



**HEALTH
EDUCATION
& TRAINING**

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

Applying for an Intern position in NSW for 2022

HETI.NSW.GOV.AU





Who is HETI?

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
- Health Education and Training Institute (HETI) – manages allocation
- Local Health District – employer
- Australian Health Practitioners Regulatory Agency (AHPRA) – registration with Medical Board of Australia





2021 Intern numbers

- Over 1767 applications processed
- 1041 positions available in NSW
- 150 positions in Rural Preferential Recruitment (RPR) facilities



NSW Health Priority List for Medical Graduate Recruitment for 2022

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 : 8 April 2021
- Applications open : 4 May 2021
- Applications close : 3 June 2021
- Aboriginal Pathway offers made : 12 July 2021
- Rural Preferential Recruitment offers made to Category 1 & 2 applicants : 12 July 2021
- Regional offers made to Cat 1 applicants : 12 July 2021
- Optimised offers made to Cat 1 applicants : 14 July 2021



Prevocational Training in NSW

Training is undertaken in one of 15 prevocational training networks

Network 1 – Balmain Hospital, Chris O’Brien Hospital, Dubbo Health Service and Royal Prince Alfred Hospital	Network 9 - Lismore Base Hospital, Royal Hospital for Women, Sydney Children’s Hospital, The Prince of Wales Hospital
Network 2 - Bankstown-Lidcombe Hospital, Bowral and District Hospital and Campbelltown/Camden Hospital	Network 10 - Calvary Riverina Health Care, Coolamon Shire Medical and Dental Clinic, Cootamundra Medical Centre, Finley Medical Centre, Mater Hospital Sydney, Riverina Medical and Dental Corporation GP, St Vincent’s Hospital, St Vincent’s Private Hospital, Wagga Wagga Base Hospital & Community H.S and War Memorial Hospital
Network 3 - Broken Hill Health Service, Concord Repatriation General Hospital and Canterbury Hospital	Network 11 - Bulli Hospital, Coledale Hospital, Milton General Practice, Port Kembla Hospital, Shellharbour Hospital and Shoalhaven District Memorial Hospital and Wollongong Hospital
Network 4 - Liverpool Hospital, Braeside Hospital, Byron District Hospital, Fairfield Hospital and The Tweed Hospital	Network 12 - Armidale Rural Referral Hospital, Belmont District Hospital, Calvary Mater Newcastle, Hunter New England Mental Health, John Hunter Hospital and Royal Newcastle Centre, Kurri Kurri District Hospital, Manning Base Hospital, The Maitland Hospital and Tamworth Rural Referral Hospital
Network 5 - Kempsey District Hospital, North Shore Private Hospital, Port Macquarie Base Hospital, Royal North Shore Hospital, Ryde District Hospital, and Wauchope District Hospital	Network 13 - Auburn Hospital, Coffs Harbour Health Campus, Cowra Health Service, Cumberland Hospital, Lady Davidson Private Hospital, Macksville District Hospital, Macquarie University Hospital, Orange Health Service, The Children’s Hospital at Westmead Hospital and Westmead Hospital
Network 6 – Hornsby Ku-ring-gai Health Service, Hornsby/Brooklyn GP Service, Mona Vale Hospital, Northern Beaches Hospital and Sydney Adventist Hospital	Network 14 - Blue Mountains District ANZAC Memorial, Hawkesbury District Health Service, Nepean Hospital and Lithgow Hospital
Network 7 - Gosford District Hospital, Woy Woy Hospital and Wyong Hospital	Network 15 - Bathurst Health Service and Blacktown Hospital / Mt Druitt Hospital
Network 8 - Albury Wodonga Health, Calvary Health Care Kogarah, Griffith Base Hospital, Kirketon Road centre, St George Hospital and Community Health Service, Sutherland Hospital, and The Forensic Hospital (Malabar Justice Health)	



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





Hospital Classifications

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

Five term hospital

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





Internship (PGY1)

Internship or PGY1 is the first year of work in an accredited hospital

3 core terms to be completed in:

- Medicine
- Surgery
- Emergency medical care

Completion of AHPRA requirements

- leads to full registration with Australian Health Practitioners Regulatory Agency (AHPRA)





Online PTAP Application

Applications open nationally on **Tuesday 4 May 2021**

Prevocational Training Application Program (PTAP)

