



HEALTH
EDUCATION
& TRAINING

GUIDELINES FOR REQUESTING AN INTERN POSITION SWAP IN NSW

2024 CLINICAL YEAR

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INTRODUCTION

The Health Education and Training Institute (HETI) has delegated authority from the NSW Ministry of Health to allocate medical graduates to prevocational training networks 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 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

PURPOSE

The purpose of this document is to inform medical graduates of the guidelines to be followed when requesting an intern position swap in NSW.

Applicants are required to meet the NSW Health Code of Conduct regarding ethical behaviour and must not offer or accept payment for a swap arrangement. The NSW Health Code of Conduct is available at: https://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2015_049.pdf

DISTRIBUTION

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

- Applicants
- Local Health Districts (LHD), Specialist Health Networks and other NSW Health Organisations
- NSW Ministry of Health
- NSW University Medical Schools
- NSW Medical Student Council (NSWMSC)
- HETI employees

GUIDELINES

Criteria for Swap

Please note that HETI does not initiate the swap process but instead provides information on the steps to be followed once an applicant has identified a swap partner. Both applicants involved in the swap are required to provide their request in one email to HETI by following the instructions in this guideline. HETI undertakes appropriate checks and follows the steps listed in this guideline to determine if the swap can be actioned. If the swap can be actioned, HETI will make changes to the applicant's allocation on their online application.

To be eligible to request a swap an applicant must:

- Have currently accepted an offer for an intern position for the 2024 clinical year at one of the 15 NSW prevocational training networks or at a participating rural hospital through the Rural Preferential Recruitment pathway (JMO Manager approval required).
- Identify a swap partner through the New South Wales Medical Students' Council or (NSWMSC) <https://www.nswmsc.org.au/internship-information-2/> or through mutual agreement with another applicant.
- Hold the same residency status as their swap partner as outlined in the NSW Health priority list.
- Ensure that swaps are requested on or before the closing date and time of offer period two and demonstrate approval as required. Deadline for the 2024 clinical year is 9am Friday 8 September 2023.
- Act ethically in initiating and committing to swaps. Please note that all swaps are subject to scrutiny and when sending HETI a swap request, applicants will be required to confirm in writing that they have not offered or accepted payment for the swap arrangement.

Swaps **will not** be facilitated for:

- Applicants with different residency status. For example: swaps between categories 1, 2, and 3 and categories 4, 5, and 6 applicants cannot be requested.
- A request received after the deadline – 9am Friday 8 September 2023.
- NSW applicants who wish to swap to interstate positions.
- Interstate applicants who do not hold an accepted offer for an intern position in NSW for the 2024 clinical year.
- Applicants who have offered, or accepted payment for a swap arrangement.
- Applicants who indicate that they will be declining their offer after the swap.
- Applicants who have engaged in unethical behaviour.

Swaps **can only be** requested:

- Between applicants with the **same residency status** as outlined on the NSW Health priority list who hold an accepted position offer in NSW for the 2024 clinical year. For example:
 - Swaps can be requested between categories 1, 2 and 3 applicants
 - Swaps can be requested between categories 4, 5 and 6 applicants
 - Swaps **cannot** be requested between categories 1, 2, and 3 and categories 4, 5, and 6 applicants.
- Directly between **two** applicants with the same residency status. For example:
 - Applicant A (Category 1) swaps with applicant B (Category 1).
 - If applicant B decides to further swap their position, then this will be a new swap request with another appropriate swap partner.

Please Note

- Swaps to, from, or between two RPR hospitals or an RPR hospital and a network must have approval from the RPR hospitals involved.
- Swaps involving job share applicants will require both applicants to swap their position.
- Swaps involving joint applicants will require both applicants to swap their position. If only one partner in a joint or job share application wants to swap, then that applicant is required to discuss this with their joint or job share partner and each applicant is required to email HETI confirming that they agree to be unpaired.

Swap request deadline

To ensure positions at all networks and RPR hospitals are filled, HETI will not action any swap requests received after the close of offer period two – 9am Friday 8 September 2023.

Administration of Swaps

1. Once applicants have identified a swap partner and there is mutual agreement of the proposed swap, both applicants must compile the below information and send in a joint email to the HETI internship mailbox at HETI-Internship@health.nsw.gov.au. This email will advise HETI of their agreement to swap. If the swap involves a RPR hospital the email must also contain evidence of written approval from the RPR hospital JMO Managers.

