

Selection process to fill Internship 2026 vacancies

In the initial process, Princess Alexandra Hospital (PAH) will likely be allocated ~82 Group A interns from the oversubscribed hospitals ballot process. The following process applies to vacancies arising after Group A allocations have been finalised. The process aims to provide equal opportunity for both transfer applicants and Group B-D candidates.

Group B-D recruitment process

In preparation for vacancies, PAH will pre-emptively assess candidates for shortlisting. Candidates will be assessed through a best-suited process to establish a pool of suitability

- The Medical Workforce Officer will:
 1. generate a Group B-D report of candidates who have preferred PAH first,
 2. deselect:
 - Incomplete and withdrawn applications,
 - Those with only AMC Part 1 as they would require Limited Registration and Level 1 supervision (Australian Medical Council Graduate).
 - Candidates who graduated over two years ago (recency of practice standard applies to non-“recent graduates”)
 3. email applicants on first preference Group B-D report to advise selection process and confirm ongoing interest with a deadline for response and;
 4. download the Group B-D Referee Submission Report to assess applicants who have confirmed ongoing interest ability to perform the role
- The panel, consisting of the Director of Medical Workforce Services, a Medical Workforce Officer and a representative from Medical Education (either the Director of Clinical Training or the Principal Medical Education Officer), will convene to shortlist candidates for interviews based on referee reports, CV, campaign answers and eligibility to commence at the specified start date
- The panel will then collate a pool of suitability based on application, CV, referee reports and citizenship/visa status
- In line with the *Public Sector Act 2022*, the panel will also assess candidates on their potential to make a future contribution to the organisation and how appointing the candidate would achieve organisational equity, diversity, respect and inclusion obligations (see below linked *PSC Recruitment and Selection Summary Guide*).





Transfer Applications

As per the Intern Campaign Application Guide, to fill remaining positions or arising vacancies from Group A withdrawals, facilities participating in the Intern Campaign may consider Transfer applications from Group A candidates who were not balloted to PAH and have *extenuating circumstances* which require them to be in Brisbane or at the PAH for their intern year.

- PAH will consider intern transfer applications from **Monday 21 July 2025** up to the conclusion of the *First National Audit (14 August 2024)*. Following this date, it will be up to PAH's discretion as to whether an application for transfer can be considered.
- Applications will only be considered once the candidate has followed all guidelines as specified in the *Intern2026 Application Guide*.
- Applications will be assessed on a case-by-case basis in conjunction with the JMO Coordinator, the Manager, Medical Employment Services and the Director, Clinical Training, Medical Education Unit.
- Approval for transfer to the PAH will be sought from the Deputy Director Medical Services (DDMS). Once DDMS approval has been given, approval from the sending hospital is required for the intern transfer to PAH.
- **Note:** appointments via transfer will be made as vacancies become available.
- For further information, please refer to Attachment 1 – Transfer Principles.

Attachment 1: Transfer Application Assessment Principles

Group A Interns who have been balloted out from their first preference hospital are able to apply for a transfer to another facility on compassionate grounds or exceptional circumstances. Approval of Transfers is at the discretion of the sending and receiving hospitals. Group A candidates will be unable to submit a transfer request until after the balloting and offers are finalised on **Monday 21 July 2025**. Applications for transfers will close at the end of the *First National Audit* – **Thursday 14 August 2025**. Any applications received after this date will be considered at the discretion of PAH.

To apply, Group A interns must do the following.

1. Advise their allocated facility (sending hospital) as well as the Intern Campaign Coordinator that they are applying for a transfer.
2. Following completion of Step 1, complete the Transfer Request Survey, answering the questions and providing the following supporting documents
 - A *Statutory Declaration* detailing the situation/ reason for the request, and specifically detailing why they require placement at the PAH and attesting that the grounds for requesting a transfer are true genuine reasons witnessed by an authorised person
 - A letter of support from someone, hand signed and dated with contact details that supports the grounds for the request.

PAH will then assess transfer applications with consideration of the following:

- The applicant has followed the above instructions and provided supporting documentation
- The applicant has a valid reason for not applying for *special consideration* through the campaign (e.g. applicant's circumstances changed since applying).
- Letter of support is consistent with, and validates/supports the applicant's claims
- Applicant facility preference ordering in the campaign – if proximity to home is the driving factor, the applicant should have preferenced local facilities first to reflect their need to stay in the area.
- Impact of transfer approval on sending hospital (specifically facilities which historically struggle to attract doctors).

Notes:

Applications should be assessed and notified in a timely manner to allow the sending facility time to select a candidate for any vacancies arising from approved transfers. The panel should avoid comparing applicant's requests. Each should be assessed on their own grounds.

The Medical Workforce Officer will notify applicants once the panel have determined the transfer request outcome. If the panel find the applicant's request qualifies as exceptional circumstances or compassionate

grounds, necessitating a transfer, the applicant should be notified that they may transfer if/when a vacancy occurs, pending approval of the sending hospital.