



Postgraduate Medical Council  
of Western Australia

# Intern Application Guide

For applicants applying for intern  
positions in Western Australia in 2027

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## 1. Introduction

### 1.1. Purpose

This Intern Application Guide (guide) provides medical students with information on applying for an internship in Western Australia (WA) (as per the WA Health Mandatory Policy [0048/17 Central Intern Application Policy](#)).

### 1.2. Internship

Internship is a period of supervised general clinical experience, education and training within an accredited intern (PGY1) training program that provides you with the opportunity to progress to general registration with the Medical Board of Australia.

To progress to general registration you must meet the requirements as outlined in the [Medical Board of Australia's Registration Standard: Granting general registration as a medical practitioner to Australian and New Zealand medical graduates on completion of postgraduate year one training](#), and the [Australian Medical Council's \(AMC\) National Framework for Prevocational \(PGY1 and PGY2\) Medical Training](#) (Prevocational Framework).

Primary Employing Health Services (PEHS) are the health services across WA that are responsible for ensuring that each intern is provided with the opportunity to meet these requirements.

Interns in WA are employed pursuant to the *WA Health System – Medical Practitioners – AMA Industrial Agreement 2024*, the *Medical Practitioners Award 2020* (Joondalup Health Campus) or the *St John of God Health Care – AMA WA – Medical Practitioners Enterprise Agreement 2023* (St John of God Health Care).

Interns will be appointed on a three year contract within the WA health system or with Joondalup Health Campus and a two year contract with St John of God Health Care (subject to Visa requirements).

If you would prefer a shorter contract length than offered, you are able to negotiate this with the Medical Workforce team at your PEHS.

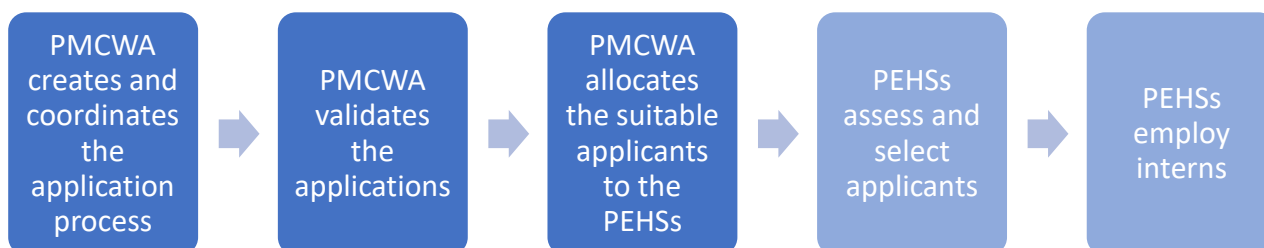
It is not possible to defer your internship start date for a year. If you do not intend to commence your internship during 2027, you should not apply for a 2027 internship.

As per the AMC's Prevocational Framework, PGY1s have a maximum of three years to complete the requirements to achieve general registration.

### 1.3. Postgraduate Medical Council of Western Australia

The Postgraduate Medical Council of WA (PMCWA) is responsible for accrediting health services to deliver intern training programs, including accreditation of all terms that interns rotate through. It is a requirement that interns are provided with adequate supervision, education, and clinical experience whilst supporting wellbeing, development and career progression of junior doctors.

PMCWA is also responsible for coordinating the annual Centralised Intern Application Process for the WA health system, and conducts the first stages of the process as outlined below:



#### 1.4. Primary Employing Health Service (PEHS)

In WA, all interns are employed by a PEHS. Each PEHS has been accredited by PMCWA to directly employ interns and provide a high-quality intern training program, including each of the terms that you will rotate through.

All PEHSs recruit through the Centralised Intern Application Process outlined in Section 1.3 of this guide. PEHSs will take responsibility for the final stages of the Process.

