



# PMCV Intern application: Timelines & CV

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HMO1 | Austin Health

# TIMELINES

- Essentially by the end of May:
  - Clinical referees x2: first priority
    - 'Additional comment' section is critical
    - some hospitals also request for a non-clinical reference: Eastern Health
  - Standardised CV upload
  - Cover letters
    - Ideally should be tailored to the hospital you are applying for
  - Candidate Priority List: last of your priority
    - Changes can be made depending on interview outcomes etc.

# Hospital Information Sessions

- Does not count towards weighting
- But ideally you should attend
  - Current intern/HMO feedback
  - Will you be inclined to work in that hospital/live there?
  - More details about hospital values/culture/ emphasis
  - Intern application processes
  - Training programs/rotations the hospital provides

# Standardised CV

# General approach

- List down ALL your achievements, then NARROW DOWN according to the qualities you want to demonstrate to your prospective employer
  - 4-6 pages is ideal
- Reverse chronological order
  - Prospective/current/past achievements
- Succinct and clear description for the role(s)/position(s) listed
- Do NOT delete sections off standardised CV
- Use a table format
- Bold/italicised/underline the strongest sections in your CV
  - Eg First author/UMMSS executive committee/ MD student conference organising committee etc

# Personal details

- Passport photo:
  - can be a photo uploaded from your phone
- PMCV candidate number  $\neq$  NOT medical intern pin number
  - Unique registration number from PMCV

# English Language Test

- Depends
  - Completed ALL of primary and secondary education in recognised country
  - undertaken 6 years of **CONTINUOUS FULL TIME** secondary and/or tertiary study in a recognised country
- Check AHPRA website if it is required
  - <http://www.ahpra.gov.au/Registration/Registration-Standards/English-language-skills.aspx>
- If you are unsure, take the English Language Test early!
- Can apply for exemptions but risky

# Clinical Placements

- Retrospective, current, prospective
  - Core rotations
  - Electives
  - Research terms/special placements
- This will help you chose your two clinical referees:
  - Which placement had the greatest feedback?
  - Which supervisor did you manage to develop a mentorship with?



# Employment & Volunteering history

- Most recent ones first
- Too many?
  - Choose the ones which demonstrates values of responsibility, leadership, compassion, accountability, empathy
  - Eg teaching, mentoring, mission trips, bull dog for specialist exams etc
  - ANY job you did is probably helpful!
    - Full time, part time, casual (lab demonstrators, VCE tutors, waiters, holiday jobs/ receptionist)
- Elaborate on your role/position/task in the particular organisation
  - Eg ' XXX Clinical School Peer tutor: organised and provided interactive and dynamic clinical tutorials to groups of XX junior medical colleagues fortnightly''

# Achievements & Awards, Research, Publications & Presentations

- More recent/relevant ones first
- Awards/achievements/scholarship
  - It need NOT be academic results only, think BROADLY
  - Eg 'XXX Prize in Ophthalmology'; 'Best speaker in XXXX Conference'
- Research/presentations
  - Publications are NOT limited to journal articles only
    - Poster/oral presentation at scientific meetings, Grand Rounds, Hospital Research Week
  - Current ongoing research studies with XXX @ XXX, abstracts recently submitted to XXXX, with planned journal submissions

# Leadership Roles & Extracurricular Achievements

- Again, focus on most recent/relevant ones
- Committees
  - University/Clinical school
  - Interest groups
  - Not for profit organisation
- Courses that you have completed
- Music/sport/interest group achievements etc

# Personal interest

- ▶ The only thing in the standardised CV that is personalised
- ▶ Include anything that makes you a strong employable candidate and that you have a good work-life balance!
  - ? Having kids
  - ? Orchestra
  - ? Gym junkie

# MORE INFORMATION?

- PMCV resources: Hospital Directory
- Hospital websites
- MSCV Facebook page
- Personal interactions with HMOs/consultants/prospective employers/  
fellow colleagues