



HEALTH
EDUCATION
& TRAINING

MEDICAL INTERN RECRUITMENT APPLICANT GUIDE

2024 Clinical Year



ACKNOWLEDGEMENTS

Produced by: Health Education and Training Institute (HETI)

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CONTENT

CONTENT	3
INTRODUCTION TO PREVOCATIONAL TRAINING IN NSW	5
ELIGIBILITY FOR INTERNSHIP IN NSW	5
APPLYING FOR AN INTERN POSITION IN NSW	5
CONTACT DETAILS	6
HETI CONTACT DETAILS	6
STATEWIDE SERVICE CONTACT DETAILS	6
STAFFLINK PERSONAL CONTACT DETAILS	7
NSW HEALTH PRIORITY LIST	8
MEDICAL INTERN RECRUITMENT PATHWAYS AND PROCEDURES	10
ABORIGINAL MEDICAL WORKFORCE PATHWAY (AMW)	10
RURAL PREFERENTIAL RECRUITMENT PATHWAY (RPR)	10
DIRECT REGIONAL ALLOCATION PATHWAY (DRA)	10
OPTIMISED ALLOCATION PATHWAY	10
EXTENUATING CIRCUMSTANCES	10
INTERN POSITIONS IN PREVOCATIONAL TRAINING NETWORKS	11
PREVOCATIONAL TRAINING POSITION (INTERNSHIP) NUMBERS	11
ALLOCATION REPORT FROM THE PREVIOUS YEAR'S RECRUITMENT	11
PREVOCATIONAL TRAINING NETWORKS	11
PREVOCATIONAL TRAINING TERMS PER HOSPITAL	12
INTERN APPLICATION PROCESS	13
PROVIDING A VALID EMAIL ADDRESS	15
PROVIDING A VALID MOBILE PHONE NUMBER	15
VIDEOS ON HOW TO SUBMIT AN INTERN APPLICATION	16
DOCUMENT COLLECTION TASKS	17
CHANGES TO APPLICATIONS	18
SUPPORTING DOCUMENT CHECKLIST	19
EVIDENCE OF AUSTRALIAN/NZ CITIZENSHIP OR AUSTRALIAN PERMANENT RESIDENCY	19
FOR INTERNATIONAL APPLICANTS LIVING IN OR OUTSIDE OF AUSTRALIA	19
UNIVERSITY COMPLETION LETTER	19
HIGH SCHOOL CERTIFICATE (CATEGORY 2 APPLICANT)	20
ADDITIONAL DOCUMENT COLLECTION TASKS	20
ABORIGINAL MEDICAL WORKFORCE PATHWAY	20



EXTENUATING CIRCUMSTANCES	20
INTERNATIONAL MEDICAL STUDENT ON SCHOLARSHIP	20
CHANGE OF NAME CERTIFICATE	20
GETTING DOCUMENTS CERTIFIED	20
Names on documents	21
MANAGING APPLICATIONS	21
PRELIMINARY OFFER INFORMATION	22
OFFERS	22
OFFER ACCEPTANCE	22
DECLINING OFFER	23
WITHDRAWING AN APPLICATION	23
NSW KEY ALLOCATION DATES	24
TERM DATES FOR INTERNSHIP	25
PART TIME AND JOB SHARE APPLICANTS	26
JOINT APPLICANTS	26
SWAPS	26
PRE-EMPLOYMENT CHECKS AND PLANNING FOR EMPLOYMENT	27
NATIONAL INTERN DATA PROCESS	27
NATIONAL LATE VACANCY MANAGEMENT PROCESS	28
INTERN ALLOCATION ALGORITHM	28



INTRODUCTION TO PREVOCATIONAL TRAINING IN NSW

Congratulations to all applicants who will be graduating from a New South Wales (NSW) university and Australian Medical Council (AMC) accredited universities outside of NSW. This guide will support you to understand the process required for applying to work as an intern in NSW.

NSW offers a range of prevocational training opportunities, from major metropolitan hubs within Sydney, thriving large regional centres and diverse rural communities. All our intern training facilities are accredited against approved standards ensuring that the prevocational training years will be rich in learning opportunities, with valuable hands-on supervised experiences and well supported by our highly regarded medical education units.

Prevocational training in NSW is made up of two postgraduate years. The first year is an internship year and the second year is a resident year. Internship is a period of supervised general clinical experience where interns work in accredited positions within a health service and receive ongoing education and training. Training is compliant with the requirements of the Medical Board of Australia's (Medical Board) registration standard 'Granting general registration as a medical practitioner to Australian and New Zealand medical graduates on completion of intern training'.

The Medical Board's registration standard defines the requirements that interns must complete to be eligible for general registration. All interns are required to perform satisfactorily, under supervision, to be considered for general registration with the Medical Board upon successful completion of their internship.

For more information visit the [Medical Board website](#).

ELIGIBILITY FOR INTERNSHIP IN NSW

To apply for an intern position in NSW applicants must:

- Meet the NSW Health Priority List.
- Be expected to complete their medical degree this year or have completed their medical degree in the past two years.
- Have not previously worked as a doctor.

APPLYING FOR AN INTERN POSITION IN NSW

The Health Education Training Institute (HETI) coordinates the annual medical intern recruitment process, placing final year medical graduates and eligible applicants that have graduated from AMC accredited universities into intern positions in NSW Hospitals and Health Facilities/Campuses.

To apply for an intern position in NSW all applicants will need to lodge an application online through the NSW Health Careers Portal via the Medical Intern Recruitment Campaign tile. Additionally, all applicants will need to preference the 15 prevocational training networks (regardless of the pathway/s an applicant has chosen) and upload certified copies of supporting documents during the specified application period.

Similarly, if applicants wish to apply for a position at one or more of the 12 Rural Preferential Recruitment (RPR) hospitals, separate applications will need to be submitted through the NSW Health Careers Portal via the Junior Medical Officers Campaign during the specified application period. Applicants can use the direct link to apply to RPR hospitals through the Medical Intern Recruitment Campaign tile.

It is a requirement that all applicants applying for a RPR hospital position also complete an intern application through the Medical Intern Recruitment Campaign tile on the NSW Health Careers Portal.

Applications are open nationally during the same period, with each state running its own application process. Medical students need to review each state's eligibility and application process.

NOTE THAT LATE APPLICATIONS WILL NOT BE ACCEPTED.

