies in the South East Queensland corner group, they retain their first preferenced allocation.

- Special Consideration: Individual hospital allocations — Applicants with an approved SC application to an oversubscribed individual hospital are exempt from the ballot process and will be allocated to the requested hospital accordingly.
- **Term 2/mid year commencement** Applicants with an approved Term 2/mid year commencement request **are not exempt** from the ballot process.
 - If selected through the oversubscribed ballot process they will be removed from the oversubscribed hospital and allocated to their next available undersubscribed preference.
 It is then the applicant's responsibility to negotiate a term 2/mid year commencement with their allocated hospital after the ballot process. The decision to accommodate a term 2/mid year commencement is always at the hospital's discretion. Approval for a term 2 / mid year commencement is not guaranteed.
 - Applicants unable to secure a term 2/mid year commencement at any facility can apply to the following years campaign and retain their group A status guaranteeing them an intern position commencing in January 2027.

The ballot process



Late Vacancy Management Process (LVMP)

A late vacancy management process (LVMP) is implemented across Australia to manage any vacancies that may arise after the national closing date for intern recruitment. This process runs from November through to March the following year.

It involves managing a central national register of eligible unplaced applicants.

The central register is maintained by the National Data Manager throughout the LVMP. Hospital Intern Recruitment Coordinators check this register prior to sending an internship offer to an applicant to ensure that they have not already received an offer from another State or Territory.

The aim of the LVMP is to:

- maximise opportunities for applicants who are yet to receive an internship offer
- reduce uncertainty for employers seeking to fill late vacancies by ensuring they are not offering a position to an applicant who has already accepted an offer from another State/Territory.

Eligible applicants who have not received an internship offer at the national closing date of intern recruitment will be contacted by the National Data Manager if they wish to have their name added to the LVMP list.

Unplaced applicants on the central register will receive no more than 1 internship offer.

National audit

All states have agreed to share information related to acceptances of intern offers throughout the offer process. This audit aims to:

- minimise the number of vacant intern positions across jurisdictions at the start of the clinical year, and
- support the national priority of providing Australian trained graduates with an internship, as the number of medical graduates applying for positions in Australia grows.

An independent central administrator (based in New South Wales) is responsible for administering the national audit process. They will:

- analyse the data provided from each of the states/jurisdictions and identify those applicants who have accepted multiple intern positions,
- contact these applicants (who must choose which offer they wish to accept within 48 hours, or their first offer will be considered as their accepted offer), and
- provide reports to states / jurisdictions.

They may communicate with the Medical Board of Australia and/or the state to which an applicant has applied for the purpose of verifying applicant details.

Click here to view the <u>Intern Recruitment 2026</u> <u>National Intern Audit Flyer</u>.





Applying to the campaign Intern2026

How to apply

Review the website to determine your preferred Queensland Health hospital and learn more about some of the specific rotations on offer and employment conditions.

https://www.careers.health.qld.gov.au/medical-careers/medical-internships

Prepare supporting documentation

To assist with Queensland Health mandatory documentation requirements, please review the documentation checklist, located below prior to commencing your online application.

Documentation Checklist

More information regarding the required documentation is contained in the coming pages. A printable documentation checklist is located in the appendix.

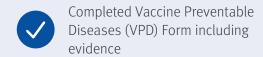
It is recommended that you have these documents ready prior to commencing your application.

- All files uploaded must be in PDF format and the maximum file size accepted is 2MB per file
- If you have multiple pages for upload to a question you will be required to scan all pages as one single PDF document
- All documentation uploaded to your application can be updated during the application period.
 Once the intern applications have closed, you will only be able to edit the following details of your application: Contact details, Unique identification number, Referee details, Curriculum vitae, Criminal history form, Vaccine preventable diseases (VPDs) evidence.

Please note: All identification documentation must be certified by either: Justice of the Peace, Commissioner of Declaration, Barrister, Solicitor, or notary public.





