



EXTENUATING CIRCUMSTANCES AND CHANGE IN PERSONAL CIRCUMSTANCES PROCEDURE

NSW MEDICAL INTERN RECRUITMENT FOR
THE 2025 CLINICAL YEAR

MARCH 2024

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

The Health Education and Training Institute (HETI) has delegated authority from the NSW Ministry of Health to allocate medical graduates to intern positions in NSW on behalf of Local Health Districts (LHDs) or Public Health Organisations or as otherwise determined by HETI.

HETI coordinates the allocation of medical graduates from the Australian Medical Council (AMC) accredited Australian and New Zealand Universities seeking their initial training position as a doctor.

There are four recruitment pathways to obtain a prevocational training position in NSW. Within each offer round positions are offered sequentially in the following order and as per the NSW priority list:

1. Aboriginal Medical Workforce (AMW) pathway
2. Rural Preferential Recruitment (RPR) pathway
3. Direct Regional Allocation (DRA) pathway
4. Optimised Allocation (OA) pathway

Applicants must read and understand the procedures for each pathway before submitting their application.

2 EXTENUATING CIRCUMSTANCES AND CHANGE IN PERSONAL CIRCUMSTANCES

HETI recognises that some applicants seeking a prevocational training position may have extenuating circumstances that can limit their ability to work in one or more of the prevocational training networks in NSW. The circumstances may exist at the time of application or may develop after applications close. These applicants can apply to have their circumstances assessed for extenuating circumstances and/or change in personal circumstances.

In extenuating circumstances and change in personal circumstances the following principles are applied:

1. Natural Justice, which involves the right to:
 - be advised with reasonable particulars of all relevant matters
 - a fair hearing which can take the form of an opportunity to make submissions through the application process rather than a face-to-face hearing
 - an unbiased decision
 - a decision based upon logically probative material and relevant evidence
 - be given reasons for a decision

Natural justice does not provide any right to have legal representation at any hearing or meeting.

2. Transparency.
3. Consistency. Applicants with similar circumstances are treated in the same way so that there is consistency and equity in decision-making. However, it is acknowledged that generally no two factual situations are alike and that there will always be cases for which there are no precedents.

This procedure is developed, managed and implemented by HETI. It must be read in conjunction with other procedures underpinning medical intern recruitment and the Applicant Guide for Medical Intern Recruitment in NSW.

3 PURPOSE

The purpose of the procedure is to provide an avenue whereby applicants can have their extenuating circumstances and/or change in personal circumstances assessed in a fair and transparent way.

This procedure is divided into two sections:

Section A - explains the application process for extenuating circumstances known to the applicant at the time of making their application for internship in NSW.

Section B – explains the application process for changes in personal circumstances that have developed after the close of intern applications.

4 SCOPE

If extenuating circumstances or change in personal circumstances is granted following the assessment of an application, this may only limit the networks, and in rare situations the administrative hospital, where an applicant can be offered a position. It does not address an applicant's rotations within a network or conditions of employment and in general the hospital administering their employment.

All applicants, including those granted extenuating circumstances and change in personal circumstances, who accept a position offer are required to participate in overtime, on call and shift rosters including evenings, nights and weekends and to undertake rotations at facilities other than their administrative hospital.

If an applicant has rare circumstances that will impact on these aspects of employment, they need to discuss this with the employer after the allocation offer is made by HETI. This is to ensure the network can work with the applicant to provide a safe and supportive environment.

The granting of extenuating circumstances or a change in personal circumstances, to an applicant does not:

- Change an applicant's priority category
- Allow an applicant the ability to determine their network
- Guarantee an equivalent or higher preference than would otherwise been allocated
- Guarantee allocation with their joint or job share partners
- Provide a non-guaranteed applicant with an internship position in NSW, or
- Prioritise the applicant over other applicants through any allocation pathway.

5 DISTRIBUTION

This document will be made available to all relevant groups and individuals via the HETI website. These include:

- Applicants
- LHDs, Specialist Health Networks and other NSW Health Organisations
- NSW Ministry of Health
- NSW University Medical Schools
- HETI employees

6 PROCEDURE STATEMENTS

6.1 ELIGIBILITY CRITERIA

The eligibility criteria to apply for an internship position in NSW is outlined below:

- Meet eligibility and NSW Health priority criteria.
- Be expected to complete a medical degree this year or have completed their medical degree in the past two years.
- Not previously worked as a doctor.

