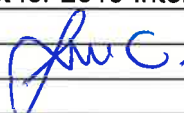


PSD – Procedure – Rural Preferential Recruitment Pathway

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This procedure may be varied, withdrawn or replaced at any time.

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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 recruitment 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 available to obtain a prevocational training position in NSW. Positions are offered sequentially in the following order:

1. Aboriginal Medical Workforce pathway
2. Rural Preferential Recruitment pathway
3. Direct Regional Allocation pathway
4. Optimised Allocation pathway

The Rural Preferential Recruitment (RPR) procedure needs to be read in conjunction with the Medical Graduate Recruitment in NSW Procedure (DOC12/4000) and the NSW Health Priority List for 2019 Intern Recruitment (DOC15/5243).

PURPOSE

The purpose of this procedure is to inform medical graduates/students and universities about recruitment via the RPR pathway in NSW.

SCOPE

The RPR pathway is a merit based recruitment process that facilitates recruitment of rural cadets and other medical graduates to prevocational training positions in rural hospitals. The following principles underpin the RPR pathway:

- Building a sustainable medical workforce in rural areas.
- People living in rural areas of NSW have limited access to a range of health services and the challenge is to achieve better and more equal health outcomes across the population regardless of where people live.
- Having a pathway linking undergraduate training in rural areas to postgraduate medical training positions in rural areas.

DISTRIBUTION

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

- Local Health Districts
 - NSW Ministry of Health
 - NSW University Medical Schools
 - HETI employees
-

PROCEDURE STATEMENTS

Rural prevocational training positions

In March each year, every LHD identifies the number of prevocational training positions available for the next clinical year in rural hospitals that are either three or five term home hospitals. The number of positions identified by the LHD for RPR is a subset of the total number of positions made available by the LHD for prevocational training.

The number of positions for each rural hospital is published on the HETI website.

Medical graduates who apply via the Aboriginal Medical Workforce pathway or RPR pathways can fill these positions. The rural prevocational training positions will be filled subsequent to the Aboriginal Medical Workforce pathway.

Participating rural hospitals

A list of participating rural hospitals is on the HETI website. The participating hospitals are accredited for prevocational training as a three or five term home hospital.

If a training provider is a three term home hospital, the hospital will confirm with HETI that metropolitan hospitals in the prevocational training networks are able to offer accommodation to the prevocational trainee whilst on rotation for the remaining clinical terms.

The employer will ensure the trainees will not undertake more rotations at a hospital than specified by the facilities accreditation classification. That is, prevocational trainees cannot complete more than three terms within a year at a three term home hospital. The Medical Board of Australia may consider a postgraduate year 1 (PGY1) trainee who exceeds the specified number of terms at either a rotation or three term home hospital as not eligible for general registration.

Prevocational training in rural hospitals

Although medical graduates recruited via RPR will undertake the vast majority of their training at a rural home hospital they can expect to undertake at least one term during their two year contract at either a metropolitan, or a tertiary referral hospital within the same prevocational training network. The rotation should advance trainees along their intended vocational pathway; it cannot be a relief term. A metropolitan or regional rotation offers prevocational trainees exposure to different health needs of people living in metropolitan or regional areas. There is also an opportunity to experience the way different hospitals deliver medical services.

Workforce flexibility

Joint and job share applications are not available through the RPR pathway due to the pathway being a merit based process.

Applicants wishing to work part time should refer to the Medical Graduate Recruitment in NSW Procedure (DOC12/4000).

Eligibility criteria

Applicants must meet the eligibility criteria outlined in the Medical Graduate Recruitment in NSW Procedure (DOC12/4000).

Applicants from all Priority categories can apply via the RPR pathway. Offers will be made based on the preference matching process and as per the NSW Health priority list.

For more information on the Matching Algorithm used, please see the following web page: <http://www.nrmp.org/matching-algorithm/>

Extenuating circumstances

Impairment and conditions on registration

Applicants should refer to the Medical Graduate Recruitment in NSW Procedure (DOC12/4000).

Applications

Advertising Positions

The LHDs will comply with all the advertising requirements outlined in the NSW Health policy directive Recruitment and Selection of Staff of the NSW Health Service (PD2012_028).

The hospitals will advertise the positions available via the JMO eRecruit system.

http://www.health.nsw.gov.au/careers/Pages/search_job.aspx

The link for each application can also be accessed from the HETI's RPR webpage:

<http://www.heti.nsw.gov.au/Programs/M/Rural-Preferential-Recruitment-RPR/>

Application Process

Applicants applying via the RPR pathway will complete **TWO** applications by the closing date:

1. Prevocational Training Application Program (PTAP)

Applicants must ensure they have submitted an application online on PTAP by the closing date <http://www.heti.nsw.gov.au/programs/m/internship-nsw/>. HETI will verify the applications on PTAP. Applicants must indicate on their PTAP application that they are requesting to be recruited via this pathway.

AND

JMO eRecruit system

Applicants must submit a separate application for each hospital they wish to apply for a position via the JMO eRecruit system by the closing date.