In your WA intern application, you will be asked to preference the PEHSs according to where you would most like to undertake your internship. The PEHSs are as follows:

- Fiona Stanley Fremantle Hospitals Group
- Royal Perth Bentley Group
- Sir Charles Gairdner Osborne Park Health Care Group
- WA Country Health Service (WACHS)
- St John of God Health Care
- Joondalup Health Campus

Each PEHS has designated placement health services where interns may rotate to throughout the course of their internship to fulfil training requirements. Placement health services associated with each of the PEHSs are as follows:

PEHS	Metropolitan Placement Health Services	Rural Placement Health Services
Fiona Stanley Fremantle Hospitals Group	Fiona Stanley Hospital Fremantle Hospital Rockingham General Hospital Peel Health Campus Cockburn Health Facility	Albany Health Campus Northam Health Service
Royal Perth Bentley Group	Royal Perth Hospital Armadale Health Service Bentley Hospital Perth Children’s Hospital	Bunbury Hospital Hedland Health Campus Kalgoorlie Health Campus
Sir Charles Gairdner Osborne Park Health Care Group	Sir Charles Gairdner Hospital Graylands Hospital Hollywood Private Hospital Joondalup Health Campus	Geraldton Regional Hospital Hedland Health Campus Karratha Health Campus

	Osborne Park (Women and Newborn Service) Perth Children's Hospital	
WA Country Health Service		Albany Health Campus (includes some rotations to Pioneer Health Albany (GP)) Broome Health Campus Bunbury Hospital Geraldton Regional Hospital
St John of God Health Care	St John of God Midland Public Hospital St John of God Murdoch Hospital St John of God Subiaco Hospital	
Joondalup Health Campus	Joondalup Health Campus	Kalgoorlie Health Campus Narrogin Hospital Northam Hospital Hedland Health Campus

Note: placement sites are subject to change.

### 1.5. Rural opportunities and pathways

WA Country Health Service (WACHS) provides rural training opportunities and career pathways for junior doctors with a specific interest in rural and remote medicine. Depending on your circumstances there are up to three options for you to consider:

#### Option 1: Rural hospital internship with WACHS as your PEHS

If you would like to complete your internship at a rural hospital site (Albany, Broome, Bunbury, or Geraldton), select WACHS as your preferred PEHS. You will then be asked to:

- Rank your preferred rural sites (Albany, Broome, Bunbury, or Geraldton) from most to least preferred
- Provide a brief statement in your cover letter indicating why you are interested in completing a rural internship. Please include any information that you would like the panel to consider. For example:
  - *My first preference is Bunbury Hospital. If I am not selected for Bunbury Hospital, please send my application to Fiona Stanley Hospital as my second preference hospital.*
  - *My partner, xxx, and I would both like to complete our internship at Albany Hospital. If we are not both accepted to Albany, please send our applications to the metropolitan hospitals.*
  - *My first preference is Broome Hospital and my second preference is Bunbury Hospital. If I am not successful in my application for either Broome or Bunbury, please send my application to Royal Perth Hospital.*

Please note:

- If you are reviewed by WACHS **but not selected for a WACHS internship**, your application may be forwarded to a metropolitan PEHS.

- If you are a **non-WA medical school graduate** and only wish to be considered for a WACHS internship (i.e., not have your application forwarded to a metropolitan PEHS), please clearly state this in your cover letter. For example:
  - *I would like to request that my application only be considered for a rural internship. Should I be unsuccessful, I am requesting that my application not be forwarded to a metropolitan PEHS. I understand this means that if I miss out on an offer with WACHS, I will not receive an offer from WA.*

### **Option 2: Metropolitan hospital internship with rural rotations**

If you would like to undertake 1 or 2 terms in a rural location, preference a metropolitan PEHS in your intern application that includes rural rotations and provide additional details about your preferred rural rotations in your cover letter. Refer to the table in Section 1.4 of this guide to ensure your preferred rural location is connected to your preferred PEHS. Once your offer has been made and accepted, you will be able to preference rural rotations with your PEHS.

It is important to note that term preferences are conducted by PEHSs outside of the Centralised Intern Application Process and there is no guarantee that you will be allocated the rural term you request. There are instances when your application may be assessed by both WACHS and metropolitan PEHSs to facilitate collaborative provision of rural terms to interns on secondment.

