



MEDICAL INTERN RECRUITMENT APPLICANT GUIDE

2027 Clinical Year

May 2026

Acknowledgement of Country

Health Education and Training Institute acknowledges the Traditional Custodians of the lands where we work and live. We celebrate the diversity of Aboriginal peoples and their ongoing cultures and connections to the lands and waters of NSW.

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1 INTRODUCTION TO PREVOCATIONAL TRAINING IN NSW

This guide is to support applicants in understanding the process required for applying to work as an intern in NSW for the 2027 clinical year.

NSW offers a range of prevocational training opportunities, from major metropolitan hubs within Sydney, to thriving large regional centres and diverse rural communities. All our prevocational training providers are accredited against the National Standards for prevocational training programs and terms, ensuring that the prevocational training years will be rich in learning opportunities, with valuable hands-on supervised experiences and well-supported by our highly regarded medical education units.

Prevocational training in NSW comprises two postgraduate years. The PGY1 and PGY2 years are a period of supervised general clinical experience in accredited positions within a health service while receiving ongoing education and training. Training is compliant with the requirements of the Medical Board of Australia's (Medical Board) registration standard 'Granting general registration as a medical practitioner to Australian and New Zealand medical graduates on completion of intern training.'

The Medical Board's registration standard defines the requirements that interns must complete to be eligible for general registration. All interns are required to perform satisfactorily, under supervision, to be considered for general registration with the Medical Board upon successful completion of their internship.

For more information, please visit the [Medical Board website](#).

2 ELIGIBILITY FOR A PREVOCATIONAL TRAINING (INTERN) POSITION IN NSW

To apply for a prevocational training position in NSW through the annual Medical Intern Recruitment campaign, applicants must:

- Meet the NSW Health Priority Category criteria (refer to section 5).
 - Be expected to complete a medical degree this year or have completed their medical degree in the previous two years from an Australian Medical Council (AMC) accredited Australian or New Zealand medical school.
 - Not previously have worked as a doctor.
-

3 NSW KEY ALLOCATION DATES

A full list of key dates relating to the annual Medical Intern Recruitment campaign can be found on the [HETI Medical Intern Recruitment website](#).

Key Dates	
Tuesday 5 May 2026	Medical Intern Recruitment applications open
Tuesday 5 May 2026	Rural Preferential Recruitment (RPR) Intern applications open
Thursday 4 June 2026 (11:59 pm)	Medical Intern Recruitment Applications close
Thursday 4 June 2026 (11:59 pm)	RPR Intern applications close
Monday 15 June 2026	RPR interview period commences
Thursday 25 June 2026	RPR interview period concludes

Key Dates	
Friday 26 June 2026 (11:59 pm)	Deadline to re-order/change RPR preferences
Monday 13 July 2026	Commencement of National Offer Period 1
Monday 13 July 2026	Aboriginal Medical Workforce pathway offers made
Monday 13 July 2026	Rural Preferential Recruitment pathway offers commence
Wednesday 15 July 2026	Direct Regional Allocation pathway offers commence
Wednesday 15 July 2026	Optimised Allocation pathway offers commence
Monday 20 July 2026	Commencement of DR and Optimised Allocation pathway offers (Category 2 applicants)
Friday 31 July 2026 (9:00 am)	National Offer Period 1 closes
Tuesday 4 August 2026	1st National Audit of Acceptances and Unplaced Applicants commences
Thursday 13 August 2026	National Offer Period 2 commences
Friday 4 September 2026 (9:00 am)	National Offer Period 2 closes
Monday 7 September 2026 (9:00 am)	Closing date for swaps requests
Tuesday 8 September 2026	2nd National Audit of Acceptances and Unplaced Applicants commences
Thursday 17 September 2026	National Offer Period 3 commences
Friday 16 October 2026 (9:00 am)	National Offer Period 3 closes
Tuesday 20 October 2026	3rd National Audit of Acceptances and Unplaced Applicants commences
Monday 9 November 2026	National Late Vacancy Management (LVM) Process commences
Friday 19 March 2027	National Late Vacancy Management (LVM) Process closes

Table 1: Key allocation dates for the Medical Intern Recruitment campaign for the 2027 clinical year

4 TERM DATES FOR INTERNSHIP

In each clinical year, interns will commence with a two-week orientation period. The first week will include orientation and mandatory training, and, in the second week, interns will commence a buddy week on the wards. Table 2 shows the dates for the 2027 clinical year.

Term dates for 2027

5 term year - Intern

Term	Start	End	Weeks
Intern orientation	18 January 2027	24 January 2027	1
Term 1	25 January 2027	11 April 2027	11
Term 2	12 April 2027	20 June 2027	10
Term 3	21 June 2027	12 September 2027	12
Term 4	13 September 2027	21 November 2027	10
Term 5	22 November 2027	6 February 2028	11
Year	18 January 2027	6 February 2028	55

Table 2: Term dates for the 2027 clinical year

To access a full list of the Ministry of Health clinical term dates for NSW, [please click here](#).

5 NSW HEALTH PRIORITY CATEGORY LIST

To be eligible for recruitment to an intern position in NSW through the annual Medical Intern Recruitment campaign, applicants must fall into one of the six NSW Health Priority Categories as outlined in Table 3.

NSW Health Priority Category	Definition
1	Medical graduates of NSW universities who are Australian/New Zealand citizens or Australian permanent residents (Commonwealth Supported Place and Domestic Full Fee paying). This priority category is guaranteed for an intern position in NSW.
2	Medical graduates of interstate or New Zealand universities who completed Year 12 studies in NSW who are Australian/New Zealand citizens or Australian permanent residents (Commonwealth Supported Place, Domestic Full Fee paying or NZ equivalent).
3	Medical graduates of interstate or New Zealand universities who completed Year 12 studies outside of NSW who are Australian/New Zealand citizens or Australian permanent residents (Commonwealth Supported Place, Domestic Full Fee paying or NZ equivalent).
4	Medical graduates of NSW universities who are not Australian/New Zealand citizens or Australian permanent residents and who hold a visa that allows them to work or are able to obtain a visa to work.
5	Medical graduates of interstate or New Zealand universities who are not Australian/New Zealand citizens or Australian permanent residents and who hold a visa that allows them to work or are able to obtain a visa to work in Australia.
6	Medical graduates of Australian Medical Council accredited universities with campuses that are located outside of Australia or New Zealand (University of Queensland (UQ) Ochsner and Monash Malaysia) who are not Australian/New Zealand citizens or Australian permanent residents and who hold a visa that allows them to work or are able to obtain a visa to work in Australia.

Table 3: NSW Health Priority Category List

Please Note:

- In addition to meeting the above eligibility criteria for the NSW Health Priority Categories, eligible applicants must also meet the broader criteria specified in section 2.
- NSW Health Priority Category 1 applicants are guaranteed to receive an offer for an intern position in NSW. Applicants from other NSW Health Priority Categories are not guaranteed to receive an offer in NSW.
- Applicants who are Australian or New Zealand citizens or Australian permanent residents graduating from an AMC accredited offshore campus of an Australian university (University of Queensland (UQ) Ochsner or Monash Malaysia) will require a manual review to determine their NSW Health Priority Category.
- If an applicant's citizenship status has changed after the close of the application period, it is the applicant's responsibility to provide the HETI Prevocational Training Support Unit (PTSU) with certified documentation for review. Following review HETI will advise whether the change in priority category is supported.
- Individuals who do not meet the eligibility criteria to apply for an intern position in NSW through this process can visit the NSW Health jobs webpage to see if suitable positions may exist for them. The HETI PSTU cannot provide further information regarding these positions.
- Applicants can determine their NSW Health Priority Category by referring to Table 4.

Criteria	NSW Health Priority Category List					
	Cat 1	Cat 2	Cat 3	Cat 4	Cat 5	Cat 6
Australian/NZ citizen or Australian permanent resident	Y	Y	Y	NA	NA	NA
Graduate of NSW university	Y	NA	NA	Y	NA	NA
Graduate of New Zealand or interstate university	NA	Y	Y	NA	Y	NA
Year 12 completed in NSW	NA	Y	N	NA	NA	NA
Visa allowing working rights in Australia	NA	NA	NA	Y	Y	Y
Graduate of AMC accredited campus outside Australia or New Zealand (UQ Ochsner and Monash Malaysia)	NA	NA*	NA*	NA	NA	Y

Table 4: Determining NSW Health Priority Category List

* Australian or New Zealand citizens or Australian permanent residents graduating from an AMC accredited offshore campus outside of an Australian university (University of Queensland (UQ) Ochsner and Monash Malaysia) will be assessed for an updated NSW Health Priority Category.

6 INTERN POSITION NUMBERS FOR PREVOCATIONAL TRAINING NETWORKS AND RPR HOSPITALS

The number of intern positions available for each prevocational training network and RPR hospital is published on the HETI Medical Intern Recruitment website during the Medical Intern Recruitment campaign. The total number of positions may fluctuate between the start of the campaign and the end of the Late Vacancy Management process. Any changes in the number of total positions throughout the campaign will be updated on the website.

For more information and to view the number of intern positions available, [please click here](#).

Please Note:

- The HETI PTSU does not provide real-time updates on the current vacancies available at each prevocational training network or RPR hospital nor the status of offers to individual NSW Health Priority Category groups.

7 ALLOCATION REPORT FROM THE PREVIOUS YEAR'S MEDICAL INTERN RECRUITMENT CAMPAIGN

A report is available on the HETI Medical Intern Recruitment website that provides an overview of the NSW Medical Intern Recruitment campaign for the previous clinical year. For more information, [please click here](#).

8 PREVOCATIONAL TRAINING NETWORKS

Below is a condensed list of facilities included in the 15 NSW prevocational training networks. It shows RPR hospitals (in italics) and other facilities that applicants may rotate to throughout the two-year contract as a prevocational trainee (Table 5), it does not include GP clinics. To view the full list the prevocational training networks including GP clinics, [please click here](#).

NETWORK	HOSPITALS
1	Royal Prince Alfred Hospital, <i>Dubbo Hospital</i>
2 - REGIONAL	Bankstown-Lidcombe Hospital, Campbelltown/Camden Hospital
3	Concord Hospital, Canterbury Hospital, <i>Broken Hill Base Hospital</i>

NETWORK	HOSPITALS
4 - REGIONAL	Liverpool Hospital, Fairfield Hospital, <i>Tweed Valley Hospital</i>
5	Royal North Shore Hospital, Ryde Hospital, <i>Port Macquarie Base Hospital</i>
6	Hornsby Ku-ring-gai Hospital, Mona Vale Hospital, Northern Beaches Hospital, Sydney Adventist Hospital
7 - REGIONAL	Gosford Hospital, Wyong Hospital
8	St George Hospital and Community Health Service, <i>Griffith Base Hospital</i> , Sutherland Hospital, <i>Albury Wodonga Health - Albury Campus</i>
9	Prince of Wales Hospital, <i>Lismore Base Hospital</i>
10	St Vincent's Hospital, <i>Wagga Wagga Health Service</i>
11 - REGIONAL	Wollongong Hospital, Shellharbour Hospital, Shoalhaven Memorial Hospital
12 - REGIONAL	John Hunter Hospital, Belmont Hospital, Calvary Mater Newcastle, Hunter New England Mental Health, <i>Manning Base Hospital</i> , <i>Tamworth Hospital</i> , <i>Maitland Hospital</i>
13	Westmead Hospital, Auburn Hospital, <i>Coffs Harbour Health Campus</i> , <i>Orange Health Service</i>
14 - REGIONAL	Nepean Hospital, Blue Mountains District ANZAC Memorial Hospital, Hawkesbury District Hospital
15 - REGIONAL	Blacktown Hospital/Mt Druitt Hospital, Bathurst Health Service

Table 5: Condensed version of the prevocational training networks with RPR Hospitals

9 PREVOCATIONAL TRAINING TERMS PER HOSPITAL

A current list of accredited prevocational training terms per hospital (prevocational training provider) can be found through the following link, [please click here](#).