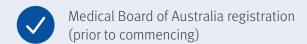


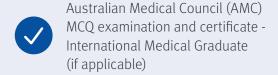












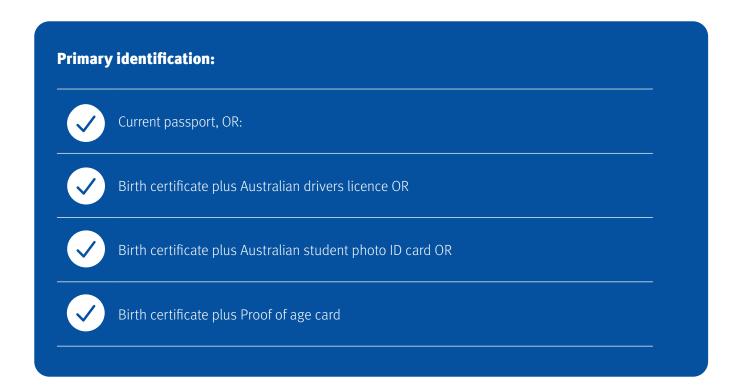


Proof of identification

As per the Recruitment and Selection Policy, 'proof of identity' documents must be provided. All proof of identification documents must be current and must include at least one type of photographic ID and identification that contains a signature and date of birth. All proof of identification documents must be certified by either a Justice of the peace, Commissioner of Declarations, barrister, solicitor, or Notary Public.

Please note: All identification documentation must be certified by either: Justice of the Peace, Commissioner of Declaration, Barrister, Solicitor, or notary public. Prior to receiving an offer of employment all appointments are subject to mandatory pre-employment checks conducted by the recruiting hospital, which may include a request for further information or verification of information supplied in your application.

*For overseas applicants, local documents issued by equivalent overseas authorities can be accepted.





Visa documentation (if applicable)

All permanent and temporary residents will need to upload their visa and <u>Visa Entitlement Verification Online (VEVO)</u> Entitlements Check documentation. For information and visa types please contact the <u>Department of Home Affairs</u>.

Criminal History

All applicants must submit a Queensland Health criminal history check consent form.

A criminal history check is a mandatory Queensland Health employment requirement. Providing consent at the time of application will expedite pre-employment processes.

Please note: Witnesses must be over the age of 18 and be able to verify the identity of the applicant (this can include a family member).

Vaccine Preventable Diseases

All applicants are required to provide documentary evidence to verify they are either vaccinated against or that they are not susceptible to the specified vaccine preventable diseases (VPD):

- Measles, Mumps, Rubella (MMR)
- Whooping cough (Pertussis)
- Chicken pox (Varicella)
- Hepatitis B

Evidence must be provided on the <u>VPD evidence certification</u> form or the <u>VPD evidence form</u>. For more information please see <u>Providing evidence of mandatory vaccinations</u> <u>Queensland Health</u>

All new employees who will be working in clinical areas in a Queensland Health hospital must be assessed for their risk of tuberculosis (TB) using the relevant <u>TB risk</u> assessment process.

Please note: Supporting documentation attached to the VPD evidence form must be combined and uploaded to your application as one single document.

Curriculum vitae

All applicants must upload a current signed copy of their Curriculum Vitae (CV), including a statement confirming the content is true and correct.

For convenience, applicants may choose to use the Queensland Health Medical practitioner CV template.

Note: the Queensland Health Medical Practitioner CV template is not mandatory. If you are unable to complete some of the sections please leave blank.

If you do not wish to use the template please provide a copy of your current CV.

Referee reports

All applicants are required to nominate two (2) referees (who are not a personal friend) and provide their contact details.

Referees must be able to comment on applicants:

- professional relationships
- clinical skills and knowledge
- professional and ethical behaviour
- communication and interpersonal skills
- · teaching and learning
- leadership and teamwork
- employability.

Please note: Applicants must request approval from their referees before nominating them on their application, and where possible use organisational email addresses rather than personal email addresses, ensuring the email address is spelt correctly.