All applicants should read and understand the key documents available on the HETI Medical Intern Recruitment website before applying for an intern position in NSW. The [HETI Medical Intern Recruitment website](#) includes information on:

- Allocation pathways
- Eligibility for a NSW intern position
- How to apply for a NSW intern position
- Key allocation dates through the recruitment campaign
- Intern position numbers across NSW prevocational training networks and RPR hospitals
- How to contact HETI

The HETI Medical Intern Recruitment website provides additional information for applicants applying for extenuating circumstances and for applicants applying to work part-time and/or joint/job share applications. At any stage, if applicants are unsure of their eligibility or the process of applying for an internship, please contact the HETI Allocations Team for further advice.

As an applicant, it is important to understand the locations of each of the prevocational training networks. As part of the application process, all applicants will need to preference all 15 participating prevocational training networks from most preferred (number 1) to least preferred. Additionally, if applicants have applied and submitted applications to more than one RPR hospital then they will also need to preference these hospital facilities from most to least preferred.

CONTACT DETAILS

The HETI Allocations Team are happy to answer questions regarding the recruitment pathways, guide applicants to relevant information and assist in understanding the requirements of the application when applying for an internship in NSW.

HETI CONTACT DETAILS

Website – This site will provide prospective applicants with information on how to apply for an internship in NSW. [Please click here](#) to access the website.

Email – Applicants can email the HETI Allocations Team if they have questions regarding the intern recruitment process for NSW. [Please click here](#).

Please note the HETI Allocations Team will respond to applicants' emails within 48 hours or 2 business days. If applicants have not had a response within this time, please phone the HETI Allocations Team phone line.

Phone – Applicants can speak with a member of the HETI Allocations Team regarding internship in NSW

- (02) 9844 6562 (8:30 am to 4 pm AEST, Monday to Friday)

When contacting or corresponding with the HETI Allocations Team, please provide the following information

- Name
- DOB
- Graduating University

Additionally, when communicating with HETI via email, applicants should use the same email address that was used in their application.

STATEWIDE SERVICE CONTACT DETAILS

The NSW Health Careers and the Junior Medical Officers Recruitment Career portals are not managed by the HETI Allocations Team.

If applicants have technical difficulties or are unable to access their application, contact the HealthShare Customer Experience Team on 1300 443 966.

STAFFLINK PERSONAL CONTACT DETAILS

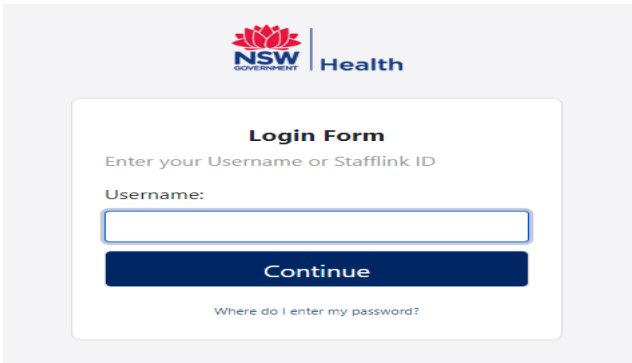
If you are a current or previous NSW Health employee (including an Assistant in Medicine (AiM), please check that your personal details in Stafflink are up to date. It is an applicant's responsibility to ensure the correct details are in Stafflink especially when formal contracts are being produced and hospitals are onboarding applicants for work readiness for the start of the clinical year.

PLEASE NOTE:

Stafflink details are not automatically updated when an application for an intern position in NSW is completed. Applicants can review and update their personal details in Stafflink by clicking on the link below. Please note to access Stafflink you will need your employee number and your Stafflink password.

<https://stafflink.hss.health.nsw.gov.au>

1. Log into Stafflink
 - Stafflink ID
 - Password



2. Select the Navigation icon
3. Click: "Stafflink – Self Service – Employee Self Service (ESS)"
4. Navigate to the Personal Details section and follow guided prompts to update your home address and phone number (where required)

Unable to log in Stafflink to make these changes?

Applicants who have a Stafflink ID but are unable to log in due to an inactive account or forgotten password will need to call **the Customer Experience Service Desk** to update this information.

Contact Details

- **Phone:** 1300 679 367
- **Select:** Option 3 - to talk to a Customer Service Representative

NSW HEALTH PRIORITY LIST

To be eligible for recruitment to an intern position in NSW, medical graduates must fall into one of the six priority categories as outlined in the NSW Health Priority List below.

PRIORITY CATEGORY	DEFINITION
1	Medical graduates of NSW universities who are Australian/New Zealand citizens or Australian permanent residents (Commonwealth Supported Place and Domestic Full Fee paying). This priority category is guaranteed an intern position in NSW.
2	Medical graduates of interstate or New Zealand universities who completed Year 12 studies in NSW who are Australian/New Zealand citizens or Australian permanent residents (Commonwealth Supported Place, Domestic Full Fee paying or NZ equivalent).
3	Medical graduates of interstate or New Zealand universities who completed Year 12 studies outside of NSW who are Australian/New Zealand citizens or Australian permanent residents (Commonwealth Supported Place, Domestic Full Fee paying or NZ equivalent).
4	Medical graduates of NSW universities who are not Australian/New Zealand citizens or Australian permanent residents and who hold a visa that allows them to work or are able to obtain a visa to work.
5	Medical graduates of interstate or New Zealand universities who are not Australian/New Zealand citizens or Australian permanent residents and who hold a visa that allows them to work or are able to obtain a visa to work in Australia.
6	Medical graduates of Australian Medical Council accredited universities with campuses that are located outside of Australia or New Zealand (University of Queensland (UQ) Ochsner and Monash Malaysia) who are not Australian/New Zealand citizens or Australian permanent residents and who hold a visa that allows them to work or are able to obtain a visa to work in Australia.

PLEASE NOTE:

NSW Health Priority List - Category 1 applicants are guaranteed to receive an offer for an intern position in NSW. All other NSW Health Priority List Categories are not guaranteed to receive an offer for an intern position in NSW.

If an applicant's citizenship status has changed after the close of the application period, they need to advise HETI as soon as possible. Applicants will need to provide certified documentation allowing HETI to determine how their new circumstances will change their NSW Health Priority List Category.

Applicants who do not meet the criteria in any of the six NSW Health Priority Categories will not be eligible to apply for an intern position in NSW via this application process.

The flowchart below will assist applicants to determine their priority category.