In addition to the above, all applicants who have extenuating circumstances at the time of application can apply for extenuating circumstances.

Applicants who develop a change in personal circumstances after applications close, can apply for change in personal circumstances.

The criteria for consideration of extenuating circumstances and/or change in personal circumstances are limited to:

1. The applicant requires ongoing highly specialised medical treatment **and/or**
2. Separation of the applicant from their dependent/s during prevocational training would have a significant negative impact on the functioning of the applicant and/or their dependent/s **and/or**
3. The applicant will be going through a significant life event during prevocational training that would have a negative impact on the applicant and/or their dependent/s **and/or**
4. The applicant has a disability with specific access requirements.

Applicants are required to read and understand the extenuating circumstances and change in personal circumstances procedure together with all other procedures underpinning medical intern recruitment in NSW. Applicants are required to seek clarification from HETI if there is a lack of understanding or clarity within the procedures.

All extenuating circumstances applications and supporting documentation will be considered by an Extenuating Circumstances Committee which includes a range of members independent to HETI.

All changes in personal circumstances applications will be considered by the Medical Director and an independent reviewer appointed by the HETI Chief Executive.

It is the responsibility of the applicant to ensure that their application is comprehensive and includes all necessary supporting documentation and evidence. This will ensure the Extenuating Circumstances Committee, the independent review panel and change in personal circumstances review panel has all relevant documentation, evidence and the facts to make an informed decision on the application.

6.2 JOINT, JOB SHARE AND PART TIME APPLICANTS

To support the needs of applicants, joint, job share, and part time positions can be requested as part of the application process. These requests must be specified in the applicant's online application. Access to reduced hours of work is dependent on the ability of the employer to accommodate the request and cannot be assumed.

Joint and job share applications can only be made with another applicant who is from the same priority category. Joint and job share applicants who wish to apply for extenuating circumstances must ensure that their identified partner is also applying for extenuating circumstances. This is because a joint or job share partner who does not have extenuating circumstances cannot be offered a position based on their partners circumstances.

Joint and job share applications will be assessed individually and independently against the extenuating circumstances criteria. A joint or job share partner does not automatically receive an offer and/or gain a change in network should their joint or job share partner's extenuating circumstances or change in personal circumstances be approved. This is because the decision on an application will depend upon the individual applicant's extenuating circumstances or change in personal circumstances. Additionally, the outcome options for the individual applicants being granted extenuating circumstances or change in personal circumstances will also vary depending on the individual applicant's circumstances.

If an applicant's joint or job share partner is not granted extenuating circumstances or the outcome option for them is different to the joint or job share partner, then the applicants will be informed of this and:

- A job share applicant may be requested to consider job sharing with another suitable applicant.
- A joint applicant will be unpaired.

If joint and job share applicants applying for extenuating circumstances or change in personal circumstances have any mutual dependency, then they must provide documentary evidence to support this. If there is no mutual dependency, then additional documentation is not required. The documentary evidence will take the form of one of the following:

- Marriage certificate
- Utility accounts or bank statements with both names or separate utility accounts or bank statements with the same address for a period of more than twelve months
- Statutory declaration from a person or persons who can vouch that the couple has been in a de facto relationship or living in a manner where each individual in the relationship plays an essential role in relation to the criteria addressed.

Applicants who are applying to complete their internship part time may be requested to consider job sharing with another suitable applicant.

Applicants will refer to the Applicant Guide for Medical Intern Recruitment in NSW for more information on joint, job share and part time applications.

