

# POSTGRADUATE MEDICAL COUNCIL OF VICTORIA INC.

GRADUATE NURSE / MIDWIFERY  
PROGRAM MATCH 2020/21

## CANDIDATE USER GUIDE

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### Disclaimer:

The material presented in this Guide is presented as an information source only and is correct at time of publication. The information is provided solely on the basis that readers will be responsible for making their own assessment of matters presented herein.

## The Allocation and Placement Service

This Guide contains information about how to use the Allocation and Placement Service (APS) to register for the Graduate Nurse/Midwifery Program (GNMP) Match. The Postgraduate Medical Council of Victoria Inc. administers the APS on behalf of the Victorian health services that offer positions and candidates applying for these positions.

The Graduate Nurse/Midwifery Program Match is conducted at the request of the Department of Health and Human Services (DHHS), Victoria. You will find further information about the APS and the GNMP Match at the APS website: <https://allocations.pmcv.com.au/>

The APS website can be used on any web enabled device, including mobile phones. NOTE: It cannot be used with Internet Explorer.

## Graduate Nurse/Midwifery Program Match 2020/21

In response to COVID-19, the Postgraduate Medical Council of Victoria (PMCV) has revised the dates for the GNMP match process. These dates are:-

Date	APPLICATION PROCESS FOR GNMP MATCH
<b>Monday 13 July</b>	<b>Opening Date for Candidates to -</b> <ul style="list-style-type: none"> <li>Register to participate in the GNMP Match via the Allocation and Placement Service (APS) Website (<a href="https://allocations.pmcv.com.au/">https://allocations.pmcv.com.au/</a>)</li> <li>Enter a maximum of four health service preferences</li> <li>Nominate two referees on APS website</li> <li>Apply directly to health services preferred</li> <li><u>Victorian distance education candidates only</u> - submit supporting documents for inclusion in the process</li> </ul>
<b>Monday 03 August</b>	<b>Closing date for Candidate to -</b> <ul style="list-style-type: none"> <li>Register to participate in the GNMP Match (no extension)</li> <li>Nominate referees on APS website</li> <li>Submit Distance Education Supporting Documentation (no extension)</li> </ul>
<b>Wednesday 05 August</b>	<b>Closing Date for:-</b> <ul style="list-style-type: none"> <li>Candidates to submit health service preferences</li> <li>Candidates to apply to Health Services</li> <li>Referees to submit referee reports (no extension)</li> </ul> <p><b>Candidates cannot add new preferences after 5 Aug 2020.</b></p>
<b>Thursday 06 – Friday 07 August</b>	<b>PMCV Processing registrations</b> <ul style="list-style-type: none"> <li>PMCV to finalise all registrations and candidate approvals into the Match</li> </ul>
<b>Monday 10 August to Friday 25 September</b>	<b>Health Services' selection process:</b> <ul style="list-style-type: none"> <li>Access their List of Candidates including referee reports (Candidate's preference listings are not disclosed to health services)</li> <li>Selection Process / Interviews</li> </ul>