CRITERIA	NSW Health Priority List Category					
	Cat 1	Cat 2	Cat 3	Cat 4	Cat 5	Cat 6
Australian/NZ citizen or Australian PR	Y	Y	Y	N	N	N
Graduate of NSW university	Y	-	-	Y	-	-
Graduate of NZ or interstate university	-	Y	Y	-	Y	-
Graduate Year 12 in NSW	-	Y	N	-	-	-
Visa requirement	-	-	-	Y	Y	Y
Graduate of AMC accredited campus outside Australia or NZ (UQ Ochsner and Monash Malaysia)	-	-	-	-	-	Y

Category 1	Australian/NZ Citizen or Australian PR and graduate of NSW.					
Category 2	Australian/NZ Citizen or Australian PR and graduate of New Zealand or interstate university and Year 12 in NSW.					
Category 3	Australian/NZ Citizen or Australian PR and graduate of New Zealand or interstate university.					
Category 4	Graduate of NSW and holds a visa that allows them to work or able to obtain a visa to work in Australia.					
Category 5	Graduate of New Zealand or interstate university and holds a visa that allows them to work or able to obtain a visa to work in Australia.					
Category 6	Graduate of AMC accredited campus located outside of Australia or New Zealand and holds a visa that allows them to work or able to obtain a visa to work in Australia.					

Y = Yes N = No dash (-) = Not Applicable



MEDICAL INTERN RECRUITMENT PATHWAYS AND PROCEDURES

There are four pathways to obtaining an intern position in NSW. All applicants will be part of the Optimised Allocation pathway regardless of other pathways chosen.

Applicants can apply through any of the other three pathways including Aboriginal Medical Workforce, Rural Preferential Recruitment and/or Direct Regional Allocation depending upon their eligibility. Additionally, applicants can apply for consideration through extenuating circumstances if they meet the criteria.

ABORIGINAL MEDICAL WORKFORCE PATHWAY (AMW)

This pathway aims to build the capacity of Aboriginal doctors in the NSW Health workforce. For more information, [please click here](#).

RURAL PREFERENTIAL RECRUITMENT PATHWAY (RPR)

This pathway is a merit-based process that facilitates the recruitment of rural cadets and other medical graduates to intern positions in rural hospitals within NSW. Please note if applicants are applying via this pathway, they will need to complete additional applications in the Junior Medical Officers Recruitment Campaign where they will be required to address the selection criteria for each intern position. If selected, applicants will be required to attend an interview (face-to-face or virtual) with the employer to assess their suitability for the position. For more information, [please click here](#).

DIRECT REGIONAL ALLOCATION PATHWAY (DRA)

This pathway facilitates the allocation of medical graduates to positions in regional and outer metropolitan Sydney prevocational training networks. This pathway is only for NSW Health Priority List Category 1 to 4 applicants. Applicants from NSW Health Priority List Categories 5 and 6 will not be offered a position through the DRA pathway and will only be progressed into the Optimised Allocation pathway. Applicants applying through this pathway must put a regional network as their first preference. Please review the prevocational training networks to understand which networks are regional networks and the hospitals to which you may rotate within the regional network.

For more information, [please click here](#).

OPTIMISED ALLOCATION PATHWAY

This pathway predominately facilitates allocation to intern positions in inner and outer metropolitan Sydney. For more information, [please click here](#).

EXTENUATING CIRCUMSTANCES

This procedure recognises that some applicants applying for an internship may have extenuating circumstances that can limit their ability to work in one or more of the prevocational training networks in NSW. For more information, [please click here](#).

AVAILABILITY OF INTERN POSITIONS IN PREVOCATIONAL TRAINING NETWORKS

PREVOCATIONAL TRAINING POSITION (INTERNSHIP) NUMBERS

The number of intern positions available by prevocational training network and RPR hospital is published on the HETI Medical Intern Recruitment website. The total number of intern positions may fluctuate slightly between the start of the recruitment process and the end of the Late Vacancy Management process.

PLEASE NOTE:

- HETI does not provide any real-time updates on the current vacancies available in each network or RPR facility nor the current status of offers to individual NSW Health Priority Category groups.

For more information, [please click here](#).

ALLOCATION REPORT FROM THE PREVIOUS YEAR'S RECRUITMENT

A report is available on the HETI Medical Intern Recruitment website that provides an overview of intern recruitment for the previous clinical year. For more information, [please click here](#).

PREVOCATIONAL TRAINING NETWORKS

Below is a condensed list of all NSW prevocational training networks, including *RPR hospitals* and other facilities that applicants may rotate to throughout the two-year contract in a prevocational training position.

NETWORK	HOSPITALS
1	Royal Prince Alfred Hospital, <i>Dubbo Hospital</i>
2 Regional	Bankstown-Lidcombe Hospital, Campbelltown/Camden Hospital
3	Concord Hospital, Canterbury Hospital, <i>Broken Hill Base Hospital</i>
4 Regional	Liverpool Hospital, Fairfield Hospital, <i>The Tweed Hospital</i>
5	Royal North Shore Hospital, Ryde Hospital, <i>Port Macquarie Base Hospital</i>
6	Hornsby Ku-ring-gai Hospital, Mona Vale Hospital, Northern Beaches Hospital, Sydney Adventist Hospital
7 Regional	Gosford Hospital, Wyong Hospital
8	St George Hospital and Community Health Service, Griffith Base Hospital, Sutherland Hospital, <i>Albury Wodonga Health – Albury Campus</i>
9	Prince of Wales Hospital, <i>Lismore Base Hospital</i>
10	St Vincent's Hospital, <i>Wagga Wagga Health Service</i>
11 Regional	Wollongong Hospital, Shellharbour Hospital, Shoalhaven District Memorial Hospital
12 Regional	John Hunter Hospital, Armidale Hospital, Belmont Hospital, Calvary Mater Newcastle, Hunter New England Mental Health, <i>Manning Base Hospital, Tamworth Hospital, Maitland Hospital</i>

13	Westmead Hospital, Auburn Hospital, The Children's Hospital at Westmead, <i>Coffs Harbour Health Campus, Orange Health Service</i>
14 Regional	Nepean Hospital, Blue Mountains District ANZAC Memorial Hospital, Hawkesbury District Health Service
15 Regional	Blacktown Hospital/Mt Druitt Hospital, Bathurst Health Service

PLEASE NOTE:

- Applicants may be offered a regional network through the optimised pathway if all applicants who had applied through the DRA pathway have been exhausted.
- Applicants who apply for a RPR hospital and are successful will spend most of their prevocational training period at the respective facility and may not rotate through the prevocational training network.
- Applicants applying through the RPR pathway must still preference all 15 networks even if they only want to receive an offer to an RPR hospital. Applicants who are not successful through the RPR pathway may be offered an intern position through one of the other pathways dependent on their network preferences, priority category and the vacancies available.
- Applicants who are allocated a prevocational training network position may be required to rotate to multiple facilities within that network.