### **Option 3: WA Country Health Service Aboriginal Medical Intern Pathway**

If you are an Aboriginal and/or Torres Strait Islander medical graduate who would like to complete their postgraduate training in a rural area to which you are connected, contact the WACHS medical education team directly to discuss this special pathway ([meu@health.wa.gov.au](mailto:meu@health.wa.gov.au)).

## **2. Preparing your application**

Start your application early to ensure you submit your best effort and allow time to resolve any issues that may arise.

Ahead of the application process, get involved in activities, courses, workshops, and societies that will enhance your curriculum vitae (CV), and participate in case reports, audits, clinical service improvement activities and research projects where possible.

Submit a complete application prior to the closing date and time.

Late applications will not be accepted.

The following steps will help you in your preparation.

## 2.1. Ensure you are eligible

Before preparing your application for a 2027 WA intern position, you will need to ensure that you meet the following eligibility criteria:

- Hold a primary medical degree from either:
  - an Australian Medical Council–accredited medical school
- or**
- a medical school in a competent authority country (as defined by Ahpra), provided the applicant holds Australian citizenship or permanent residency, or New Zealand citizenship.

A list of AMC accredited medical schools can be located here:

<https://www.amc.org.au/accredited-organisations/medical-schools/accredited-medical-schools/>

Competent authority countries include New Zealand, the United States of America, Canada, Ireland or the United Kingdom, as outlined by Ahpra:

<https://www.medicalboard.gov.au/registration/international-medical-graduates/competent-authority-pathway.aspx>

- Not previously worked as an intern (either in Australia or overseas).
  - To be eligible for a WA internship you must have not previously commenced or completed an internship in Australia or overseas, nor been registered or practised as a medical practitioner (in Australia or overseas).
- Possess a valid Intern Placement Number (IPN).
  - An IPN is a unique nine-digit number generated by Ahpra and issued to final year medical students at AMC accredited medical schools by your university provider.
- Be registrable with the Medical Board of Australia.
  - This includes meeting the Medical Board of Australia’s English language skills registration standard at the time of application for a 2027 WA intern position.
  - Further information on the Medical Board of Australia’s English language skills registration standard (medical) can be found here:  
[www.ahpra.gov.au/Registration/Registration-Standards/English-language-skills.aspx](http://www.ahpra.gov.au/Registration/Registration-Standards/English-language-skills.aspx)
  - If required, it is advised you complete an English language skills test as soon as possible to ensure your results are ready for inclusion in your application.
- Be eligible to work in Australia.

**If you do not meet the above eligibility criteria, your application will not progress. If you require assistance, please email [PMCWA@health.wa.gov.au](mailto:PMCWA@health.wa.gov.au).**

## 2.2. Review the Job Description Form

The intern position Job Description Form (JDF) is attached to the position advertisement. Read the JDF thoroughly and tailor your CV and your selection criteria to the job as outlined in the JDF.

### 2.3. Prepare your response to the selection criteria

The selection criteria, which can also be found in the JDF, outlines the skills, qualifications and experience considered necessary to successfully perform the duties of an intern.

The 2027 WA intern selection criteria are as follows.

1. A primary medical degree from either:
  - an Australian Medical Council–accredited medical school
  - or**
  - a medical school in a competent authority country (as defined by Ahpra), provided the applicant holds Australian citizenship or permanent residency, or New Zealand citizenship (*refer to 2.1*).
2. Ability to work effectively in a healthcare environment. In your answer, provide examples of good interpersonal skills, an ability to work in a multidisciplinary environment, and good organisation and time management skills.
3. Commitment to working in Western Australia to promote, protect, maintain and restore the health of the people in Western Australia. Indicate how this commitment has influenced your decision to choose your hospital of first preference.
4. Commitment to continued learning and academic excellence.

#### Tips for addressing selection criteria

You are required to prepare a statement addressing how you meet each of the selection criteria. This forms a significant part of the merit-based assessment process undertaken by the PEHS selection panels.

