



Intern Application Guide

Internship in the Northern Territory

Internship

Internships in the Northern Territory provide successful applicants the opportunity to complete an internship compliant with the requirements of the Medical Board of Australia (MBA) “Granting general registration as a medical practitioner to Australian and New Zealand medical graduates on completion of intern training”. This registration standard can be found on the MBA website www.medicalboard.gov.au

Internship is usually a period of one year supervised practice, where a graduate commencing as an Intern holds provisional registration and is employed in an accredited intern training position.

Successful completion of the internship leads to general registration. General registration indicates that the practitioner has the skills, knowledge and experience to work as a safe entry level medical practitioner able to practise within the limits of their training.

The Medical Board of Australia and NT health services require all interns to undertake and perform satisfactorily under supervision a minimum of:

- a term of at least eight weeks that provides experience in emergency medical care
- a term of at least 10 weeks that provides experience in medicine
- a term of at least 10 weeks that provides experience in surgery
- a range of other approved terms to make up 12 months (minimum of 47 weeks full-time equivalent service).

Interns are employed by a primary employing health service ensuring each trainee undertakes these essential rotations within their intern year. NT PMAS encourages interns to gain exposure in a range of health service settings both main training hospitals as well as rural and remote settings where available.

Education and Assessment

Interns are formally assessed during each term. The assessment is an opportunity for interns to discuss their progress against agreed learning objectives with their Term Supervisor. These objectives will be outlined and discussed at the beginning of each rotation.

Education and training during the internship is delivered in various ways such as bedside teaching. Formal educational sessions are provided as mandatory protected sessions once a week and all interns are expected to attend.

Each primary employing health service has a Director of Clinical Training (DCT) and a Medical Education Officer (MEO). Both have an important role in supporting and enhancing the prevocational education program which includes the intern education and training program. The DCT and MEO offer assistance and advice on the processes of teaching, assessment and evaluation. They are the staff that will provide support for the personal welfare of interns and resident medical officers and provide advocacy where needed.

Certificate of Completion (Internship)

Upon satisfactory completion of internship the primary employing health service will complete a certificate of completion of an accredited internship for each intern. The completed certificate and any necessary supporting documentation will be submitted to the NT Board of the Medical Board of Australia (NTBMBA). This certificate is necessary for the MBA to consider granting general (unconditional) registration. Further details on the requirements of general registration can be obtained from the MBA website www.medicalboard.gov.au

Eligibility for Internship

To be eligible to apply for an internship in the NT, applicants must:

- Be a graduate of an Accredited Australian Medical School in Australia or New Zealand
- Meet the Medical Board of Australia's English Language Skills registration standard
- Have never been registered or practiced as a health practitioner or previously commenced an internship in Australia or overseas.
- Be an Australian or New Zealand citizen, be an Australian Permanent Resident or valid temporary Australian resident, or be a holder of an unrestricted work visa that enables them to work in Australia for the duration of their prevocational training

Australian and New Zealand applicants who have completed their medical degree from outside Australia (at an AMC accredited Medical School) will be considered as an International medical applicant.

Internship placements are limited and priority is given to graduates of the NT medical school, graduates who are Australian citizens, graduates who are Australian permanent residents and New Zealand citizens.

What is an Intern Placement Number (IPN)?

The Intern Placement Number is a unique nine digit number which has been generated by the Australian Health Practitioner Regulation Agency (AHPRA) and has been provided to medical schools for distribution to all final year medical students. If you do not have an Intern Placement Number issued or you have misplaced it you must contact your medical school to have the number issued or reissued. Do not contact AHPRA.

Note: The Intern Placement Number is not your University Student Identification Number.

An IPN is compulsory for all applications for Internships in all states and territories. Applicants must have their IPN ready prior to commencing their application.

Mandatory Application Information

As part of the national alignment of intern application systems, jurisdictions have agreed on a minimum data set which will be **compulsory** for all applications. This data includes the following:

<ul style="list-style-type: none"> • First and Last name 	<ul style="list-style-type: none"> • Name of Medical School/University that has/will award degree (including Campus)
<ul style="list-style-type: none"> • Citizenship/Residency status 	<ul style="list-style-type: none"> • Medical School/University graduation year
<ul style="list-style-type: none"> • Medical Intern Placement Number (IPN) 	<ul style="list-style-type: none"> • Medical School/University student identification number
<ul style="list-style-type: none"> • Email address 	<ul style="list-style-type: none"> • Current/most recent visa for non-Australian citizens
<ul style="list-style-type: none"> • Contact Phone number 	<ul style="list-style-type: none"> • Academic Transcript or University supplied graduate list
<ul style="list-style-type: none"> • Home/Postal address 	<ul style="list-style-type: none"> • Curriculum Vitae or Resume declared true and correct & signed and dated
<ul style="list-style-type: none"> • Passport – if not available, Birth or Citizenship Certificate 	<ul style="list-style-type: none"> • Last Secondary schooling location
<ul style="list-style-type: none"> • Three Referees who will be able to provide a workplace assessment in a timely manner to support your application if required. Referees must be registered medical practitioners on AHPRA’s specialist register and contactable in the next three – four months. 	<ul style="list-style-type: none"> • English Language Skills Test Certificate/s or other accepted evidence (see English language skills registration standard) – for applicants who have not completed secondary schooling within one of the MBA ‘recognised countries’

