PSYCHIATRY NETWORKED POSITIONS FOR THE 2020 CLINICAL YEAR

RECRUITMENT FACT SHEET FOR APPLICANTS

This document provides information regarding recruitment of Stage 1 and Stage 2 Psychiatry Trainees for the 2020 Clinical Year together with information on the Psychiatry Networked Training Program in NSW. Recruitment for the 2020 period will be advertised in accordance with the NSW Health Policy Directive PD2019_022 “Recruitment and Selection of Junior Medical Officers to the NSW Health Service”. The recruitment process will comply with the NSW Health policies for recruitment in the public sector and the principles of equal employment opportunity.

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APPLICATIONS
Applications open on Thursday 18 July 2019 and close Wednesday 7 August 2019. This fact sheet relates to Networked Stage 1 and Stage 2 Psychiatry Training positions in NSW. Applicants seeking streamed medical resident or Stage 3 training positions should search directly under facilities.

You will need to apply online to each network. You can apply for a position in one, some, or all eleven basic physician training networks. A separate application must be submitted for each network that you wish to apply to. These positions are accessed at: https://nswjmo.erecruit.com.au/
INTERVIEWS
Applicants will be contacted on 21 August 2019 if required for an interview. The five networks will be interviewing as a collective, with panels consisting of one representative from each network, plus an independent or HR representative. Please note that applicants have 48 hours to accept or decline interviews.

Where will interviews be convened?
All Psychiatry Stage 1 and Stage 2 interviews will be held from Wednesday 28 August 2019 to Friday 30 August 2019 inclusive at Clifton’s, Level 13, 60 Margaret Street, Sydney.

The Health Education and Training Institute (HETI) will manage the Registration Desk on level 13. At the time of registration you will be advised which room and which floor your interview will take place.

What do I need to bring to the interview?
• 4 pieces of identification (original plus one copy) in the following categories:
  o Commencement Documents (1 piece)
    Documents could include:
    ▪ Full Australian birth certificate
    ▪ Current Australian or New Zealand passport
    ▪ Certificate of evidence of resident status
    ▪ Current Australian visa.
  o Primary Use in the Community Documents (1 piece)
    Documents could include:
    ▪ Current Australian drivers licence
    ▪ Current Australian proof of age or identity card
    ▪ Australian marriage certificate
    ▪ Current passport issued by a country other than Australia or New Zealand.
  o Secondary Use in the Community Documents (2 pieces)
    Documents could include:
    ▪ Medicare Card
    ▪ Foreign Government issued documents (eg driver licence)
    ▪ Photo identity card issued by the Australian Government or a state or territory government
    ▪ Australian tertiary student photo identity document
    ▪ Certified academic transcript from an Australian University
    ▪ Bank card
    ▪ Credit card.
• Identification Checklist Form – to be verified by HETI staff. The form is included at the end of this document.
• Evidence of ability to work in Australia. If commencement documents do not include an Australian or New Zealand passport or an Australian birth or citizenship certificate, an appropriate visa or work permit allowing you to work in Australia must be sighted.
• Working with Children Check Clearance or Application Number.
OFFERS
For 2020 positions, psychiatry training will be using a matching system which will be managed by HETI staff and two independents. Prioritised streams will be matched first, followed by the remaining candidates, in order of merit.

Applicants will be asked to provide their preferences to HETI via an online survey that must be completed prior to the end of interviews on Friday 30 August 2019. Once submitted, changes can be made via e-mail to HETI-PsychiatryTraining@health.nsw.gov.au before midnight Friday August 30 2019. Applicant preferences will not be seen by the panels or Network staff.

At the end of the interview process, the panel will submit their ranked list of interview candidates to HETI. The preference matching will take place to match applicants with employing Networks.

Following preference matching, the networks will be sent a list of matched applicants.

All offers will be made via email through the online e-recruitment system. Applicants will NOT receive verbal offers. Please note successful applicants will receive ONLY ONE offer for the Psychiatry Training Program. Applicants that accept a Psychiatry training position will not receive any further offers from other Psychiatry Networks.

Offers will be sent out on Friday 6 September 2019. Applicants must accept or decline offers within 48 hours of it being sent.

Networks will decline offers after 48 hours on behalf of non-responsive applicants.

NSW PSYCHIATRY NETWORKED TRAINING PROGRAM
Psychiatry training in NSW is delivered through training networks. A training network is a group of hospitals and health services operating together as part of a combined training program. Generally, a network is made up of at least one city teaching hospital, one metropolitan hospital and one rural hospital in NSW.