Group A applicants must nominate two (2) referees; referees will not receive an auto email requesting a report. Therefore, referees may not need to complete a report, however, hospitals may contact applicant's referees at a later date if they require further information.

Group B, C & D applicants are selected via a suitability process, thus referee reports are required for this process. Applicants should ensure their referees submit a report in a timely manner, before the selection period of these applicant groups. Queensland Health accepts no liability for outstanding referee reports. Once the referee details section on the application is complete select 'save and continue', an automatic email notification request will be sent to the nominated referees to complete and upload a report to the system.

Applicants will need to tell their referees to:

- check junk mail if they are unable to locate the email in their inbox
- complete the referee report by 24 June 2025, and
- expect a completion email with a copy of the report attached once report is completed online and successfully submitted.

Please note: Applicants will also receive a confirmation email once a referee report has been submitted.

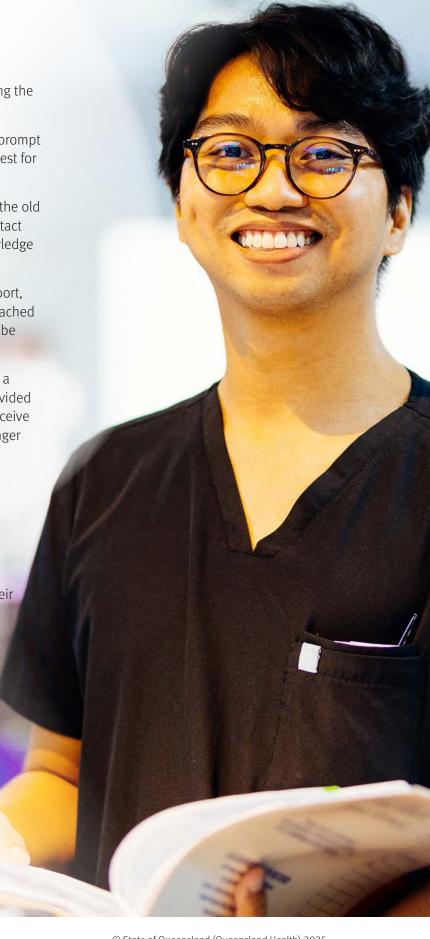
Amending referee details

Applicants can change referee details or replace an existing referee with a new referee at any time during the recruitment process, however, please note:

- amendments to a referee email address will prompt the system to automatically re-send the request for a reference
- the system will automatically send emails to the old referee, new referee (or old referees new contact details) as well as to the applicant to acknowledge this process has occurred
- if the applicant's referee has completed a report, the email address is amended, the report attached will be deleted and a new report will need to be resubmitted by the nominated referee, and
- if a referee email address is amended before a report has been submitted the email link provided to the referee will become invalid, and will receive an email notification advising they are no longer required to submit a report.

Medical qualification

All applicants that have already graduated from medical school are required to provide a copy of their medical qualification. Applicants who are yet to complete their degree and are successful in obtaining an internship will need to supply a copy of their medical qualification to the local medical administration unit upon commencement of employment.



Please note: Medical qualifications which are in a language other than English are to be accompanied with a copy of the translatation by a member of the <u>National Accreditation Authority for Translators and Interpreters (NAATI)</u>

EICS verification is mandated under the Health Practitioner Regulation National Law Act 2009 (National Law) for all International Medical Graduates seeking registration in any category in Australia. Refer to the Australian Medical Council website for more information on this process.

Australian medical council MCQ examination and certificate (if applicable)

International Medical Graduates (IMG) who have completed their Australian Medical Council (AMC) MCQ examination and Certificate will be required to upload a copy of the documentation. For further information regarding the assessment process for IMGs, please check the Australian Medical Council website.

Short statements

- Outline some of your skills, experiences and/or personal qualities and explain how you might uniquely fulfil the role and contribute to the organisation and its culture.
- The career related experiences you want to pursue in your intern year.

