



INTERN APPLICATION GUIDE

Internship in the Northern Territory



Internship

The intern year (PGY1) marks the transition from student to medical practitioner. It provides the opportunity to develop practical experience of applying the acquired theory to the safe treatment of patients as a responsible professional. The Medical Board of Australia (MBA) through the Australian Health Practitioner Regulation Agency (AHPRA) issues medical graduates with provisional registration to undertake this period of supervised practice.

As of January 1 2024, the newly revised [MBA Registration Standards](#) came into effect to align with the [Australian Medical Council's \(AMC's\) National Framework for Prevocational Doctors \(PGY1 and PGY2\) Medical Training \(The AMC Framework\)](#).

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 their limits of their training.

The MBA and NT Regional Health Services require all interns to undertake at least 47 weeks of satisfactory, supervised practical clinical experience. The 47 weeks of experience:

- a) Must be completed in a period of no longer than **3 years**
- b) Excludes annual leave but may include up to two weeks of professional development leave
- c) Must include a minimum of four terms (of at least 10 weeks each term) in different specialities
- d) Must include direct clinical care in each term, which will have been predetermined through the accreditation process:
 - i. Undifferentiated illness patient care
 - ii. Chronic illness patient care
 - iii. Acute and critical illness patient care, and
 - iv. Peri-procedural patient care.

Interns are employed by a primary employing regional health service ensuring each trainee undertakes these essential requirements within their period of internship. NT PMAS encourages interns to gain exposure in a range of accredited terms in the hospital setting, general practice or community based health services.

Available intern positions in the NT

The number of available intern positions may fluctuate between now and next year's intake date. Proposed intern positions for the 2025 clinical year are:

Top End Regional Health Service (TERHS):	64
Central Australia Regional Health Service (CARHS):	24

Key dates for 2025 Intake Recruitment

Application process	Dates
Applications Open	Monday 6 May 2024
Applications close Late applications will <u>not</u> be accepted	Thursday 6 June 2024
Offers commence	Wednesday 17 July 2024
Offers cease	Friday 18 October 2024
Late Vacancy Management Process commences	Monday 11 November 2024
Late Vacancy Management Process concludes	Friday 21 March 2025

NT Intern Employment Categories

NORTHERN TERRITORY INTERN EMPLOYMENT CATEGORIES	
CATEGORY	CRITERIA
Category (a) NT Bonded Medical Scheme – NT Medical Program	
	NT Bonded Medical Scheme - Return of Service Obligation (RoSO) applicants (guaranteed placement)
Category (b) Aboriginal applicants who are:	
i.	NT Aboriginal Scholarship Holders
ii.	Identified as an Aboriginal NT residents [^]
iii.	Other Aboriginal applicants
Category (c) NT applicants (Non-Aboriginal) who are:	
i.	NT Scholarship Holders
ii.	Identified as an NT resident*
Category (d) Australian applicants (Non-Aboriginal/Non NT residents) who have:	
i.	Previous experience working/studying in NT (e.g. JCU/Flinders/Other University student placements)
ii.	Previous experience in a rural, remote and Aboriginal health location/s (e.g. Aboriginal Medical Services, Rural Clinical Schools, involvement in Rural Student Clubs and those applicants who come from rural, and remote locations)
iii.	Other eligible Australian applicants
Category (e) Non Australian applicants who have completed medical degrees at an AMC accredited Medical School who have:	
i.	Previous experience working/studying in the NT (AMC accredited Medical School placements)
ii.	Previous experience working in a rural, remote and Aboriginal health location/s (e.g. Aboriginal Medical Services, Rural Clinical Schools, involvement in Rural Student Clubs)
iii.	Other eligible non-Australian applicants

*An NT Resident is an Australian citizen/permanent resident who has resided with a permanent address in the NT for either:

1. At least 3 years out of the last 6; or
2. a total of at least 5 years since commencing primary school.

Education and Assessment

At the start of each term, you should meet with your term supervisor to understand their expectations of you and your role and responsibilities in the team. You should identify any specific skills and knowledge that you would like to gain and be assessed on during the term. During this discussion you should confirm arrangements to attend formal education sessions, such as regional health service's weekly intern education program.

At the end of your PGY1 year you should be able to demonstrate the skills and knowledge outlined in the [Prevocational outcome statements](#) at the level appropriate for an intern. The term descriptions for each rotation include the prevocational outcome statements that have been mapped to the term.

The end-of-term and EPA assessments are also mapped to the outcome statements, checking on your progress regularly. If you have any concerns about your progress, you should discuss with your term supervisor about how you can address the relevant outcomes during the term.

Entrustable Professional Activities (EPAs)

The National Framework includes 4 EPAs that describe the most important components of your work as a prevocational doctor. Assessments of these EPAs document your level of *entrustability*, which is your assessor's judgement of how much supervision you need to safely perform the piece of work that has been observed.