Date	APPLICATION PROCESS FOR GNMP MATCH
<b>Friday 25 September</b>	<b>Closing Date for Candidates to -</b> <ul style="list-style-type: none"> <li>Re-order or delete preferences (via login by 23:59)</li> <li>Withdraw from the Match (via login by 23:59)</li> </ul>
<b>Monday 28 September – Wednesday 7 October</b>	<b>Submission of Health Service Rankings &amp; Confirm Number of positions</b> <ul style="list-style-type: none"> <li>Confirm final number of graduate places available for matching</li> <li>Submit Health Service's candidate rankings</li> </ul>
<b>Thursday 8 October – Friday 16 October</b>	<b>Allocation and Placement Process</b> <ul style="list-style-type: none"> <li>Allocation and Placement Algorithm run to match candidates to health services</li> </ul>
<b>Monday 19 October Approx. 10am</b>	<b>Match Results Available via email and login</b> There is only one round of offers. <i>Candidates who decline their matched offer are NOT eligible to apply for another position from another health service.</i>
<b>Monday 19 – Friday 23 October</b>	<b>Unmatched candidates &amp; unmatched positions process</b> <ul style="list-style-type: none"> <li>PMCV will email a list of unmatched positions to all unmatched candidates. Unmatched candidates can apply directly to those health services.</li> <li>A list of unmatched candidates &amp; contact details will be available on-line to health services with unmatched positions. Unmatched health services can offer vacant positions to unmatched candidates.</li> </ul> <i>Candidates who accepted an offer from an unmatched hospital cannot accept or apply for another unmatched position from another health service.</i>
<b>Monday 26 October Approx. 2pm</b>	<b>PMCV posts a revised unmatched list on the Allocation and Placement Website</b> Applicants who were not eligible to register with the Graduate Nurse / Midwifery Program Match will have access to a list of unmatched positions within the <a href="#">Reading Material</a> of the Graduate Nurse / Midwifery Program Match on the <a href="#">Allocation and Placement Service Website</a> (registration not required)
<b>From 19 October</b>	<b>Health Services report to PMCV any post match changes</b> <ul style="list-style-type: none"> <li>name of matched candidates who decline a matched position</li> <li>name of unmatched candidates who accept vacant positions</li> </ul>

Detailed below is a brief step by step guide regarding the process for candidates. As always, our team will be available to guide you with any questions you have, and you can email [allocations@pmcv.com.au](mailto:allocations@pmcv.com.au) for support. In addition, we have detailed help guides for the APS system which you can visit at <https://allocations.pmcv.com.au/help>

## Eligibility Criteria and Priority Categories

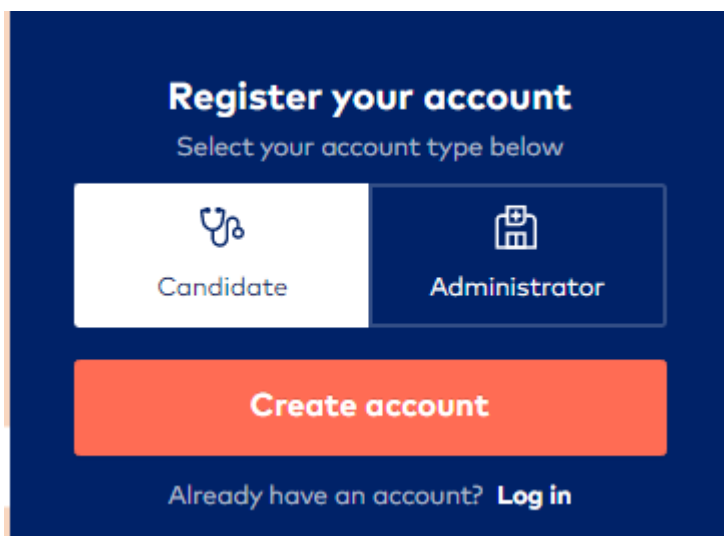
Graduate Nurse/Midwifery Program positions are allocated in Victoria using a priority category system. The eligibility criteria and order of allocation of nursing/midwifery graduates for 2021 Graduate Nurse/Midwifery Program positions is listed below:

Priority Categories	Eligibility criteria for 2020 Victorian Graduate Nurse/Midwifery Program Match
<b>Group 1</b>	<ul style="list-style-type: none"><li>• Victorian trained Nursing/Midwifery Graduates (citizen/permanent resident)</li><li>• Current Victorian trained Postgraduate Diploma in Midwifery graduates (NB: These candidates can only select Midwifery positions)</li><li>• Current Victorian resident – Distance Education Nursing/Midwifery Graduate</li></ul>
<b>Group 2</b>	<ul style="list-style-type: none"><li>• Interstate trained Nursing/Midwifery Graduate (citizen/permanent resident)</li><li>• New Zealand trained Nursing/Midwifery Graduate (citizen/permanent resident)</li></ul>

## Sign up for your User Account

If you have not done so already, please visit the APS website (<https://allocations.pmcv.com.au/>) and register for a **candidate** account.