Registration with the Medical Board of Australia

It is your responsibility to obtain registration with the Medical Board of Australia (MBA) before you can commence duties as an intern.

Read about MBA registration as an intern.

Applying for registration is a separate process, however, it is a mandatory employment requirement. Failure to obtain registration with the MBA before the start of the medical year:

- will compromise your ability to start work as agreed
- may result in termination of your contract.

The MBA's registration standards define the requirements for registration. All applicants for registration must meet the following mandatory registration standards which include and are not limited to:

- criminal history registration standard
- english language skills registration standard
- professional indemnity insurance registration standard
- recency of practice registration standard
- continuing professional development registration standard.

For further information regarding the MBA registration standards please visit Medical Board of Australia.

Submit your online application

Submit your QRGP or General application via the <u>online application portal</u> which is accessible via the intern recruitment website during the application period.

The <u>application portal user guide</u> is a separate document that will guide you through the online application process. You may wish to have a copy of this handy at the time of commencing your online application.

Those who are unsuccessful for the QRGP can still apply for a position through the general campaign. Please refer to the <u>Queensland Rural Generalist Pathway</u> website for pathway information, key dates and eligibility. Note the QRGP is managed by the Darling Downs Hospital and Health Service.

Please note: When commencing/registering your online application, where possible use personal email addresses rather than university email addresses.

Amend your online application

Before the closing date of the campaign, you can edit any information contained in your online application. For information on how to amend your details, refer to the <u>applicant portal user guide</u>.

After the closing date of the campaign, you can edit the following details of your application:

- contact details
- unique identifier number
- referee details
- documents that you uploaded before you submitted your application:
 - CV
 - criminal history check
 - vaccination status

If you need to upload documents that were not included in your application at the time of submission:

- email them to <u>Intern-Recruitment@</u> <u>health.gld.gov.au</u>
- provide your name and date of birth in your email message



Offers and acceptance

First round offers

(Applicant Group A)

First round offers are for:

 group A and Aboriginal and Torres Strait Islander Intern Allocation Initiative applicants.

Offers are made to applicants and will be notified via email.

- Applicants have 48 hours to accept or decline the offer. This must be done via the online Application Portal.
- Applicants offered their first preference may accept or decline the offer.
- Applicants who are not offered their first preference may apply for a swap or transfer to another hospital. Refer to the swaps and transfers process in this guide for information about this process.
- Group A will only receive one offer of internship.

Second round offers

(Applicant Groups B-D) (First Preferences Only)

Queensland Health hospitals will assess applications and conduct their own suitability assessment processes to fill their remaining vacancies. It is recommended to contact the Hospital and Health Services to find out what their selection processes are and what they look for in an intern, contact details for the hospitals can be found here.

Please note: after Group A offers are finalised the Position Status Report (PSR) is updated. This is an updated list of available positions remaining. Group B-D applicants have 48 hours to change their preferences if they wish to.

Group B-D will only receive one offer of internship for the Intern 2026 campaign.

Open round

(Applicant Groups B-D)

If vacancies become available after the First and Second Round offers, individual hospitals will select from remaining applicants to available vacancies. Hospitals can fill these vacancies with applicants who have not first preferenced them.

Recruitment to fill available vacancies will continue until the national closing date for intern recruitment. After the closing date any further vacancies that arise will be filled via the Late Vacancy Management Process (LVMP).

If applicants have not received an intern offer after the open round they should contact the hospital directly to request feedback/ enquire about their application.

Withdrawing or declining an offer

Withdrawing an application

You may withdraw your application at any time.

However, once you withdraw your application, you will not be considered for any further intern positions within Queensland Health during the current intern campaign.

If you have accepted an offer from another jurisdiction or are not able to start duty as required (i.e. you may have failed to complete course requirements), you should withdraw your application as soon as you can, so the relevant hospital can quickly recruit to the vacant position.

