



**HEALTH
EDUCATION
& TRAINING**

WHERE INNOVATION DRIVES
EXCELLENCE IN EDUCATION AND TRAINING
FOR IMPROVED HEALTH OUTCOMES

Applying for an Intern position in NSW for 2024

HETI.NSW.GOV.AU





Who is HETI?

Health Education and Training Institute (HETI) is one of the NSW Health Pillar organisations and is a Chief Executive governed statutory health corporation which coordinates education and training for NSW Health staff

HETI has delegated authority from the NSW Ministry of Health to allocate medical graduates to NSW intern positions

HETI is accredited by the AMC and approved by the Medical Board of Australia as the intern training accreditation authority for NSW



Roles and responsibilities

- NSW Ministry of Health – sets the policy around allocation and recruitment
- HETI – manages the allocation process of intern positions
- Local Health District – employer
- Australian Health Practitioners Regulatory Agency (Ahpra) – registration with Medical Board of Australia



2023 Intern numbers

- 1607 applications processed
- 1525 eligible applicants
- 1120 positions available in NSW
- 176 positions in Rural Preferential Recruitment (RPR) hospital facilities



Eligibility Requirements

- Meet the NSW Health Priority List
- Be expected to complete their medical degree this year or have completed their degree in the past two years from an AMC accredited Australian/New Zealand medical school
- Not previously worked as a doctor

NSW Health Priority List for Medical Graduate Recruitment for 2024

Priority	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 that have campuses that are located outside of Australia or New Zealand (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.

Key allocation dates

- Information on HETI website : 11 April 2023
- Applications open : 8 May 2023
- Applications close : 8 June 2023
- Aboriginal Pathway offers made : 17 July 2023
- Rural Preferential Recruitment offers made to Category 1 & 2 applicants : 17 July 2023
- Regional offers made to Cat 1 applicants : 19 July 2023
- Optimised offers made to Cat 1 applicants : 19 July 2023



Prevocational Training in NSW

Training is undertaken in one of 15 prevocational training networks

Network 1 – Dubbo Hospital and Royal Prince Alfred Hospital	Network 9 - Lismore Base Hospital and Prince of Wales Hospital
Network 2 - Bankstown-Lidcombe Hospital and Campbelltown/Camden Hospital	Network 10 - St Vincent's Hospital and Wagga Wagga Health Service
Network 3 - Broken Hill Base Hospital, Canterbury Hospital and Concord Hospital	Network 11 - Shellharbour Hospital, Shoalhaven District Memorial Hospital and Wollongong Hospital
Network 4 - Fairfield Hospital, Liverpool Hospital and The Tweed Hospital	Network 12 - Armidale Hospital, Belmont Hospital, Calvary Mater Newcastle, Hunter New England Mental Health, John Hunter Hospital, Manning Base Hospital, Maitland Hospital and Tamworth Hospital
Network 5 - Port Macquarie Base Hospital, Royal North Shore Hospital and Ryde Hospital	Network 13 - Auburn Hospital, Coffs Harbour Health Campus, Orange Health Service, The Children's Hospital at Westmead Hospital and Westmead Hospital
Network 6 – Hornsby Ku-ring-gai Health Service, Mona Vale Hospital, Northern Beaches Hospital and Sydney Adventist Hospital	Network 14 - Blue Mountains District ANZAC Memorial, Hawkesbury District Health Service and Nepean Hospital
Network 7 - Gosford Hospital and Wyong Hospital	Network 15 - Bathurst Health Service and Blacktown Hospital / Mt Druitt Hospital
Network 8 - Albury Wodonga Health – Albury Campus, Griffith Base Hospital, St George Hospital and Community Health Service and Sutherland Hospital	

[A full list of accredited facilities in NSW Prevocational Training Networks](#)



Prevocational training in NSW

- Two years of on-the-job training in accredited and supervised positions
- Prevocational training networks have range of clinical terms in hospitals, community facilities and some general practices
- Trainees are offered a two year contract with a NSW Local Health District