Each network is responsible for providing a training program and a range of terms and rotations for trainees to complete their College training requirements. The purpose of training networks is to facilitate equitable distribution of trainees in each network while balancing high quality of training and clinical service needs in NSW. There are currently five psychiatry training networks in NSW listed below.


PSYCHIATRY INFORMATION SESSION
An information session will be held on Monday 22 July 2019. Prospective trainees are encouraged to attend this session. Details provided at this session will ensure applicants are well informed about the different Networks and their training programs before applying for psychiatry positions.

Please note that NSW Psychiatry Training Networks do not consider one on one informal meetings with the Networks or Network Directors of Training prior to annual recruitment necessary. Any such meetings are NOT part of the NSW Health official recruitment process and do not influence a trainee’s chance of obtaining an interview or an offer.

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<tr>
<th>Virtual Information Session</th>
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<tr>
<td>Monday 22 July 2019</td>
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<td>17:30 – 18:30</td>
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<tr>
<td><a href="https://nswiop.zoom.us/j/439300295">https://nswiop.zoom.us/j/439300295</a></td>
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### Hunter New England Training

**Network Director of Training:**
Dr Harsimrat Sandhu  
Harsimrat.Sandhu@health.nsw.gov.au  
P: 02 4033 5158

**Education Support Officer:**
Philippa Ditton-Phare  
HNELHD-MESOPsych@health.nsw.gov.au  
P: 02 4033 5157

### Northern Sydney Central Coast

**Network Director of Training:**
Dr Stephen Jurd  
Stephen.Jurd@health.nsw.gov.au  
P: 02 9887 5936

**Education Support Officer:**
Suzanne Nehma  
Suzanne.Nehma@health.nsw.gov.au  
P: 02 9887 5936

### Sydney West and Greater Southern

**Network Director of Training:**
Dr Gregory DeMoore  
Gregory.DeMoore@health.nsw.gov.au  
P: 02 8838 6495

**Education Support Officer:**
Maree Willcox  
Maree.Willcox@health.nsw.gov.au  
P: 02 8838 6496

### South Eastern Sydney Illawarra

**Network Director of Training:**
Dr Andrew Pethebridge  
Andrew.Pethebridge@health.nsw.gov.au  
P: 02 9113 2435

**Education Support Officer:**
Carmen Wallace  
Carmen.Wallace@health.nsw.gov.au  
P: 02 9113 1527

### Sydney South West North Coast

**Network Director of Training:**
Dr Bruce Boman  
Bruce.Boman@health.nsw.gov.au

**Education Support Officer:**
Leanne McKechnie  
SLHD-ESOPsych@health.nsw.gov.au  
P: 02 9616 4286
INTERVIEWEE CHECKLIST: PREPARATION FOR YOUR INTERVIEW FOR PSYCHIATRY TRAINING NETWORKS

Before coming for an interview:

☐ I have read all the relevant information relating to interviewing for Junior Medical Officer recruitment, including the Psychiatry Training Flyer.


☐ I have provided at least two referees (a current supervisor/manager and another referee that is a FRANZCP). I have included mobile phone numbers and e-mail addresses where possible.

☐ I have submitted my preferences online via the link provided via e-mail.

If attending the interview(s) in person:

☐ I have my completed Identification Checklist form, originals and one photocopy of all of my identification.

Failure to produce identification will result in no interview. Certified copies will not be accepted as per NSW Health Policy.

☐ If my commencement documents do not include an Australian or New Zealand passport, or an Australian birth or citizenship certificate, I have an appropriate visa or work permit allowing me to work in Australia.

Evidence of ability to work in Australia must be sighted on the day. Failure to provide the appropriate documentation will result in no interview.

☐ I have completed the required forms online, including National Criminal Record Check Consent and have my Working with Children Check Clearance or Application Number to provide on the day of interview.

☐ I know how to get to Cliftons Sydney, and have seen the accompanying map.

If you have a problem on the day(s) of interviews and need to contact one of the networks you are interviewing with, then you may contact the HETI Registration Desk on 9844 6120.

When I get to Cliftons, Level 13, 60 Margaret Street, Sydney

☐ I will ensure I register at the HETI registration desk.

Failure to do so will result in you not being interviewed.

If attending the interview(s) via teleconference:

☐ I have arranged to have access to a phone (mobile fully charged) in a quiet environment.