6.3 CARE OF DEPENDANTS

The Anti-Discrimination Act 1977 (NSW), Section 49S, lists responsibilities as a carer in reference to the person's responsibilities to care for or support of:

- (a) any child or stepchild of the person (whether or not under the age of 18 years) who is:
- (i) wholly or substantially dependent on the person, or
 - (ii) in need of care or support, or
- (b) any child or adult who is in need of care or support and:
- (iii) of whom the person is guardian, or
 - (iv) for whom the person has parental responsibility under a law of the Commonwealth or this State, or
 - (v) in relation to whom the person is an authorised carer within the meaning of the *Children and Young Persons (Care and Protection) Act 1998*, or
- (c) any immediate family member of the person who is in need of care or support, being one of the following:
- (vi) a spouse or former spouse of the person or of a spouse or former spouse of the person,
 - (vii) a grandchild or step-grandchild of the person or of a spouse or former spouse of the person,
 - (viii) a parent or step-parent of the person or of a spouse or former spouse of the person,
 - (ix) a grandparent or step-grandparent of the person or of a spouse or former spouse of the person,
 - (x) a brother or sister, or step-brother or sister, of the person or of a spouse or former spouse of the person.

There is an expectation that the care of dependents considers the typical working hours of prevocational trainees including travel time. HETI recognises that a variety of family models and caring arrangements for dependents exist. Applicants should be aware that it is essential that documentary evidence of these arrangements is provided to ensure an informed decision by the Extenuating Circumstances Committee and change in circumstances review team. Each application will be considered on its merits in accordance with this procedure.

The Extenuating Circumstances Committee, the independent review panel and change in personal circumstances review team will assume the following applies unless the applicant directly addresses these may not apply to their case.

- Completion of prevocational training may involve a change of locations, residence, or schools for family members and/or a change of employment for a spouse.
- Reasonable commuting times to and from the place of work are not seen as excessive and would not require an applicant to change their place of residence. Assessment of travel times to and from the applicant's place of residence to prevocational training networks will be at the discretion of the Extenuating Circumstances Committee.

The following are examples of, but not limited to, situations that would NOT be classed as contributing to extenuating circumstances and/or change in personal circumstances:

- Delay in the completion of medical degree
- Lack of access to a motor vehicle or inability to drive (unless related to medical condition or disability)
- Other transportation issues
- Ownership or rental of accommodation
- Financial issues
- Ownership of business by applicant and/or spouse/partner.
- Applicant's secondary employment
- Location and employment of spouse/partner
- Other circumstances relating to the choice or option of an applicant, including personal or lifestyle choices.

6.4 IMPAIRMENT AND CONDITIONS ON REGISTRATION

The transition from medical student 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 to inform HETI of their status in their online 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'.

For more information, please refer to:

<https://www.ahpra.gov.au/Notifications/mandatorynotifications/Mandatory-notifications.aspx>

6.5 HEALTH CONDITIONS AND DISABILITY RELATED APPLICATIONS

Applications made based on the applicant requiring ongoing highly specialised medical treatment or a disability with specific access requirements may be disclosed to the employer. Applicants are strongly recommended to discuss their situation with their employer to ensure appropriate support can be provided. In this situation, HETI will inform the applicant.

Applicants applying for extenuating circumstances or a change in personal circumstances requiring ongoing highly specialised medical treatment, or a disability are required to provide a certified letter from a medical specialist to support their application.

If an applicant has required additional support during medical school, it is strongly recommended that they apply for extenuating circumstances and provide information on any restrictions on their clinical placements and/or studies. Applicants will be required to explain how they are currently managing their circumstances and how this will be different to when they complete their internship. This will assist the Extenuating Circumstances Committee in understanding the support the applicant has required through medical school and any ongoing support required during internship.

6.6 NSW HEALTH PRIORITY LIST

The NSW Health Priority List defines the order in which applicants will be offered a prevocational training position through each of the recruitment pathways. The granting of extenuating circumstances or change in personal circumstances does not change the order in which an applicant will receive a position offer. It does not place an applicant in a higher priority category or above all other applicants in their priority category.

Extenuating circumstances and change in personal circumstances applications are processed, and positions offered, according to relevant priority categories and recruitment pathways.

6.7 PREVOCATIONAL TRAINING POSITIONS

Applicants whose extenuating circumstances or change in personal circumstances are granted, are not automatically guaranteed a position within the identified prevocational training networks.