For more information and to see the full list of hospitals within the prevocational training network, [please click here](#).

PREVOCATIONAL TRAINING TERMS PER HOSPITAL

A current list of accredited prevocational training terms per hospital can be found through the following link, [Please click here](#).

INTERN APPLICATION PROCESS

ALLOCATION PROCESS

SUBMIT APPLICATION

Apply for intern position through the Medical Intern Recruitment tile. Applicants must submit supporting documents and network preferences by close of applications for their application to be considered complete. If applying for Extenuating Circumstances or through the AMW pathway additional information will be required as part of the application. Applicants applying for the RPR pathway must also submit separate application/s for every hospital they wish to work at.

APPLICATIONS REVIEWED

HETI allocations team reviews applicants that have applied through RPR pathway, AMW pathway, extenuating circumstances and Category 1 applicants before the first offer round. HETI allocations team may request corrected documents or additional information when reviewing applications. Applicants will receive email notification of progress to the next stage of the recruitment process.

OFFERS

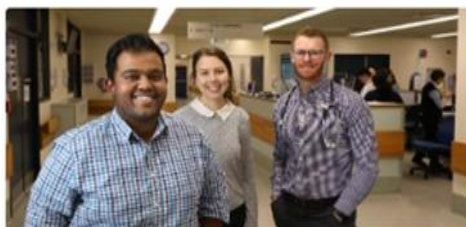
All Category 1, successful RPR (Category 1 and 2) and successful AMW applicants will receive an offer in the first week of round one. Subsequent vacancies are filled in order of the NSW Health Priority List within each pathway.

OFFERS ACCEPTED

Offers will be communicated to applicants by email and SMS. Offers must be accepted or declined within 48 hours through the offer email. Offers automatically declined if not actioned within 48 hours. All successful applicants will only receive one position offer from HETI per year.

Annual Medical Intern Recruitment for NSW is managed by the HETI Allocations Team. Technical system support is provided by the HealthShare Customer Experience Team.

To apply, all applicants must first lodge an application for an intern position online through the NSW Health Careers Portal under the Medical Intern Recruitment tile. Please see the image below on where to access and start an application.



Medical Intern Recruitment

To apply for medical intern roles in the Medical Intern Recruitment Campaign [click here](#). To complete the additional application required for Rural Preferential Hospital intern roles please [click here](#).



Before commencing an application, please ensure personal details are correct in Stafflink.

Applicants **with** a NSW Health employee (not student) Stafflink number who are a current or previous paid employee of NSW Health, including medical graduates employed as an Assistant in Medicine (AiM), [Please click here](#).



Applicants that **do not** have a NSW Health employee Stafflink number, including NSW medical graduates with student (not employee) Stafflink numbers, [Please click here](#).

Below are some **QUICK** steps regarding starting an application:

- Click on the Medical Intern Recruitment tile.
- Click on the job listing for "Intern".
- Read and review the job description and click on "Apply for Job".
- Read and accept the privacy agreement.
- Log in - applicants will be presented with instructions depending on whether they are a current NSW Health employee, a previous NSW Health employee, or an external applicant (either with an existing account or as a new user). Follow the instructions carefully.
- Create an account – only "new users" will need to set up an account i.e., if you are not a NSW Health Employee with a Stafflink number or have never created an account. Click the "new user" button to establish an account. Do not register a new account if an account has already been created. Applicants who have forgotten their username or password should use the links below the password field to reset. When setting up an applicant account, please complete all mandatory fields which also include an email address and contact phone numbers.
- Enter the NSW Health Stafflink number – only applicants who are a current or previously paid NSW Health employees will have the Stafflink number pre-populated in their application form. Otherwise, applicants with student Stafflink numbers (not employees) or those applying from interstate or an overseas AMC accredited university can leave this field blank.

To return to a saved, incomplete application or update an application (before the close of the application period), log back into the NSW Health Career Portal and click on the "My Applications" buttons.

Additional information for applicants to be aware of:

- All applicants will be eligible for the Optimised pathway even if they have applied to other pathways.
- All applicants will need to rank all 15 prevocational training networks as part of their application. These preferences can be re-ordered until the close of the application period. After the close of applications, an applicant cannot update their prevocational training network preferences.
- When submitting and/or re-ordering preferences, applicants will need to ensure that they have disabled/turned off the pop-up blocker on their computer or phone. Disabling this functionality will prevent a secondary window from opening as part of the application process and additionally will

not allow preferences to be submitted. Preventing this window from opening will stop an applicant from progressing and finalising their application.

- Applicants applying via the Rural Preferential Recruitment pathway must complete a separate application for each rural facility to which they would like to apply through the NSW Health Careers Portal via the Medical Officers Recruitment tile. Applicants can choose to re-order their RPR preferences or withdraw their application and not be considered for the facility they applied to up until the last day of interviews.

PLEASE NOTE:

- All Defence employees applying for an intern position should inform HETI via email.

PROVIDING A VALID EMAIL ADDRESS

Email is the primary communication the HETI Allocations Team use to contact applicants during the allocation process. Hotmail and @live.com.au email addresses are blocked by some employers. It is strongly recommended that applicants supply an alternative email address.

Applicants who use their university email address should check with the university that it will remain valid during the recruitment campaign.

All communication sent via the NSW Health Recruitment system is sent to the email account provided in the application. Applicants must check their email regularly during key times of the recruitment campaign.

- Applicants who currently or have previously worked for NSW Health and have an active Stafflink number won't be able to change their "corporate" email address but will need to provide a valid "personal" email address in their application.
- Applicants who are external to NSW Health will need to provide a valid "personal" and "corporate" email address in their application. It is suggested that the "personal" email and "corporate" email are filled out with the same email address to save confusion.

Email correspondence will be sent to both email addresses throughout the recruitment campaign.