For criteria 2, 3 and 4, aim for a succinct and focused statement of **up to 500 words** per criterion, which provides enough detail to clearly demonstrate your skills and experience. Due to the nature of criterion 1, a response of 500 words is not expected. Ensure all selection criteria are addressed in your response.

- Do not sign and submit the JDF as your response to the selection criteria – a detailed statement for each criterion is required to sell your skills and present your case for why you will be successful in this role.
- Keep it brief, clear and concise – this is a way of demonstrating your communication skills.
- Be relevant, factual and use recent examples. Utilise different examples in your responses and never write ‘see response above’.
- Be positive; sell yourself and your skills. Make the panel want to work with you.
- Use the selection criteria as headings. Do not combine the selection criteria as it makes it difficult for the panel to find your response.
- Utilise and incorporate words from the summary of duties page in the JDF in your response.
- Avoid the use of negative vocabulary and/or jargon. For commonly used abbreviations, use full wording in the first instance with the abbreviation in brackets.

- Consider using either of these response models when addressing the selection criteria:

**STAR** – Situation, Task, Action, Result:

- Situation – give the background and set the scene. Describe a specific event or situation and provide enough detail for the interviewer to understand.
- Task – describe the task, project or objective you had to complete, outlining your responsibility in that situation.
- Action – describe the actions you took. Be sure to keep the focus on you, even if you are discussing a group project or effort.
- Result – describe the positive outcome – what happened, what you accomplished and what you learned.

**SAO** – Situation, Action, Outcome:

- Situation – where and when did you do the task?
- Action – what did you do? How did you do it?
- Outcome – what was the positive result of your action?

More information can be found in the [Jobs and Skills WA guide to responding to selection criteria](#).

## 2.4. Prepare your curriculum vitae

All applicants must attach their curriculum vitae (CV) to their application. A CV should not exceed three single sided A4 pages. As a suggestion, your CV should include the following:

- Personal details
  - Full name, residential/postal address, phone number and personal email (do not use your student email)
  - Date of birth (optional)
- Qualifications
  - Medical degree (MBBS/MD) – include institution, country and year obtained
  - Other degrees/qualifications
- Bridging programs/qualifying examinations
  - e.g. International English Language Testing System (IELTS) or Occupational English Test (OET) exams – include dates 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), responsibilities (including whether position was full-time/part-time and if part-time include hours worked per week)
  - Student placements – provide in reverse chronological order
- Educational experiences

- Courses, conferences or seminars attended which will enhance your ability to work as an intern
- Practical skills
  - Procedures which you are competent with
  - IT competencies (e.g. Microsoft Office Package, iSoft, TMS, etc.)
- Volunteer work
  - Clinical and non-clinical volunteer work, such as disaster relief, work in underdeveloped areas, or work with disadvantaged groups
- Research and professional roles
  - Published work, research/audits, formal teaching roles, conference presentations, memberships of relevant bodies
  - Participation in PMCWA's committees and activities
  - Extracurricular activities
- Additional languages, including if you are a qualified interpreter
- Details of two referees, including full name, role, working/professional relation to you, email address and contact phone number/s
  - If possible, include previous clinical supervisors (i.e. registrar, consultant, nurse, allied health, etc.) or one previous clinical supervisor and one academic referee
  - **Ensure you have their consent prior to submitting their details in your application**

### **Tips for completing your CV**

- Do not make the panel work hard to find information – use labels, headings, page numbers, tables (if listing ICT/computer systems, or competent/observed procedures) and bullet points (when listing work experiences and duties).
- Do not leave gaps in experience – fill them with a brief explanation.
- Include qualifications and experience that highlights time management and communication skills.
- Do not expect the panel to make assumptions based on your application.