Both application processes must be completed by the closing date. Late applications will not be accepted.

Prevocational training network preferences

Applicants must preference the RPR hospitals on their PTAP application in the order of where they would like to work first, then second and so on.

Applicants must also preference the 15 prevocational training networks on their PTAP application.

Applicants **do not** need to preference the 15 prevocational training networks in the same order their preferred RPR hospital. The two preference lists are entirely separate and independent of each other.

The 15 prevocational training network preferences will be used if an applicant is unsuccessful via the RPR pathway.

Assessment of applications

Applications to rural hospitals via JMO eRecruit will be collected and reviewed by a selection panel at each rural hospital. Each rural hospital will send HETI a list of applicants they wish to interview. To facilitate this process HETI provides a template to the hospitals to complete.

HETI will check the list of applicants the hospital wish to interview to ensure that each applicant has submitted an application via PTAP and that they meet the eligibility criteria to apply for internship in NSW. Applicants who have not submitted a PTAP application or do not meet the eligibility criteria will not be interviewed.

Interviews

HETI will, in consultation with participating hospitals, determine the days each rural hospital will conduct interviews. The dates will be aligned to ensure that all interviews are completed to meet with national recruitment dates.

The interview period provides hospitals with the opportunity to interview applicants and applicants with an opportunity to attend interviews at multiple rural sites. LHDs with more than one hospital participating in RPR can choose to interview applicants for each hospital separately or conduct a centralised interview.

Due to the tight timeframe to complete recruitment, applicants must be aware that the notice for interviews may be less than three days.

Interviews will be conducted according to NSW Health policy directive Recruitment and Selection of Staff of the NSW Health Service (PD2012_028). Rural hospitals are responsible for convening a selection panel; determining which eligible applicants will progress to interview, notifying applicants of interview dates, interviewing applicants.

After the Interviews

Each rural hospital will rank applicants on the JMO eRecruit system.

If an applicant wants to change the order of their RPR hospital preferences after attending their interview, they must do so on **PTAP and eRecruit by 5.00pm Sunday 1 July 2018**. **Applicants must only preference the hospitals they are willing to work at.**

After the interview, if an applicant does not want to continue via the RPR pathway, they must log on to PTAP and select 'no' to applying via the RPR pathway by **5.00pm Sunday 1 July 2018** and email HETI-Internship HETI-Internship@health.nsw.gov.au to inform of their decision to be removed from the RPR pathway by **5.00pm Monday 3 July 2017**.

Position Offers

Applicants are offered positions based on the results of the preference matching process conducted by Healthshare. For more information on the Matching Algorithm used, please see the following web page: <http://www.nrmp.org/matching-algorithm/>

Offers will be made to successful Category 1 and 2 applicants on the first day of offer period 1. Refer to the key dates:

http://www.heti.nsw.gov.au/Global/internship/Key_Recruitment_Dates-2018.pdf

Any positions remaining at RPR hospitals after all Category 1 and 2 applicants successfully matched by the preference matching process have been offered a position, are then allocated to the next priority category who has been successfully matched.

During any offer period, offers can be made to applicants from different priority categories at different RPR hospitals. This is dependent upon the outcome of the preference matching process. To avoid misunderstandings, all offers are made by email from PTAP.

Should vacancies occur at a hospital and there are no remaining eligible applicants on the preference match list then these positions are filled via an expression of interest process or converted to rotational positions depending on the hospitals request. The rotational positions are recruited to via the metropolitan/regional hospital in that network.

It is possible within the rural preferential recruitment pathway that some applicants will not receive a position offer. In this situation, applicants are automatically moved to the regional preferential allocation or optimised allocation pathway based on the network preference identified in their PTAP application.

Communication with applicants

Communication from HETI about the application is by email and short message service (SMS). All applicants must have and maintain a valid email address and mobile phone number. Applicants must be able to access their email and or phone at all times until recruitment is complete. Failure to respond to emails and SMS may result in applications being expired or offers being rescinded after 48 hours of any offer being made.

Notification of Offers

Offers will be made as per the key dates published on the HETI website. When offered a position, the status of an applicant in PTAP is changed to 'Allocated'. An email will be sent to the applicant advising an allocation offer has been made with the details of the rural hospital they are being offered. Applicants can accept or decline the position. Applicants will respond to the position offer using PTAP within 48 hours as outlined in the notification email. Applicants will also receive an SMS advising them of the offer.

NOTE:

All applicants will ONLY receive one position offer from HETI per year.

This means that if an applicant declines a position offer they will no longer be eligible for any further offers for internship in NSW for that clinical year.

Successful applicants will receive only one offer.

Applicants who do not receive an offer will automatically be moved to the next recruitment pathway they are eligible based on applicant preferences in PTAP.

Expression of Interest (EOI)

Any vacancies that are to be recruited to via the EOI process, will be communicated via email to unplaced applicants in order of the NSW Health Priority List. The email will specify the location of the position and request the applicant to provide curriculum vitae (CV) by a specified timeframe. Applicants may be required to attend a phone interview with the RPR facility.