*Personal Email Address	*Corporate / Alternate Email Address
<input type="text" value="keiffer.sutherland@invalidemail.com"/>	<input type="text" value="keiffer.sutherland@invalidemail.com"/>

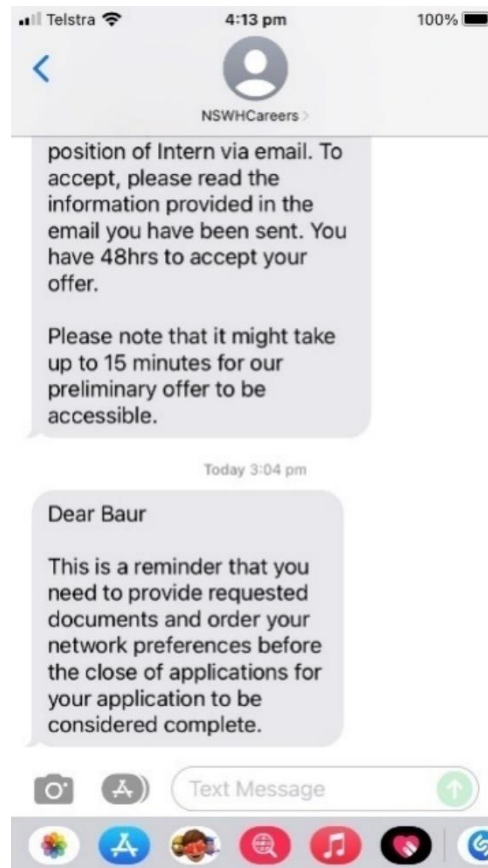
?

It is the applicant's responsibility to ensure that they have the correct email address in their application and that they can check their email/s throughout the recruitment campaign.

PROVIDING A VALID MOBILE PHONE NUMBER

Similarly, applicants must provide a mobile phone number in two locations – their general contact details and the "SMS Mobile Number field". This number is used by the HETI Allocations Team to send applicants a short message service (SMS) with important information and notify them of offers.

All SMS that are sent to applicants come from "NSWHCareers". It is important to read these messages as they alert applicants of key information that has been sent by email.



It is the applicant's responsibility to ensure that the mobile number remains correct in both sections of the application throughout the recruitment campaign.

*Primary Contact Number	Home Phone Number	Other Number
<input type="text" value="0407000000"/>	<input type="text"/>	<input type="text"/>
*Personal Email Address	*Corporate / Alternate Email Address	
<input type="text" value="keiffer.sutherland@invalidemail.com"/>	<input type="text" value="keiffer.sutherland@invalidemail.com"/>	

SMS Communication

NSW Health will communicate with you via SMS, as part of the recruitment process.

Please provide the Country Code along with your 9-digit Mobile Number, please leave off the "0" and enter your number with no spaces, for example: 61XXXXXXXX or 64XXXXXXXX or 60XXXXXXXX.

*SMS Mobile Number

VIDEOS ON HOW TO SUBMIT AN INTERN APPLICATION

The following videos will help applicants understand how to apply online for a NSW internship position. [Please click here.](#)

- Video 1 – Commencing your application
- Video 2 – Your preferences
- Video 3 – Completing document collection tasks
- Video 4 – Responding to your preliminary offer

- Video 5 – Responding to your formal offer
- Video 6 – Completing your RPR application



DOCUMENT COLLECTION TASKS

To support their application, applicants are required to upload a number of certified documents in the **document collection tasks**.

Before commencing an application, please refer to the **checklist of supporting documents on page 20**. This checklist contains detailed information on the mandatory and additional documentation required.

The tasks and the supporting documents that applicants need to upload will be based on the information that has been selected and provided as part of the application. At a minimum, all applicants will need to provide certified supporting documents of their identification and their university completion letter from the graduating medical school.

The document collection task will only commence once applicants have filled out their last name on the application acknowledgement page within the Medical Intern Recruitment application. Once applicants have clicked on “Save and Continue” or “Continue as Draft” a new tab will appear within the career portal called “**Tasks**”. By clicking on this tab at the top of your Medical Intern Recruitment Application applicants will access the supporting document tasks which require completion as part of the application. Applicants will also receive an email notification that will provide them with a weblink to start their supporting document tasks.

CHANGES TO APPLICATIONS

Applicants who would like to make changes can always log back into their application if they have not started the document collection tasks and whilst the application period is still open.

After applications close, applicants can only update their details in their general profile which includes the following:

- Email address
- Contact phone number

Please note if applicants are updating their email or phone number that all relevant fields in their application are updated. Having an incorrect email address or mobile phone number might mean that applicants may not receive important information regarding their application or offer.

Once an applicant begins the document collection tasks, they will be able to check their application information again and amend it if required. Once an applicant has completed and submitted the “requirements confirmation” as part of the supporting document tasks the following will occur:

- Applicants will not be able to return and edit/update their detailed information on the “requirements confirmation” task page.
- Applicants will not be able to edit/change the document tasks that have been generated for them to complete.
- Applicants will not be able to apply or retract that they have applied through the Aboriginal Medical Workforce pathway or extenuating circumstances.

Additionally, once applicants have completed and submitted a supporting document task the following will occur:

- Applicants will not be able to change the documents that they have uploaded.
- Applicants will not be able to alter or change the responses to questions or online forms that were filled out.
- Applicants will not be able to change the supporting documents tasks that have been given to them to complete.
- Applicants will not be able to change their responses regarding the certification of the document task.

Applicants must know which pathway they would like to apply through (especially if they are applying through the Aboriginal Medical Workforce pathway or extenuating circumstances) **before** starting the documents collection tasks. Applicants must ensure that they read the application questions carefully and take the time to read over their responses before submitting their information and certified documents.

Please note if applicants realise they have made a mistake in the documents collection task and/or the task that they have submitted, they will need to contact the HETI Allocations Team.

The HETI Allocations Team will be able to assess the issue and determine if the supporting document process needs to be restarted from the beginning or if they can reset the task after the applicant has submitted all the supporting documents and/or information.

For an application to be finalised, all applicants must have submitted a complete application which includes completing all allocated supporting document tasks, completion of prevocational training network preferences and the uploading of certified supporting documents by the close of the application period.

Similarly, if an applicant is applying through the RPR pathway, all application/s to the respective RPR hospitals must be finalised and submitted by the close of the application period.

NOTE THAT LATE APPLICATIONS WILL NOT BE ACCEPTED.

SUPPORTING DOCUMENT CHECKLIST

EVIDENCE OF AUSTRALIAN/NZ CITIZENSHIP OR AUSTRALIAN PERMANENT RESIDENCY

Certified copy (please refer to the certified documents section in this guide on what certified copy means) of **ONE** of the following documents:

- Australian Citizenship Certificate
- Australian Passport (front page containing photo)
- Australian Permanent Resident Visa (VEVO document) and the passport that is attached to the VEVO document
- New Zealand Citizenship Certificate
- New Zealand Passport (front page containing photo)
- Applicants who don't have an Australian Citizenship Certificate and/or an Australian Passport can prove their citizenship by providing a certified copy of their Australian full birth certificate (if born on or before 19 August 1986).
- Australian full birth certificate (if born on or after 20 August 1986) together with proof that at least one parent was either an Australian Citizen or Australian Permanent Resident at the time of birth.