### **2.5. Write your cover letter (optional)**

It is optional to submit a cover letter as part of your application, however, a cover letter provides a useful opportunity to include information such as:

- Connection to WA (for interstate applicants)
- Why you are interested in working rurally or doing one or more rural rotations
- Career path and interests
- Any scholarships or rural bonding received
- Desire for a shorter than three-year contract with WA Health

- Preference to complete your internship in a part-time capacity, or through job share arrangements. The Medical Workforce teams consider these requests on a case-by-case basis in line with the hospital's workforce and service provision requirements and part-time/job share arrangements are not guaranteed. All applicants are assessed on suitability as per the Public Sector Standard; requesting part-time/job share will not disadvantage your application.

### Tips for writing a cover letter

- Address the letter to 'To whom it may concern'.
- Use correct letter formatting, keep it brief and use it to highlight information you have not addressed in your CV or selection criteria.
- There is a one single sided A4 page limit for cover letters submitted in the intern application process.
- For applicants preferencing WACHS, refer to Section 1.5 for additional information.

### 2.6. Prepare any additional attachments

The following documents MUST be submitted with your online application:

- Evidence of citizenship/residency status
  - Clear electronic copy of passport, birth certificate or citizenship certificate
  - Expired passports are accepted, but only up to 12 months after the date of expiry
- Official academic transcript of your medical degree
  - Must be acquired in 2026
  - Attach either an electronic official copy, or a link to your 'My eQuals'
  - Curtin University, University of Western Australia and University of Notre Dame students can purchase an academic transcript from the Student Administration Offices. Universities charge a small fee for this service.
  - Applicants from other universities will need to check with their university regarding the process of obtaining an academic transcript.

Some applicants may also need to provide the following attachments:

- Electronic copy of current or most recent visa
  - Required for international graduates of AMC accredited medical schools
- Verification of Year 12 completion at a WA school
  - Required for applicants who completed Year 12 in WA
  - e.g. graduation certificate, WACE certificate, school transcript or an official letter from the school.
- Evidence of meeting the Medical Board of Australia's [Registration Standard: English language skills](#) such as evidence of your English or evidence of achieving the required minimum score in the English language tests listed in the registration standard.

- AMC Multiple Choice Question (MCQ) exam results (only applicable to graduates from universities in a competent authority country, as defined by Ahpra, who are Australian citizens or permanent residents, or New Zealand citizens and are eligible for limited registration). Refer to [Medical Board of Australia - Competent Authority pathway](#) for a list of approved competent authorities.

## 2.7. Check format of attachments

Have an electronic copy (.doc, .docx, and .pdf formats only) of your passport, birth certificate or residency certificate and any other documents ready to upload.

The accepted formats of documents are .doc, .docx and .pdf. Please note .png, .jpeg and .pages are not accepted formats.

It is not necessary for documents or scans to be certified. It is however necessary for the submitted documents to be clear and legible.

If attaching a Microsoft Word document, use one font type throughout your application (one font colour is preferred) and make sure you accept all track changes before attaching.

## 3. Applying for a position

### 3.1. MedCareersWA

You are required to apply for an intern position through MedCareers WA, the online jobs board for WA medical positions. You are only required to submit **one application** to apply for an intern position at any of the PEHSs across WA. You will be asked to preference the PEHS where you wish to work as an intern when completing the application form.

MedCareersWA allows you to:

- Submit your application online.
- Receive and respond to offers online.
- Edit and save your application as a draft until you're ready to submit, noting:
  - Draft applications are not automatically submitted at the closing of the application period.
  - Applicants must submit their application through MedCareersWA prior to the closing date and time to be eligible for assessment and considered for an intern position.

A MedCareersWA applicant profile is automatically created when you begin your application. The applicant profile will store your basic information and can be used when submitted future applications across WA Health.

An active, reliable email account is essential as all correspondence will be **via email**. Do not use your student email as your MedCareersWA profile will be used for other jobs (e.g. Resident Medical Officer, Registrar, etc.).