10 APPLYING FOR A POSITION

10.1 REQUIREMENTS FOR APPLYING FOR AN INTERN POSITION IN NSW-priority

Applicants should determine if they are eligible to apply for an intern position by referring to the eligibility section in this guide. Applications are open nationally during the same period, with each state running its own application process. Other state's eligibility and application processes may differ from those outlined within this guide for NSW.

All applicants should read and understand the key documents available on the HETI Medical Intern Recruitment [website](#) before applying for an intern position in NSW; these include:

- Allocation pathways
- Eligibility for a NSW intern position
- How to apply for a NSW intern position
- Key allocation dates through the recruitment campaign

If applicants are unsure of their eligibility or the process of applying for an intern position in NSW, they should contact HETI PTSU for advice.

The requirements that must be completed as part of the application process are:

- Submission of an application for the NSW intern position,
- Completion of document collection task(s) which requires the uploading of certified documents and may require completion of forms, and

- Preferencing of the 15 prevocational training networks (regardless of the pathway/s an applicant has chosen).

Applicants applying through the RPR pathway will also be required to:

- Answer 'Yes' to the RPR pathway in the intern application,
- Submit a separate application to each RPR hospital(s), and
- Preference the RPR hospital(s) even if they have only applied to one.

Please Note:

- Applicants who are applying through the RPR pathway should refer to the section on applying for a RPR hospital intern position for further details.
- An applicant can recommence an intern application that has been previously withdrawn while the application period is open.
- **Late applications will not be accepted in NSW.**
- Referees are only required in NSW for applications through the RPR pathway.

10.2 VIDEOS ON HOW TO SUBMIT A MEDICAL INTERN RECRUITMENT APPLICATION

The following videos located on the HETI Medical Intern Recruitment website will assist applicants in understanding how to apply for an intern position online through the NSW Health Careers Portal. [Please click here.](#)

- Video 1 – Commencing your application.
- Video 2 – Submitting and updating your network preferences.
- Video 3 – Document collection tasks.
- Video 4 – Accepting or declining your conditional offer.
- Video 5 – Responding to your formal letter of offer.
- Video 6 – JMO Rural Preferential Recruitment (RPR) – Completing your application and preferences.

11 RECRUITMENT PATHWAYS AND PROCEDURES

There are four pathways to obtain an intern position in NSW. These pathways are the Aboriginal Medical Workforce, Rural Preferential Recruitment, Direct Regional Allocation and Optimised Allocation pathways.

All applicants will be included in the Optimised Allocation pathway regardless of other pathways the applicant chooses through the application process.

11.1 ABORIGINAL MEDICAL WORKFORCE PATHWAY (AMW)

This pathway aims to build the capacity of Aboriginal and/or Torres Strait Islander doctors in the NSW Health workforce. It promotes the success of Aboriginal and/or Torres Strait Islander medical graduates by recruiting them to prevocational training positions in a prevocational training network or RPR hospital of their choice.

For more information regarding eligibility criteria and applying through this pathway, [please click here](#).

11.2 RURAL PREFERENTIAL RECRUITMENT PATHWAY (RPR)

This pathway is a merit-based process that facilitates the recruitment of rural cadets and other medical graduates to intern positions in rural hospitals within NSW. Applicants applying via the RPR pathway need to complete a minimum of TWO applications (at least one RPR application in addition to their general intern application) by the close of the application period.

Applicants will need to address the selection criteria for each rural hospital they apply to and may be invited to attend an interview (face-to-face or virtual) with the RPR hospitals.

For more information, [please click here](#).

11.3 DIRECT REGIONAL ALLOCATION PATHWAY (DRA)

This pathway facilitates the allocation of medical graduates to positions in regional and outer metropolitan Sydney prevocational training networks. A prevocational training network included in the DRA pathway is identified on the prevocational training networks list by the word 'regional' next to the network number. Refer to section 8 in this guide for the condensed list of hospitals within each regional network.

This pathway is only for NSW Health Priority Category 1 to 4 applicants. Applicants applying through this pathway must put a regional network as their first preference. Applicants from NSW Health Priority Categories 5 and 6 will not be offered positions through this pathway (these applicants are not precluded from being offered positions in regional networks, however when this occurs it will be through the Optimised pathway.)

Applicants are encouraged to review the prevocational training networks to understand which hospitals they may be rotated to within the network.

For more information, [please click here](#).

11.4 OPTIMISED ALLOCATION PATHWAY

This pathway predominately facilitates allocation to intern positions in metropolitan Sydney prevocational training networks. It is also used to fill positions in regional networks where there is an oversupply of guaranteed applicants in National offer period one and following the exhaustion of eligible applicants in the DRA pathway. All NSW Health Priority Category applicants are eligible for this pathway. All applicants will be included in the Optimised Allocation pathway regardless of other pathways the applicant chooses through the application process,

Applicants are encouraged to review the prevocational training networks to understand which hospitals they may be rotated to within the network

For more information, [please click here](#).

11.5 EXTENUATING CIRCUMSTANCES AND CHANGE IN CIRCUMSTANCES

This procedure recognises that some applicants applying for an intern position may have extenuating circumstances at the time of application that may limit their ability to work in one or more of the prevocational training networks in NSW.

For more information, [please click here](#).

11.6 JOB SHARE APPLICANTS

Job share employment involves two applicants who share one full time equivalent position. Applicants wishing to job share must indicate this within their application.

Applicants who would like to job share and have a job share partner will need to populate the appropriate fields within their application with their co-applicant details; these include legal first and last names (not preferred name) and the personal email address used in the co-applicant's application. Applicants in a job share pair must be the same NSW Health Priority Category and must have the same order of ranked prevocational training network preferences.

Applicants who have indicated that they would like to job share a position and do not have a job share partner will need to advise the HETI PTSU by email and request that they try to find them a job share partner.

If one of the job share applicants decides they no longer want to job share, the other applicant can still be allocated as part time (0.5FTE) with no job share partner.

Following the acceptance of a formal job offer, job share applicants will need to discuss the job share arrangements with the hospital administering employment.

Please Note:

As the RPR pathway is merit based, applicants who would like to job share should disclose this during their interview.

11.7 PART TIME APPLICANTS

Part time employment is where an applicant is requesting to work reduced hours (0.5FTE) per week. Applicants wishing to work part time must indicate this within their application.

Applicants applying as part time will be asked by HETI PTSU if they have any interest in job sharing or if they wish to continue as part time only.

Following the acceptance of a formal job offer, part time applicants will need to discuss the part time arrangement with the hospital administering employment.

Please Note:

As the RPR pathway is merit-based, part time applicants should disclose this during their interview.

11.8 JOINT APPLICANTS

A joint applicant pair is when two applicants would like to be considered for allocation to the same prevocational training network (both as full time positions).

Applicants wishing to be a joint applicant with another individual must indicate this at the time of applying. Both applicants need to submit a separate application, but within their application, must select if they would like to be paired with another applicant.

Applicants must be from the same NSW Health Priority Category and have the same order of ranked prevocational training network preferences.

Applicants need to populate the appropriate fields within their application with the co-applicant details; these include legal first and last names (not preferred names) and the personal email address used in the co-applicant's application.

In situations where there are more applicants than positions available at the time of offers, both applicants may not be offered a position in the same offer round and could receive offers to different prevocational training networks.

Please Note:

As the RPR pathway is merit based, applicants should indicate at the time of interview that they would like to be located at an RPR facility with another applicant.

11.9 HOW TO LOCATE AND COMMENCE AN INTERN APPLICATION

Applicants can apply for an intern position in the annual Medical Intern Recruitment campaign through the NSW Health Careers Portal. Images are provided below to assist applicants in locating the NSW Health Careers Portal and progressing to the intern application.

Step One

Access the NSW Health Careers Portal to commence the application process. [Please click here.](#)

Alternatively access the NSW Health Careers Portal at <https://jobs.health.nsw.gov.au/>.



With your skills and experience, you can contribute to the millions of ways we're enriching health, and develop your career as part of the largest health organisation in Australia.

Image 1: NSW Health Careers Portal – Main page

Step Two

Click on the 'Recruitment initiatives' tab.



NSW Health careers

Find your next job in your local community.

With your skills and experience, you can contribute to the millions of ways we're enriching health, and develop your career as part of the largest health organisation in Australia.

Image 1: NSW Health Careers Portal – Main page

Step Three

Click on 'Medical'.

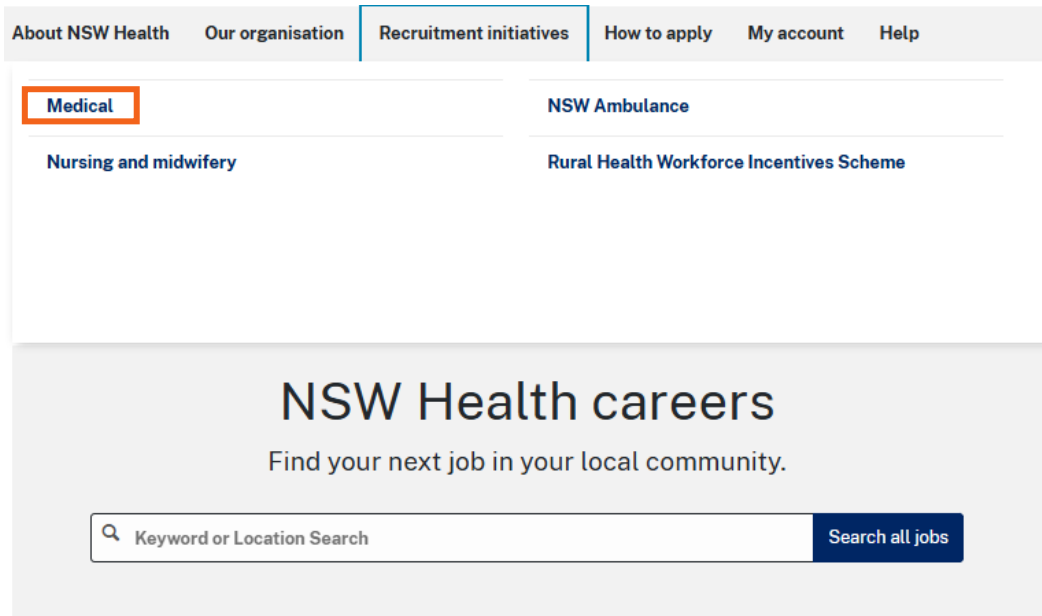


Image 3: NSW Health Careers Portal – Main page

Step Four

Click on the 'Medical Intern Recruitment' tile.