FOR INTERNATIONAL APPLICANTS LIVING IN OR OUTSIDE OF AUSTRALIA

- A current certified copy of their passport containing the photo page and specifying the place of birth or country of origin.

PLEASE NOTE:

- Any applicant whose current passport has expired can provide a copy of their expired passport provided the expiry date is within 12 months from the date of submission of the document.
- Some passports list their place of birth as their place of origin. Applicants will need to specify their country of birth in their application.

UNIVERSITY COMPLETION LETTER

A certified copy of a letter from their graduating university that must include all the following information:

- Applicant's full legal first and last name
- Medical school campus where the degree was undertaken
- Medical Internship Placement Number (MIPN)
- Commencement date and expected date of completion of the medical degree. The dates must specify the Month and Year of commencement and completion e.g., commenced in February 2019 and expected completion in December 2022.

PLEASE NOTE:

- A template is on the HETI website which includes the minimum information required from universities. [Please click here](#) to access the website.
- Applicants who have graduated in a previous year will need to provide a certified copy of their medical degree and their university completion letter.
- Applicants who are medical graduates studying medicine in New Zealand do not require a MIPN number on their university completion letter.

HIGH SCHOOL CERTIFICATE (CATEGORY 2 APPLICANT)

- Certified copy of a NSW secondary school leaving qualification (not a statement of results) issued by the Board of Studies, NSW Education Standards Authority, International Baccalaureate or relevant education authority with the applicant's full legal first and last name.

ADDITIONAL DOCUMENT COLLECTION TASKS

ABORIGINAL MEDICAL WORKFORCE PATHWAY

Completed online application form and certified supporting documents that address the requirements outlined in the Aboriginal Medical Workforce pathway procedure.

EXTENUATING CIRCUMSTANCES

Completed online extenuating circumstances application form and certified supporting documentation that addresses the requirements as outlined in the extenuating circumstances procedure.

INTERNATIONAL MEDICAL STUDENT ON SCHOLARSHIP

Letter from the scholarship funding agency that confirms sponsorship and additionally provides clearance for the applicant to undertake prevocational training in Australia for two years.

CHANGE OF NAME CERTIFICATE

Required if any of an applicant's supporting documents do not have the same legal names as their primary legal names in their application. It is acceptable if an applicant's middle name is on some of their documents and not on all their documents.

GETTING DOCUMENTS CERTIFIED

Copies of **ALL** supporting documentation uploaded to an application must be certified within the previous 12 months by an appropriate official and submitted by the close of the application period. All relevant supporting documents need to be uploaded as part of the application before the system will allow the supporting document tasks to be completed and finalised.

Options available for applicants to get documents certified within Australia:

- Documents can be certified by a registered Justice of the Peace (JP) and in some states a Commissioner of Declarations. Certification of a true copy of an original document by a JP or Commissioner of Declaration must include their full name, registration number, date and signature.

Options available to applicants to get documents certified outside of Australia:

- Documents can be certified by a Notary Public. Certification of a true copy must include the seal of the Notary Public along with their name, registration number, date and signature.

PLEASE NOTE:

- An applicant's name on all supporting documents must be consistent. Any variation to names must be supported by a change of name certificate.
- Applicants can search on the internet to find a registered JP or Commissioner of Declarations (depending on the state) to certify documents in their state or territory.
- All documentation that has been sighted by a JP will be checked against the state website.

- JPs, Commissioners of Declaration and Notary Publics can certify electronic documents as per guidelines in their handbook.
- An immediate relative of the applicant or a person residing at the same address as the applicant cannot undertake certification.

Applicants will be required to provide details of the certifying official for each task where supporting documents are uploaded. In instances where documents have been certified by more than one official, applicants will only need to specify details for one of the officials.

NAMES ON DOCUMENTS

Applicants who have names that are different on some of their documents will need to provide a certified change of name certificate that lists the applicant's previous and current legal names.

- Applicants must ensure that their legal first name and legal last name is included in all provided documents. It is acceptable if an applicant's middle name is not on all the documents provided.
- Applicants who have changed their surname after marriage must provide a certified copy of their marriage certificate as evidence.
- Malaysian passport holders have names displayed using the person's customary naming practice as per the identity card (MyKad) or birth certificate. Surname and given name fields are not differentiated, use the naming convention on the passport. If the placement of the surname is not consistent HETI will match the names on the applicant's passport with other documents provided to ensure that the same names are listed despite the placement of the surname on the passport.
- Brunei passport holders have their passport names listed in a different order (first name/last name/middle name). Applicants will need to ensure that their legal names are entered correctly in their application.

MANAGING APPLICATIONS

The HETI Allocations Team will review applications once they have been submitted, which can occur before applications have closed. The applications that will be reviewed as "high priority" include:

- Applicants who are from Category 1 on the NSW Health Priority List
- Applicants who have applied through the Rural Preferential Recruitment pathway
- Applicants who have applied through the Aboriginal Medical Workforce pathway
- Applicants who have applied for consideration of extenuating circumstances

PLEASE NOTE:

Applicants who have applied as joint applicants, job share, or part time may be reviewed with high priority applicants to make sure that applicants have put the correct information in their application to be paired with the other applicant or if they can be paired with another applicant.

All other applications will be reviewed if a NSW internship position is offered and the position is accepted.

If the documentation accompanying an application is incomplete or incorrect, applicants will be sent an email outlining the corrections that are required and the due date and time. These tasks will be re-opened for the applicant to action in their supporting document tasks. If the information is not provided by the time applications close and/or the specified due date and time, then the application will be deemed ineligible and not considered further.

The following timeframes will apply to applicants in amending their application and/or uploading corrected documents:

- If an application is reviewed prior to the close of the application period, applicants will either have until the close of the application period or five calendar days from the time of review (whichever is the longer period of time).

- “High priority” applicants whose application is reviewed after the close of the application period will have five calendar days from the time of review.
- The remainder of applicants whose application is reviewed following the release and acceptance of a position offer will have five calendar days from the time of review.

PLEASE NOTE:

- **Applicants may receive more than one email regarding requirements for correction. Applicants must read ALL emails and understand what is required and when the updated information or certified supporting documents is due.**

If an application has been reviewed by the HETI Allocations Team and is deemed eligible, applicants will receive an email stating that their application has been “verified”.

