

2 YEAR ADVANCED TRAINING IN GENERAL AND ACUTE CARE MEDICINE POSITIONS FOR THE 2019 CLINICAL YEAR

RECRUITMENT FACT SHEET FOR APPLICANTS

This document provides information regarding General Medicine recruitment for the 2019 Clinical Year for sites that are offering two (2) years of accredited training. Recruitment for the 2019 period will be advertised in accordance with the NSW Health Policy Directive PD2018_018 "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.

CONTENTS

[Applications](#)

[Interviews](#)

[Offers](#)

[Venue Map](#)

[Interviewee Checklist](#)

[100 Point Identification Form](#)

APPLICATIONS

Applications open on Thursday 19 July 2018 and close Monday 20 August 2018. **This fact sheet relates to sites / networks that have accreditation for two (2) years of Advanced Training in General Medicine.** These sites include Southern Network (includes Bankstown, Liverpool, Shellharbour, Shoalhaven, St George and Wollongong); Northern Sydney Network (Mona Vale, Northern Beaches, Royal North Shore, North Shore Private and the SAN); John Hunter Hospital and Port Macquarie; Calvary Mater Newcastle and Maitland; and Tamworth.

For all of these sites there will be one (1) advertisement and one (1) position description. Applicants will only need to submit one (1) application to apply for any / all of these positions they are interested in. These positions are accessed at: <https://nswjmo.erecruit.com.au/>

Please note that other NSW sites may be offering positions of less than two (2) years for Advanced Training in General and Acute Care Medicine. These positions will be advertised separately and are also accessed at <https://nswjmo.erecruit.com.au/>. Applicants will need to submit separate applications for each of these positions.

INTERVIEWS

Applicants will be contacted by 11 September 2018 if required for an interview. The selection panel will consist of representation from each site as well as an independent.

Where will interviews be convened?

General Medicine interviews will be held on Monday 17 September 2018 and Tuesday 18 September 2018 at Cliftons, 60 Margaret Street, Sydney.

The Health Education and Training Institute (HETI) will manage the Registration Desk. Confirmation of interviews will include advice regarding which room and which floor your interview will take place.

What do I need to bring to the interview?

- 100 points of ID – originals plus one photocopy of each
- 100 Point Identification Form – to be verified by HETI staff
- Evidence of ability to work in Australia. If 100 point 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 2019 positions General Medicine will be using the manual preference matching process.

Preference matching is a process of matching applicants' preferences with network / site preferences.

Applicants will be asked to provide a Preference Form that outlines positions in order of preference to the Registration Desk when they come to the interview. Applicant preference forms will be held by HETI for the conducting of the preference match and will not be seen by the Selection Panel at any time.

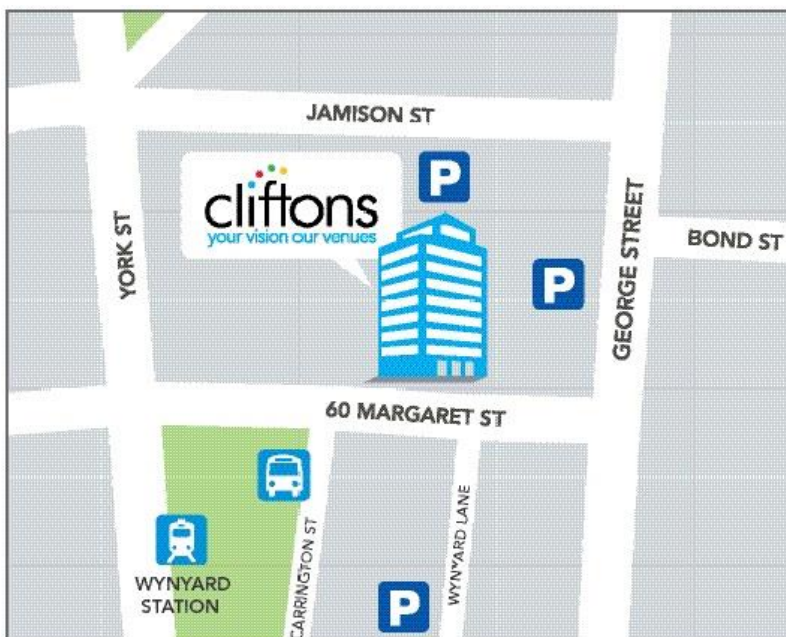
At the end of the interview process, the Selection Panel will advise their ranking of the candidates interviewed. The preference matching will take place manually to place applicants with employing sites.

Following preference matching, the sites will be advised of which candidate will be placed with them. All offers will then be made via email through the online e-recruitment system. Applicants will NOT receive verbal offers.