- Access to PTAP is via HETI Medical Graduate Allocation webpage - <https://www.heti.nsw.gov.au/education-and-training/courses-and-programs/medical-graduate-recruitment>
- Your application and supporting documents **must** be submitted by **5pm** on **Thursday 3 June 2021** to be eligible for a position in 2022

Late applications will not be accepted under any circumstances



HEALTH
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Prevocational Training Application Program

PTAP

PTAP - Prevocational Training Application Program

Existing Members

- Update your application
- Edit your details
- Withdraw your application
- Accept or decline your position

Username*



Password*



Log In

[Forgotten password](#)

[Change password](#)

New Members

Your application for prevocational training can now be done online in a 9 step process.

You must accept the terms and conditions of this application to register.

TERMS AND CONDITIONS OF REGISTRATION AND APPLYING FOR A PREVOCATIONAL TRAINING POSITION IN PTAP

Specific warnings

You must take your own precautions to ensure that the process which you employ for accessing this web site does not expose you to the risk of viruses, malicious computer code or other forms of interference which may damage your own computer system. You agree HETI is not liable for any interference or damage to your own computer system or any loss of data which arises in

By clicking the Accept button you confirm you are accepting the terms and conditions above.

Accept

[Do Not Accept](#)



Application Documents

- **All** supporting documents are verified against your application
- **All** supporting documents uploaded onto PTAP 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
- Only applications with all correct documents will progress to the allocation/recruitment pathways





Four allocation recruitment pathways

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





Aboriginal Medical Workforce pathway



good health-great jobs





Aboriginal Medical Workforce pathway (AMW)

- 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
- Applicants must provide additional information including their biography and reasons for preferred rural preferential hospital or training network





How do I apply?

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

Upload additional documentation:

- Aboriginal Medical Workforce Application Form
- Corroboration of Aboriginality

Refer to HETI Aboriginal Medical Workforce pathway allocation webpage for application information

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





Aboriginal Medical Workforce pathway

- Applications reviewed by Committee in early June
- Committee includes representation from AIDA, Ministry of Health and HETI
- For 2021 clinical year 36 graduates applied through the pathway with 33 accepting positions





AMW offers

- HETI makes AMW offers to applicants on the first day of national offer period one - from **Monday 12 July 2021**. These offers will be made by email from PTAP and additionally a SMS will be sent notifying an offer has been made
 - If you are not offered a position via the AMW pathway you are still eligible for a position via the Rural Preferential, Direct Regional Allocation or Optimised Allocation pathways
 - You must accept or decline in PTAP within 48 hours
 - If you **decline** an offer you are **NOT** eligible to gain any other offers from HETI for the 2022 clinical year
-



Rural Preferential Recruitment pathway (RPR)





Rural Preferential Recruitment pathway (RPR)

- 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





Rural Preferential Recruitment pathway (RPR)

- All medical graduates are eligible to apply through the RPR pathway
- Offers are made as per the NSW Health Priority List
- Go to the RPR page on the HETI website for application information
<https://www.heti.nsw.gov.au/education-and-training/courses-and-programs/medical-graduate-recruitment/rural-preferential-recruitment>





Two Step Application Process for RPR

- **First step** – Complete application in PTAP
 - **Second step** - Complete separate application in JMO Career Portal for each rural hospital you are interested in
<https://jobs.health.nsw.gov.au/JMO-ex>
 - Applications for both systems open **4 May 2021** and close **5pm 3 June 2021**
-

RPR hospitals

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



Interviews

- Rural hospitals contact applicants for interview
- Interviews will be held between **21 June 2021 – 1 July 2021**
- Rural hospitals rank applicants
- Applicants should only preference the hospitals in PTAP and the JMO Career Portal where they are willing to work – these need to be finalised by **5pm Thursday 1 July 2021**
- A preference matching process occurs after ranking has been finalised from both the applicants and rural hospitals



RPR Offers

- HETI makes RPR offers to applicants on behalf of rural hospitals via PTAP
- Offers are made on the first day of national offer period one - from **Monday 12 July 2021**. These offers will be made by email from PTAP and additionally a SMS will be sent notifying an offer has been made
- You must accept or decline your offer in PTAP within 48 hours
- If you are not offered a position with a rural hospital you are still eligible for a position via the Direct Regional Allocation or Optimised Allocation Pathways
- If you **decline** an offer from a rural hospital you are **NOT** eligible to gain any further offers from HETI for the 2022 clinical year