Applicant 1

Full Name (legal first name and last name)

Date of Birth

Allocated Pathway

Allocated Network or RPR Hospital

Desired Network or RPR Hospital

Statement confirming that there has been no offer or acceptance of payment for the swap

Applicant 2

Full Name (legal first name and last name)

Date of Birth

Allocated Pathway

Allocated Network or RPR Hospital

Desired Network or RPR Hospital

Statement confirming that there has been no offer or acceptance of payment for the swap

2. HETI will cross-check all applicant details provided against those submitted in their online application.
3. Once applicant's details have been confirmed and the offer period has closed HETI will formally action the swap in the online application system on behalf of the applicants.
4. HETI will send one email to both applicants involved in a swap to confirm the swap has been actioned.

Change of mind by an applicant before the swap has been actioned in the online application system

1. The applicant must inform their swap partner of their decision to withdraw from the swap.
2. Both applicants must send an email to HETI-Internship@health.nsw.gov.au stating that they agree to withdraw from the swap.
3. If the above information is received by HETI prior to the swap being actioned in the online application system, no further action will be taken by HETI to progress the swap.
4. If the above information is received by HETI after the swap has been actioned in the online application system both parties must agree for a reversal. A swap will not be reversed if both parties do not agree to this. Agreement must be in writing by each applicant via email to the HETI Internship mailbox at HETI-Internship@health.nsw.gov.au

Reversal of swaps following decline of position offers

- Swaps will be reversed should a swap partner decline their position offer on, or before, the close of Offer Period Two which is by 9am, Friday 8 September 2023.
- When this happens both swap partners will be reverted to their original allocated position. HETI will inform the applicants when this occurs.

If an applicant involved in a swap declines their offer after the close of Offer Period Two, HETI will consult with the relevant JMO Managers prior to reverting the swap. If all JMO Managers agree to maintain the swap, then HETI will not revert the swap. If one of the JMO Managers do not agree to maintain the swap, then the swap will be reverted. HETI will inform the applicants of the outcome.

RESPONSIBILITIES

Implementation of the procedure is dependent on several key stakeholders:

- Applicants
- Employers (Local Health Districts, Speciality Health Networks and other NSW Health Organisation and their participating facilities)
- HETI

Applicants will:

- Read and understand the information and guidelines underpinning intern position swaps in NSW and seek clarification from HETI if there is a lack of understanding or clarity within the guidelines.
- Initiate swaps in line with these guidelines including provision of accurate details, arrangement of swaps with appropriate partners and ensuring all prior approvals have been gained.
- Initiate reversal of swaps in line with these guidelines ensuring all affected parties agree.
- Act ethically in initiating and committing to swaps.
- Meet the NSW Code of Conduct regarding ethical behaviour and not offer or accept payment for a swap arrangement.
https://www1.health.nsw.gov.au/pds/Pages/doc.aspx?dn=PD2015_049

HETI will:

- Communicate guidelines for intern position swaps to the NSW Ministry of Health, LHDs, NSW Medical Students' Council and potential applicants.
- Provide information regarding intern position swaps to all relevant stakeholder groups where able.
- Action a swap request where all required information and approvals have been gained to do so.
- Consult with JMO Managers regarding reversal of swaps when required following the close of offer period two.
- Clearly communicate the outcome of swap requests to applicants.

Employers will:

- Read and understand the information and guidelines underpinning intern position swaps in NSW and seek clarification from HETI if there is a lack of understanding or clarity within the guidelines.
- Review all reasonable requests for swaps by the applicant where appropriate and able.
- Review information provided by HETI regarding reversal of swaps when required following the close of offer period two.
- Provide written approval for swaps to the applicant and HETI where appropriate and able.

GLOSSARY

Applicant

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

General Registration

General Registration is a type of registration given by the Medical Board of Australia to medical practitioners who have completed an approved medical degree and internship (PGY1) in Australia and New Zealand or have trained outside Australia and New Zealand and have demonstrated equivalence to Australian standards.

Home Hospital

Home hospitals are the hospitals within a prevocational training network where trainees spend the majority of their time. The home hospital 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 complete the necessary terms 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 covers 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) A Local Health District, or
- (b) A statutory health corporation
- (c) 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.

Swap

The process initiated in line with this document when two eligible applicants mutually identify and agree upon an exchange of internship offers between NSW prevocational training networks or rural hospitals within the specified timeframes.

ASSOCIATED DOCUMENTS

Procedures

- Aboriginal Medical Workforce in NSW
- Rural Preferential Recruitment in NSW
- Direction Regional Allocation 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 2024 clinical year
- NSW Health priority list for 2024 Medical Intern Recruitment
- Prevocational Training Networks and Accredited Facilities in NSW



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