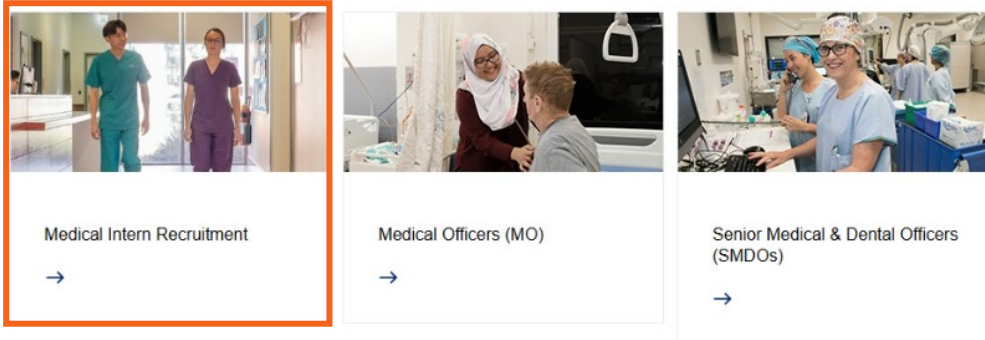
Medical Careers with NSW Health

Click on the tiles below to search for current vacancies

Make a positive impact on the lives of our community by pursuing a medical career with NSW Health. We offer rewarding career opportunities across all categories of doctors including specialists, hospital non-specialists, interns and residents in all areas of medicine.

Join the team enriching health in millions of ways while advancing your training and career every day.

Search for medical roles with NSW Health now and make a real difference in people's lives.



Health Education and Training Institute (HETI) manages the allocation of medical graduates to intern positions across NSW. Visit [Medical Intern Recruitment](#) for more information.

Each May, NSW Health launches the annual Junior Medical Officer recruitment campaign, advertising vocational and non-vocational roles such as residents, registrars, trainees, and provisional fellows for the upcoming clinical year. Learn more at [Junior Medical Officer recruitment](#).

Image 4: NSW Health Careers Portal – Medical Intern Recruitment campaign

Step Five

Click on the 'Intern' position job shown below to commence an application.

Medical Intern Recruitment

Applying for a Prevocational Training Position in NSW

Valuable career opportunities are available for medical graduates to develop their skills in one of NSW 15 prevocational training networks. These positions support prevocational trainees to build on learning acquired during medical school by identifying opportunities to apply their knowledge and skills in the work environment.

To apply for a Prevocational Training position in NSW medical graduates must:




1. Meet eligibility and NSW priority list criteria
2. Be expected to complete your medical degree this year or have completed your medical degree in the past two years
3. Have not previously worked as a doctor

Prior to submitting your application you must have provided your preferences for the training networks and uploaded required documentation to be considered for the allocation process.

Rural Preferential Recruitment (RPR)

To complete the additional application required for Rural Preferential Recruitment (RPR) intern roles (advertised through the Junior Medical Officers Campaign) please [click here](#). RPR applicants must also complete a statewide intern application (advertisement available on the current page).

Further information including the Medical Intern Applicant Guide can be found on HETI website, [click here](#) to find out more.

<p>Applying for a role in the Medical Intern Recruitment Campaign</p> <p>Commencing your application</p> <p>WATCH NOW</p> 	<p>Applying for a role in the Medical Intern Recruitment Campaign</p> <p>Submitting and updating your network preferences</p> <p>WATCH NOW</p> 	<p>Applying for a role in the Medical Intern Recruitment Campaign</p> <p>Document collection tasks</p> <p>WATCH NOW</p> 
<p>Commencing your application</p> <p>→</p>	<p>Submitting and updating your network preferences</p> <p>→</p>	<p>Document collection tasks</p> <p>→</p>

Medical Intern Job

Intern

Statewide

Employment Type: Temporary Various Position Classification: Intern Remuneration: \$76,009 Hours Per Week: 38 Requisition ID: PCAM21567 The position...

Image 5: NSW Health Careers Portal – Medical Intern Recruitment campaign - Intern position.

Step Six

Click the 'Apply for Job' button.

Intern

Statewide

New

Intern

PCAM21567

4 hours ago

Apply for Job

Share this Job

Sign Up for Job Alerts



Employment Type: Temporary Various

Position Classification: Intern

Remuneration: \$76,009

Hours Per Week: 38

Requisition ID: PCAM21567

Image 6: NSW Health Careers Portal - Intern job advertisement

Step Seven

Accept the privacy agreement to continue with an application by clicking on the 'I Accept' button.

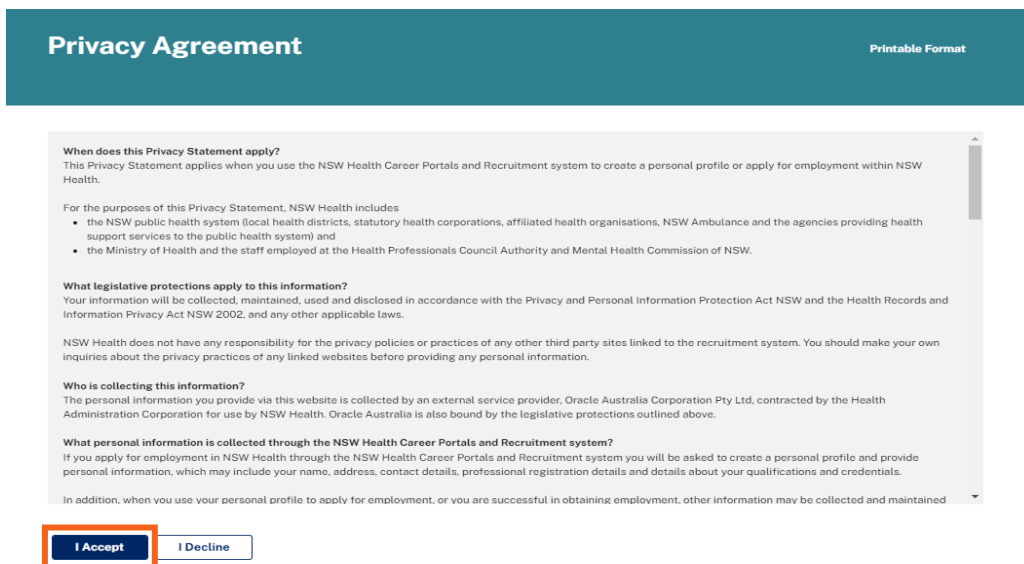


Image 7: NSW Health Careers Portal – Privacy Agreement

Step Eight

Applicants new to NSW Health will need to create a new user account.

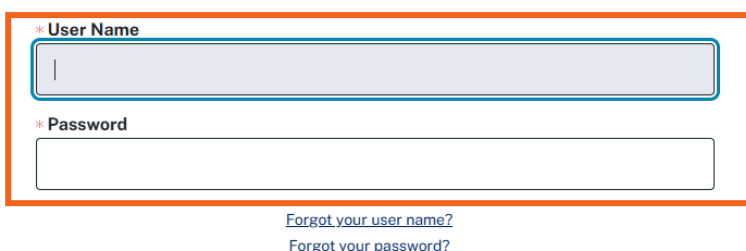
Previous NSW Health employees will need to login with their previous username and password. Applicants who have difficulties re-accessing their account on the NSW Health Careers Portal should use the forgotten username or password links.

Applicants who are a current NSW Health employee or contractor must login in through ‘Employee and Contractor Login’ to ensure their NSW Health profile is linked with Stafflink. Applicants will be required to enter their Stafflink number and password.

Account Login

[Employee and Contractor Login](#) 

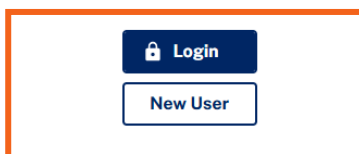
For further assistance please refer to [Support](#). 




* User Name
|

* Password

[Forgot your user name?](#)
[Forgot your password?](#)



 Login

New User

Image 8: NSW Health Careers Portal – Login screen

- Applicants who have forgotten their username or password should use the ‘forgot your username’ and/or the ‘forgot your password’ links to reset their access details.
- If applicants have technical difficulties or are unable to access their application, they should contact the HealthShare Customer Experience Team. Details can be found by clicking on the ‘support’ link on the webpage.

Please Note:

- All applicants will be required to respond to the mandatory questions within the application.
- Applicants who are unclear regarding a question in the application process or the level of details required should contact the HETI PTSU Team.
- HINT: When progressing through the application click on “Submit” on each page before clicking on “Next”

11.10 APPLICANTS WHO ARE CURRENT NSW HEALTH EMPLOYEES

Applicants who are current NSW Health employees and have applied through the ‘NSW Health Employees’ login will notice that some of the mandatory fields on the ‘My details’ page within the application will be prefilled with the applicant’s details. These response(s) cannot be edited or updated in the application.

- If the contact information is incorrect e.g. address or mobile phone number, the applicant can update this information through StaffLink.
- If the contact information is correct in StaffLink but incorrect in their application, the applicant should contact the HealthShare Customer Experience Team on 1300 443 966.

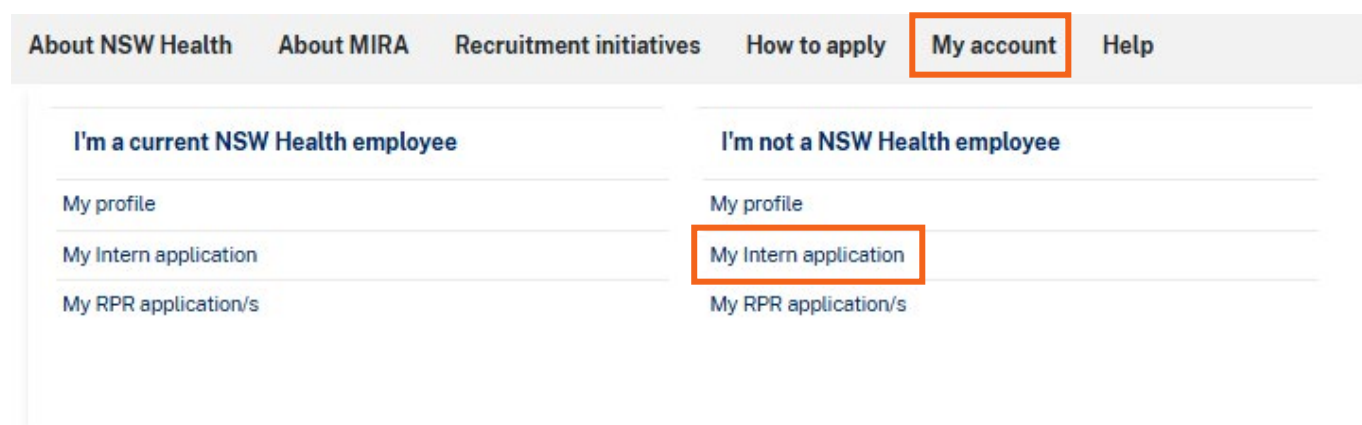
11.11 RETURNING TO A PREVIOUSLY SAVED OR WITHDRAWN INTERN APPLICATION

Applicants can return to a previously saved application or a withdrawn application while the application period is still open.