Prevocational Training in NSW

Training contract	Experience	Completion
Intern year (PGY1)	Supervised general clinical experience in accredited training positions within a health service. Education and training opportunities to enable the achievement of the prevocational outcome statements.	Meet Australian Health Practitioners Regulatory Agency (Ahpra) requirements to obtain general registration
Resident year (PGY2)		Certificate of completion

Hospital classifications

Five term hospital

- Offers up to 5 terms per clinical year
- Applicants can expect one rural/regional/metropolitan rotation in the network every year

Three term hospital

- Offers up to 3 terms per clinical year
- Rotate to another rural/regional/metropolitan training site in the network for 2 terms

Four allocation pathways

- Aboriginal Medical Workforce (AMW) pathway
- Rural Preferential Recruitment (RPR) pathway (merit based)
- Direct Regional Allocation (DRA) pathway
- Optimised Allocation (OA) pathway

Applicant Types

There are four applicant types:

- Full time is where one applicant is seeking a fulltime position
- Joint applications are where two applicants are seeking fulltime positions to work together in the same prevocational training network
- Job share is where two applicants are seeking to share a fulltime position
- Part time applications are where a single applicant applies for reduced hours

Aboriginal Medical Workforce pathway (AMW)



good health—great jobs

AMW pathway

- National commitment to '**close the gap**' in Aboriginal health outcomes and life expectancy
- Pathway available for Aboriginal and/or Torres Strait Islander medical graduates to be allocated to their first preference of prevocational training network or rural preferential hospital

Refer to the HETI [Aboriginal Medical Workforce pathway](#) webpage for application information

AMW pathway

- Applications reviewed by Committee in early June
- Committee includes representation from AIDA, Ministry of Health and HETI
- For 2023 clinical year 20 graduates applied through the pathway with 19 accepting positions (17 NSW graduates and 2 interstate graduates)

How do I apply?

Indicate in your application that you will be applying for the Aboriginal Medical Workforce Program


Action task as part of your supporting documents

- Complete Aboriginal Medical Workforce online application including your biography and reasons for preferred rural preferential hospital or training network

Upload additional documentation in supporting documents:

- Corroboration of Aboriginality
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AMW pathway offers

- HETI makes AMW offers to successful applicants on the first day of national offer period one - from **Monday 17 July 2023**. These offers will be sent by email and additionally a SMS will be sent notifying an offer has been made
 - Applicants who are not offered a position via the AMW pathway are still eligible for a position via the Rural Preferential Recruitment, Direct Regional Allocation or Optimised Allocation pathways
 - Applicants must accept or decline offer within 48 hours
 - Applicants who **decline** their offer are **NOT** eligible to gain any other offers from HETI for the same clinical year
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Rural Preferential Recruitment pathway (RPR)



RPR pathway

- Aims to build a sustainable medical workforce in rural areas to improve access to services to achieve better health outcomes across rural NSW
- Provides a clear pathway linking undergraduate training in rural areas to postgraduate medical training positions in rural areas

RPR pathway

- All medical graduates are eligible to apply through the RPR pathway
- Offers are made as per the NSW Health Priority List
- Refer to the HETI [Rural Preferential Recruitment pathway](#) webpage for application information



Two Step Application Process for RPR

- **First step** – Complete application for internship on the NSW Health Careers Portal via the Medical Intern Recruitment tile
- **Second step** - Complete separate application/s on the NSW Health Careers Portal via the Medical Intern Recruitment tile for each rural hospital applicants are interested in
- Applications open **Monday 8 May 2023** and close **11:59pm Thursday 8 June 2023**



RPR Hospitals

Albury Wodonga Health – Albury Campus	Manning Base Hospital
Broken Hill Base Hospital	Orange Health Service
Coffs Harbour Health Campus	Port Macquarie Base Hospital
Dubbo Hospital	Tamworth Hospital
Lismore Base Hospital	The Tweed Hospital
Maitland Hospital	Wagga Wagga Health Service