Applicants granted extenuating circumstances or a change in personal circumstances will have a reduced set of network preferences to be considered by the algorithm along with all other applicants. In very rare circumstances an applicant may be allocated to a specific network or administrative hospital. This will depend on the complexity of the applicant's extenuating circumstances and/or change in circumstances. It is important to understand that if an applicant has been granted extenuating circumstances or a change in personal circumstances it does not:

- Change an applicant's priority category
- Allow the applicant to reorder their network preferences
- Guarantee the applicant an offer in a preferred network
- Allow an applicant the ability to determine their network
- Guarantee an equivalent or higher preference than would otherwise be allocated
- Guarantee allocation with their joint or job share partners
- Provide a non-guaranteed applicant with an internship position in NSW, or
- Prioritise the applicant over other applicants through any allocation pathway.

Please Note

- The availability of positions in each training network is reduced each time a round of position offers are made.
- An applicant in one of the lower categories in the NSW Health Priority List who is granted extenuating circumstances or change in personal circumstances is not guaranteed an offer, or an equivalent or higher preference than would otherwise have been allocated.
- The outcome for an applicant granted extenuating circumstances or change in personal circumstances will be based on their extenuating circumstances needs irrespective of the order of their network preferences.
- An applicant already holding an offer and applying for a change in personal circumstances is not guaranteed to receive a position in the network of their first or higher preference or a change to a network of their choice.

7 OFFERS

Dates for offer periods are specified through a national process. All offers will be made within the agreed national timeframes. For the 2025 clinical year, there are three national offer periods followed by the national Late Vacancy Management Process.

Applicants granted extenuating circumstances or a change in circumstances are offered positions according to the relevant allocation procedure and NSW Health Priority List.

7.1 NOTIFICATION OF OFFERS

All offers will be made as per the key dates published on the HETI Medical Intern Recruitment website. All communication regarding offers will be made by email and SMS.

Note: HETI will not inform applicants of their offered position through any other forms of communication including by phone.

7.2 OFFER ACCEPTANCE

It is the applicant's responsibility to respond to their position offer through the online application system by the specified date and time outlined in the notification email. Offers are made using Australian Eastern Standard Time (AEST).

Applicants have 48 hours to accept or decline a position offer in the online application system. If an applicant has not accepted or declined their offer within 24 hours, a reminder email is sent from the online application system reminding the applicant to act on their offer.

The online application system will automatically send an acknowledgment email of an acceptance offer. Applicants who do not receive an email should contact HETI.

If an applicant does not accept/decline their offer by the nominated deadline an email will be generated from the online application system to the applicant confirming that the position has been declined on their behalf.

All successful applicants will **only receive one position offer** from HETI per year. If an applicant declines or does not accept a position offer, they are not eligible to receive any further offers from HETI for that clinical year. The applicant will have to wait until the following year to reapply if they still meet the eligibility criteria.

7.3 FORMAL OFFER

As the employers, the Local Health Districts (LHDs) will directly supply pre-employment paperwork for completion and commence the pre-employment checks. In addition, they will also issue a formal letter of offer. These processes will commence from late September each year.

7.4 COMMUNICATION OF POSITON ACCEPTANCE TO THE NETWORK

When an applicant with extenuating circumstances or a change in personal circumstances has accepted a position offer, HETI will provide limited information to the JMO Managers of their

accepted network regarding the criteria under which the applicant has been granted extenuating circumstances or a change in personal circumstances. HETI does not disclose the details of the application. It is the responsibility of the applicant to contact the employer in a timely manner to discuss their specific requirements.

As specified in the section on 'procedural statements' of this procedure, HETI may also release information to the Medical Board of Australia and/or Medical Council of NSW if it is deemed in the interests of patient safety and/or the applicant. In this situation, HETI will inform the applicant.

8 SECTION A – EXTENUATING CIRCUMSTANCES

8.1 HOW TO APPLY FOR EXTENUATING CIRCUMSTANCES

Applicants will complete the extenuating circumstances application form as part of the document collection task within the online application system. Applicants will follow the instructions on the application form and complete all sections. All documentation and evidence should be presented in a clear order addressing the criterion/criteria the applicant is applying under. Applicants must upload certified copies of all supporting documentation and evidence in their application.

Where possible, all supporting evidence should be provided by an independent third party. Any documents from a third party must include contact details to allow communication and verification by HETI. Examples of evidence that can be provided include:

- Medical certificates and/or letters from medical specialists – applicants applying through extenuating circumstances due to requiring ongoing highly specialised medical treatment are required to provide a letter from a medical specialist to support their application
- Letter from medical school
- Birth certificates
- Letter from school verifying enrolment of children and the stage of schooling
- Centrelink Functional Capacity Assessment forms
- Evidence of other support services
- Letter from childcare provider
- Evidence of custody arrangement
- A Statutory Declaration signed by a registered Justice of the Peace (JP) verifying any claims/documentation.