If an applicant needs to edit a previously saved application or recommence a withdrawn application they should follow Steps 1 to 4 in Section 11.9 to locate the position through the NSW Health Careers Portal.

Applicants can view, edit, and track a previously saved application or withdrawn application by clicking on 'My Account' and selecting 'My Intern application'.

Applicants who have recently logged out of their application should close all web browser windows before re-accessing their application.



Medical Intern Recruitment

Applying for a Prevocational Training Position in NSW

Image 9: NSW Health Careers Portal returning to previously saved applications

To edit an application, applicants will need to click on the button 'View/Edit Application'.

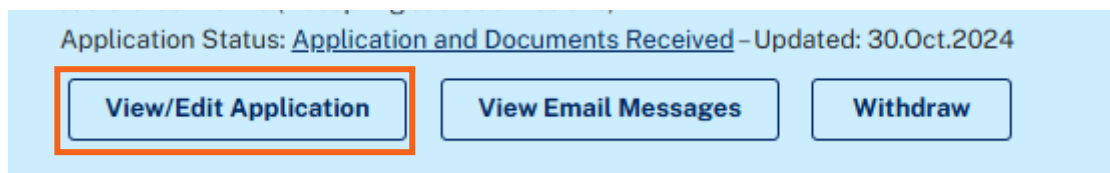


Image 10 - NSW Health Careers Portal - My Applications.

Please Note:

- Applicants will only be able to edit an application if they have the button 'View/Edit Application'.
- If an applicant tries to edit an application but can only see the 'View Application' as shown in Image 11, applicants should log out of the portal and use the steps in Section 11.9 to find the intern position and then log in through 'My Account' and select 'My Intern Application'.

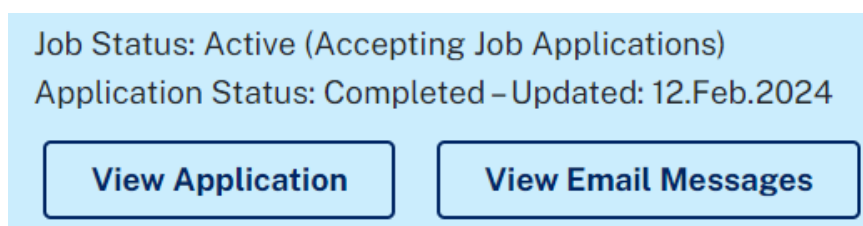


Image 11 - NSW Health Careers Portal - My Applications

11.12 PROVIDING A VALID EMAIL ADDRESS

Email is the primary communication HETI PTSU use to contact applicants during the Medical Intern Recruitment campaign.

It is the applicant's responsibility to ensure email addresses provided in their application remain current and can be checked regularly throughout the recruitment campaign. All applicants will be sent email communication from NSW Health Careers, the HETI PTSU and the hospital administering employment.

Applicants should provide an email address that will remain current until employment has commenced. Before using a university email address applicants should check with the university that it will remain valid until they have commenced internship.

Please Note:

- NSW Health employees should provide an alternative email address other than their NSW Health email in the personal email field. The email address contained in the corporate email address field cannot be changed.
- Applicants who are external to NSW Health will need to provide a valid personal and corporate email address in their application. It is suggested that the personal email and corporate email fields be populated with the same email address to save confusion.
- Key correspondence will be sent to both email addresses throughout the recruitment campaign.
- The email fields that an applicant will need to fill out are shown in Image 12.

Personal Email Address
esme@invalidemail.com
Corporate / Alternate Email Address
esme@invalidemail.com

Image 12: NSW Health Careers Portal – Email address fields with application

11.13 AUTO-GENERATED EMAILS

Throughout the Medical Intern Recruitment campaign, applicants will receive multiple forms of email communications regarding the status of their application. These emails are important and should be kept and not deleted.

Important system emails and short message service (SMS) messages from NSW Health Careers can be found under 'My Applications'. Applicants can view the messages that have been sent.

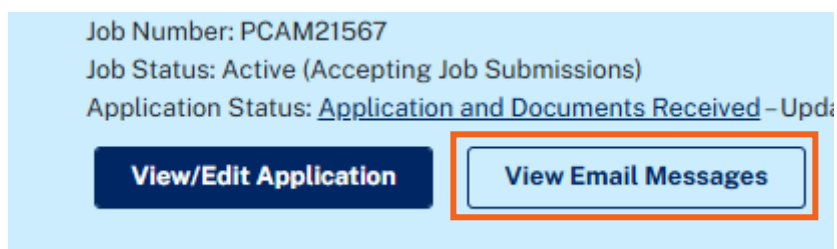


Image 13: NSW Health Careers Portal – Email and SMS messages sent to applicants

Some of the important email communications applicants will receive are:

While applications are still open

- The username used to initiate an intern application through the NSW Health Careers Portal if a new user account was created.
- Notification that document collection tasks have been activated and can now be completed.
- A link for applicants to log into their intern application which will allow them to update the prevocational training network preferences and, if required, to update the RPR hospital(s) preferences.
- Confirmation that an application has been submitted.
- Notification of tasks that need to be resubmitted or a reminder regarding an unfinished document collection task(s).

After applications have closed

- Notification of document collection task(s) to be actioned and/or resubmitted.
- Notification for eligible applicants whose application is still to be verified that they will continue to be included in the campaign.
- Conditional offer emails (offers/acceptances/declines/withdrawn).

After applicants have been transferred to allocated networks/ RPR hospitals

- Information regarding the formal offer checks.
- Contract when a formal offer has been accepted.

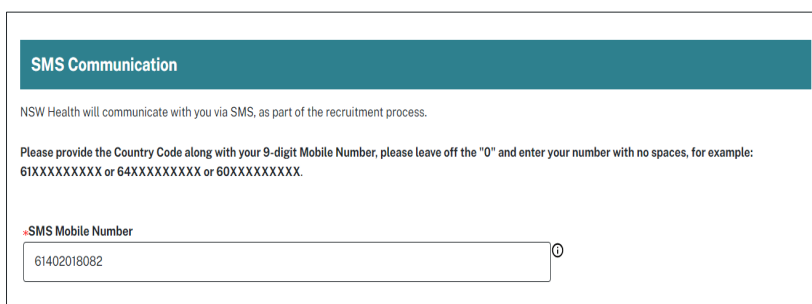
Following transfer to the allocated networks/ RPR hospital, applicants will also receive direct communication welcoming them to the role and specifying the remaining paperwork to be completed prior to commencement of the clinical year.

11.14 PROVIDING A VALID MOBILE PHONE NUMBER

Applicants must provide a mobile phone number in two locations within the application. These locations are the general contact details section and the SMS mobile number field. The SMS mobile number field is used by HETI PTSU to communicate important information with applicants by SMS.

SMS' sent to applicants come from 'NSWHCareers'. It is important to read these messages as they may alert applicants of key information that has been sent by email.

It is the applicant's responsibility to ensure that the mobile number is entered correctly in both sections and remains active.



The image shows a web form titled "SMS Communication". Below the title, it states: "NSW Health will communicate with you via SMS, as part of the recruitment process." It then provides instructions: "Please provide the Country Code along with your 9-digit Mobile Number, please leave off the '0' and enter your number with no spaces, for example: 61XXXXXXXX or 64XXXXXXXX or 60XXXXXXXX." Below this is a text input field labeled "SMS Mobile Number" containing the number "61402018082". A small "0" icon is visible to the right of the input field.

Image 14: NSW Health Careers Portal – Field to enter the mobile phone number

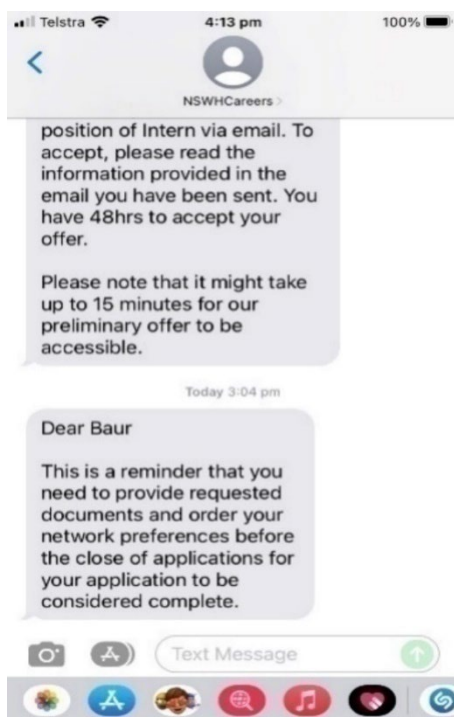


Image 15: NSW Health Careers Portal – Example of a SMS text sent to applicants

Applicants who experience an issue with providing an SMS contact number are requested to contact HETI PTSU for further assistance.

11.15 PREFERENCES

Applicants need to preference each of the 15 prevocational training networks from most preferred (number 1) to least preferred (number 15) within their Medical Intern Recruitment Application.

It is important for applicants to understand the locations of each of the hospitals within the prevocational training networks. Applicants can view information about the composition of the networks and the terms offered by network on the Medical Intern Recruitment website. A link to the list of these terms can be found in section 9 of this guide.

To view a video on how to preference the 15 prevocational training networks, [please click here](#).

It is important to note:

- When submitting and/or re-ordering preferences, applicants need to ensure the pop-up blocker is disabled/turned off on their computer or phone. Not disabling this will prevent a secondary window from opening and will not allow preferences to be submitted.
- Applicants who are having difficulty viewing the preference box to rank either their prevocational training networks or RPR preferences should:
 - Ensure pop-ups are fully enabled.
 - Access their application via a modern browser such as Google Chrome or Safari.
 - Clear cache and cookies and re-attempt.
 - Call the HealthShare Customer Experience Team on 1300 443 966 if further assistance is required.
- Applicants will be sent an email containing a link for updating the 15 prevocational training preferences. Clicking on this allows applicants to log into their application and takes applicants directly to the preference page, allowing applicants to update the prevocational training network preferences. This email will only be sent to applicants once an application has been submitted.
- Applicants who update their prevocational training network preferences should make sure that their network preferences align with their selected pathway and vice versa.
- When preferencing prevocational training networks, applicants can view a condensed list of all NSW prevocational training networks, including RPR hospitals which make up the network by clicking on the 'red arrow' (Image 16).