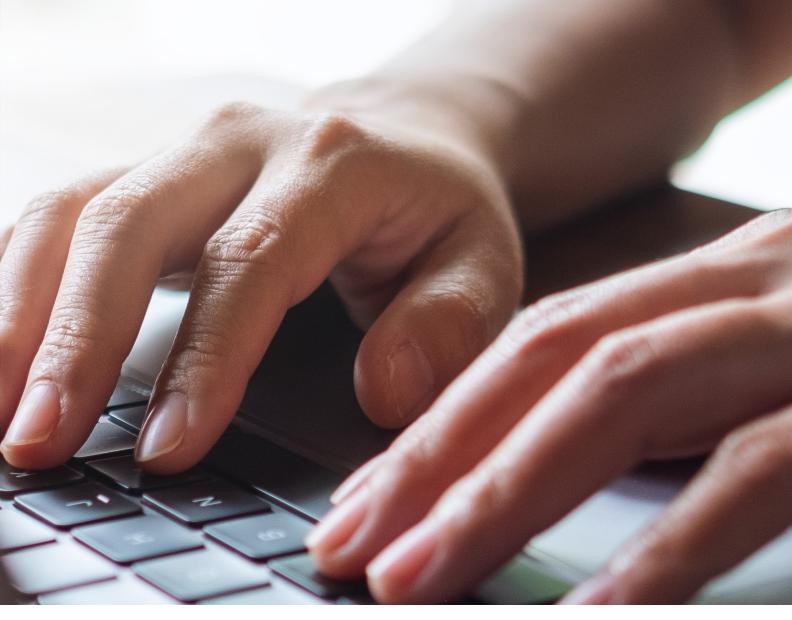
Group A applicants

If you apply and withdraw your application (for employment in the year immediately following your graduation) without requesting approval to defer, you will be considered as an applicant Group B applicant for any future applications.

If you apply and receive an approval to defer your internship, you can withdraw your intern application. You will be considered as an applicant group A in the next year's intern campaign.

If you apply for an internship position but fail course requirements, which will delay your graduation for another year, you should withdraw your application and reapply in next year's campaign.

Your application will be managed as an Applicant Group A as long as you are applying for an internship in the year immediately following your graduation.



Declining an internship offer

You can decline your internship offer, but it may affect the way your application is managed if you reapply in a subsequent intern campaign.

- If you are an Applicant Group A and decline your offer without an approved deferral, you will be considered as an Applicant Group B if you submit an application in a subsequent campaign.
- If you are an Applicant Group B-D and decline your offer, you will not be considered for any further intern offers for the current campaign but may apply to subsequent campaigns.
- If you withdraw your application after you've accepted an intern position, you will need to follow the repeating an internship process if you intend to apply in a subsequent campaign.

If you are declining an offer you should make contact with the <u>Medical Board of Australia</u> to discuss your intentions regarding internship training.

How to withdraw:

- Email your allocated hospital and the Intern Campaign Coordinator (if you have accepted an intern position).
- Log into the online application portal and select 'withdraw'.
- Refer to the <u>Application portal user</u> guide for help.
- You will receive an automated confirmation of withdrawal via e-mail.

Reinstating your withdrawn application

If you have withdrawn your application and later want to reinstate it, email the Intern Campaign Coordinator Intern-Recruitment@health.qld.gov.au

Your request should provide:

- Advice of the error
- A clear reason why your application needs reinstating.

The Intern Campaign Coordinator will respond accordingly.



Term 2/mid year commencement

This is only offered to Group A applicants and is always at the hospital's discretion. Approval for a Term 2/mid year commencement is not guaranteed.

Hospitals' ability to deliver services is always the priority:

- some hospitals may be able to accommodate Group A applicants who require a term 2/mid year commencement, but this is never a guaranteed process.
- all hospitals reserve the right to withdraw an offer of internship if a medical graduate cannot start at the beginning of the medical year or as otherwise agreed. This includes circumstances where graduates can't start because of:
 - failure to complete MBBS course requirements
 - delays to registration with the Medical Board of Australia
 - other significant reasons.