RPR Interviews

- Rural hospitals will contact applicants for interview
- Interviews will be held between **19 June 2023 – 29 June 2023**
- Interviews could be face to face or virtual
- Rural hospitals rank applicants after interviews

RPR Preferencing

- Applicants should only preference the hospitals where they are willing to work – these need to be finalised by **11:59pm Thursday 29 June 2023**
- An independent preference matching process occurs after ranking has been finalised from both the applicants and rural hospitals
- Each hospital will have applicants who are offered a position and applicants who are on the eligibility list

RPR Offers

- HETI makes RPR offers to applicants on behalf of rural hospitals
 - Offers will commence from **Monday 17 July 2023**. These offers will be made by email and additionally a SMS will be sent notifying an offer has been made
 - Applicants must accept or decline the offer within 48 hours
 - Applicants who are not offered a position with a rural hospital are still eligible for a position via the Direct Regional Allocation or Optimised Allocation Pathways
 - Applicants who **decline** an offer from a rural hospital are **NOT** eligible to gain any further offers from HETI for the same clinical year
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Direct Regional Allocation pathway (DRA)



DRA pathway

- Gives priority to filling regional and outer metropolitan training networks and to building a sustainable regional and outer metropolitan workforce over the longer term in NSW
- Applicants that are NSW Health Priority list Category 1 – Category 4 are eligible to apply
- Preference a regional network first (**Network 2, 4, 7, 11, 12, 14 or 15**) to be considered through this pathway


Allocation based on DRA network preferences

- Refer to the HETI [Direct Regional Allocation pathway](#) webpage for application information
- An applicant's FIRST regional network preference is the only preference taken into consideration for the DRA pathway
- Offers are made in order of the NSW Health Priority list
- If the number of applicants preferencing a network exceeds the number of positions available an algorithm is used to allocate applicants to these networks

Allocation based on DRA network preferences

- At the time of offers the priority category of applicants being offered positions at different DRA networks may differ
- For each network the next NSW Health Priority list category applicants are only allocated when there are no remaining unplaced applicants from the previous category
- If a network runs out of category 1 to 4 applicants who had selected it as first preference remaining positions will be filled through the Optimised Pathway

DRA pathway offers

- Offers will commence in the first week of national offer period one - from **Wednesday 19 July 2023** for Category 1 applicants. These offers will be made by email and additionally a SMS will be sent notifying an offer has been made
 - Applicants must accept or decline the offer within 48 hours
 - Applicants who are not offered a position at a Regional Network are still eligible for a position via the Optimised pathway
 - Applicants who **decline** an offer through this pathway are **NOT** eligible to gain any further offers from HETI for the same clinical year
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Optimised Allocation pathway (OA)



OA pathway

- This pathway predominately facilitates allocation to positions in inner and outer metropolitan Sydney in the prevocational training networks and may also fill vacancies in regional networks
- NSW Health Priority list - Category 1 to Category 6 applicants are eligible to apply through the Optimised Allocation Pathway

OA pathway

- Refer to the HETI [Optimised Allocation pathway](#) webpage for application information
- Majority of positions through this pathway will be filled by Category 1 applicants
- Offers will be made in order as per the NSW Health Priority List

Optimised Allocation pathway offers


- Optimised Allocation recruitment offers will commence **Wednesday 19 July 2023** for Category 1 applicants
- These offers will be made by email and additionally a SMS will be sent notifying an offer has been made
- Applicants must accept or decline the offer within 48 hours
- Applicants who **decline** an offer from this pathway are **NOT** eligible to gain any further offers from HETI for the same clinical year

Extenuating Circumstances

- HETI recognises that some applicants have circumstances that exist at the time of application that may limit their ability to work in one or more of the 15 training networks in NSW
- Applicants should read the procedure to determine if they are eligible and understand what it may mean if the application is granted
- Refer to the HETI [extenuating circumstances](#) webpage for application information

Extenuating Circumstances

There are **four criteria** for consideration under extenuating circumstances:

- The applicant requiring ongoing highly specialised medical treatment **and/or**
 - Separation of the applicant from their dependent/s during prevocational training that would have a significant negative impact on the functioning of the applicant and/or their dependent/s, **and/or**
 - The applicant going through a significant life event during prevocational training that would have a negative impact on the applicant and/or their dependent/s **and/or**
 - The applicant has a disability with special access requirements
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Extenuating Circumstances

- Applicants need to complete an application and provide evidence as part of their online application
- Applications are reviewed by a committee who make a decision on the outcome
- An applicant in one of the lower categories in the NSW Health Priority List who is granted extenuating circumstances is not guaranteed an offer, or an equivalent or higher preference than would otherwise have been allocated



Change in Personal Circumstances

- Applications can be made up until 8 weeks before the clinical year commencement date
- Applicants must read the change procedure and provide evidence that the circumstance was not known to them at the time of making their online application
- Applicants will complete the change in personal circumstances application form and email to HETI-Internship@health.nsw.gov.au with supporting evidence



Outcomes from 2023

- 1090 interns commenced
- 161 interns placed in rural hospitals
- Approximately 75% of Category 1 applicants received their first preference

Application videos

The [HETI Medical Intern Recruitment](#) webpage has a series of videos to help applicants understand how to apply online for a NSW internship position

- Video 1 – Creating a general profile
- Video 2 – Completing your application
- Video 3 – Your preferences
- Video 4 – Completing document collection tasks



Online application

Applications open nationally on **Monday 8 May 2023**

- Access to NSW Health Career Portal is via [HETI Medical Intern Recruitment](#) webpage
- The application, supporting documents and preferences **must** be submitted by **11:59pm** on **Thursday 8 June 2023** to be eligible for a position in 2024
- ***Late applications will not be accepted under any circumstances***



Online application

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), use the following link to log in:

- <https://jobs.health.nsw.gov.au/mira-in>

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

Applicants that **do** not have a NSW Health employee Stafflink number, including NSW medical graduates with student (not employee) Stafflink numbers, use the following link to log in:

- <https://jobs.health.nsw.gov.au/mira-ex>

Medical Careers with NSW Health

Rewarding career opportunities are available for all categories of doctors including specialists, hospital non-specialists, interns and residents across all areas of medicine. A role within NSW Health allows you to progress your training and career in a diverse and engaging environment.

Health Education and Training Institute (HETI) are responsible for the allocation of **medical graduates** across NSW. Further information can be found on the [Medical Graduate Recruitment](#) page.

NSW Health coordinates the **Annual Junior Medical Officer Recruitment Campaign** from May each year, where a number of vocational and non-vocational roles – including residents, registrars, trainees and provisional fellows - are advertised for the following clinical year. Further information regarding the campaign and Junior Medical Officer positions can be found on the [Junior Medical Officer Recruitment](#) page.

You are able to search for current medical roles advertised by using the tiles below.



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](#).



Medical Officers (MO)

To apply for all medical officer roles in the annual Junior Medical Officer Recruitment Campaign, as well as temporary, casual and Career Medical Officer roles, [click here](#).



Senior Medical & Dental Officers (SMDOs)

To apply for all Senior Medical & Dental Officer roles currently advertised, [click here](#).

Click on picture tile to apply



Medical Intern Recruitment



NSW Health Employee? Sign in using your [Stafflink ID](#)

Valuable career opportunities are available for medical graduates to develop their skills in one of NSW 15 prevocational training networks. These positions support prevocational trainees to build on learning acquired during medical school by identifying opportunities to apply their knowledge and skills in the work environment.

To apply for a Prevocational Training position in NSW medical graduates must:

1. Meet eligibility and NSW priority list criteria.
2. Be expected to complete your medical degree this year or have completed your degree in the past two years
3. Have not previously worked as a doctor.

Prior to submitting your application you must have provided your preferences for the training networks and uploaded required documentation to be considered for the allocation process.