The evidence an applicant provides must relate to the criteria for their extenuating circumstances application to HETI. Applicants must ensure all compelling independent evidence and supporting documentation to support their extenuating circumstances application is provided in their application. This will ensure the Extenuating Circumstances Committee has all relevant evidence and facts to make an informed decision on the application.

Only copies of original documentation are to be submitted and these are to be certified as true and accurate copies of the original documentation by a registered JP. The certification accepted by HETI is described in the Applicant Guide for Medical Intern Recruitment in NSW.

8.2 WHEN DOES APPLICATIONS FOR EXTENUATING CIRCUMSTANCES CLOSE?

Applications for extenuating circumstances close on the date when applications for prevocational training positions close. The key dates are available on the HETI Medical Intern Recruitment website. **No late applications will be accepted.**

8.3 VERIFYING APPLICATIONS FOR EXTENUATING CIRCUMSTANCES

HETI will check that the extenuating circumstances application form and any supporting documentation provided in the application is correct and appropriately certified by a registered JP as part of the application verification process. During the verification process, HETI may contact the applicant and ask them to correct, complete or provide further information on their application.

8.4 ASSESSMENT OF EXTENUATING CIRCUMSTANCES APPLICATIONS

The Extenuating Circumstances Committee will assess and decide on all applications for extenuating circumstances. The Committee will include a range of members independent to HETI with the following expertise:

- JMO Management
- Senior clinician
- Junior doctor
- Community
- Family/carer
- Mental health

In situations where the committee decision is tied, the Committee Chair will cast a second and deciding vote.

In some cases, the Extenuating Circumstances Committee may determine that for the application to be properly assessed, additional information/evidence is still required from the applicant. In this case, the applicant will be contacted and asked to provide this information within a short timeframe.

8.5 APPLICATION OUTCOMES

If extenuating circumstances is granted to an applicant, the Extenuating Circumstances Committee will select the following outcome options depending on the needs of each case:

1. Direct allocation to a specific network or specific administrative hospital in a network (this outcome is rare and will depend on the complexity of an applicant's circumstances).
2. Allocation to only specified networks by removal of other networks from the applicant's preferences that are located furthest away from their place of residence.
3. Allocation to a more restrictive list of networks by removing networks that will not allow the applicant to meet their extenuating circumstances needs.

Please Note

In the case of outcome 2 and 3 above, removing networks from the allocation algorithm will not increase the chances of obtaining an allocation to a higher preferenced network than would otherwise be allocated. The algorithm considers all applicants preferences, the number of vacancies, as well as the applicant's priority category.

The Prevocational Training Networks list is available from the HETI website:

<https://www.heti.nsw.gov.au/education-and-training/courses-and-programs/medical-graduate-recruitment>

8.6 AUTOMATIC APPEAL PROCESS

All unsuccessful applications for extenuating circumstances will be automatically reviewed by an Independent Review Panel appointed by the HETI Chief Executive. All documentation relating to the application and the Extenuating Circumstances Committee decision will be provided to the review panel.

The Independent Review Panel will have the following outcome options:

1. The decision of the Extenuating Circumstances Committee is upheld.
2. The decision of the Extenuating Circumstances Committee is overturned. For an application that is successful from the Independent Review Panel, the decision outcomes will be the same as outlined in the section for 'application outcomes'.

The Independent Review Panel will make a final decision on the application and inform the HETI Medical Portfolio of the decision on each application. The decision of the review panel cannot be appealed.

Please Note

The Independent Review Panel will assess the application based on all supporting documentation provided by the applicant. Applicants must provide all supporting evidence relating to the criterion/criteria for their extenuating circumstances application when making their online application. This will ensure the independent review panel has all relevant evidence and facts to make an informed decision on the application.