HETI is aware that many students participate in 'the stack' where they attempt to manipulate the outcome of their offer based on the order of their network preferences. HETI strongly advises that applicants do not participate as this can adversely affect their outcome. Applicants are instead advised to place the networks in their **genuine order of preference**.

Medical Intern Preferences

Instructions

RPR Hospital Preferences

1. You must order your preferences based on your preferred RPR hospital, with your first hospital at the top of the list, your next preference in second place, and so on. You can only preference RPR hospitals for which you have completed an application.
2. Click the **Submit** button and close the window to return to your application (even if you only have one RPR application).
3. RPR hospital preferences can be reordered or removed until the completion of the RPR interview period. After you submit your application, you will receive an email with a link to this page - please use this link if you wish to reorder your preferences.

Prevocational Training Networks (MIRA Network) Preferences

1. You must reorder based on your preferred network, with your first preference at the top of the list, your next preference in second place, and so on until all 15 networks are in your preferred order. If you have applied through the Direct Regional Allocation pathway (Category 1 - 4 applicants), you must select a regional network as your first preference.
2. Click the **Submit** button and close the window to return to your application.
3. You can change the order of your network preferences until the application closure date. After you submit your application, you will receive an email with a link to this page - please use this link if you wish to reorder your preferences.

Please Note: You do not have to preference the RPR hospitals in the same order as your network preferences - they are separate and independent. Please refer to the [Applicant Information Package](#) for more information regarding your application for internship.

[Expand all](#) [Collapse all](#)

i **Update required.**
Your preferences require updating.

🕒 **Preferences due : 11:59 PM Sunday 31 March 2024**

Prevocational Training Networks (MIRA networks)

▶	1	Network 1
▼	2	Network 2 - Regional Bankstown Hospital, Camden Hospital, Campbelltown Hospital
▶	3	Network 3

Image 26: Medical Intern Recruitment campaign – Network preferences

- By clicking and dragging a network preference the full list of networks collapses, and the applicant will need to again click on the ‘red arrow’ to be able to view the list of hospitals included within each network.
- To preference the prevocational training networks, applicants can click and drag each network number tile to put the prevocational training networks in preference order.
- Clicking the ‘submit’ button at the bottom of the prevocational training networks will save how the preferences were ordered/reordered.

Please Note:

- Prevocational training network preferences will not save if an applicant has applied through the DRA pathway and has not put a regional network as their first preference.
- Multiple changes can be made to prevocational training network preferences during the application period.
- No changes can be made to prevocational training network preferences after the close of the application period.

12 REQUIREMENTS FOR APPLYING FOR A RURAL PREFERENTIAL RECRUITMENT POSITION IN NSW

Applicants applying through the RPR pathway for a position at one or more of the RPR hospitals must complete a separate application for each rural hospital. It is a requirement that all applicants applying for a RPR hospital position:

- Complete a Medical Intern Recruitment Application, which includes uploading documents and submitting network preferences.
- Select in their Medical Intern Recruitment Application that they are applying for the RPR pathway.
- Complete an application for each RPR hospital(s) they wish to be considered for through the JMO Career Portal.
- Preference all RPR hospitals that have been applied to (even if only one) before the close of applications.

Please Note:

- If an applicant is offered a position through the RPR pathway they will not receive any further offers through any other pathway for the Medical Intern Recruitment campaign.
- Successful applicants will spend most of their prevocational training period at the respective rural hospital. However, there may be a requirement to undertake rotations in other hospitals within the prevocational training network.

12.1 HOW TO APPLY FOR A RURAL PREFERENTIAL RECRUITMENT POSITION

To watch a video on how to apply for RPR position(s), [please click here](#).

Step One

Follow steps 1 to 4 in section 11.9 to get to the Medical Intern Recruitment page.

Applicants can access the RPR hospital intern positions in the JMO Careers portal through the Medical Intern Recruitment portal. The RPR Hospital positions will be visible in the JMO Careers portal. Refer to the individual RPR hospital advertisements regarding possible incentives available and refer to relevant Terms and Conditions.

Step Two

Applicants can click on the 'Recruitment initiatives' tab and select 'Rural Preferential Recruitment' from the menu or click on the button that says 'click here' on the web page with the information on Rural Preferential Recruitment to take them to the RPR position advertisements.

Statewide Opportunities

Medical

Rural Preferential Recruitment (RPR)



Medical Intern Recruitment

Applying for a Prevocational Training Position in NSW

Valuable career opportunities are available for medical graduates to develop their skills in one of NSW 15 prevocational training networks. These positions support prevocational trainees to build on learning acquired during medical school by identifying opportunities to apply their knowledge and skills in the work environment.

To apply for a Prevocational Training position in NSW medical graduates must:

1. Meet eligibility and NSW priority list criteria
2. Be expected to complete your medical degree this year or have completed your medical degree in the past two years
3. Have not previously worked as a doctor

Prior to submitting your application you must have provided your preferences for the training networks and uploaded required documentation to be considered for the allocation process.

Rural Preferential Recruitment (RPR)

To complete the additional application required for Rural Preferential Recruitment (RPR) intern roles (advertised through the Junior Medical Officers Campaign) please [click here](#). RPR applicants must also complete a statewide intern application (advertisement available on the current page).

Further information including the Medical Intern Applicant Guide can be found on HETI website, [click here](#) to find out more.

Image 17: NSW Health Careers Portal - Medical Intern Recruitment campaign – To access the JMO Careers portal to apply to the RPR hospitals

Step Three

All applicants should click on the relevant listed RPR hospital intern position to commence an application.

Rural Preferential Recruitment



[Click to further refine these results](#)

Intern

Statewide

New

Image 18: NSW Health Careers Portal – JMO Careers portal - Apply to the RPR hospitals

Step Four

Applicants new to NSW Health will need to create a new user account.

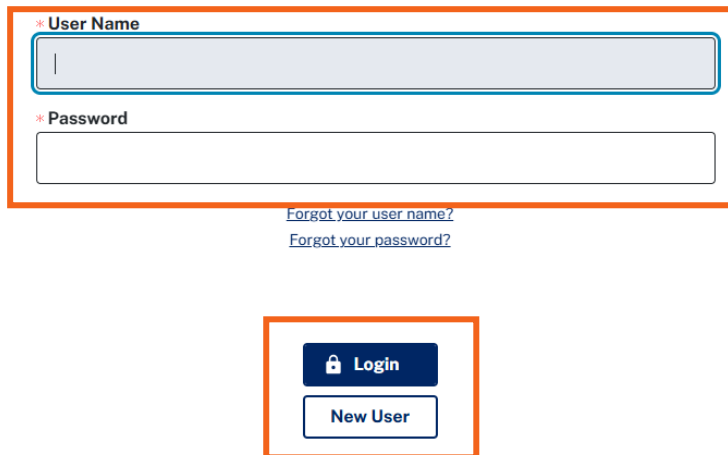
Previous NSW Health employees will need to log in with their previous username and password. Applicants who have difficulties re-accessing their account on the NSW Health Careers Portal should use the forgotten username or password links.

Applicants who are a current NSW Health employee or contractor must login in through ‘Employee and Contractor Login’ to ensure their NSW Health profile is linked with Stafflink. Applicants will be required to enter their Stafflink number and password.

Account Login

[Employee and Contractor Login](#) 

For further assistance please refer to [Support](#). 



The screenshot shows a login form with two input fields: '* User Name' and '* Password'. Below the fields are two links: 'Forgot your user name?' and 'Forgot your password?'. At the bottom, there are two buttons: 'Login' (with a lock icon) and 'New User'.

Image 19: NSW Health Careers Portal – JMO Careers portal – Login screen

Step Five

During the RPR application, applicants will need to complete questions that may seem irrelevant to the intern application process. Although these system questions are mandatory to complete, they are not used in the intern recruitment process. The suggested responses to these questions are:

- *Number of years postgraduation* – select '1'.
- *Are you registered with Ahpra* – either answer as 'Yes' or 'No'.
- *What is your principal place of practice* – select the relevant state for Australian universities. For New Zealand or offshore campuses select 'other' and enter the university name.
- *Country in which you received your medical degree* - Select the country from the drop-down or select 'other' for those from offshore campuses and enter the country name.
- *In which country did you attend secondary school* – select the country if it appears in the drop-down or select 'other' and enter the country name where the secondary school was completed.

Applicants will need to address selection criteria in each RPR application to demonstrate suitability for the role (these will be the same criteria if applying to more than one RPR facility). It is important that all questions are answered.

HINT - If it will take longer than 60 minutes to complete this section it is recommended that the applicant copy the questions into a Word document, enter short responses to the question boxes and then click the **Save as Draft** button to save the application. Applicants can then work on the responses offline and return to their application when they are ready to copy and paste the responses into the relevant question boxes before the application close.

Please Note:

- Applicants will need to provide referees as part of their RPR application.

12.2 RURAL PREFERENTIAL RECRUITMENT PREFERENCES

- Applicants will be sent an email containing a link to the preference page in the Medical Intern Recruitment Application, allowing them to update their RPR hospital preferences(s) and network preferences. This email is provided when applicants have submitted their Medical Intern Recruitment Application to an intern position.
- Applicants who have submitted a RPR hospital application are required to rank the RPR hospital(s) in their preferred order. Applicants can view and reorder their RPR preferences on the same page as the prevocational training network preferences within the Medical Intern Recruitment Application.
- Applicants can only preference a RPR hospital when the application to the RPR hospital has been submitted. Preferences for RPR hospitals must still be completed even if an applicant only applies to one RPR hospital.
- Every time an applicant submits an additional application to a RPR hospital, the order of the RPR preferences will need to be updated.
- The RPR hospitals and the prevocational training networks are independent and separate preference list. However, both preference lists will be shown on the same preference page within the Medical Intern Recruitment Application and both preferences list do not need to be in the same order.

To order RPR preferences

- Applicants can click and drag the RPR hospital tiles to put them in their preferred order.
- Clicking the 'submit' button at the bottom of the RPR hospitals will save how the preferences were reordered.

Prevocational RPR Hospitals		
1	Dubbo Health Service	CAM17776
2	Tamworth Hospital	CAM17870
3	The Tweed Hospital	CAM17695

SUBMIT

Preferences due: 10:00 AM Friday 31 May 2024

Prevocational Training Networks (MIRA networks)

Updated 3:27 PM Friday 22 March 2024

Image 20: Medical Intern Recruitment Campaign – RPR preferences

Please Note:

- Applicants who are applying through the RPR pathway for a RPR position must submit a Medical Intern Recruitment Application and preference all 15 prevocational training networks before the close of applications.

12.3 RETURNING TO A PREVIOUSLY SAVED RPR APPLICATION

Applicants returning to a previously commenced and saved RPR application in the Medical Intern Recruitment or through the JMO Careers portal:

Step One

Follow steps 1 to 4 in Section 11.9 to get to the Medical Intern Recruitment Portal webpage.

Step Two

To access a previously saved RPR application click on 'My account' and select 'My RPR application/s'.