Direct Regional Allocation pathway





Direct Regional Allocation pathway (DRA)

- Gives priority to filling regional and outer metropolitan training positions 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





How to apply

- Go to the DRA page on the HETI website for application information
<https://www.heti.nsw.gov.au/education-and-training/courses-and-programs/medical-graduate-recruitment/direct-regional-allocation>
- Apply online on PTAP through the HETI website
<https://www.heti.nsw.gov.au/education-and-training/courses-and-programs/medical-graduate-recruitment>





Allocation based on network preferences

- 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
- The randomisation algorithm is used to allocate applicants based on the first regional network preference and if the number of applicants preferencing a network exceed the number of positions available an algorithm is used to allocate applicants in order of NSW Health Priority list





Allocation based on network preferences

- At the time of offers the priority category of applicants being offered positions at a DRA network may differ
- The next NSW Health Priority list category applicants are only allocated when there are no remaining unplaced applicants from the previous category
- Once all NSW Health Priority list category 1 – 4 are exhausted then any remaining positions will be offered by the Optimised Allocation pathway





Direct Regional Allocation pathway offers

- Offers are made on the first day of national offer period one - from **Monday 12 July 2021**. These offers will be made by email from PTAP and additionally a SMS will be sent notifying an offer has been made
 - You must accept or decline your offer in PTAP within 48 hours
 - If you are not offered a position at a Regional Network you are still eligible for a position via the Optimised pathway
 - If you **decline** an offer through this pathway you are **NOT** eligible to gain any further offers from HETI for the 2022 clinical year
-

Optimised Allocation pathway





Optimised Allocation pathway

- This pathway predominately facilitates allocation to positions in inner and outer metropolitan Sydney in the prevocational training networks
- NSW Health Priority list - Category 1 to Category 6 applicants are eligible to apply through the Optimised Allocation Pathway
- Offers will be made in order as per the NSW Health Priority List





How to apply

- Go to the Optimised Allocation page on the HETI website for application information

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

- Apply online on PTAP through the HETI website

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

- Majority of positions through this pathway will be filled by Category 1 applicants





Allocation based on network preferences

- An algorithm is used to allocate applicants based on network preferences in PTAP by a simulated annealing approach to optimisation
- The algorithm gives the best possible outcome for a large cohort
- For 2021 clinical year ~86% of Category 1 applicants received their first preference through this pathway
- The lowest preference offered was 14th





Optimised Allocation pathway offers

- Optimised Allocation recruitment offers will commence **Wednesday 14 July 2021**
 - These offers will be made by email from PTAP and additionally a SMS will be sent notifying an offer has been made.
 - You must accept or decline your offer in PTAP within 48 hours
 - If you **decline** an offer from this pathway you are **NOT** eligible to gain any further offers from HETI for the 2020 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
- Go to the extenuating circumstances page on the HETI website for application information

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



Extenuating Circumstances

- Applicants need to complete a separate application form and provide supporting evidence to apply for extenuating circumstances
- Applications are reviewed by a committee who make a decision on the outcome
- Being granted extenuating circumstances does not guarantee a position as it is dependent on your NSW Health Priority category and the networks deemed to support your application by the committee





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.
-



PTAP Application Steps

- Step 1 : Eligibility**
 - Step 2 : Personal Information**
 - Step 3 : Secondary Education**
 - Step 4 : Applicant Types**
 - Step 5 : Network Preferences**
 - Step 6 : Questionnaire**
 - Step 7 : Supporting Documentation**
 - Step 8 : Review and submit**
-



Step 1 – Eligibility

- Meet eligibility and NSW Health Priority criteria
- Be expected to complete a medical degree this year or have completed your degree in the past 2 years
- Not previously worked as a doctor





Step 2 – Personal Information

Your personal details need to be accurate, up to date, consistent across all documents and verifiable

- HETI will communicate with you by **email and SMS**

HETI will email **status updates** on your application

- Pending, Incomplete, Verified, Rejected
- Allocation Offer
- Allocation Accepted or Allocation Declined





Step 3 – Education

- You MUST provide confirmation of expected university completion
- When applying to AHPRA for provisional registration you must be able to demonstrate your English Language competency as outlined on the AHPRA website