### 3.2. Getting started

1. **Access the advert:** Go to MedCareersWA and search for the '2027 WA Intern' vacancy.
2. **Read the advert and supporting documents:** Click the job title link. Ensure you read all the information provided to ensure that you meet the essential selection criteria. It is recommended that you download these documents to refer to when preparing your application.
3. **Apply for the position:** Click 'Apply Now' on the advert page and follow the prompts to commence the application.
4. **Save and exit the application process at any time:** Click 'Save and exit' to exit. Ensure you save your unfinished application as a draft so you can edit it at any time up to the closing time. Applicants must submit their application prior to the closing date and time to be considered for an intern position.
5. **View your submitted application:** Click on your 'Profile'.

### 3.3. Application questions

Below is the information required to complete the [MedCareersWA](#) application form.

- Personal details:
  - Confirmation of your name: Ensure that you use your legal given/first and family/last name as they appear on your passport, birth certificate or citizenship certificate. If you have a preferred name that you like to be addressed by, put this as your answer to the 'preferred name' question.
  - Confirmation of your contact details: Please note that all communications will be via email. The email linked to your account will be used for all correspondence including offers of employment so please provide an email address you check frequently and monitor your junk mail folder and spam filters. Do not use your student email.
- Screening: Confirmation you are eligible to apply for an internship. If you do not meet the eligibility criteria outlined in Section 2.1 of this guide, you will not be able to proceed.
- Residency status: Confirmation of current residency/visa status which enables you to work in Australia.
- Individual diversity (optional): Confirmation of Aboriginal and/or Torres Strait Islander heritage
- Qualification/registration
  - Eligibility for registration with the Medical Board of Australia.
  - Medical qualifications – details of your primary medical degree (medical school) and year of completion.
  - If you did not graduate from an AMC accredited university, use the following responses:
    - In which state did you complete your primary medical degree? 'N/A'

- Please provide the name of the university awarding your medical degree. *'Competent Authority Graduate'*
  - Please select your higher-education fee status. *'Competent Authority Graduate'*
- Intern placement number
- Secondary schooling – country/state of completion
- English language competency (if applicable) – how you meet the requirements of the Medical Board of Australia's *Registration Standard English language skills*.
- Note: If you have booked your English language test and are awaiting results or are scheduled to sit the test once applications close, please attach a document which confirms your test booking in response to the *English Competency Attachment* in the *Qualification/Registration* section. Once you receive your results, please email these to [PMCWA@health.wa.gov.au](mailto:PMCWA@health.wa.gov.au).
- Intern hospital preferences
  - Rank your hospital preferences ensuring you choose a different hospital for each preference
  - Note: all offers are made at the employing hospital's discretion, and your preferences will be considered, however the offering hospital will make offers pending position availability.
- Return of service obligation
  - Information regarding return of service obligations
- WA government employment details
  - Details of public sector employment
- Career intentions
  - Details regarding your career pathway and future training intentions
- Application supporting documents
  - Attach your statement addressing the selection criteria and your CV
  - Attach any additional relevant documentation that will support your application (i.e. cover letter)
- Referees
  - Provide the name, role, relationship and contact details (email and phone number) of at least two professional referees. It is recommended that you utilise two previous clinical supervisors, or one previous clinical supervisor and one clinical academic referee.
  - You do not need to attach written references to your application.
  - Always check with your referees prior to using them in your application.
  - Referees can be contacted at any stage during the recruitment process; however, they will likely be contacted after applications close. Referees will be emailed directly from MedCareersWA and provided with a referee report template to

complete. You will not be notified when a referee report has been sent or completed.

- For applicants preferencing WACHS, the deadline for completion of referee reports is five days after the closing date for applications.
- Ensure your referees are ready and available to provide a referee report. Late referee reports will not be accepted or considered.
- Declarations
  - You will be required to complete several declarations in your application pertaining to the requirements and responsibilities of working as an intern with WA Health.

### 3.4. Submitting your application

All applications must be submitted by the close of the application period.

Allow time for your application submission so that it is processed in [MedCareersWA](#) before the closing date and time. Once your application is successfully lodged, you will receive an email advising that your application is complete.

You can also confirm your application status in your MedCareersWA profile; submitted applications display as 'Application Received'.