Primary Employing Health Service

Primary Health Services offer internships in the Northern Territory. Each health service has designated placement hospitals where rotation terms may be undertaken to fulfil training requirements. The table below shows placement hospitals associated with each of the primary employing health services. In your application you will be required to select the health service you wish to apply to. If you are not already familiar with the primary employing locations you are encouraged to research.

Primary Employing Health Service	Placement Hospital
Top End Health Service (TEHS)	Royal Darwin Hospital (Primary) <ul style="list-style-type: none"> • Palmerston Regional Hospital • Gove District Hospital (Offsite Term) • Katherine District Hospital (Offsite Term)
Central Australia Health Service (CAHS)	Alice Springs Hospital (Primary) <ul style="list-style-type: none"> • Tennant Creek Hospital (Offsite Term)

Link to Application Form

NT Careers in Government – Employment Opportunities Online

<https://jobs.nt.gov.au/Home/Search>

In the *Search Parameters* type in the keyword 'Intern' to search for the Intern vacancies. Then select the *Search* button in the bottom right corner of the page. If the Intern vacancy is still open the vacancy title will be displayed in the *Search Results*. Click on the vacancy title which will then take you to a page where you will have to register into the Employment Opportunities Online system prior to accessing and completing the application form. The information in these employment registration pages is only used for employment statistical information for the Northern Territory Government.

Application Questions

Applications are ranked based on merit in accordance with standard public sector recruitment processes.

Personal Questions

Personal details must be provided and include – AHPRA Medical Intern Placement Number (MIPN), full name, residential and postal address, education, details of three professional referees who are registered on AHPRA's specialist register and able to provide a workplace assessment in a timely manner to support your application if required, your medical school student identification number, citizenship/residency status, if you are NT bonded graduate, if you have an NT scholarship, or if you identify as an Aboriginal or Torres Strait islander (ATSI).

Personal information asked for when you register to make the application is collected by the NT Government Public Service for statistical purposes only. These are not used in assessing your application or viewable by Primary Employing health services.

Curriculum Vitae (CV)/Resume

All applicants are required to attach their curriculum vitae (CV) which should not exceed 2 A4 pages (2 single sided pages or 1 double sided page) and must include the following where applicable –

- Personal Information
- Qualifications Obtained
- Bridging Programs / Qualifying Examinations (Include dates, facility, city, state and results)
- Clinical / Procedural Skills (Please note whether competent and /or observed)
- Gaps in Work / Practice History
Please provide an explanation of any period since obtaining your qualifications where you have not practised and reasons (e.g. undertaking study, travel, family commitment)
- Registration History

You must declare on your CV that the 'The Curriculum Vitae is true and correct as at (insert date)'. This declaration must be signed and dated.

Where appropriate, attach certified copies of any results or performance reports from courses of study undertaken, skills assessment, observership that have been stated in the CV. These can be attached/uploaded as supporting documents.

Statement against Selection Criteria

The selection criteria are the skills, qualifications and experience considered necessary to successfully perform the duties of an intern. The internship application process requires applicants to address three criteria (maximum of 1000 characters each question). If you would like to write more you will need to attach a separate document under ‘supporting documents’. Please indicate if you have done this on the application page against the ‘Statement against Selection Criteria’. e.g. *“please see supporting documents for my statements – titled ‘Statement against Selection Criteria’”*

Supporting Documentation

The following documents must be attached or completed where applicable via the online application [unless specified, these documents do not need to be certified copies]:

1. Academic transcript of your medical degree (up until the date of application)
2. Verification if you have identified as Aboriginal or Torres Strait Islander (ATSI) (*The applicant will be required to provide a document “signed under seal” (Statutory Declaration) by an Aboriginal or Torres Strait Islander organisation in the community from which the applicant originates or is recognised, confirming that the applicant is recognised by the community in which he/she is from, at or before the application process*)
3. Verification if you are a NT Scholarship holder – provide last NT Scholarship receipt
4. If you have not completed secondary schooling within one of the MBA ‘recognised countries’ you will need to provide an English Language Skills Test Certificate/s or other accepted evidence (see MBA English language skills registration standard) e.g. IELTS, OET, PELT
5. Evidence of citizenship/residency status e.g. scanned image of passport, birth certificate or citizenship certificate
6. Responses to the Statement against Selection Criteria within the online application
7. Curriculum Vitae/Resume (**two pages only - You must declare on your CV that the ‘The Curriculum Vitae is true and correct as at (insert date)’.** This declaration must be signed and dated)
8. Scanned image of current/most recent visa (if applicable e.g. international graduates of Australian Medical Council accredited medical schools)
9. Verification of NT Residency status through a Certified Statutory declaration (this is not required for NT Bonded graduates)

Accepted formats of documents to upload are .doc, .docx, .pdf, .jpeg, .xlsx and .xls.