PRELIMINARY OFFER INFORMATION

OFFERS

Preliminary Offers will be made during national offer periods according to the key dates and the NSW Health Priority List. Applicants will receive their offer via email and will also receive an SMS informing them an offer has been made. The email will provide information on the position that has been offered and a link to where they can see additional information regarding the offer. Applicants must use the link to log back into their application to accept or decline their offer. Please note it may take up to 15 minutes once receiving the email for the offer to be displayed.

It is the applicant’s responsibility to respond to their position offer by the specified date and time (AEST) outlined in the notification email.

Applicants have 48 hours to accept or decline a position offer once it has been offered. Applicants will receive an email in which they will need to click on the link to view their offer. If an applicant has not accepted or declined their offer 24 hours from the original time of notification, a reminder email is sent to the applicant.

If an applicant does not accept/decline their offer by the specified deadline, an email will be sent confirming that the position has been declined by the system on their behalf.

Once an applicant receives an offer, they will not receive any further offers for NSW intern positions for the current recruitment campaign.

Applicants should retain the offer email that contains the link to access the NSW Health Careers portal. If applicants need to decline their position offer for any reason after accepting their offer, clicking on the link in this email will allow applicants to do so.

It is the responsibility of the applicant to be work-ready for the commencement of their internship on Day 1 of their contract.

OFFER ACCEPTANCE

Applicants whose documents have already been verified will receive an acceptance email immediately upon acceptance of an offer. If an applicant’s application hasn’t been verified prior to the offer being made it will be assessed by HETI following the acceptance of the offer.

Applicants who do not receive an acceptance email should contact HETI within 12 hours of accepting the offer.

For more information on how to accept your offer, [please click here](#) to watch the video.



DECLINING OFFER

Applicants can decline their internship offer at any stage by clicking on the link in their original email offer.

Applicants who have accepted an offer from another jurisdiction and no longer want to keep their NSW offer should decline as soon as they can so the relevant position can be filled by another applicant. Similarly, if an applicant is not able to commence employment as an intern (e.g., the applicant may have failed to complete course requirements), then the applicant must decline the offer and is requested to do so in a timely manner.

If applicants are unable to locate their original offer email, they can access the NSW Health Career portal under “My applications” and view previous correspondence emails – the offer email will be located here. This email can be opened and the link within the email selected to re-access the position offer.

PLEASE NOTE:

- Applicants only remain eligible to apply for two years following their graduation year.
- If applicants are declining their offer from the time when formal contracts have started to be issued, applicants should decline their original preliminary acceptance offer from the email that they were sent when they had accepted their offer.
- If for any reason an applicant is unable to, or no longer wishes to start their internship at the allocated Network or facility, it is their responsibility to decline the offer.
- Once an applicant declines their offer, they will not be considered for any further NSW intern positions during the current recruitment campaign.

For more information on how to decline your offer, [please click here](#) to watch the video.

WITHDRAWING AN APPLICATION

Applicants who have previously received an offer and no longer want to keep this offer are requested to decline the offer, rather than withdraw their application.

Applicants who no longer want to be considered for a RPR facility should withdraw their application to that particular facility by the last day of RPR interviews.

Once an applicant withdraws their application, they will not be considered for any NSW intern positions during the current recruitment campaign.

NSW KEY ALLOCATION DATES

A full list of key dates relating to medical intern recruitment can be found on the website and below.

KEY DATES	
Tuesday 11 April 2023	Medical intern recruitment information available on the HETI website
Monday 8 May 2023	Medical intern applications open (MIRA)
Monday 8 May 2023	Rural preferential recruitment (RPR) applications open in JMO Career Portal
Thursday 8 June 2023 (11:59 pm)	RPR applications close in JMO Career Portal
Thursday 8 June 2023 (11:59 pm)	Medical intern applications close (MIRA)
Thursday 15 June 2023	Aboriginal Medical Workforce Pathway Committee meeting
Monday 19 June 2023	Rural Preferential Recruitment interview period commences
Thursday 22 June 2023	Extenuating Circumstances Committee meeting
Wednesday 28 June 2023	National Audit of Applications
Thursday 29 June 2023	Rural Preferential Recruitment interview period concludes
Thursday 29 June 2023 (11:59pm)	Deadline for RPR applicants to re-order/change RPR preferences
Monday 3 July 2023	Deadline for RPR hospitals to finalise applicant rankings
Monday 17 July 2023	National Offer Period 1 commences
Monday 17 July 2023	Aboriginal Medical Workforce pathway offers made
Monday 17 July 2023	Rural Preferential Recruitment pathway offers commence
Wednesday 19 July 2023	Direct Regional Allocation pathway offers commence
Wednesday 19 July 2023	Optimised Allocation pathway offers commence
Friday 4 August 2023	Offer Period 1 closes
Tuesday 8 August 2023	1st National Audit of Acceptances and Unplaced Applicants commences
Thursday 17 August 2023	Offer Period 2 commences
Friday 8 September 2023 (9:00am)	Closing date for swaps requests
Friday 8 September 2023	Offer Period 2 closes
Tuesday 12 September 2023	2nd National Audit of Acceptances and Unplaced Applicants
Thursday 21 September 2023	Offer Period 3 commences
Friday 13 October 2023	Offer Period 3 closes

Tuesday 17 October 2023	3rd National Audit of Acceptances and Unplaced Applicants commences
Thursday 26 October 2023	Offer Period 4 commences
Friday 17 November 2023	Offer Period 4 closes – National Intern Recruitment Close Date
Tuesday 21 November 2023	4th National Audit of Acceptances and Unplaced Applicants commences
Monday 4 December 2023	National Late Vacancy Management (LVM) Process starts
Friday 22 March 2024	National Late Vacancy Management (LVM) Process closes

TERM DATES FOR INTERNSHIP

To access a full list of clinical term dates up to the 2031 clinical year on the HETI website, [Please click here](#).

In each clinical year, interns will commence with a two-week orientation period. Generally, the first week will be orientation and mandatory training, and, in the second week, interns will commence on the wards.

Term dates for 2024

5 term year - Intern

Term	Start	End	Weeks
Intern orientation	22 January 2024	28 January 2024	1
Term 1	29 January 2024	14 April 2024	11
Term 2	15 April 2024	30 June 2024	11
Term 3	1 July 2024	8 September 2024	10
Term 4	9 September 2024	17 November 2024	10
Term 5	18 November 2024	2 February 2025	11
Year	22 January 2024	2 February 2025	54

5 term year - other

Term	Start	End	Weeks
Term 1	5 February 2024	14 April 2024	10
Term 2	15 April 2024	30 June 2024	11
Term 3	1 July 2024	8 September 2024	10
Term 4	9 September 2024	17 November 2024	10
Term 5	18 November 2024	2 February 2025	11
Year	5 February 2024	2 February 2025	52



PART TIME AND JOB SHARE APPLICANTS

Job share and/or part time employment is where an applicant is requesting to work reduced hours per week.