Offers will be sent out on [Applicants must accept or decline offers within 48 hours of it being sent.](#)

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

VENUE MAP



Cliftons Sydney

Level 13, 60 Margaret Street, Sydney
T: +61 2 9250 0999

<https://goo.gl/maps/vwzzSyu9Le62>

INTERVIEWEE CHECKLIST: PREPARATION FOR YOUR INTERVIEW

Before coming for an interview:

- I have read all the relevant information relating to interviewing for Junior Medical Officer recruitment.
- To read this information go to <http://www.health.nsw.gov.au/imo/pages/default.aspx> and click on the relevant links.
- I have provided at least two referees.

If attending the interview(s) in person:

- I have my completed 100 point ID 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 100 points of ID does 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, including National Criminal Record Check Consent and have my Working with Children Check Clearance or Application Number.
- 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 6560.

When I get to Cliftons, 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:

- I have provided the HETI registration desk with my preference form for the General Medicine Preference Matching Process.

100 Point Identification Checklist

Appendix 8

Instructions

- (a) The 100 point identification check **must** be completed and checked against the applicant's completed *NSW Health National Criminal Record Check Consent Form* prior to lodgement of a National Criminal Record Check (or National Criminal Record Check for Aged Care purposes). *
- (b) Employers are required to sight **original** identifying documents (scanned or photocopied certified copies are not acceptable), as listed on page 2, and ensure that an appropriately delegated officer checks the details and completes the record of identifying documents below. There is no requirement to retain copies of the identifying documents.
- (c) Identification **must** be current and **must** include at least one type of photographic ID and identification that contains a signature and date of birth. Passport and/or Driver's License are preferred.
- (d) The point score of documents produced must total at least 100 points (refer to page 2).
- (e) **The applicant must provide evidence of ability to work in Australia: If their documents do not include an Australian or New Zealand passport or an 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: _____

Mandatory record of identifying documents sighted:						
Description of document	Full name on document	Date issued	Place/ Office of issue/ issuing organisation	Expiry date	Checked Against Consent Form *	Points
Mandatory record of document sighted that confirm person's ability to work in Australia						
Total points						

I have checked the details provided above against the applicant's National Criminal Record 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).

Name: _____

Position: _____

Signature: _____ Date: _____

100 Point Identification Checklist

Appendix 8

DOCUMENTS		POINTS
Primary - Only one form of identification accepted from this category: <ul style="list-style-type: none"> - Birth Certificate /Birth Extract - Australian Citizenship Certificate - Australian passport (current or expired within the past two years but not cancelled) - International passport (current or expired within the past two years but not cancelled) - Other document of identity having same characteristics as a passport e.g. diplomatic /refugee (Photo or signature) 		70
Secondary – the initial secondary document will score 40 points, any additional documents will be awarded 25 points each: <ul style="list-style-type: none"> - Current Licence or Permit (Government Issued) - Current driver photo licence issued by an Australian state or territory - ASIC/MSIC Card - Working with Children /Teachers Registration Card - Public Employee Photo ID (Government Issued) - Department of Veterans Affairs Card - Centrelink Pensioner Concession Card or Health Care Card - Current Tertiary Education Institution Photo ID. - Reference from a Doctor (must have known the applicant for a period of at least 12 months) 		40 or 25
<ul style="list-style-type: none"> - Foreign driver's licence - Proof of aged card (Government issued) - Medicare Card / private Health Care Card - Council rates notice - Property Lease/rent agreement - Property Insurance Papers - Tax Declaration - Superannuation Statement - Seniors Card - Electoral roll compiled by the Australian Electoral Commission - Motor Vehicle Registration or Insurance Documents - Professional or Trade Association Card 		25
If more than one of these documents are used, they must be from different organisations: <ul style="list-style-type: none"> - Current Utility bills (e.g. telephone, water, gas or electricity) - Credit / Debit card - Bank Statement /Passbook 		25
SPECIAL PROVISIONS ONLY TO BE USED IF 100 POINT CHECK ABOVE CANNOT BE MET		
The full 100 point check is required when the applicant has been in Australia for longer than 6 weeks	For recent arrivals in Australia (6 weeks or less – proof of arrival date required) current passport	100
Aboriginal person or Torres Strait Islander resident in a remote area /community	Identity of applicant ordinarily resident in an isolated area verified by TWO persons recognised as ' Community Leaders ' of the community to which the applicant belongs	100
Child under 18 years of age	<ul style="list-style-type: none"> - Birth Certificate /Birth Extract - Australian Citizenship Certificate - Australian passport (current or expired within the past two years but not cancelled) - International passport (current or expired within the past two years but not cancelled) - Other document of identity having same characteristics as a passport e.g. diplomatic /refugee (Photo or signature) Or Statement from an educational institution, signed by the principal or deputy principal, confirming that the child attends the institution (statement must be on the institution's letterhead)	100