To complete the additional application required for Rural Preferential Recruitment (RPR) intern roles (advertised through the Junior Medical Officers Campaign) please click [here](#). RPR applicants must also complete a MIRA application (advertisement available on the current page).

Further information including the Medical Intern Applicant Guide can be found on HETI website, click [here](#) to find out more.

Latest Jobs

[View all Latest Jobs](#)

Intern

Q Statewide

Employment Type: Temporary Various Remuneration: - Hours Per Week: 38 Requisition ID: PCAM13318 Position Tagline This is the 'entirety' for the candidate,....

Intern
PCAM13318

Intern

Q Statewide

My Profile

Create and manage profiles for future opportunities.

[Go to Profile](#)

My Applications

Review and Track your applications.

[My Applications](#)

Applicants who **have not** started an application, click on job advertisement “Intern”

Applicants who **have** started their application and saved it and are now returning to complete their application to click here



Welcome. You are not signed in.

Job Search

Account Login

NSW Health Employees | must [CLICK HERE](#) to login.

External Applicant | If you have previously registered, enter your User Name and Password below. If you do not remember your username or password, please use the links below to reset using your email address.

Previous Employees | Please contact the HealthShare Recruitment Operations Team on 1300 443 966 for assistance in logging in.

New User | If you have not previously registered an account with NSW Health, please click "New User" and follow the instructions to create an account.

For further assistance or to report a technical issue, please contact the HealthShare Recruitment Operations Team on 1300 443 966.

Mandatory fields are marked with an asterisk.

*User Name

*Password

[Forgot your user name?](#)
[Forgot your password?](#)

Login New User

The login screen to NSW Health Career Portal



Health

PAGE HOME

HELP



Medical Intern Recruitment



NSW Health Employee? Sign in using your [Stafflink ID](#)

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Intern
PCAM13318

Intern

Q Statewide

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[My Applications](#)

Applicants applying through the RPR pathway can access the 12 RPR hospitals via this link

Applicants must complete an intern application first before applying for any RPR hospital(s)

Application documents

- **All** supporting documents are verified against the applicant's application
- **All** supporting documents must be certified by a **Justice of the Peace (JP)** within the last 12 months. This must include the JP's full name, registration number, date and signature
- Applicants will be required to enter the JP details after they have uploaded their document as part of the document collection tasks
- Only applications with all correct documents will progress to the allocation/recruitment pathways

Application process

- Applicants who are graduates from an Interstate or New Zealand university who did their year 12 studies in NSW will need to provide a certified copy of their NSW secondary school leaving qualification
- Applicants who are a current Defence employee are asked to inform HETI by email and also inform the JMO Manager at their allocated facility
- Applicants who are a rural cadet, please enter the rural clinical school you had attended in your application

Application Steps

Page 1 : Applicant Details

Page 2 : Application Responses

Page 3 : Additional Tasks

Page 4 : Requirements Acknowledgement

Page 5 : Application Acknowledgement

Page 6 : Review and Submit Your Application

Please Note - to move between pages – click on the heading buttons at the top of the page and not on the back button for the internet page

Page 1 – Your Details

- Personal Information - Applicant personal details need to be accurate, up to date, consistent across all documents and verifiable. HETI will communicate with applicants by **email and SMS**
- Priority Category Determinants - This will determine the applicants NSW Health Priority List Category
- Pathways – This will determine the pathway(s) that applicants are applying to
- Education – This information lets HETI know which University applicants are graduating from

Page 1 – Your Details Continued

- Additional Information – Applicants who are applying through extenuating circumstances, joint, job share or part time applicant
- Applicants applying through joint or job share need to be from the same NSW Health Priority Category and have the same order for their network preferences
- Applicants applying by joint or job share need to specify their partners details in their application
- Basic Profile and EEO information

Page 2 – Application Responses

- Questionnaire – Determining if applicants meet eligibility for a NSW medical intern position and their NSW Health Priority criteria