NSW Health

[About NSW Health](#) [About MIRA](#) [Recruitment initiatives](#) [How to apply](#) [My account](#) [Help](#)

I'm a current NSW Health employee

[My profile](#)

[My Intern application](#)

[My RPR application/s](#)

I'm not a NSW Health employee

[My profile](#)

[My Intern application](#)

[My RPR application/s](#)



Medical Intern Recruitment

Applying for a Prevocational Training Position in NSW

Image 21: NSW Health Careers Portal – Medical Intern Recruitment campaign

Alternatively, if applicants are on the RPR webpage click on 'My account' and select 'My applications'.

Step three

Click on the respective RPR Hospital application to continue from where it was previously saved.

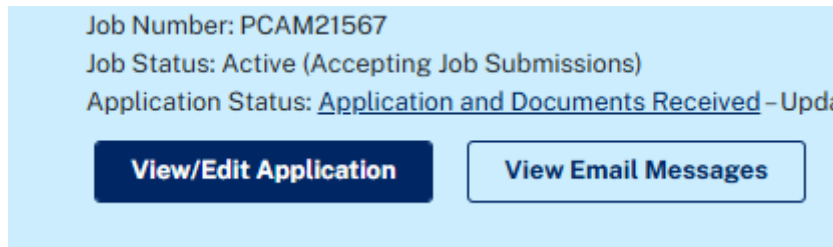


Image 22: NSW Health Careers Portal – JMO Careers portal - My Applications

If an applicant tries to edit an application but can only see ‘View Application’ as shown in Image 23 they will need to exit the webpage and follow the steps above to access the RPR application correctly.

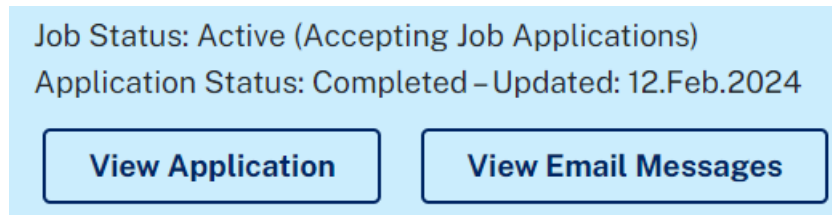


Image 23: NSW Health Careers Portal – JMO Careers portal - My Applications

Please Note:

- Applicants who have accessed ‘My Applications’ through the JMO Careers portal will not be able to make changes to the Medical Intern Recruitment Application. This will require applicants to re-access the Medical Intern Recruitment portal. Applicants should read section 11.4 in this guide.

12.4 WITHDRAWAL FROM A RURAL PREFERENTIAL RECRUITMENT HOSPITAL APPLICATION

- Applicants who no longer want to be considered for a RPR hospital(s) must withdraw their application to the RPR hospital(s) by 11:59 pm Friday 26 June 2026 (the last day of the RPR interview week).
- Applicants who do not withdraw any application(s) by this date may still receive a conditional offer to the RPR hospital.
- Applicants can withdraw a RPR application(s) by logging into the JMO Careers portal and clicking the ‘My Applications’ button and selecting ‘withdraw’ for the relevant RPR hospital(s).

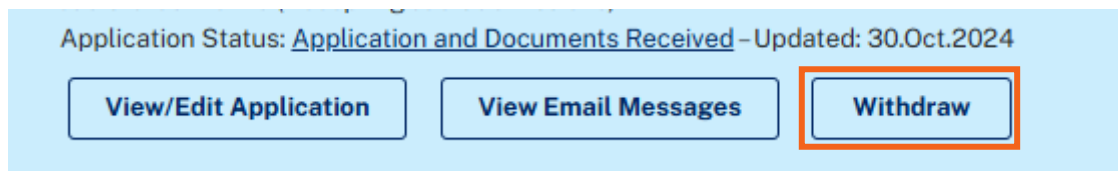


Image 24: NSW Health Careers Portal - JMO Careers Portal - Withdrawing application

12.5 WITHDRAWAL FROM THE RURAL PREFERENTIAL RECRUITMENT PATHWAY

- Applicants who no longer want to be considered for the RPR Pathway must inform HETI PTSU of this decision by email before 11:59 pm Friday 26 June 2026 (the last day of the RPR interview week).

- Additionally, applicants must also withdraw all RPR application(s) submitted. Applicants can withdraw applications by logging into the JMO Careers portal and clicking the 'My RPR Application/s' button and selecting 'withdraw' for each relevant RPR hospital(s).

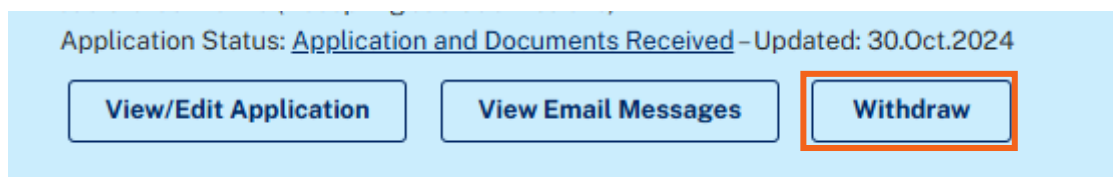


Image 25: NSW Health Careers Portal - JMO Careers Portal - Withdrawing application

- Applicants who do not want to be considered through the RPR pathway and still wish to be considered for an intern position through another pathway must ensure they do not withdraw their Medical Intern Recruitment application.

12.6 ELIGIBILITY LIST FOR THE RURAL PREFERENTIAL RECRUITMENT PATHWAY

- The RPR preference match identifies applicants to be offered positions as well as creating an eligibility list of applicants to fill any further vacancies for the facility.
- Depending on when a vacancy arises at a RPR hospital, applicants who are on the eligibility list may be offered a RPR position if they have not yet received an offer through another pathway.

Please Note:

- Applicants who are unsuccessful through the RPR pathway i.e. not on a RPR Hospital(s) eligibility list remain eligible for an intern offer through the other pathways.

13 DOCUMENT COLLECTION TASKS AND EVIDENCE

The document collection tasks are an additional part of the application process. Applicants are required to upload certified documents based on their responses to questions within their application.

At a minimum, all applicants need to provide certified supporting documents to demonstrate citizenship and a university expected completion letter (or copy of their degree) from their medical school.

To watch a video on how to complete the document collection tasks, [please click here](#).

The document collection tasks will only initiate once applicants have entered their last name on the application declaration page within their application and have clicked either 'Save and Continue' or 'Continue as Draft'. On completion of an application an email and SMS will be sent to the applicant providing a link to access the document collection tasks. Applicants may need to wait up to 15 minutes to be able to access the tasks.

Alternatively, applicants who are logged into their account can access the document collection task process by clicking on the 'Tasks' tab at the top of the application screen. Applicants may still need to wait 15 minutes to be able to access the tasks.

Please Note:

- Applicants must submit the Medical Intern Recruitment Application before they are able to start their document collection tasks.
- When starting the document collection tasks, applicants will be able to review and make changes to their responses within their application and amend answers if required.

- After applicants have completed the welcome task and reviewed their application responses, the relevant document tasks will be generated. The document collection tasks assigned to an applicant cannot be changed.
- If an applicant has incorrectly completed a supporting document task, they will need to request HETI PTSU to reset these tasks. A reset of tasks will mean that all previously submitted documents and information completed within the tasks will be deleted.
- All tasks assigned need to be in the status 'completed' to ensure all document collection tasks have been finalised. Tasks which have the status 'In progress' have not been completed, or if the task requirements have been completed, the task has not been submitted.
- Once applicants have 'completed' all the assigned document collection tasks they also need to complete a final declaration form to complete the document collection task process.

13.1 NAMES ON DOCUMENTS / CHANGE OF NAME CERTIFICATE

Applicants who have names that are different on some of their documents will need to provide a certified change of name certificate that lists the applicant's previous and current legal names.

- Applicants must ensure that their legal first name and legal last name are included in all documents supporting an application. It is acceptable if an applicant's middle name is not on all the documents provided.
- Applicants who have changed their surname after marriage must provide a certified copy of their marriage certificate as evidence of their surname change.
- Malaysian passports have names displayed using customary naming practices with surname and first (given) name fields not differentiated. If this applies use the naming convention on the passport. If the placement of the surname is not consistent upon review of an applicant's documents, HETI PTSU will match the names on the applicant's passport with other documents provided to ensure that the same names are listed despite the placement of the surname on the passport.
- Brunei passport holders have their passport names listed in a different order (first name/last name/middle name). Applicants will need to ensure that their legal names are entered correctly in their application.

13.2 AUSTRALIAN/ NEW ZEALAND CITIZENSHIP OR AUSTRALIAN PERMANENT RESIDENCY

Applicants **must** provide evidence of Australian/ New Zealand citizenship or Australian permanent residency. To do this applicants can provide a certified copy of **ONE** of the following documents:

- Australian Passport (front page containing photo).
- Australian Citizenship Certificate.
- Australian Permanent Resident Visa (VEVO document) and the passport that is attached to the VEVO document. If the VEVO is contained in an expired passport then the applicant will need to provide the front pages (containing photos) of both the current and expired passports and the VEVO document in the expired passport.
- New Zealand Passport (front page containing photo).
- New Zealand Citizenship Certificate.
- Applicants who do not have an Australian Citizenship Certificate and/or an Australian Passport can prove their citizenship by providing a certified copy of either:

1. Australian full birth certificate (if born on or before 19 August 1986).

or

2. Australian full birth certificate (if born on or after 20 August 1986) together with proof that at least one parent was either an Australian Citizen or Australian Permanent Resident at the time of birth.

Please Note:

- Any applicant whose current passport has expired can still provide a copy of their expired passport provided the expiry date is within 12 months from the date of submission of the document.
- Some passports list place of birth as place of origin. Applicants will need to specify their country of birth as listed in their passport.

13.3 INTERNATIONAL APPLICANTS LIVING IN OR OUTSIDE AUSTRALIA

International applicants will need to provide a current certified copy of their passport containing the photo page and specifying the place of birth or country of origin.

Please Note:

- Any applicant whose current passport has expired can still provide a copy of their expired passport, provided the expiry date is within 12 months from the date of submission of the document.
- Some passports list place of birth as place of origin. Applicants will need to specify their country of birth as listed in their passport.

13.4 UNIVERSITY EXPECTED COMPLETION LETTER

Applicants **must** provide a certified copy of an expected completion letter from their graduating university. A template is available on the HETI website which includes the minimum information required from universities.

For more information - [please click here](#).

Please Note:

- Commencement date is not required on the University letter.
- Applicants who have graduated in previous year(s) need to provide a certified copy of their medical degree.
- Applicants who are medical graduates studying medicine in New Zealand do not require a MIPN number on their university completion letter.

13.5 HIGH SCHOOL CERTIFICATE (CATEGORY 2 APPLICANT OR AS REQUIRED)

Category 2 applicants are required to provide a certified copy of their NSW secondary school leaving qualification (not a statement of results) issued by the Board of Studies, NSW Education Standards Authority, International Baccalaureate or relevant education authority with the applicant's full legal first and last name and the name of the NSW secondary school.