Select 'Candidate' and 'Create account'.



It is not recommended for candidates to use their student email address if communication is required after the match. Some candidates may have completed their course during the year and their university email address may become defunct.

## Find the Graduate Nurse/Midwifery Program Match

Candidates will see the 2020 Graduate Nurse/Midwifery Program Match published on the APS website, via the homepage and when clicking '[All Matches](#)'.

Users can click 'Learn more' to access the process dates, information about participating health services, and reading materials such as the Graduate Nurse/Midwifery Program Match Business Rules.

### Graduate Nurse/Midwifery Program Match 2020

**REGISTRATION OPEN** CLOSING SOON - WEDNESDAY, MARCH 18TH 2020, 3:30:00 PM

The Postgraduate Medical Council of Victoria (PMCV) administers the Graduate Nursing/Midwifery Program Computer Match (GNMP Match) on behalf of the Department of Health & Human Services (DHHS). This service is available to allocate newly graduated nurses and midwives into graduate programs at Victorian public and private hospitals/health services.

[Register](#)  
[Learn more](#)

## Register for the Graduate Nurse/Midwifery Program Match

Once the Graduate Nurse/Midwifery Program Match is 'Open for registration' from **13<sup>th</sup> July**, you will be able to register to participate in the process. This includes completing your personal details, nominating referees, selecting preferences and uploading any relevant supporting documents (Distance Education candidates only).

**Note that you will need to have the details of two people who can provide an on-line reference report for you.**

Once you have registered for the Graduate Nurse/Midwifery Program Match, you will see a checklist which will show you the steps you need to complete during the candidate registration period (13th July to 3rd August).

PROGRESS	DUE DATE	STATUS
Register for match	March 18th 2020	Candidate ID: 10012
Candidate details	March 18th 2020	Incomplete
Eligibility	March 18th 2020	Incomplete
Add preferences	March 18th 2020	Incomplete
Nominate referees	March 18th 2020	Incomplete
Supporting documents	March 18th 2020	Incomplete
Submit declaration	March 18th 2020	Incomplete
<div> <b>Status: Details required</b> You must complete the above listed steps before your application can be approved</div> <div><a href="#">Status definitions</a> <a href="#">Other Options</a></div>		

# Referee Reports

A new feature of the Graduate Nurse / Midwifery Program match is the facility to nominate up to two referees to submit references.

To do this select the “Nominate Referees” item and enter the required details for each referee you wish to have complete a reference report for you.

**STEP FOUR**  
**Nominate referees**

**Title \***

**First Name \***

**Last Name \***

**Email \***

**Phone Number \***  
  
Use format (03) XXXX XXXX or mobile 04XX XXX XXX

**Position Held \***  
  
e.g Head of Oncology department

**Referee place of employment \***  
  
e.g The Alfred

**Submit Referee**

When you click on Submit reference this automatically sends an email to the referee you nominated with a link to complete a standard referee report form.

When the referee has completed the reference you will be sent an email informing you of this and it will also show on your dashboard. E.g.

## Your referees

REFEREE	HOSPITAL	STATUS	
<b>A/Prof Jackie Richards</b> jrichards@pmcv.com.au 0396-701-066	PMCV	COMPLETED	<a href="#">Edit</a>

If you need to make any changes to your referee e.g. update email or phone number then click on Edit and this will send your request to the Allocations and Placement team to do this.

## Registration Approval

The following information needs to be completed before the Allocations & Placement team will approve your registration into the Graduate Nurse / Midwifery Program match.

- University and course completion date
- Eligibility
- At least one preference
- Declaration signed


Once this information has been completed, PMCV will verify your eligibility and change your status to '**Registration approved**'. This means that you will be included in the Match.

**NOTE: You must sign the declaration section to be included in the match process. Failure to do so will result in you being excluded from the graduate nurse / midwifery program match.**

You can continue to update your details and preferences after signing the declaration and before the registration close date of 3<sup>rd</sup> August.

A peak times it can take up to 5 business days for the PMCV team to verify and approve candidates' registrations.