Page 3 – Additional tasks

- Providing preferences – Re-order based on your preferred network with the first preference at the top of the list in 1st place, then the next preference in 2nd place and so on until all 15 networks are in the preferred order
- Applicants wishing to apply through the Direct Regional Allocation pathway (Category 1 - 4 applicants) must select a regional network as their first preference
- Applicants who have completed more than 1 RPR application will need to preference their RPR hospitals with the first preference at the top of the list in 1st place, then the next preference in 2nd place and so on

Page 4 – Requirements Acknowledgment

- Applicants are required to acknowledge a number of statements regarding their application
- The application will remain incomplete until the **Preference Collection task and Documents Collection tasks** are completed AND the SUBMIT button on the Review and Submit page has been clicked, prior to the close of applications
- If applying through the Rural Preferential Recruitment pathway a separate application(s) for each facility need to be submitted NSW Health Careers Portal via the Medical Intern Recruitment tile

Page 5 – Application Acknowledgment

- Applicants need to acknowledge a number of statements at the end of the application
- Applicants must sign electronically using the family name specified in the application
- Once an applicant has electronically signed their name in their application the document collection tasks will trigger. Please note that all applicants will still need to review and submit their application for their application to be complete



Page 6 – Review and Submit Your Application

- Verify all the information is correct in the application
- Submit application



What are your choices when you receive an offer?

Accept



Decline



- Applicants who decline their offer will not be offered another position in NSW for the clinical year however applicants can apply again in a future year if they are still eligible
- Applicants who do not accept/decline their offer within 48 hours will automatically have their offer declined

Remember

- Ensure contact details are up to date including email address and mobile phone number
- Check emails and the HETI website
- Follow **HETiintern** on Twitter



HETi iNTERN
@HETiINTERN

Can you appeal?


- Applicants cannot appeal an intern position offer
- For more information refer to the [HETI Medical Intern Recruitment](#) website

National Audit for 2024 Clinical Year

What happens if you accept multiple offers?

- Applicants with multiple offers across jurisdictions are contacted by the National Data Manager by email and given 48 hours to inform the National Audit team which offer they are accepting
- Applicants that do not respond by the allocated timeframe may have all offers, except for the first received (out of the current accepted offers), withdrawn by the relevant states/territories

The Late Vacancy Management (LVM) process

- This process assists all states/territories to fill any vacancies that arise after the national close date on 17 November 2023
 - The LVM will run from 4 December 2023 until 22 March 2024
 - The LVM is coordinated by the National Data Manager
 - Applicants who have not received an offer will be invited to opt in to the LVM
 - Jurisdictions are required to check applicant eligibility with the National Audit team before making offers during the LVM
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Registration with Ahpra

- Applicants need to change from student registration
[*https://www.medicalboard.gov.au/*](https://www.medicalboard.gov.au/)
- Applicants who accept a formal position cannot commence work until provisional registration has been obtained

Provisional Registration

- Obtaining provisional registration as a medical practitioner is the applicant's responsibility
- Applicants will need to have a job offer before applying for provisional registration with Ahpra
- Apply early through the Ahpra website from October
- Make sure this is completed by December to be ready for commencement of internship in January
- Refer to the Ahpra website - www.ahpra.gov.au

Working with Children Check Clearance

- Applicants will need to provide a Working with Children Check clearance number when signing the contract
- Applicants can obtain the clearance from the NSW Commission for Children and Young People at <https://www.ocg.nsw.gov.au>

Our Team at HETI

CAN



- answer your questions by email or telephone
- can refer you to the HealthShare Customer Experience team for technical enquiries

CANNOT



- accept late applications
- discuss your application with friends or relatives



For more information

Visit HETI website: <https://www.heti.nsw.gov.au/education-and-training/courses-and-programs/medical-graduate-recruitment>

Talk to your University Liaison Officer

Follow **@HETiintern** on Twitter

Connect with HETI:

- Phone: (02) 9844 6562 (Monday to Friday 8:30am – 4pm)
- Email: HETI-Internship@health.nsw.gov.au



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