



HEALTH
EDUCATION
& TRAINING

GUIDELINES FOR REQUESTING AN INTERN POSITION SWAP IN NSW



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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.

Allocation occurs using four recruitment pathways and the NSW Health Priority List. The recruitment pathways are as follows:

1. Aboriginal Medical Workforce Pathway
2. Rural Preferential Recruitment Pathway
3. Direct Regional Allocation Pathway
4. Optimised Allocation 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 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/Pages/doc.aspx?dn=PD2015_049

DISTRIBUTION

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

- 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. All applicants involved in the swap are required to provide their request by email following the guidelines listed in this document. 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 in the Prevocational Training Application Program (PTAP).

To be eligible to request a swap an applicant must:

- Hold a current intern position at one of the 15 NSW prevocational training networks OR hold a current intern position at a participating rural hospital through the Rural Preferential Recruitment pathway (JMO Manager approval required).
- Identify a swap partner/s either through the New South Wales Medical Students' Council (NSWMSC) Intern Forum <http://internforum.com.au/> or through mutual agreement with Request a swap prior to the commencement of offer period four and demonstrate approval as required.
- 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:

- NSW applicants who wish to swap to interstate positions.
- Interstate applicants who do not hold a current intern position in NSW.
- Applicants who have offered, or accepted, payment for a swap arrangement.
- Applicants who indicate that they will be declining their offer after the swap.
- Requests after the commencement of offer period four.
- Applicants who have engaged in unethical behaviour.

Types of Swaps

Swaps can be made between applicants from any NSW Health priority group who hold a full-time position offer. Swaps may be between two or more individuals.

Swaps can be requested between:

- Training networks e.g. an applicant holding a position at Network 8 could request a swap with an applicant holding a position at Network 12.
- A training network and a Rural Hospital e.g. an applicant holding a position at Network 11 could request a swap with an applicant holding a position at Manning Base Hospital.
- Rural Hospitals e.g. an applicant holding a position at Lismore Base Hospital could request a swap with an applicant holding a position at The Tweed Hospital.

Please Note

1. Swaps requested between Networks after close of offer period two will require explicit approval from all Networks involved.
2. Swaps to, from or between a Rural Hospital or Network at any point during any offer period will require approval from the Rural hospital.

Administration of Swaps

Swaps initiated between end of Offer Period One and before close of Offer Period Two

1. Once applicants have identified a swap partner/s and there is mutual agreement of the proposed swap, all applicants involved in the swap must complete the below information and send in one email to HETI internship mailbox HETI-Internship@health.nsw.gov.au advising of their agreement to swap. If the swap involves a Rural hospital the email must also contain evidence of written approval from JMO Managers.

Applicant 1

PTAP ID

Full Name

Allocated Pathway

Allocated Network or Rural Hospital

Desired Network or Rural Hospital

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

Applicant 2

PTAP ID

Full Name

Allocated Pathway

Allocated Network or Rural Hospital

Desired Network or Rural 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 PTAP application.
3. Once applicant's details have been confirmed and the offer period has closed, HETI will formally action the swap in PTAP on behalf of the applicants.
4. HETI will send an email to all applicants to confirm the swap has been actioned.

Swaps initiated after close of Offer Period Two

In addition to the process outlined above, the below additional steps apply to swaps initiated after close of Offer Period Two:

5. Applicants must gain explicit written approval from the JMO Managers of all affected Networks and Rural Hospitals and provide a copy of the approvals to HETI as part of their swap request.

Please Note

Approval of swap requests following the close of Offer Period Two are at the Networks and Rural Hospitals discretion and are not guaranteed. HETI will not action a swap in PTAP after the close of Offer Period Two without receiving explicit written approval from the relevant JMO Managers.

Change of mind by an applicant before the swap has been actioned in PTAP

1. The applicant must inform all parties involved in the swap of their decision to withdraw from the swap.
2. The applicant must then inform HETI in writing by emailing the HETI Internship mailbox HETI-Internship@health.nsw.gov.au
3. HETI must receive an email from all parties stating they are aware of this.
4. If the above information is received by HETI before the change of Network or Rural Hospital has occurred in PTAP, HETI will not action the swap.
5. If the above information has not been received by HETI and the swap has been actioned in PTAP then all parties must agree for a reversal – please refer to point 6 below.

Reversal of swaps already actioned in PTAP

6. A swap that has been actioned in PTAP can only be reversed if all parties agree to this. Agreement must be in writing by each applicant via email to the HETI Internship mailbox. If all parties do not agree to the reversal of a swap, then this will not be progressed.

Swap request deadline

HETI has the responsibility to ensure that the number of interns allocated to a Network and Rural Hospital does not exceed the number of positions available. To ensure positions at all Networks and Rural Hospitals are filled, HETI will not action any swap requests received after the commencement of Offer Period Four.

Decline of position offers before the close of Offer Period Two

To ensure all positions at a Network and Rural Hospital are filled, swaps will be reversed should one or more swap partners decline their position offer before the close of Offer Period Two.

When this happens all swap partners will be reverted to their originally allocated positions. HETI will inform all applicants when this occurs.

Decline of position offer after the close of Offer Period Two

For any declines that occur after the close of Offer Period Two, HETI will consult with the relevant JMO Managers prior to reverting the applicant 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.

RESPONSIBILITIES

Implementation of the procedure is dependent on three key stakeholders:

- Applicants
- Employers (Local Health Districts and their participating facilities) and PHOs
- 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 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 do not offer or accept payment for a swap arrangement. Refer to the NSW Health Code of Conduct 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.
- 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.
- 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 through PTAP.

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 and trainees would spend the majority of their training at these hospitals. 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 Application Program (PTAP)

The online program used by HETI to capture applications for medical graduate recruitment and to allocate eligible applicants to positions.

Prevocational Training Provider

Is the institution where the prevocational trainees work and train. The Provider can be a hospital, general practice, community health centre or other accredited health facilities. The 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

The specific clinical team, service or unit attachment in which prevocational trainees work and in which clinical training takes place. Each of these represents a term for training purposes and each must be accredited for prevocational training

Swap

The process initiated in line with this document when two or more applicants mutually identify and agree upon a viable exchange of internship offers between NSW prevocational training networks.

ASSOCIATED DOCUMENTS

Procedures

- Aboriginal Medical Workforce in NSW (DOC13/1132)
- Direction Regional Allocation (DOC12/3389)
- Rural Preferential Recruitment in NSW (DOC12/3389)
- Optimised Allocation in NSW (DOC18/4033)

- Extenuating Circumstances and Change in Personal Circumstances in NSW (DOC12/3383)

Lists

- Key Dates for Medical Intern Allocation for 2022 Clinical Year (DOC21/88)
- NSW Health Priority List for 2022 Intern Recruitment (DOC15/5243)
- Prevocational Training Networks and Accredited Facilities in NSW (DOC11/6340-002)
- Applicant Guide for Medical Graduate Allocation in NSW (DOC14/4540)



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