

## 2017-18 Victorian hospital pharmacy intern program: Timeline of events

Key dates	Description
Wed, 26 July 2017 (9am)	Applications open by online application via SHPA Victorian Interns webpage. <ul style="list-style-type: none"> <li>Students to supply a cover letter &amp; CV for their two equal 1st preference hospitals in their online application</li> </ul>
Wed, 9 August 2017 (5pm)	Applications close (2 weeks).
10-14 August 2017	Applications will be processed to prepare lists to be emailed to hospital departments. <ul style="list-style-type: none"> <li>Students notified of which hospitals they are applying for</li> <li>Hospitals receive at least three times number of applicants to positions available</li> <li>Students' two equal 1st preference applications will be sent to hospitals</li> <li>Students may have an application sent to a third hospital from their other higher ranked preferences, in the case where a hospital has an insufficient no. of applications – students will be asked to provide a cover letter &amp; CV for this third hospital (within 24hrs of request)</li> </ul>
By Mon, 14 August 2017	Applications (contact details, cover letter & CV) will be sent to pharmacy departments.
Mon, 14 August – Mon, 11 September 2017	Hospitals screen and interview applicants. NO new applications will be accepted.
By Tues, 12 September 2017	Hospital preference lists will be returned to SHPA. Students submit final ranked list of hospitals to SHPA.
13-21 September 2017	The matching process will occur at SHPA offices. Two groups will independently conduct the matching process and compare the final lists.
By Fri, 22 September 2017	Students will be advised if they have been successful or unsuccessful. Hospitals notified 1 day prior to students (under the strict agreement they will NOT contact students until after they've been notified).