Offer Acceptance

It is the applicant's responsibility to respond to their position offer. Applicants will respond to the position offer via PTAP by the acceptance date outlined in the notification email. A third party cannot accept or decline an offer on the applicant's behalf.

Applicants have 48 hours to accept or decline a position via PTAP.

If the applicant does not accept/decline their offer by the deadline then an email will be generated via PTAP to the applicant confirming that the position has been declined on their behalf.

When an applicant accepts a position offer the status of the PTAP application will change to 'allocation accepted'.

Formal position offer

HETI will send a complete list of applicants allocated to the Local Health District employer at the end of each offer period.

The employers will contact successful applicants, supply pre-employment paperwork for completion and commence the pre-employment checks. Once this is completed the employer will formally offer the position by supplying a letter of appointment.

RESPONSIBILITIES

Implementation of the procedure is dependent on three key stakeholders:

- Applicants
- Employers (Local Health Districts and their participating facilities)
- HETI

Applicants will:

- Read and understand the procedures underpinning medical graduate recruitment in NSW and seek clarification from HETI if there is a lack of understanding or clarity regarding the procedures.
- Complete two online applications via the Prevocational Training Application Program (PTAP) and JMO eRecruit system. The applicant must ensure the application is submitted to PTAP by the closing date.
- Keep contact details including e-mail address and phone number updated on their PTAP application and regularly checks e-mails and phone, especially on the dates when offers are made.
- Complete all necessary paperwork that is required before 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 their home hospital.

HETI will:

- Lead and coordinate the rural preferential recruitment pathway.
- Prior to offering positions verify the eligibility of applicants.
- Ensure all facilities and networks participating are appropriately accredited facilities.
- Provide all relevant information about rural preferential recruitment and dates on the HETI website.
- Communicate the procedures and dates to the NSW Ministry of Health, LHDs, medical schools and potential applicants. This will include providing information for other applicants on the HETI website and enquiries by telephone and email.
- Communicate by e-mail and SMS with applicants about the status of their application.
- Ensure all eligible guaranteed applicants are offered a position.
- Ensure applicants are only offered one position for the clinical year.
- Provide the employer with all the applicants' details.

Employers will:

- Adhere to all procedures supporting medical graduate recruitment in NSW.
- Negotiate conditions of employment.
- Contact applicants to confirm offer of employment and arrange necessary pre-employment checks and paperwork.
- Make the formal position offer.
- Ensure that applicants are employed in hospitals and placed into posts that are accredited for prevocational training. If a post or hospital becomes unaccredited the trainees will be moved to another accredited post and or hospital.

GLOSSARY

Applicant

An applicant is a medical graduate who formally applies for a prevocational training position.

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 at which the trainee would spend the majority of their training. The Home hospital is primarily responsible for managing the prevocational trainee's employment such as employment contract, leave arrangements and salary. In addition they ensure the trainees receive effective orientation, supervision, education and training.

Intake

NSW Health has set dates or intake that PGY1 trainees can commence work.

Local Health District

Local Health Districts are responsible for the management and delivery of health care services by a group of hospitals and health services within a geographically defined area.

Local Health Districts employ prevocational trainees.

Medical Graduate/Student

A medical graduate is an individual who has completed the requirements of a medical degree but has not commenced practicing as a doctor.

Merit Selection

It is a recruitment process where individual applicants' suitability for a position are assessed using the principles of merit and equity. The aim of recruitment process is to identify the most meritorious applicants.

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 internship.

Prevocational Trainee

A Prevocational Trainee includes PGY1 trainees, PGY2 trainees and AMC graduates undertaking supervised training

Prevocational Training Application Program

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

Prevocational Training Provider (Provider)

Is the institution where the prevocational trainees work and train. The Provider can be a hospital, general practice, community health centres or other accredited health prevocational training provider. The Provider governs and/ or provides some or all aspects of the Prevocational Education and Training Program.

Prevocational Training Network

Is a group of prevocational training providers who work together to provide a range of clinical rotations. They also ensure effective education and training is provided to prevocational trainees.

Recruitment Pathway

Recruitment options for eligible medical graduates seeking a prevocational training position in NSW.

Public Health Organisation (PHO)

A PHO is either:

- (a) A local health district, or
- (b) A statutory health corporation or
- (c) An affiliated health organisation in respect to its recognised establishments and recognised services.

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.

ASSOCIATED DOCUMENTS

Procedures

- Aboriginal Medical Workforce in NSW (DOC13/1132)
- Medical Graduate Recruitment in NSW (DOC12/4000)
- Rural Preferential Recruitment in NSW (DOC12/3389)
- Extenuating Circumstances and Change in Personal Circumstances in NSW (DOC12/3383)
- Optimised Allocation in NSW (DOC18/4033)

Lists

- Key Dates for Medical Intern Recruitment for 2019 clinical year (DOC18/1643)
- NSW Health priority list for 2019 intern recruitment (DOC15/5243)
- Prevocational training networks and accredited facilities in NSW (DOC11/6340)
- Applicant user guide for Medical Graduate Recruitment in NSW (DOC14/4540)