8.7 COMMUNICATION OF OUTCOME OF EXTENUATING CIRCUMSTANCES APPLICATION

Applicants will be informed of the outcome of their extenuating circumstances application by email. HETI will not release decisions verbally and will not discuss the outcome of the application by phone or with a third party. Formal offers are made during each offer period depending on an applicant's priority category and pathway applied through.

All applicants must have and maintain a valid email address and mobile phone number prior to starting internship; applicants are responsible for ensuring this information is current in the online application system.

9 SECTION B – CHANGE IN PERSONAL CIRCUMSTANCES

A change in personal circumstances application should only be made when an applicant's circumstances has changed after the close of applications. Extenuating circumstances that are known to an applicant at the time of making their online application will not be considered as a change in personal circumstances. Applicants who have extenuating circumstances that exist during the online application process must apply through the extenuating circumstances process specified in this document when making their online application.

To apply for change in personal circumstances, you must have made a valid online application for the appropriate clinical year.

The criteria for considering change in personal circumstances are limited to:

1. The applicant requires ongoing highly specialised medical treatment **and/or**
2. Separation of the applicant from their dependent/s during prevocational training would have a significant negative impact on the functioning of the applicant and/or their dependent/s, **and/or**
3. The applicant will be going through a significant life event during prevocational training that would have a negative impact on the applicant and/or their dependent/s **and/or**
4. The applicant has a disability with specific access requirements.

Please Note

Failing to complete medical studies within the required timeframe for the commencement of prevocational training deems an applicant no longer eligible for allocation to prevocational training positions for the clinical year applied for. This will not be considered as a valid reason for applications for change in personal circumstances.

9.1 HOW TO APPLY FOR CHANGE IN PERSONAL CIRCUMSTANCES

Applicants are required to read this procedure in its entirety before submitting their change in personal circumstances application. This will ensure all supporting evidence will be provided to support the change in personal circumstances application.

Applicants are required to complete the change in personal circumstances application form available on the HETI website and email with all certified supporting documentation to HETI-Internship@health.nsw.gov.au

Applicants must answer each question on the change in personal circumstances application form completely by providing detailed information relating to the criterion/criteria under which they are making an application for change in personal circumstances.

The applicant must demonstrate in documentary evidence that the personal circumstances did not exist at the time of application for prevocational training in NSW or that their personal circumstances have changed significantly since the closure of applications; this includes circumstances relating to health or medical conditions.

Applicants will provide additional information and evidence from a third party if it is exceptional or compelling and supports the application. Any documents from a third party must include contact details to allow communication and verification by HETI. This will ensure the change in personal circumstances review panel has all relevant evidence and facts to make an informed decision on the change in personal circumstances application.

Only copies of original documentation are to be submitted and these are to be certified as true and accurate copies of the original documentation. Refer to the Applicant Guide for Medical Graduate Recruitment in NSW for certification requirements.

Applicants will be contacted by HETI if additional information/evidence is required to properly assess the application.

9.2 WHEN DOES APPLICATIONS FOR CHANGE IN PERSONAL CIRCUMSTANCES CLOSE?

Applications for change in personal circumstances can be made up until eight weeks before the clinical year commencement date. Any change in circumstances communicated to HETI after this timeframe will be assessed on a case-by-case basis.

9.3 ASSESSMENT OF CHANGE IN PERSONAL CIRCUMSTANCES APPLICATIONS

Applications for change in personal circumstances are reviewed by the Medical Director and an independent reviewer appointed by the HETI Chief Executive. Assessment of the application will be made based on all supporting documentation and evidence provided by the applicant.

The Change in Personal Circumstances review panel will inform the HETI Medical Portfolio of the decision on each application.

Please Note

- Approval of change in circumstances for an applicant does not guarantee allocation to a position above other applicants in the same priority category. It does not allow an applicant to change the original order of their network preferences in their online application. Approval may result in a reduced set of network preferences to be considered by the algorithm along with all other applicants. It does not guarantee allocation to a desired network or higher preference than would otherwise have been allocated. The outcome for an applicant granted change in personal circumstances will be based on their change in circumstances.
- Approval of change in personal circumstances does not guarantee an applicant who has already accepted a position a change to a network of their choice.
- It is possible that an applicant in one of the lower categories in the NSW Health Priority List who is approved for a change in personal circumstances may not receive a position offer in NSW, and if an offer is received, they may not receive an equivalent or higher preference than would otherwise have been allocated.

