



HEALTH  
EDUCATION  
& TRAINING

# DIRECT REGIONAL ALLOCATION PATHWAY

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NSW MEDICAL INTERN RECRUITMENT  
PROCEDURE FOR THE 2025 CLINICAL YEAR

MARCH 2024

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## 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 Health 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

The Direct Regional Allocation (DRA) pathway facilitates the allocation of medical graduates to positions in regional NSW and outer metropolitan Sydney in the prevocational training networks. The following principles underpin the DRA:

- Developing and maintaining a sustainable medical workforce in regional NSW and outer metropolitan Sydney
- Ensuring equity of access to high quality care for patients in regional NSW and outer metropolitan Sydney
- Ensuring fairness and transparency is applied to the recruitment process.

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

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## 2 PURPOSE

The purpose of this procedure is to inform medical graduates about medical intern recruitment in NSW through the Direct Regional Allocation pathway for the 2025 clinical year.

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## 3 DISTRIBUTION

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

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

### 4.1 PREVOCATIONAL TRAINING POSITIONS

The number of prevocational training positions available in NSW for the clinical year is published on the HETI Medical Intern Recruitment website. The number of positions displayed represents a count of the fulltime equivalency.

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## 4.2 REGIONAL PREVOCATIONAL TRAINING POSITIONS

Positions are allocated via the DRA pathway after the Aboriginal Medical Workforce (AMW) and Rural Preferential Recruitment (RPR) pathways. The number of positions available for allocation via the DRA pathway is determined by the total number of network positions less any positions filled by the AMW pathway.

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## 4.3 ELIGIBILITY CRITERIA

To be eligible for the DRA pathway applicants must:

- Meet eligibility and NSW Health Priority List 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.
- Be an applicant in priority categories 1 to 4 of the NSW Health Priority List for the Medical Intern Recruitment Campaign.

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## 4.4 PARTICIPATING PREVOCATIONAL TRAINING NETWORKS

The DRA pathway – regional prevocational training networks are - Network 2, Network 4, Network 7, Network 11, Network 12, Network 14 and Network 15.

To apply through the DRA pathway an applicant must place a regional network as their first preference when ordering the 15 network preferences in their preferred order.

For the DRA pathway an applicant's first preference (which must be a regional network) is the only preference taken into consideration when offering through this pathway. The subsequent network preferences will only be used for offers through the OA pathway if required. If applying through the DRA pathway applicants are still required to preference all 15 prevocational training networks in the order in which they would like to work.

Section 5 within this procedure outlines how offers are made to applicants by the NSW Health Priority List.

It should be noted that applicants will not be able to change their network preferences after the application period has closed.

<b>DRA – Regional Prevocational Training Networks</b>	
Network 2 - regional	Bankstown-Lidcombe Hospital, Bowral and District Hospital and Campbelltown/Camden Hospital
Network 4 - regional	Liverpool Hospital, Fairfield Hospital and Tweed Valley Hospital
Network 7 - regional	Gosford Hospital and Wyong Hospital
Network 11 - regional	Wollongong Hospital, Shellharbour Hospital and Shoalhaven District Memorial Hospital
Network 12 - regional	John Hunter Hospital, Armidale Hospital, Belmont Hospital, Calvary Mater Newcastle, Hunter New England Mental Health, Manning Base Hospital, Tamworth Hospital and Maitland Hospital

DRA – Regional Prevocational Training Networks	
Network 14 - regional	Nepean Hospital, Blue Mountains District ANZAC Memorial and Hawkesbury District Health Service
Network 15 - regional	Blacktown Hospital / Mt Druitt Hospital and Bathurst Health Service

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## 4.5 WORKFORCE FLEXIBILITY

To support the needs of applicants, joint, job share and part time positions can be requested through the DRA pathway. Access to reduced hours of work is dependent on the ability of the employer to accommodate the request and cannot be assumed.

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## 4.6 IMPAIRMENT, HEALTH CONDITIONS AND DISABILITY RELATED APPLICATIONS

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 practice the profession’.

For more information, please refer to:

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

In addition to this, applicants are strongly recommended to read the Extenuating Circumstances (EC) Procedure and apply if they believe they meet the criteria.