Your dashboard will change to reflect this once it has been done.

 **Status: Registration approved**  
The PMCV has verified your eligibility and your application is approved for inclusion in the match

[Status definitions](#)

[Other Options](#)


## Withdrawing from the Match

If you receive an offer outside of the match e.g. from a private health service, then you must withdraw from the PMCV Graduate Nurse / Midwifery Program match.

This is done by selecting "Withdraw from Match" under the other options.

**Supporting documents** March 18th 2020

**Submit declaration** March 18th 2020

 **Status: Registration approved**  
The PMCV has verified your eligibility and your application is approved for inclusion in the match

[Status definitions](#)

[Other Options](#)

[Withdraw from match](#)

[Contact the PMCV](#)



## Distance (on-line) Education Candidates

Candidates who are studying on-line via Distance Education must upload the following supporting documents to be included as a Victorian candidate:-

- Two forms of identification with current Victorian address (e.g. current Victorian driver's license, recent utility bill with Victorian address, or recent bank statement showing address); and
- Evidence of enrolment as a distance education student (e.g. letter from education provider verifying enrolment as a distance education student).
  - Note: If a letter is provided with the candidate's Victorian address then only one further document of identification is required.

These must be uploaded as part of your registration within the Supporting Documents section no later than **Monday 3<sup>rd</sup> August**.

If the required supporting documents are not provided by 3<sup>rd</sup> August then any Distance Education candidates will be considered as a Group 2 candidate for the allocations process.

## Applications to Health Services

In addition to registering to participate in the Graduate Nurse/Midwifery Program Match via the APS website, you must also apply directly to the health services you have listed in your preferences.

It is recommended that you check the websites of the individual health services concerned, and contact them directly with any queries regarding their application requirements.

Health service applications will open from 13th July and close on 5th August 2020.

## Allocation Process and Notification of results

Candidates and health services rank their preferences prior to the allocation algorithm running. The algorithm is executed in the following order to allocate candidate to positions

Step 1:

- The algorithm selects all positions and all Group 1 candidates and allocates those candidates to positions where the preference and health service rank match.

Step 2:

- The algorithm selects all remaining positions, any unmatched Group 1 candidates plus all Group 2 candidates and allocates those candidates to positions where the preference and health service rank match.

Matched Candidates
<ul style="list-style-type: none"> <li>• All candidates will be notified of the match outcome in the first instance by email and also via log in to the PMCV Allocation and Placement Service website on <b>Monday 19 October 2020 from 10am.</b></li> <li>• All hospitals and health services will be notified of the match outcome by email in the first instance and also via log in to the PMCV Allocation and Placement Service website on Monday 19 October 2020.</li> <li>• Candidates who are matched will not be eligible to apply for unmatched positions.</li> <li>• Matched candidates are obliged to commit to the full duration of the graduate nurse / midwifery program contract.</li> <li>• Health Services will not actively pursue recruitment of graduates who have been matched to another health service for the duration of the graduate nurse / midwifery program.</li> </ul>

Unmatched Candidates
<p><b>Between 19-23 October 2020 :</b></p> <ul style="list-style-type: none"> <li>• PMCV will email unmatched candidates a list of health services with vacancies. Unmatched candidates will need to contact these health services directly to obtain an unmatched graduate position.</li> <li>• All health services with unmatched positions or vacancies that arise after the matching process has concluded <u>can only</u> fill their positions with unmatched APS registered candidates during this time.</li> </ul> <p><b>From 26 October 2020</b></p> <ul style="list-style-type: none"> <li>• PMCV will post the names of any health services with remaining graduate vacancies on the Allocation and Placement Service Website, Graduate Nurse / Midwifery Program Match - <b>Reading Material section.</b></li> <li>• Any unmatched candidate or nursing students who had previously been ineligible to register for the match can apply directly to these health services for the unmatched positions from this date.</li> <li>• Registration on the Allocation &amp; Placement Website is <u>not</u> required for these positions.</li> </ul>

More details of the eligibilities and Matched / Unmatched process can be found in the Business Rules.