9.4 COMMUNICATION OF THE OUTCOME OF CHANGE IN PERSONAL CIRCUMSTANCES APPLICATION

Applicants will be informed of the outcome of their change in personal circumstances application in writing by email. HETI will not release the decisions verbally and will not discuss the outcome of the application by phone or with a third party.

All applicants must have and maintain a valid email address and mobile phone number prior to starting internship; applicants are responsible for ensuring this information is current in the online application system.

10 RESPONSIBILITIES

Implementation of the procedure is dependent on several key stakeholders:

- Applicants
- Extenuating Circumstances Committee
- Independent Review Panel
- HETI Medical Director and Independent Reviewer
- Employers (LHDs, Specialty Health Networks and other NSW Health Organisation and their participating facilities)
- HETI

Applicants will:

- Read and understand the procedures underpinning medical intern recruitment in NSW and seek clarification from HETI if there is a lack of understanding or clarity within the procedures.
- Complete an application via the online application system and submit by the closing date.
- Complete an extenuating circumstances application form and provide all supporting evidence by the close of applications.
- Complete a change in circumstances application form if applying for consideration following the close of applications.
- Behave ethically through the application process and order network preferences genuinely in the order in which they would prefer to work.
- Address the criterion/criteria clearly and explain their extenuating circumstances or their change in personal circumstances and provide certified supporting documentation and evidence.
- Understand that the granting of extenuating circumstances or change in personal circumstances does NOT change an applicant's priority category, does not guarantee the applicant an offer or prioritise them over other applicants.
- Accept that the outcome following consideration of their application by the extenuating circumstances committee and Independent review panel (if required) is final.
- Follow the NSW Health Code of Conduct and HETI Swaps Guidelines when requesting to be part of a swap.

This includes not offering or accepting any form of payment for a swap request.

- Keep contact details including email address and phone number current in the online application and regularly check emails and phone on the dates when offers are made.
- Accept or decline their position offer within 48 hours.
- Ensure that they complete all necessary pre-employment paperwork prior to commencing employment.
- Communicate the details of their extenuating circumstances or change in personal circumstances with the JMO Manager of their allocated network in a timely manner.
- Be required to participate in overtime, on call and shift rosters including evenings, nights and weekends and to undertake rotations at facilities other than the hospital administering their employment.
- Advise HETI if they are not completing all requirements of their degree before the end of the year, and subsequently decline their position offer in the online application system and notify the employer. Note that if HETI is advised by a university that a student will not complete the requirements of their degree and the applicant does not decline their offer HETI will decline the offer on their behalf.

Extenuating Circumstances Committee will:

- Assess all applications for extenuating circumstances in accordance with the criteria.
- Determine whether the applicant does or does not meet the criteria for extenuating circumstances.
- Decide on the outcome for applicants who meet the criteria and are granted extenuating circumstances.
- Ensure that the decision outcome for an applicant who meets the criteria is made in accordance with the outcome options outlined in the extenuating circumstances procedure.
- Provide clear reasons for the decisions made on each application.
- Inform HETI Medical Portfolio of the decisions on each application.
- Maintain confidentiality of all applications and the evidence provided to them.
- Provide feedback for continuous improvement on the process to the secretariat.

Independent Review Panel will:

- Assess all unsuccessful applications for extenuating circumstances against the criteria.
- Provide clear reasons for decisions made on each application.
- Inform HETI Medical Portfolio of the decisions on each application.
- Maintain confidentiality of all applications and evidence provided to them.

HETI Medical Director and Independent Reviewer will:

- Assess all applications for change in personal circumstances.
- Provide clear reasons for decisions made on each application.
- Inform HETI Medical Portfolio of the decisions on each application.
- Maintain confidentiality of all applications and evidence provided to them.