If applicants are unable to locate this document when applying they will be required to request a replacement copy.

Please Note:

Applicants who are Australian citizens and who have completed a medical degree from an AMC accredited offshore campus of an Australian university (UQ Ochsner and Monash Malaysia) may be required (if applicable) to provide the NSW secondary school leaving qualification during the document collection tasks.

13.6 ABORIGINAL MEDICAL WORKFORCE PATHWAY

Applicants applying through this pathway are required to complete an online application form and submit certified supporting documents that address the requirements outlined in the Aboriginal Medical Workforce pathway (AMW) procedure.

Applicants will need to provide the following in their AMW application:

- Their personal story including connections to family, culture, country, and how they celebrate their Aboriginality. It must include any planned career progression (if currently known) outlining what actions have been taken to support their progression.
- Specific reasons for their choice of prevocational training network or rural preferential hospital.
- How they have shown commitment to improving health outcomes for Aboriginal peoples.
- What being an Aboriginal doctor means to them and what their goals are as an Aboriginal medical practitioner.
- Association/membership to organisations such as AIDA, IAHA, NAATSIHWP, AMS, NSWALC or other community groups and their period of engagement.

Applicants will also need to provide a certified copy of documentation corroborating their Aboriginality.

For more information on the AMW procedure, [please click here](#)

13.7 IMPAIRMENT AND CONDITIONS ON REGISTRATION

The transition from medical students to medical practitioner must be smooth and well supported. An applicant who is participating in an impaired registrants (Health) program and/or has conditions on their registration is required to specify this as part of their application.

The National Law defines ‘impairment’ as ‘a physical or mental impairment, disability, condition, or disorder (including substance abuse or dependence) that detrimentally affects or is likely to detrimentally affect the person’s capacity to practise the profession’.

13.8 EXTENUATING CIRCUMSTANCES

HETI recognises that some applicants may have circumstances that exist at the time of application that may limit their ability to work in one or more of the 15 training networks in NSW. Applicants applying for consideration of extenuating circumstances must complete an online application form and submit certified supporting documentation that addresses the requirements as outlined in the extenuating circumstances procedure.

For more information on the extenuating circumstances procedure, [please click here](#).

13.9 INTERNATIONAL MEDICAL STUDENT ON SCHOLARSHIP

If required, applicants will need to submit a letter from the scholarship funding agency providing clearance for the applicant to undertake prevocational training in Australia.

14 CERTIFICATION OF DOCUMENTS

Copies of **ALL** supporting documentation uploaded to the document collection tasks must be certified within the previous 12 months by an appropriate official and submitted by the close of the application period.

Applicants located in NSW

- Documents need to be certified by a Justice of the Peace (JP). They should include their full name, qualification, JP number and date. These details will be checked when the application is verified by HETI PTSU.
- It is not mandatory that applicants fill in the JP registration number in the verification task. If the JP details are populated in the task they must match the details on the document.

Applicants located in other states within Australia

- Documents need to be certified by a JP or a Commissioner of Declarations.
- It is not mandatory that applicants fill out the JP registration number or the Commissioner of Declarations registration number if it is clear on the documents that have been certified.

Applicants located in New Zealand

- Documents need to be certified by a JP or a Notary Public.
- In the document certifying task, applicants will need to select the official type of certifier in the dropdown box:
 1. Applicants who have documents certified by a JP registered in New Zealand should select documents that are certified 'outside of Australia' and enter the JP number.
 2. Applicants who have documents certified by a Notary Public should select documents that are certified 'outside of Australia'.

Applicants located outside of Australia

- Documents need to be certified by a Notary Public.
- Applicants who have documents certified by a Notary Public should select documents that are certified 'outside of Australia'.

Please Note:

- Applicants will need to complete the certifier fields for each document collection task.
- In instances where multiple documents have been certified by more than one certifier and have been uploaded to one document task applicants will only need to specify details for one of the certifiers.
- An applicant's name on all supporting documents must be consistent. Any variation to names must be supported by a change of name certificate.

- Applicants can search on the internet to find a registered JP or Commissioner of Declarations (depending on the state) to certify documents in their state or territory.
- An immediate relative of the applicant or a person residing at the same address as the applicant cannot certify documents.

14.1 SUPPORTING DOCUMENTS CERTIFIED ELECTRONICALLY

Proof of identity documents **cannot** be certified electronically; the original documents must be sighted and certified as outlined above. These documents include:

- Australian/New Zealand citizenship or Australian permanent resident (passport/birth certificate)
- Australian Citizenship certificate
- International passport
- Name change certificate.

Examples of documents that can be certified in electronic format include:

- University expected completion letter
- Supporting evidence for an extenuating circumstances application.

Applicants located in NSW

A NSW statutory declaration can be used to certify documents in electronic form. Applicants should use either the eighth or ninth Schedule NSW Statutory Declaration form which can be downloaded from the Department of Communities and Justice website - [please click here](#).

Authorised witnesses can include a JP, a legal practitioner or a Notary Public.

Applicants located in other states within Australia

Applicants can download their own states statutory declaration template and have this certified by an authorised witness. Applicants should check authorised witnesses for their state.

Please Note:

Statutory declarations will not be accepted for proof of identity documents (original documents must be sighted and copies certified).

15 MANAGING APPLICATIONS

HETI PSTU will commence review of applications once they have been submitted, which may occur before applications have closed.

The applications that will be reviewed first include:

- Applicants who are from Category 1 on the NSW Health Priority List.
- Applicants who have applied through the Rural Preferential Recruitment pathway.
- Applicants who have applied through the Aboriginal Medical Workforce pathway.
- Applicants who have applied for consideration of extenuating circumstances.

Please Note:

Joint and job share applications may be reviewed before applications have closed to ensure:

- Joint or job share applicants are from the same NSW Health Priority Category.
- Joint or job share applicants have the same ranked order of the 15 prevocational training network preferences.

Applicants indicating that they want to work part time will also be contacted to confirm if they want to job share.

All other applications will be reviewed based on the applicant's NSW Health Priority Category. This could occur from the time applications open to when an applicant accepts a conditional offer for an intern position.

16 RECOMPLETING DOCUMENT COLLECTION TASK(S)

If the documentation provided in a document collection task is incomplete or incorrect, applicants will be sent an email outlining the corrections required and the due date. If the task(s) is not completed by either the close of applications or 11.59 pm on the specified due date, the application will be deemed ineligible and not considered further for the annual Medical Intern Recruitment campaign.

The following timeframes apply to applicants in amending the document collection task(s) and/or uploading corrected documents:

- If an application is reviewed prior to the close of the application period, applicants will either have until the close of applications or five calendar days from the time of review (whichever is the longer amount of time).
- Applicants whose application is reviewed after the close of the application period will have five calendar days from the time of review.
- If applicants require more than five calendar days to attain the correct supporting document, they should contact HETI PTSU before the due date to request additional time.

Please Note:

- Applicants may receive multiple emails if more than one document collection task has been completed incorrectly. Applicants should open and read each email relating to each document collection task and access the task by clicking on the hyperlink in the email. Applicants will need to locate the relevant tasks on the task list (left-hand side) and identify tasks with a label 'Amendment Required' and a due date.

The video on completing document collection tasks can help applicants understand how to correct a document task that has been sent back to recomplete. To access the video, [please click here](#).

If an application and its document collection tasks have been reviewed by HETI PTSU and are considered eligible with no corrections required, applicants will receive an auto-generated email stating that their application has been 'verified'.

17 CHANGES TO APPLICATIONS OR DOCUMENT COLLECTION TASK(S)

While the application period is open, applicants can make changes to responses within the application up until the completion of the 'requirements confirmation' task due date.

When completing the first two document collection tasks, applicants have the option to review previous responses within their application and amend answers if required. These responses will determine the document collection task(s) that each applicant will be required to complete.

Once an applicant has completed the 'requirements confirmation' task, the following occurs:

- Applicants cannot return and edit/update their detailed information on the 'requirements confirmation' task page.
- Applicants cannot edit/change the document collection task(s) that has been generated for them to complete.
- Applicants cannot apply for, or retract, the document collection tasks associated with the Aboriginal Medical Workforce pathway or extenuating circumstances.

Additionally, once applicants have completed and submitted a document collection task(s):

- Applicants cannot change the document/s that they have uploaded to the task.
- Applicants cannot alter or change the responses to questions or online forms that were filled out during the document collection task.
- Applicants cannot change the document collection tasks that have been assigned.
- Applicants cannot change their responses regarding the certification of the document collection task.

Please Note:

- Applicants should contact HETI PTSU if they realise a mistake has been made in one or more of their submitted document collection tasks.
- HETI PTSU will be able to determine if the document collection task process needs to be restarted from the beginning or if the applicant should proceed and complete all outstanding document collection tasks.
- Any document collection task reset will require the applicant to restart all the assigned document collection tasks again. These tasks include the online forms, uploading of certified documents and the completion of certifier details.
- After applications close, applicants cannot update their application, except for their general profile details, which includes the personal email address and contact SMS phone number. Updating details in the general profile will also update the relevant information fields in the application.
- If applicants make an error in an application response that cannot be edited within the general profile, applicants should send an email to HETI PTSU providing permission to update these details on their behalf.

18 CONDITIONAL OFFER INFORMATION

Conditional offers will be made during national offer periods according to the key dates. All applicants will receive their conditional offer via email. The conditional offer email will provide applicants with information on the position that has been offered.

18.1 ACCESSING THE CONDITIONAL OFFER

To view the conditional offer, applicants must click on the link in the offer email and log into the NSW Health Careers portal. The applicant has a maximum of 48 hours to either accept or decline the conditional offer.

The 48 hours commences from the time a conditional offer is displayed/visible through the NSW Health Careers portal. If an applicant has not accepted or declined their conditional offer 24 hours from the original time of notification, a reminder email is sent to the applicant.

If the applicant does not accept/decline their conditional offer by the specified deadline, then an email will be sent advising that the position has been declined by the system on their behalf. This position will then be offered to the next suitable applicant.

Please Note:

- It may take up to 15 minutes once the applicant has received the conditional offer email for the details of the conditional offer to be displayed/visible. This extra 15 minutes has been factored into the 48 hour timeframe to respond to the conditional offer.
- It is the applicant's responsibility to respond to the conditional offer for an intern position by the specified date and time (AEST) outlined in the offer email.
- Once an applicant receives a conditional offer, they will not receive any further offers for a NSW intern position through the campaign.
- Applicants should retain the conditional offer email that contains the link to access the NSW Health Careers portal. This will allow quick access for applicants if they need to decline a previously accepted conditional offer at any stage.

18.2 ACCEPTING A CONDITIONAL OFFER

Applicants whose Medical Intern Recruitment application and document collection tasks have been previously verified by HETI PTSU will receive an acceptance email immediately upon acceptance of the conditional offer.

Applicants who accept a conditional offer where their Medical Intern Recruitment application and document collection tasks have not yet been verified will have their application assessed by HETI PTSU following the acceptance of the conditional offer.