Once applications are submitted, they **cannot** be edited, and any additional documents cannot be uploaded. We recommend you save a draft of your application which you can edit as required until you are ready to submit it. If your contact details change, you can update these via your 'Profile' at any time (even after the close of applications).

Please note:

- Saved applications are not automatically submitted.
- Late applications will NOT be accepted.

## 4. After you apply for a position

### 4.1. Verification and validation

PMCWA review all applications to verify and validate they have met the eligibility criteria and are suitable for an internship in WA. Applicants are grouped and managed according to the applicable priority category.

### 4.2. Allocation and assessment

PMCWA allocates eligible applicants to the PEHSs for assessment. Each PEHS will appoint a selection panel to carry out assessment in accordance with Public Sector Commission standards. Assessment is merit-based and considers the skills, knowledge, and abilities relevant to the work-related requirements and position outcomes. Selection to intern positions in WA is highly competitive. The selection process and employment decisions are solely the responsibility of the PEHSs.

### 4.3. Notification to applicants

Once selection to the suitable pool is complete, all applicants will be notified by email if suitable or not suitable. Your notification letter will tell you who you can contact for feedback about your application or the selection process if you wish to do so.

### 4.4. Breach period

If you are not selected to the suitable pool, the [Public Sector Management \(Breaches of Public Sector Standards\) Regulations 2005](#), allows you to lodge a breach claim if you consider the Employment Standard has been breached and you have been adversely affected by the breach. Your notification email will state the deadline for lodging a claim. For more information on Public Sector Standards and the process for lodging a breach claim visit: [www.publicsector.wa.gov.au](http://www.publicsector.wa.gov.au).

### 4.5. Offers

#### Accepting an offer

Successful applicants will only receive **one intern offer from WA**. Offers must be accepted or declined through MedCareersWA within 48 hours of receiving the offer, or at the beginning of the next business day. If you do not accept your offer by the deadline, you will be sent an email advising you that you have declined the position, and you will not be offered any further intern positions in WA.

To accept the offer, follow the instructions below:

1. Click the login link in the email. Alternatively, visit MedCareersWA and click **existing applicant login**
2. Enter your **email address** and **password**
3. Click **login**
4. The applicant portal will load with a yellow message bar informing you of the offer
5. Click **view offer**
6. Read the instructions
7. Select the acknowledgement checkbox
8. The **I accept** button should now be active to click
9. Your status will automatically update to **offer accepted**

Later in the year, you will then receive a formal contract from your PEHS which will require a separate response. Therefore, to formalise your offer, you will be required to:

1. Accept the offer in MedCareers; AND
2. Sign and return the contract from the employing PEHS.

If you are overseas or away from an internet connection, you will need to arrange for someone to accept/decline your offer on your behalf. The use of the MedCareersWA website and distribution of your login details should be made at your discretion, in accordance with the website terms of use. Arrangement for a proxy to sign in and update your status on your behalf is at your discretion.

## Declining an offer

We understand that some applicants may apply for positions in multiple Australian states and territories (jurisdictions). We ask that you decline your MedCareersWA offer as soon as you have accepted a job offer in another jurisdiction and therefore, no longer seek a WA intern position. This enables other candidates to be considered for vacancies and ensures that hospitals run smoothly at the start of the clinical year.

To decline an offer, follow the instructions below:

1. Click the login link in the email. Alternatively, visit [MedCareersWA](#) and click **existing applicant login**
2. Enter the **email address** and **password**
3. Click **Login**
4. The applicant portal will load with a yellow message bar informing of the offer
5. Click **view offer**
6. Click the **I decline** button
7. At the **offer declined** screen, select a **reason for declining**
8. Enter any details
9. Click **submit**
10. Your status will automatically update to **Offer Declined**

### 4.6. National audit

Although each Australian jurisdiction undertakes their own separate intern recruitment process, there are aspects of the process that must comply with the agreed national processes.

Some applicants apply and are successful for internships in more than one jurisdiction. Although applicants are encouraged to accept the offer from where they plan to complete their internship and decline all others, this doesn't always occur in a timely manner. To avoid unnecessary work for employers in progressing contracts with these applicants, a national audit of internship acceptances takes place.