HETI will:

- Lead and coordinate the medical intern recruitment process.
- Communicate the procedures and dates to the NSW Ministry of Health, LHDs, medical schools and potential applicants. This will include presentations on the HETI website and answering enquiries by telephone and email.
- Ensure all providers and networks participating are appropriately accredited facilities.
- Advise the employer of applicants who are granted Extenuating Circumstances or a Change in Circumstances and the criteria under which it was granted.
- Provide all relevant information about medical intern recruitment, procedures and dates on the HETI website.
- Communicate the outcome of extenuating circumstances and change in personal circumstances to the applicant in writing.
- Communicate with applicants by email and SMS about the status of their application.
- Ensure all eligible guaranteed applicants are offered a position.
- Ensure applicants are only offered one position offer for the clinical year.
- Ensure applications are verified prior to offers being made for applicants applying through the Extenuating Circumstances process, Aboriginal Medical Workforce pathway, the Rural Preferential Recruitment pathway and all category 1 applicants.
- Ensure applications are verified for all remaining applicants following acceptance of an offer.
- Advise the employer of applicants who are granted extenuating circumstances or a change in personal circumstances and the criteria under which it was granted.
- Remind applicants of the requirement to advise the employer of the details of their Extenuating Circumstances or Change in Circumstances.

Employers will:

- Adhere to all procedures supporting medical graduate allocation in NSW.
- Negotiate conditions of employment directly with applicants and provide advice regarding visas and employment conditions.
- Communicate directly with applicants regarding specific requirements if allocated through the Extenuating Circumstances process or Change in Circumstances.
- Contact applicants to confirm an offer of employment and undertake necessary pre-employment checks and paperwork.
- Make a formal position offer.
- Ensure that applicants are employed in facilities that are accredited for prevocational training. If a post or facility becomes unaccredited the trainees will be moved to another accredited post and/or provider.

11 GLOSSARY

Applicant - An applicant is an eligible medical graduate who formally applies for a prevocational training position through the online application system.

Hospital Administering Employment - The hospital administering employment (administrative hospital) is where the prevocational trainees spend the majority of their time within a prevocational training network. It is primarily responsible for managing the prevocational trainees' employment

such as employment contract, leave arrangements and salary. In addition, they ensure that the trainees receive effective orientation, supervision, education and training, and PGY1's meet the requirements for general registration.

Local Health District - There are 15 Local Health Districts that are responsible for providing health services in a wide range of settings, from primary care posts in the remote outback to metropolitan tertiary health centres. Eight Local Health Districts cover the greater Sydney metropolitan regions and seven cover rural and regional NSW. Local Health Districts employ prevocational trainees.

Medical Graduate - A medical graduate is an individual who has completed the requirements of a medical degree but has not commenced practising as a doctor.

Postgraduate Year 1 (PGY1) - Postgraduate Year 1 is the first year of medical practice undertaken by a prevocational trainee following their graduation from medical school. The year is also referred to as an internship.

Prevocational Trainee - A prevocational trainee is a medical practitioner completing their first two years of supervised medical practice.

Prevocational Training Provider - Is the facility where the prevocational trainees work and train. The training provider can be a hospital, general practice, community health centre or other accredited health facilities. The training provider governs and/or provides some or all aspects of the prevocational education and training program.

Prevocational Training Network - A group of prevocational training providers that work together to provide a range of clinical rotations. They also ensure effective education and training is provided to prevocational trainees.

Public Health Organisation (PHO) - A PHO is either:

- A Local Health District, or
- A statutory health corporation
- An affiliated health organisation in respect to its recognised establishments and recognised services.

Recruitment Pathway - Recruitment pathways are recruitment options an eligible medical graduate can utilise to seek a prevocational training position in NSW.

Term - A component of the prevocational training program, usually a nominated number of weeks in a particular area of practice, also called a clinical rotation, post, or placement.

12 ASSOCIATED DOCUMENTS

Procedures

- Aboriginal Medical Workforce in NSW
- Rural Preferential Recruitment in NSW
- Direct Regional Allocation in NSW
- Optimised Allocation in NSW

Forms

- Change in Personal Circumstances application form

Other Documents

- Applicant Guide for Medical Intern Recruitment in NSW
- Key Dates for Medical Intern Recruitment for 2025 clinical year
- NSW Health Priority List for 2025 Medical Intern Recruitment
- Prevocational Training Networks and Accredited Facilities in NSW
- Guidelines for Requesting an Intern Position Swap in NSW

Health Education and Training Institute
1 Reserve Road
ST LEONARDS NSW 2069

LOCKED BAG 2030
ST LEONARDS NSW 1590

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



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