Please Note: .pages, zipped files and other formats are not accepted

Submitting your application

All applications must be submitted by the close of the application period, **no later than midnight CST on the nominated national close date (see website for current year close date).** Late applications will not be accepted.

Saved applications are not automatically submitted

Once your application is successfully lodged, you will receive an automatically generated response advising that the application has been successfully submitted. This should also be reflected in your profile.

Once applications are submitted, they are able to be edited until the closing date and time. This is contingent upon any changes being made **before** the deadline and **saved** when made. You do not need to withdraw the application to edit it.

DO NOT WITHDRAW YOUR APPLICATION UNLESS YOU DO NOT WANT A NT INTERNSHIP

It is your responsibility to confirm your application has been submitted. You can confirm your application's status in the 'Candidate Home' tab of your profile page. Direct link for Candidate Home page after you have completed and submitted your application and choose to make any changes or withdraw is <http://jobs.nt.gov.au/Account/login?ReturnUrl=%2fHome%2fCandidateHome>

If an application is **withdrawn** this will also be displayed on the 'Candidate Home' tab/page.

Helpful Hints

- Scan and save your necessary attachments as soon as possible to allow time to ensure your files meet file size and format requirements.
- Start your application early to allow time to deal with any issues that may arise.
- Submit your application well in advance of the closing date and time if you can.
- Remember to regularly save work.
- An active, reliable email account is essential as **ALL** correspondence will be via email.
- For any problems experienced accessing the online application system or your account, please contact Recruitment Services on 1300 659 247. (this is only for assistance in accessing the computer system you are applying through, not for any assistance regarding the application content or enquiries about the vacancy you are applying for. Those enquiries will need to be directed to email address InternsNT.DoH@nt.gov.au or via (08) 89 992832.
- Some questions are mandatory and must be answered in order to proceed through the application. Error messages will highlight any mandatory questions that need to be answered if you haven't prior to moving to a new page in the application and prior to you submitting your application.
- To go back a page/s in the application, click on the tab at the top of the application page that you want to go back to. **DO NOT USE** the internet browser back button as information may be lost.
- This system does not give you the capacity to print the application for your records however you can always check on the 'Candidate Home' page to check that it has been submitted and received.

IMPORTANT: To exit the application at any stage, save and exit. All information will be saved to this point.

Frequently Asked Questions

Can I defer my Internship Offer?

As the offer is for a contract of employment, intern positions cannot be deferred. If you wish to commence internship two years or more after graduating from medical school, it is advisable to seek advice from the Medical Board of Australia. The general registration standard from the Medical Board of Australia requires internships to be completed in no more than three years.

Can I apply for a mid-year Internship?

All internships offered in the NT are for 12 months. Internships commence and finish in January of each year.

Do I have to submit an *official* Academic Transcript?

An unofficial copy of your Academic Transcript (up until the date of application) is acceptable.

Who can I nominate as my referees?

You will be required to nominate three referees who will be able to provide a workplace assessment in a timely manner to support your application if required. Referees must be registered medical practitioners on **AHPRA's specialist register** and contactable in the next three – four months.

Please note that referees are not always contacted by the health services prior to making offers.

Do I have to sign my Curriculum Vitae/Resume?

You **must** declare on your CV that the 'The Curriculum Vitae is true and correct as at (insert date)'. This declaration must be signed and dated.

Do I have to have my supporting documents certified?

When attaching results or performance reports from courses of study undertaken or skills assessment these should be certified copies. Statutory Declarations also need to be witnessed by any person who is at least 18 (eighteen) years of age.

All other supporting documents are **not** required to be certified.

What if I have been unable to sit an English language test due to COVID-19 restrictions?

If you are required to sit an English language test and have been unable to due to COVID-19 restrictions you must upload a short statement as part of your application advising of this and also stating when you expect to sit a test. You can upload your results up until the application closing date. If your results are received after this time you can email them to InternsNT.DoH@nt.gov.au.

Who can I contact for assistance?

You can email any queries to InternsNT.DoH@nt.gov.au or phone the PMAS office on (08) 89 992832. When calling NT PMAS for help please use the name used on your application (rather than a

preferred/nickname) or the unique application ID number (see the ‘Candidate Home’ page) to ensure PMAS is able to identify the correct application efficiently.

Where can I get further information?

Please visit the PMAS website, www.ntmetc.com for further information regarding the application process. For information regarding Medical recruitment and Offers of employment in the Northern Territory go to <https://health.nt.gov.au/professionals/medical-officers/medical-officers-recruitment> and then click on the Intern link.