Please note: If unable to commence in January we encourage applicants to initiate discussions with their preferred hospital about their possible start date prior to applications opening.

How to apply

Term 2/mid year commencement

Group A applicants who know at the time of application that they may require a term 2/mid year commencement should:

- 1 Indicate this on the application form
- Contact hospitals before applying to determine if a term 2/mid year commencements may be accommodated. These details are available on the intern website. The hospital frequently asked questions documents also provides the hospitals general position on term 2/mid year commencement for interns.
- Preference hospitals on the online application form that may accommodate a term 2/mid year commencement.

If a term 2/mid year commencement requirement is only known **after acceptance of a position**, it is the applicant's responsibility to contact the relevant hospital directly to discuss whether a term 2/mid year commencement can be accommodated.

If you are offered a term 2/mid year commencement you should maintain contact with hospital recruitment teams and advise as soon as possible if there are any changes to your circumstances which may impede your ability to start the internship training.

Transferring

Group A applicants may seek a transfer from their allocated hospital to a vacancy which arises at another hospital if they have extenuating circumstances (e.g. compassionate grounds or other compelling reasons).

This is only offered for Group A applicants. Approval for a transfer is not guaranteed and is always at the hospital's discretion.

Requests for a transfer to or from an interstate hospital are not considered.

Requests for transfers are assessed on a case by case basis. They involve negotiation between the:

- receiving hospital (hospital the applicant wishes to transfer to)
- sending hospital (current allocated hospital).

If one hospital does not agree to the transfer, the transfer is denied. Then the original allocation will stand, and the applicant will be required to remain in that hospital to complete their internship.

How to apply for a transfer

Requests to transfer can only be made after all offers have been finalised for Group A applicants. See first round offers in the <u>campaign dates</u>.

Applicants wishing to submit a transfer request must:



Check the <u>hospital's frequently asked</u> <u>questions</u> documents and make sure they are able to accommodate transfers



Contact medical recruiters to confirm that your preferred hospital (the receiving hospital) has a vacancy.



Provide in one email a detailed written explanation of your situation, reason for your request, and current hospital allocation to the:

- Medical recruiters at both the receiving hospital and the sending hospital; and
- Intern Campaign Coordinator.

If approved, the **Intern Campaign Coordinator** will:

- Update the online application portal to reflect the transfer (once confirmation is received from both delegates); and
- Advise all parties involved accordingly.

Swaps

Two Group A applicants may request a 'swap' if they wish to switch to each other's hospital of initial allocation.

This is only offered for Group A applicants. Approval for a swap is not guaranteed and is always at the hospital's discretion.

Requests for a swap to or from an interstate hospital are not considered.

Requests for swaps are assessed on a case by case basis. They involve the negotiation between both hospitals. If one hospital does not agree to the swap, the swap is denied. Then the original allocation will stand, and the applicant will be required to remain in that hospital to complete their internship.

If one of the applicants fails to commence duty at the hospital they swapped across to, then the other applicant involved in the swap may be required to fulfil their intern year at their original posting.

How to apply for a hospital swap

Requests to swap can only be made after all offers have been finalised for Group A applicants. See first round offers in the campaign dates.

Applicants wishing to submit a swap request must:



Check the hospital's frequently asked questions documents for the hospitals involved and make sure they are able to accommodate the swap.



Provide in one email a detailed written explanation of their situation and intention to swap and email the:

- Medical recruiters of both hospitals, and
- Intern Campaign Coordinator.

If approved, the **Intern Campaign Coordinator** will:

- Update the online application portal to reflect the swap (once confirmation is received from both delegates)
- Advise all parties involved accordingly.



Repeating an internship

You may be eligible to repeat an internship if you have:

- accepted and not started your internship, or
- accepted and started an internship with Queensland Health but for reasons of compassionate or extenuating circumstances are not able to complete the internship.