<https://www.medicalboard.gov.au/>





Step 4 – Applicant Types

There are four applicant types:

- Full Time - applicant is seeking a fulltime position
- Joint application - two applicants are seeking fulltime positions who wish to work together in the same prevocational training network
- Job shares - two applicants are seeking to work part time hours but share a full time position
- Part time - applicant is applying for reduced hours





Step 5 – Network Preferences

- Select your prevocational training network preferences
- Order your preferences from 1 to 15 for all of the prevocational training networks in NSW
- Your order of network preferences in PTAP will determine where you want to work and the pathway/s you are applying through





Network Preferences

NSW GOVERNMENT | HETI HEALTH EDUCATION & TRAINING | Prevocational Training Application Program PTAP

PTAP - Prevocational Training Application Program Welcome MS MS | [Logout](#)

Application ID: 1583/13 Thursday, 26 March 2020

Preference Selection

Step 1 Eligibility | Step 2 Personal Information | **Step 3 Education** | Step 4 Additional Information | Step 5 Preference Selection | Step 6 Questionnaire | Step 7 Documentation | Step 8 Review

* There are additional general practice and or community facilities accredited in this network. Complete information about the facilities within a prevocational training network is on the HETI website.

Prevocational Training Network Preference Selection

Drop and drag your preferences for Prevocational Training Network into "My Preferences" list. Please rank your preferences with your first choice being ranked as preference 1, second as 2 and least preferred ranked last.

Note! Since you are applying via the Regional Allocation Pathway, you will need to choose a Regional Network as your first choice. Regional Networks are shown in green below.

If you are using Internet Explorer and you cannot use the drag and drop function, please go to your "Tools" menu and select compatibility mode for this page only.

For a complete list of the facilities in each network. please visit the HETI website.

An incomplete list of preferences will not be processed.

Selection List	

My Preferences	
1	Bankstown Lidcombe Hospital, Bowral & District Hospital (PGY2 only), and Camden and Campbelltown Hospitals* Network 2
2	Broken Hill Base Hospital, Canterbury Hospital and Concord Repatriation General Hospital* Network 3



Step 6: Questionnaire

- Not mandatory
- Used by HETI to assist with analysis of NSW health workforce





Step 7: Supporting Documentation

- All supporting documents must be certified by a Justice of the Peace (JP) within the last 12 months. The JP signature must include JP's full name, registration number, date and signature
- Certified copy of Australian or New Zealand Citizenship or Residency
- Certified letter from your university





Step 8: Review and Submit

- Check that all information provided is correct
- Check your preferences are in the correct order
- Confirm you have read the terms and conditions of your application



What are your choices when you receive an offer?

Accept



Decline



- You will be notified of your offer from PTAP via email and a SMS will be sent notifying an offer has been made
 - If you decline you will not be offered another position in NSW for the clinical year however you can apply again in a future year if you are still eligible
 - If you do not accept or decline the offer in PTAP within 48 hours then your offer will automatically be declined
-



Remember

- If you do not **accept / decline** within 48 hours HETI will decline on your behalf
- Check your emails and the HETI website
- Follow **HETiintern** on Twitter



HETi iNTERN

@HETiINTERN





Can you appeal?

- You cannot appeal your recruitment offer
- For more information refer to the HETI website
<https://www.heti.nsw.gov.au/education-and-training/courses-and-programs/medical-graduate-recruitment>





National Audit for 2022 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 19 November 2021
 - The LVM will run from 29 November 2021 until 25 March 2022
 - Applicants who have not yet been offered an intern position are eligible to be considered through the LVM
 - The LVM is coordinated by the National Data Manager
 - Jurisdictions are required to check applicant eligibility with the National Audit team before making offers during the LVM
-





Registration with AHPRA

- You need to change from student registration
<https://www.medicalboard.gov.au/>
- You cannot commence work until you obtain Provisional Registration





Provisional Registration

- Obtaining provisional registration as a medical practitioner is **your** responsibility
- Apply early through the AHPRA website from October
- Make sure this is completed by December to be ready for commencement of internship in January
- You need to have a job offer before you apply for provisional registration with AHPRA
- Refer to the AHPRA website - www.ahpra.gov.au





Working with Children Check Clearance

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



Our Team

CAN



- answer your questions by email or telephone

CANNOT



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





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

Contact us:

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



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