These national audits occur at regular intervals with audit dates being set nationally (subject to change). During these audits, offers are suspended and PMCWA, and the coordinating organisations from other jurisdictions provide the details of applicants that have accepted their offers. The national audit team uses the information to determine whether applicants have accepted multiple offers. Any applicant who simultaneously accepts two or more intern offers nationally will be contacted by the national audit team and requested to formally accept their position of choice and decline all other offers. A 48-hour period is allowed in which applicants can respond, after which only the first offer remains available to the applicant and all other offers are withdrawn.

#### 4.7. Withdrawing your application

You can withdraw your application at any time during the process.

1. Login to your [MedCareersWA](#) profile
2. Click **Withdraw**
3. Select a reason for withdrawing and provide any additional details
4. Click **Withdraw application**
5. Your application will now be withdrawn and no longer displayed on your home page

Only withdraw your application if you do not want a 2027 WA intern position.

#### 4.8. Late Vacancy Management Process (LVMP)

The LVMP is a national process that applies to all applicants who have not yet received an offer after the main offer period has ended. These applicants are contacted by the national audit team to determine if they would like to participate in the LVMP, which provides the applicants with an opportunity to be considered for an internship across all jurisdictions nationally. If you participate in the LVMP your application may be assessed by other jurisdictions, and you may be contacted by that jurisdiction's coordinating organisation to progress your application.

### 5. Wellbeing and support

Your internship will be an exciting yet sometimes stressful time. If you have any medical or wellbeing issues, support is available from the Postgraduate Medical Education Unit at the hospital you accept an offer from. It is highly recommended that you touch base with them early (e.g. soon after you have accepted your 2027 intern offer) to discuss any issues or concerns you may have. If your employer is aware of any adjustments you may need or specific needs you may have, it is important to reach out to your employer as soon as possible to enable appropriate strategies to be implemented.

If you are not sure who to contact, please email [PMCWA@health.wa.gov.au](mailto:PMCWA@health.wa.gov.au) and we will provide you with the correct details. Additionally, the Doctors' Health Advisory Service (WA) can provide external support to doctors [www.dhaswa.com.au](http://www.dhaswa.com.au)

### 6. Contact us

[PMCWA website](#) or email [PMCWA@health.wa.gov.au](mailto:PMCWA@health.wa.gov.au)

For any technical difficulties with MedCareersWA email [MedCareersWA@health.wa.gov.au](mailto:MedCareersWA@health.wa.gov.au)

## Appendix 1: Important dates for 2027 intake

### 2027 intern application dates

Application process	Date
Applications open	Tuesday 5 May 2026 12:00 noon AWST
Applications close Late applications will <b>not</b> be accepted	Thursday 4 June 2026 12:00 noon AWST
Offers commence for rural internships	Monday 13 July 2026
Offers commence for metro internships	Wednesday 15 July 2026
Offers cease	Friday 16 October 2026
Late Vacancy Management Process commences	Monday 9 November 2026
Late Vacancy Management Process concludes	Friday 19 March 2027

### 2027 intern term dates (all health sites – excluding St John of God Midland)

Term	Start date	End date	Duration
Orientation	11 January 2027	15 January 2027	1 week
Term 1	18 January 2027	28 March 2027	10 weeks
Term 2	29 March 2027	13 June 2027	11 weeks
Term 3	14 June 2027	22 August 2027	10 weeks
Term 4	23 August 2027	31 October 2027	10 weeks
Term 5	1 November 2027	16 January 2028	11 weeks

### 2027 intern term dates (St John of God Midland)

Term	Start date	End date	Duration
Orientation	11 January 2027	15 January 2027	1 week
Term 1	18 January 2027	18 April 2027	13 weeks
Term 2	19 April 2027	18 July 2027	13 weeks
Term 3	19 July 2027	17 October 2027	13 weeks
Term 4	18 October 2027	16 January 2028	13 weeks