There is no guarantee of re-employment in an intern position if you apply to repeat your internship year or specific terms with Queensland Health.

If you seek to repeat an internship you will be required to either renegotiate your existing contract or participate in a suitability assessment process to be considered for employment.

Process

Contact your employing hospital to see if an extension or renegotiation of your existing contract is possible.

This is a locally managed process between you and the hospital.

If you cannot get an extension or renegotiation of your contract you may apply to subsequent intern recruitment campaigns. You will need to apply again via the online application portal.

You may be contacted by medical recruitment teams should further information or consultation be required for a hospital's suitability assessment process.



General employment conditions

Terms of appointment

See term dates for the current intake year.

Queensland Health interns are required to undertake a paid intern orientation program prior to the beginning of the first term. Please contact the individual <u>hospital</u> for duration and dates for Orientation.

Medical Officers' (Queensland Health) Certified Agreement (No. 6) 2022

Interns' employment conditions are covered under the Medical Officers' (Queensland Health) Certified Agreement (No. 6) 2022 (known as MOCA6).

It covers:

- wages and salary
- industrial relations
- other employment conditions such as hours of work, allowances and overtime.

Additional information on wage rates is available here.

Recruiting hospitals

Should you wish to discuss any employment conditions specific to a particular internship hospital, please contact the hospital medical workforce teams directly.





Appendix

Key Contacts

Contact details for the hospitals who are accredited for intern training and participate in the intern recruitment campaign can be found on the <u>intern recruitment</u> campaign website.

On these pages you will find:

- information about each hospital location, about the community, the hospital and the programs offered to interns
- frequently asked questions expectations of interns, employment conditions, rotations and terms
- hospital contact information
- maps for Hospital and Health Services.

Campaign Contacts

General intern campaign

For enquiries about the general intern recruitment campaign, contact the intern campaign coordinator on Intern-Recruitment@health.qld.gov.au.

Queensland Rural Generalist Pathway

For eligibility criteria, campaign dates and participating hospitals please refer to <u>Queensland rural generalist</u> <u>pathway website</u> or contact the team at <u>rural generalist@health.gld.gov.au</u>.

Hospital information and intern contact details.

Documentation Checklist

Category	Attached (Yes/No)
Proof of identification documentation (must be certified by Justice of peace, Commission of Declarations, barrister, solicitor of Notary Public	
Completed Criminal History Form	
Completed Vaccine Preventable Diseases (VPD) and Tuberculosis Forms	
Curriculum Vitae	
Referee details	
Medical qualification (if graduated)	
Medical Board of Australia registration (prior to commencing)	
Australian Medical Council (AMC) MCQ examination and certificate - International Medical Graduates (if applicable)	
Visa documentation (if required)	

More information regarding the required documentation is contained in the "Applying to the campaign" section (pages 35-43).

This page is designed to be easy to print, to support your application process.

Prior to receiving an offer of employment all appointments are subject to a mandatory pre-employment checks conducted by the recruiting hospital, which may include a request for additional information or verification of information supplied in your application.

Medical School Deans: Notification of allocation

At the end of the campaign medical school Deans are notified of their graduating students' hospital allocations.

The information supplied can only be used by university medical school staff to broker meetings with students and their employing Queensland Health hospital and medical education unit.

The aim is to:

- encourage informal discussion between the intern and medical education unit to identify the areas of internship training which can be tailored to suit the individual's needs
- assist medical graduates in their transition into the medical workforce and enhance individuals learning opportunities in their internship year.

The information is released to the Queensland medical schools only and cannot be released to any other party or used for any other purpose.

The meetings can only be arranged with the student, university and employing hospital with the explicit prior consent of the student.

If you do not want your hospital placement details to be provided to your Queensland graduating university; please advise the Intern Campaign Coordinator via email at lntern-Recruitment@health.qld.gov.au.