EPA 1 Clinical assessment	Conduct a clinical assessment of a patient incorporating history, examination, formulation of a differential diagnosis and a management plan, including appropriate investigations and communication with the patient and their family or carers.
EPA 2 Recognition and care of the acutely unwell patient	Recognise, assess, escalate appropriately and provide immediate management to deteriorating and acutely unwell patients. (This EPA recognises that PGY1 and PGY2 doctors are often called after hours to assess patients whose situation has acutely changed.)
EPA 3 Prescribing	Appropriately prescribe therapies (drugs, fluids, blood products and inhalational therapies including oxygen) tailored to patients' needs and conditions.
EPA 4 Team communication – documentation, handover and referrals	Communicate about patient care, including accurate documentation and written and verbal information to facilitate high-quality care at transition points and referral.

For further information, see the [Guide to Prevocational Training in Australia](#).

Each primary employing regional health service have Directors 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 staff that will provide support for the personal welfare of interns and resident medical officers (RMOs), and provide advocacy when required.

Completion of internship (PGY1)

Upon satisfactory completion of PGY1, you will apply to the MBA for general registration. Your regional health service will inform the Board if you have met the conditions for general registration, which is to complete the requirements of the intern year (47 weeks of supervised practice in at least 4 accredited terms in different specialities with the required types of clinical exposure) and demonstrate the skills and knowledge outlined in the *Prevocational outcome statements*.

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 medical practitioner or previously commenced an internship in Australia or overseas
- Be an Australian or New Zealand citizen, 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 graduate (IMG).

Internship placements are limited and priority is given to graduates of the NT Medical Program (NTMP), graduates who are Australian citizens or permanent residents, or New Zealand citizens.

What is a medical intern placement number (MIPN)?

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:

• First and Last name	• Name of Medical School/University that has/will award degree (including Campus)
• Citizenship/Residency status	• Medical School/University graduation year
• Medical Intern Placement Number (IPN)	• Medical School/University student identification number
• Email address	• Current/most recent visa for non-Australian citizens
• Contact Phone number	• Academic Transcript or University supplied graduate list
• Home/Postal address	• Curriculum Vitae or Resume declared true and correct & signed and dated
• Passport – if not available, Birth or Citizenship Certificate	• Last Secondary schooling location
• Two 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 3 – 4 months.	• 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'

Term Dates for 2025

Top End Regional Health Service (TERHS)

Term	Start Date	Duration
Orientation	13 th – 17 th January	5 days
Shadow	20 th – 22 nd January	3 days
1 st Term	23 rd January - 9 th April	11 weeks
2 nd Term	10 th April – 18 th June	10 weeks
3 rd Term	19 th June – 3 rd September	11 weeks
4 th Term	4 th September – 12 th November	10 weeks
5 th Term	13 th November – 1 st February	11 weeks 4 days

Central Australia Regional Health Service (CARHS)

Term	Start Date	Duration
Orientation	8 th – 17 th January	8 days
1 st Term	20 th January -20 th April	13 weeks
2 nd Term	21 st April – 20 th July	13 weeks
3 rd Term	21 st July – 19 th October	13 weeks
4 th Term	20 th October – 18 th January	13 weeks

Link to application form

From Monday 6 May 2024 you may commence your application for internship by visiting the NT Careers in Government – Employment Opportunities Online website.

<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.
- While 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 Aboriginal.

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

All applicants are required to attach their curriculum vitae (CV) which should not exceed 4 A4 pages (4 single sided pages or 2 double sided page) and must include the following where applicable –

- **Personal details**
 - Full name, residential/postal address, home/mobile phone number and email.
- **Qualifications**
 - Medical degree (MBBS/ MD) – include institution, country and year obtained.
 - List other degrees/qualifications (e.g. Master of Public Health).
- **Bridging programs/qualifying examinations**
 - IELTS or OET exams – Include dates, facility, city, state and results
- **Work/practise history**
 - List positions in reverse chronological order (i.e. list your current/most recent

job first) – include dates, position title, organisation (including name and location) and responsibilities.

- Student placements – provide in reverse chronology.

- 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)*].

- **Educational experiences**

- Include courses, conferences or seminars attended which enhance your ability to work as an intern.

- **Practical skills**

- List procedures which you are familiar with.

- IT competencies (i.e. Microsoft Office Package, iSoft, TMS etc).

- **Volunteer work**

- Include clinical volunteer work, such as disaster relief, work in underdeveloped areas, or work with disadvantaged groups.

- **Research and professionalism**

- Published work, research/audits, formal teaching roles, conference presentations, memberships of relevant bodies.

- **Extra-curricular activities (optional)**

- Only list things which will enhance your clinical ability or humanitarianism.

- Additional languages are useful.

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.

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 (*The applicant will be required to provide a document "signed under seal" (Statutory Declaration) by an Aboriginal 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 **(four pages maximum - 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 Employment Actions 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 992834).
- 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 2 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?

Statutory Declarations 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 will I be paid?

Medical Officers in the Northern Territory are covered by the [Medical Officers Northern Territory Public Sector 2022 - 2025 Enterprise Agreement](#)

Who can I contact for assistance?

You can email any queries to InternsNT.DoH@nt.gov.au or phone the PMAS office on (08) 8999 2834. 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.



INTERN APPLICATION GUIDE

(08) 8999 2834
www.ntmetc.com
InternsNT.DoH@nt.gov.au
PO Box 40596, Casuarina, NT 0811