Applicants wishing to work part time and/or job share must indicate this in their application at the time of applying. If an applicant has indicated that they would like to job share a position and they do not have a job share partner, they need to advise HETI in writing and request that HETI try to find them a job share partner.

After the initial position offer is made, the applicant/s will need to negotiate the request to complete the internship part time with their employer.

For further information regarding flexible work practices please see:

- NSW Public Service Commission Flexible Work Practices Policy G1995_001
- Strategies for Flexible Workplace Arrangements Guidelines G2000_001
- Flexible Working Online Toolkit Circular B2011 _003.

Job Share applicants must be from the same NSW Priority Health List Category and must have the same ranked prevocational training network preferences.

JOINT APPLICANTS

Joint applications should be considered when two applicants wish to be considered for allocation to the same prevocational training network.

Both applicants need to submit separate applications but within their application, they need to select they would like to be paired with the other applicant. The details of both joint applicants need to be provided in the application which must include the first and last legal names of the joint applicant and the email the joint applicant used in their application.

Submitting a joint application requires both applicants to be from the same NSW Health Priority Category and they must have the same ranked prevocational training network preferences.

In situations where there are more applicants than positions, both applicants may not be offered a position in the same offer round and could receive offers to different prevocational training networks.

SWAPS

HETI recognises that there may be circumstances where medical graduates have a genuine reason why they would like to swap to another internship position.

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. Applicants requesting a swap must understand the guidelines if a swap is to be actioned by HETI.

Swaps will only be actioned by HETI up to the close of offer period two.

For more information, please refer to the guidelines on the website. [Please click here.](#)



PRE-EMPLOYMENT CHECKS AND PLANNING FOR EMPLOYMENT

Local Health Districts, as the employers, will be able to access relevant information on commencing interns before the commencement of National Offer Period 3 and as required afterwards. The Local Health Districts are responsible for conducting pre-employment checks, onboarding, issuing of formal offers and orientation.

Applicants will receive emails keeping them updated with this process. Applicants must complete these online tasks as quickly as possible to ensure there is no delay in receiving their formal letter of offer.

It is the applicant's responsibility to be work-ready by the internship commencement date. The following is not required as part of the application process to HETI; however, should an applicant receive and accept a formal position offer, applicants will not be able to commence work until they have completed the following:

1. Notify the relevant JMO Manager of their status as a Defence employee.
2. A valid NSW Working with Children Check clearance number for paid work, obtained from the NSW Commission for Children and Young People (see <https://www.ocg.nsw.gov.au>). This process will take 4 weeks, it is recommended to be completed by September.
3. Vaccination status in accordance with the current NSW Health policy.
4. Provisional registration with the Australian Health Practitioner Regulation Agency (See <https://www.ahpra.gov.au/>). This is likely to take 6 weeks. Applications for registration open in October.
5. Associated documentation on National Criminal Record Check and NSW Health Service Check Register.

These checks are completed online and can take some time to enter the details correctly, please ensure these tasks are completed as soon as possible upon receipt of the email. Technical system assistance for this process can be accessed through the HealthShare Customer Experience Team. Further information can be found regarding these checks. [Please click here.](#)

Applicants will be recruited under the NSW Public Hospital Medical Officers Award as an intern. The base salary currently payable per annum. [Please click here.](#)

NATIONAL INTERN DATA PROCESS

All Australian states and territories have agreed to share information related to the acceptance of intern offers throughout the offer process. This aims to minimise the number of vacant intern positions across jurisdictions at the start of the clinical year.

Each Australian state and territory undertake their own intern recruitment. Some applicants apply to more than one jurisdiction and are successful in more than one state. Applicants are encouraged to accept the offer they plan to commence and decline all others in a timely manner.

As part of a national audit of internship acceptances for the current clinical year, identifying information from intern applications will be provided to a national database. The national audit team uses the information to determine the total number of applications nationally and whether applicants have applied for and accepted multiple positions. Any applicant who simultaneously accepts two or more intern offers nationally will be contacted by the national audit team and requested to formally accept their position of choice and decline all other offers. A 48-hour period is allowed in which applicants can respond, after which only the first offer remains available to the applicant and all other offers are withdrawn.

Offers are suspended during national audits of acceptances. Audit dates are set by national agreement and are subject to change. Applicants in the suitable pool who have not received an offer of an intern position will be notified by email at the national close of general offers.

For information regarding the National Intern Data Audit, [Please click here.](#)



NATIONAL LATE VACANCY MANAGEMENT PROCESS

A late vacancy management process (LVMP) is implemented across Australia to manage any vacancies that may arise after the national closing date for intern recruitment. This process runs from November/December through to March of the following year and involves managing a central national register of eligible unplaced applicants.

If applicants have not been matched to a position at the end of the allocation process, they will be contacted by the National Audit Data Manager and invited to opt into the LVMP. Only applicants who have NOT been made an offer in ANY state or territory (including the Junior Doctor Training Program Private Hospital Stream) are eligible to opt into this process.

The central register is maintained by the National Data Manager throughout the LVMP. Jurisdictions check this register prior to sending an internship offer to an applicant to ensure that they have not already received an offer from another state or territory.

The LVMP aims to:

- Maximise opportunities for applicants who are yet to receive an internship offer.
- Reduce uncertainty for employers seeking to fill late vacancies by ensuring they are not offering a position to an applicant who has already accepted an offer from another state/territory.
- Identify and invite eligible applicants who have not received an internship offer at the national closing date of intern recruitment.
- Ensure unplaced applicants on the central register receive only one internship offer across all jurisdictions.

INTERN ALLOCATION ALGORITHM

The algorithm used in the allocation to intern positions through the Optimised Allocation pathway is designed to deliver the best outcome and fairest result for all applicants in the same priority group. The allocation of applicants to prevocational training positions is optimised so that it maximises the number of applicants receiving the best preference possible. Following the initial allocation, the algorithm iteratively searches millions of allocation permutations to improve the allocation outcome for all applicants.

The algorithm results are audited/reviewed prior to the release of offers to ensure the algorithm has performed as expected.