Please Note:

- Any document collection task(s) returned to the applicant for amendment following acceptance of a conditional offer must be completed by the due date.
- Upon resubmission of the document collection task(s), HETI PTSU will assess the information and determine if the application can be verified or if further information is still required.
- If further information is required an email will be sent to the applicant outlining the requirements with a new due date.
- HETI PTSU cannot access or resubmit a document collection task(s) on the applicant's behalf. The responsibility is on the applicant to complete the document collection task(s) by the due date.
- Once the application has been verified the applicant will receive an acceptance email to the conditional offer.
- Failing to submit the document collection task(s) by the due date could result in the application no longer being eligible and the conditional offer being rescinded. Applicants who are having difficulty with completing a task should contact HETI prior to the due date.
- Section 15 outlines the requirements for applicants to resubmit document collection tasks.

To watch a video on how applicants can accept a conditional offer, [please click here](#).

18.3 DECLINING A CONDITIONAL OFFER

Applicants can decline a conditional offer at any stage; this includes when the offer is first made (declining the initial offer) or later (after initially accepting the conditional offer).

Please Note:

If applicants do not accept or decline their conditional offer within 48 hours the conditional offer will automatically be declined by the system.

An applicant choosing to decline their conditional offer will not be considered for any further NSW intern positions during the current campaign.

To watch a video on how applicants can decline a conditional offer, [please click here](#).

18.4 HOW TO DECLINE AFTER ACCEPTING A CONDITIONAL OFFER

Applicants who wish to decline after accepting (for any reason) should decline their offer as soon as possible.

This will allow HETI PTSU to offer this position to any remaining applicants who have not yet been offered a position in NSW.

Applicants can decline their conditional offer through the original email that they received by clicking on the link within the email to re-access the offered position and then clicking the decline button.

If applicants are unable to locate their original conditional offer email, applicants can access the NSW Health Career portal under 'My applications' and view previous correspondence emails – the original conditional offer email will be in the correspondence email history. Applicants can click on the link within the email to re-access the offered position and then click the decline button.

Please Note:

- Applicants should check the eligibility criteria if they are declining their conditional offer and planning to reapply in the following year's annual campaign.
- Applicants who are declining their intern position from the time formal contracts have started to be issued (from late September) should decline the position from the conditional offer email. In addition, they should also notify the employing network or RPR hospital.
- If for any reason an applicant is unable to or no longer wishes to start their intern position at the allocated network or RPR hospital, it is the applicant's responsibility to decline the conditional offer.
- Once an applicant declines their conditional offer, they will not be considered for any further NSW intern positions during the current Medical Intern Recruitment campaign.
- If applicants are having difficulty declining their conditional offer, they should email HETI PTSU for assistance.

18.5 WITHDRAWING AN APPLICATION

Applicants who no longer want to be offered an intern position for NSW should withdraw their application before they receive a conditional offer.

Applicants can withdraw their application by logging into the Medical Intern Recruitment Portal and clicking the 'My Applications' button and selecting 'Withdraw'.

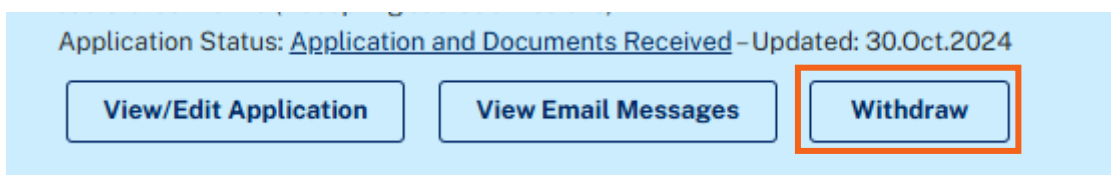


Image 26: NSW Health Careers Portal – Medical Intern Recruitment Portal - Withdrawing application

Applicants who have accepted a conditional offer for an intern position and are unable to commence in the position are requested to decline their conditional offer (as per section 18.4), rather than withdraw their application.

19 SWAPS

HETI PTSU recognises that there may be circumstances where applicants have a genuine reason why they would like to swap to another prevocational training position.

HETI PTSU does not initiate the swap process but instead provides information on the steps to be followed once an applicant has identified an eligible swap partner. Applicants requesting a swap must understand the guidelines for a swap to be considered for action by HETI PTSU.

Applicants are required to meet the NSW Health Code of Conduct regarding ethical behaviour and must not offer or accept payment for a swap arrangement. Applicants who offer a swap in exchange for payment or offer payment in exchange for a swap may have their engagement terminated.

Swap requests will only be accepted by HETI PTSU up to the close of National Offer Period Two.

For more information, please refer to the guidelines on the website, [please click here](#).

20 PRE-EMPLOYMENT CHECKS AND PLANNING FOR EMPLOYMENT

Local Health Districts administering employment will be able to access relevant information on commencing interns before the commencement of National Offer Period 3 and as required afterwards. The Local Health Districts are responsible for conducting pre-employment checks (including National Police Check and service record checks), onboarding, issuing of formal offers (by HealthShare) and orientation.

Applicants who have accepted a conditional offer will receive emails from the employing network or RPR hospital outlining additional tasks requiring completion. As these checks are completed online and can take some time, please ensure these tasks are completed as soon as possible upon receipt of the email. Applicants will receive 3 individual sets of tasks to complete:

- 1 - Pre-employment
- 2 - Letter of Appointment
- 3 - Hire Onboarding.

Please Note:

- The email will specify a short timeframe for completion of these tasks.
- Applicants will be required to complete all tasks within each process.

If applicants are not able to complete the tasks within the specified timeframe, they should inform the employing network or RPR hospital. Although the tasks will not be cancelled after the due date applicants are expected to complete these as soon as possible to ensure there is no delay in receiving their formal letter of offer.

Technical support for this process can be accessed through the HealthShare Customer Experience Team on 1300 443 966 during business hours; otherwise, applicants can get in touch with the contact person specified at the bottom of the formal offer checks email.

It is the applicant's responsibility to be work-ready by the internship commencement date. Applicants are required to complete the following as part of the pre-employment checks prior to commencement:

1. Notify the relevant JMO Manager of their status as a Defence employee (if applicable).
2. Provide your employer with a valid NSW Working with Children Check clearance number, which you are responsible for obtaining from Service NSW and for paying the prescribed fee (see <https://www.ocg.nsw.gov.au>). This process takes approximately 4 weeks; it is recommended to be completed by October or as soon as possible after this time. Please click here for further details.
3. Have an appropriate vaccination status in accordance with current NSW Health policy.
4. Obtain provisional registration with the Australian Health Practitioner Regulation Agency; this is likely to take 6 weeks. Applications for registration open in October. Ahpra governs and charges a fee for the transfer of student registration to provisional registration. For all fees, please review the Ahpra website.
5. Complete associated documentation for a National Criminal Record Check and NSW Health Service Check Register.

Applicants will be recruited under the NSW Public Hospital Medical Officers Award as an intern. To view the base salary, please click here.

21 NATIONAL INTERN DATA PROCESS

All Australian states and territories have agreed to share information related to applications received and the acceptance of intern offers throughout the offer process. This aims to minimise the number of vacant intern positions across jurisdictions at the start of the clinical year.

Each Australian state and territory undertake their own intern recruitment. Some applicants apply to more than one jurisdiction and are successful in more than one state and/or territory. Applicants are encouraged to accept the offer they plan to commence and decline all others in a timely manner.

During each of the national audits of intern acceptances for the current clinical year, information will be provided to a national database. The national audit team uses the information to determine the total number of applications nationally and whether applicants have applied for and accepted multiple positions. 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.

Offers are suspended during national audits of acceptances. Audit dates are set by national agreement and are subject to change.

Applicants who have already accepted a NSW offer can accept an offer from another state or territory. During the next national audit, they will need to advise the National Audit Data Manager which offer they will accept and ensure that they decline the other offer(s).

For information regarding the National Intern Data Audit, please click here.

22 NATIONAL LATE VACANCY MANAGEMENT PROCESS

A Late Vacancy Management (LVM) process is implemented across Australia to manage any vacancies that may arise after the national closing date for intern recruitment. This process runs from November through to March of the following year and involves managing a central national register of eligible unplaced applicants from the intern recruitment campaign.

If applicants have not been matched to a position at the end of the national offer period, they will be contacted by the National Audit Data Manager and invited to opt in to the LVM. Only applicants who are **NOT** holding an accepted offer in **ANY** state or territory (including the Junior Doctor Training Program Private Hospital Stream) are eligible to opt in to this process.

The central register is maintained by the National Audit Data Manager throughout the LVM. Jurisdictions must check this register prior to sending an intern offer to an applicant to ensure that they have not already received an offer from another state or territory including the Junior Doctor Training Program Private Hospital Stream.

The LVM aims to:

- Maximise opportunities for applicants who are yet to receive an intern offer.
- Reduce uncertainty for employers seeking to fill late vacancies by ensuring they are not offering a position to an applicant who has already accepted an offer from another state/territory.
- Identify and invite eligible applicants who have not received an intern offer at the national closing date of intern recruitment.
- Ensure unplaced applicants on the central register receive only one intern offer across all jurisdictions.

23 INTERN ALLOCATION ALGORITHM

The algorithm used in the allocation to prevocational training positions through the Optimised Allocation pathway is designed to deliver the best outcome and fairest result for all applicants in the same priority group. The allocation of applicants to prevocational training positions is optimised so that it maximises the number of applicants receiving the best preference possible.

The algorithm results are audited and reviewed prior to the release of main round offers to ensure the algorithm has performed as expected.

24 CONTACT DETAILS

24.1 HETI PREVOCATIONAL TRAINING SUPPORT UNIT (PTSU)

The HETI Prevocational Training Support Unit are happy to answer questions from applicants regarding the recruitment pathways and application process.

Website – This site will provide prospective applicants with information on how to apply for an intern position in NSW. To access the website - [please click here](#).

Email – Applicants can email HETI PTSU with questions regarding the intern recruitment process for NSW. To send an email - [please click here](#).

Phone – Applicants can speak with a member of HETI PTSU.

- (02) 9844 6562 (8:30 am to 4:00 pm AEST, Monday to Friday).

Please Note:

- HETI PTSU will respond to emails from applicants within 48 hours or two business days. If applicants have not had a response within this time, please call the HETI PTSU phone line.
- HETI PTSU will only speak directly with applicants about their applications.
- Applicants are advised if they are emailing HETI PTSU to use an email address (personal and/or corporate) that was used in their application.
- When contacting HETI PTSU, applicants may be asked to provide the following information - Legal First and Last Name including any preferred name(s), the email used in their application (if required), Date of Birth and Graduating University.

24.2 CUSTOMER EXPERIENCE CONTACT DETAILS

The NSW Health Careers Portal and the JMO Career Portal are not managed by HETI PTSU.

Applicants experiencing technical difficulties should contact the HealthShare customer experience team on 1300 443 966 during business hours.

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1 Reserve Road
ST LEONARDS NSW 2069

LOCKED BAG 2030
ST LEONARDS NSW 1590

W: <https://heti.nsw.gov.au/>



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