After my final interview:

☐ If I choose to, I can change my network preferences up until midnight of Friday 30 August 2019 by e-mailing HETI-PsychiatryTraining@health.nsw.gov.au.
VENUE MAP

DIRECTIONS AND PARKING GUIDE
CLIFTONS SYDNEY – MARGARET STREET

Level 13, 60 Margaret St
Sydney NSW 2000

https://goo.gl/maps/vwzzSyu9Le62

CLOSEST TRAIN STATIONS
- Wynyard, 100m (1 min walk)
- Circular Quay, 800m (10 min walk)
- Martin Place, 550m (8 min walk)

CLOSEST BUS INTERCHANGES
- Clarence St, 100m (1 min walk)
- Martin Place (Elizabeth Street), 550m (8 min walk)

NEAREST PARKING
- Secure Parking, 20 Bond St
- Wilson Parking, 1 O’Connell St
- Wilson Parking, 31 Bond St

GETTING HERE FROM SYDNEY AIRPORT TRAIN:
- Approx. 25 min direct to Wynyard Station
- Taxi or UBER: 17.5 Km by road, 25-65 min dependent on traffic
- Taxi Rank Location
Identification Checklist for consent to undertake a National Police Check (NPC)

Appendix 5

Instructions

(a) To lodge a National Police Check, the NSW Health Organisation must:

- sight original identifying documents (scanned or photocopied certified copies are not acceptable) and check them against the applicant’s completed NSW Health NPC Consent Form (there is no requirement to retain copies of the identifying documents)
- complete this Identification Checklist.

(b) The combination of the documents sighted must include the applicant’s full name and date of birth and a photograph:

If the applicant is unable to provide a photo in a Commencement of identity or Primary Use in the Community document, a passport-style photograph certified by a person listed in Schedule 2 of the Statutory Declarations Regulations 1993 (Cth))

As a minimum requirement, the applicant must provide:

- one ‘Commencement of identity’ document (Section 1 below)
- one ‘primary use in the community’ document (Section 2 below)
- two ‘secondary use in the community’ document (Section 3 below)

If they cannot meet these requirements, refer to the Special Provisions (Section 4 below)

(c) Change of Name - If an applicant provides identity documents using a former name, such as a maiden name, they must provide evidence of the name change in addition to the four identity documents. This means they also need to provide:

- change of name certificate issued by the Australian Registry of Births, Deaths and Marriages or
- an Australian marriage certificate issued by a state or territory (church or celebrant issued certificates are not accepted)

(d) Evidence of ability to work in Australia: If the documents do not include an Australian /New Zealand passport or Australian birth or citizenship certificate, an appropriate visa or work permit allowing the person to work in Australia must be sighted.

Applicant’s Full Name: ________________________________

<table>
<thead>
<tr>
<th>Description of document</th>
<th>Full name on document (including middle names)</th>
<th>Date issued</th>
<th>Place/Office of issue/issuing organisation</th>
<th>Expiry date</th>
<th>Checked Against NPC Consent Form</th>
<th>Document Type (eg Commencement, Primary or Secondary)</th>
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Mandatory record of document sighted that confirm person’s ability to work in Australia

I have checked the details provided above against the applicant’s National Police Check consent form as required at point (a) above, and I confirm:

- the names in the ID documents are included in the consent form, and
- any reference numbers for documents detailed in the consent form match those I have sighted today, and
- the applicant has provided evidence that they are allowed to work in Australia, as required at point (e) above.

I have also confirmed with the applicant that all aliases / former / middle names are included in the consent form. (Note: Failure to include all names may warrant the check invalid).

Full Name: ___________________________________________ NSW Health Organisation: ___________________________

Position: ___________________________________________ Employee Number: ______________________________________

Signature: __________________________________________ Date: ________________________________

NSW Health ID Checklist for NPCs November 2018 WWCC Number: ________________________________
Identification Checklist for consent to undertake a National Police Check (NPC)