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

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## 4.7 COMMUNICATION WITH APPLICANTS

Communication from HETI about applications is by email and short message service (SMS). All applicants must have and maintain a valid email address and mobile phone number prior to starting their internship; applicants are responsible for ensuring this information is current in the online application system.

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## 4.8 APPLICATION PERIOD

Eligible applicants must submit an online application to the medical intern recruitment campaign by the close of the application period. The key dates are available on the HETI Medical Intern Recruitment website.

**No late applications will be accepted.**

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## 5 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.

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### 5.1 POSITION OFFERS TO GUARANTEED APPLICANTS – CATEGORY 1 APPLICANTS

All category 1 applicants are guaranteed to receive a position offer in the first national offers period. These are medical graduates of NSW universities who are Australian/New Zealand citizens or Australian permanent residents (Commonwealth Supported Place and Domestic Full Fee paying) as defined in the NSW Health Priority List. Offers are made to all guaranteed applicants in the first week of offer period one.

NSW Health Priority category 1 applicants with a regional network as their first preference will receive an offer for the regional network if the number of category 1 applicants applying to the same network is less or equal to the number of positions available.

If a regional network has fewer positions than the number of category 1 applicants who have listed it as their first preference, an algorithm is used to randomly select which applicants will receive a regional position offer.

Any category 1 applicants that do not receive an offer via the DRA pathway will automatically be progressed to the OA pathway.

In the first round of offers, the OA pathway is used to fill positions in optimised networks along with vacancies in regional networks where there were not enough category 1 applicants who had selected the network as their first preference to fill available positions.

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### 5.2 POSITION OFFERS TO NON-GUARANTEED APPLICANTS – CATEGORY 2 TO 4 APPLICANTS

If positions remain at a regional network after all category 1 applicants have been offered a position, HETI makes offers to the next category of applicants as per the NSW Health Priority List who have put a regional network as their first preference. These applicants will be randomly selected by an algorithm and offers will be made to these vacant positions.

Once one category of applicants who have put a particular regional network as their first preference have been exhausted, HETI will then offer the remaining vacancies in the network to the next category of applicants as per the NSW Health Priority List. During a single offer period, applicants from different priority categories may receive offers to different regional networks. This will depend on the number of category 2 to 4 applicants who have placed the regional network as their first preference and the number of vacant positions at the time of offers.

The availability of positions in each regional network is reduced every time position offers are made to applicants. This process will continue until all positions are filled or when no unplaced category 4 applicants remain with the regional network as their first preference. If there are vacancies at the end of this process, these positions will be offered via the OA pathway.

An applicant may not be successful in obtaining an offer via the DRA pathway if all positions are filled. This may occur when the number of applicants ranking a regional network as their first preference exceeds the number of positions available in the network. Applicants who do not receive an offer via the DRA pathway will automatically be progressed to the OA pathway.

All applicants are only eligible to receive a maximum of one offer from HETI for the clinical year. This also applies to applicants who missed out on an offer through the DRA pathway and were subsequently offered a position through the OA pathway.

The allocation of applicants to prevocational training positions is only based on the applicant's first preference in the DRA pathway.

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### 5.3 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.

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### 5.4 JOINT APPLICANTS

Joint applicants are run through the algorithm in the same way as all other applicants for the DRA pathway provided, they are from the same NSW Health Priority Category. The placement of joint applicants to the same regional network will be dependent on the number of available positions and the number of applicants from the same NSW Health Priority Category who have selected the regional network as their first preference. In situations where there are more applicants than positions, both applicants may not be offered a position in the same offer round, and it may not be possible to allocate both applicants to the same network.

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### 5.5 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.

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### 5.6 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.

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## 6 RESPONSIBILITIES

Implementation of the procedure is dependent on three key stakeholders:

- Applicants
- 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.
- Behave ethically through the application process and order network preferences genuinely in the order in which they would prefer to work.
- 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 system 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.
- 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 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.

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 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.

Employers will:

- Adhere to all procedures supporting medical intern recruitment 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.

## 7 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 PGY1s 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.

**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.

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## 8 ASSOCIATED DOCUMENTS

### Procedures

- Aboriginal Medical Workforce in NSW
- Rural Preferential Recruitment in NSW
- Optimised Allocation in NSW
- Extenuating Circumstances and Change in Personal Circumstances in NSW

### 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

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