Appendix 5

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<thead>
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<th>DOCUMENTS</th>
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<tr>
<td><strong>Section 1: Commencement Documents</strong></td>
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<tr>
<td>a) Full Australian Birth Certificate (not extract or birth card)</td>
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<td>b) Current Australian passport (not expired)</td>
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<td>c) Australian Visa current at the time of entry to Australia as a resident or tourist</td>
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<tr>
<td>d) ImmiCard issued by Immigration and Border Protection that enables the cardholder to prove their visa and/or migration status and enrol in services</td>
</tr>
<tr>
<td>e) Certificate of Identity issued by Foreign Affairs and Trade to refugees and non-Australian citizens for entry to Australia</td>
</tr>
<tr>
<td>f) Document of Identity issued by Foreign Affairs and Trade to Australian citizens or persons who have the nationality of a Commonwealth country for travel purposes</td>
</tr>
<tr>
<td>g) Certificate of evidence of resident status.</td>
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| **Section 2: Primary Use in the Community Documents** |
| a) Current Australian drivers licence, learner permit or provisional licence issued by a state or territory, showing a signature and/or photo and the same name as claimed. |
| b) Australian marriage certificate issued by a state or territory (church or celebrant-issued certificates are not accepted) |
| c) Current passport issued by a country other than Australia with a valid entry stamp or visa |
| d) Current proof of age or photo identity card issued by an Australian Government agency in the name of the applicant, with a signature and photo |
| e) Current shooters or firearms licence showing a signature and photo (not minor or junior permit or licence) |
| f) For persons under 18 years of age with no other Primary use in the Community Documents, a current student identification card with a signature or photo. |

| **Section 3: Secondary Use in the Community documents** |
| a) Certificate of identity issued by Foreign Affairs and Trade. |
| b) Document of identity issued by Foreign Affairs and Trade. |
| c) Convention travel document secondary (United Nations) issued by Foreign Affairs and Trade |
| d) Foreign Government issued documents (for example -drivers licence) |
| e) Medicare Card |
| f) Enrolment with the Australian Electoral Commission |
| g) Security Guard or Crowd Control photo licence |
| h) Evidence of right to an Australian Government Benefit (Centrelink or Veterans’ Affairs) |
| i) Consular Photo Identity Card issued by Foreign Affairs and Trade |
| j) Photo Identity Card issued to an officer by a Police Force |
| k) Photo Identity Card issued by the Australian Defence Force |
| l) Photo Identity Card issued by the Australian Government or a state or territory government |
| m) Aviation Security Identification Card |
| n) Maritime Security Identification Card |
| o) Credit Reference Check |
| p) Australian Tertiary student photo identity document |
| q) Australian secondary student photo identity document |
| r) Certified Academic Transcript from an Australian University |
| s) Trusted Referees report |
| t) Bank Card |
| u) Credit Card |
Section 4 - Special Provisions

Special Provision 1 – Acceptance of alternate types of proof of identity documents
Where the applicant cannot provide a:

Commencement in the Community document, they must provide:
- One primary use in the community document and
- Three secondary use in the community documents, one of which must contain a photograph

Primary use in the Community document, they must provide:
- One commencement of identity document and
- Three secondary use in the community documents

Secondary use in the community document, they must provide:
- One commencement of identity document and
- Three primary use in the community documents.

At least one document provided must contain proof of the applicant’s full name and date of birth. If the applicant cannot provide a document with a photograph, they must submit a passport-style photograph certified by a person listed in Schedule 2 of the Statutory Declarations Regulations 1993 (Cth).

Special Provision 2 – Verification of an applicants claimed identity by an authorised referee
If the applicant cannot provide any identity documents from one of the three special provision categories, they must provide a:
- Passport-style photograph certified by a person listed in Schedule 2 of the Statutory Declarations Regulations 1993 (Cth) and
- An authorised referee report that substantiates their claim

The authorised referee must:
- Meet the Australian Criminal Intelligence Commission’s authorised referee requirements
- Complete the required sections in the special provisions form, including a declaration
- Provide, if requested, a written reference confirming the applicant’s identity on company or organisation letterhead

Special Provision 3 – Verification of the applicant’s claimed identity with a parent, legal guardian or authorised agent.
Access to this provisions is restricted to applicants who:
- Are under 18 years of age
- Have a disability requiring part or full-time care from an authorised agent
- Were raised in foster care or similar arrangements

To meet the requirements of Special provision 3, the applicant, parent, legal guardian or authorised agent must meet the minimum proof of identity requirements:

Applicant must provide:
- One identity document containing a photograph from the primary use in community or commencement of identity categories. If they cannot, they must submit a passport-style photograph certified by a person listed in Schedule 2 of the Statutory Declarations Regulations 1993 (Cth).

Parent, legal guardian or authorised agent must:
- Confirm their own identity by meeting the minimum proof of identity requirements and
- Provide a documentary link between the child and the parent or legal guardian, such as the child’s birth certificate or
- Provide a documentary link between the applicant and their authorised agent, such as a signed power of attorney.