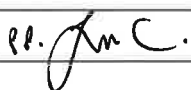


PSD – Procedure – Direct Regional Allocation Pathway

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This procedure may be varied, withdrawn or replaced at any time.

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INTRODUCTION

The Health Education and Training Institute (HETI) has delegated authority from the NSW Ministry of Health to allocate medical graduates to prevocational training networks in NSW on behalf of Local Health Districts (LHDs) or Public Health Organisations or as otherwise determined by HETI. HETI coordinates the recruitment of medical graduates from Australian Medical Council (AMC) accredited Australian and New Zealand universities seeking their initial training position as a doctor.

There are four recruitment pathways available to obtain a prevocational training position in NSW.

Positions are offered sequentially in the following order and as per the NSW priority list:

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

The Direct Regional Allocation (DRA) pathway facilitates recruitment of medical graduates/students to positions in regional NSW and outer metropolitan Sydney prevocational training networks. The following principles underpin the development and review of DRA:

- Developing and maintaining a sustainable medical workforce in regional NSW and outer metropolitan Sydney
- Ensuring equity of access to high quality care for patients in regional NSW and outer metropolitan Sydney
- Ensuring fairness and transparency is applied to the recruitment process.

DRA is developed, managed and implemented by HETI. The procedure needs to be read in conjunction with the Medical Graduate Recruitment in NSW Procedure (DOC12/4000) and the NSW Health Priority List for 2019 Intern Recruitment (DOC15/5243).

PURPOSE

The purpose of this procedure is to inform medical graduates/students about recruitment via the Direct Regional Allocation pathway in NSW.

DISTRIBUTION

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

- Local Health Districts, Specialist Health Networks and other NSW Health Organisations
- NSW Ministry of Health
- NSW University Medical Schools
- HETI employees

PROCEDURE STATEMENTS

Regional prevocational training positions

Positions are allocated via the DRA pathway after the Aboriginal Medical Workforce Pathway and Rural Preferential Recruitment (RPR) pathway. The number of positions available for recruitment via the DRA pathway is determined by the total number of network positions less any positions filled via the two previous pathways.

Participating networks

The following are Regional prevocational training networks:

Network 2	Bankstown-Lidcombe Hospital and Campbelltown and Camden Hospitals
Network 4	Liverpool Hospital, Fairfield Hospital and The Tweed Hospital
Network 7	Gosford District Hospital and Wyong Hospital
Network 11	Wollongong Hospital, Port Kembla Hospital, Bulli Hospital, Shellharbour Hospital, Coledale Hospital and Shoalhaven District Memorial Hospital
Network 12	John Hunter Hospital, Calvary Mater Newcastle, Hunter New England Mental Health, Royal Newcastle Centre, Belmont District Hospital, The Maitland Hospital, Manning Rural Referral Hospital, Tamworth Rural Referral Hospital and Armidale Rural Referral Hospital
Network 14	Nepean Hospital, Hawkesbury Hospital and Blue Mountains District ANZAC Memorial Hospital
Network 15	Blacktown Hospital / Mt Druitt Hospital and Bathurst Hospital

To be eligible for a position via the DRA pathway applicants must preference **ONE** of the above DRA Networks as their first choice in their Prevocational Training Application Program (PTAP) application.

Should all positions in the Network be filled prior to all DRA applicants receiving an offer, any unplaced DRA applicants will automatically be moved to the Optimised pathway.

Eligibility criteria

To be eligible for the DRA pathway applicants must:

- Meet the criteria outlined in the Medical Graduate Recruitment procedure (DOC12/4000)
- Be a Priority Category 1 to 4 of the NSW Health Priority List for Intern Recruitment (DOC15/5243).

To apply via the DRA pathway, an applicant must preference **one** of the DRA Networks, listed above, as their **first preference on their network list** on their PTAP application.

NOTES:

All applicants will **ONLY** receive ONE POSITION OFFER from HETI per year.

This means that if an applicant declines a position offer they will not be eligible for any further offers for internship from HETI for that clinical year.

Workforce flexibility

To support the needs of applicants, joint, job share and part time positions can be requested, as part of the application process. Access to reduced hours of work is dependent on the ability of the employer to accommodate the request.

Applicants wishing to work reduced hours will find further information in the Medical Graduate Recruitment in NSW Procedure (DOC12/4000).

Extenuating circumstances

Impairment and conditions on registration

It is important that the transition from medical student to medical practitioner is smooth and well supported. An applicant who is participating in an impaired registrants (health) program and/or has conditions on their registration is to inform HETI of their status on their PTAP application. It is strongly recommended that these applicants apply for extenuating circumstances.

For more information applicants should refer to the Medical Graduate Recruitment in NSW Procedure (DOC12/4000).

Communication with applicants

Communication from HETI about the application is by email and short message service (SMS). All applicants must have and maintain a valid email address and mobile phone number prior to starting internship; applicants are responsible for ensuring this information is current in PTAP. Failure to respond to emails and SMS may result in applications being expired or offers being rescinded.

Application Procedure

Eligible applicants for all recruitment pathways must submit an online application via PTAP by the closing date. No late applications will be accepted.

The application procedure is outlined in the Medical Graduate Recruitment in NSW Procedure (DOC12/4000).

Key dates are available on the HETI website.

http://www.heti.nsw.gov.au/Global/internship/Key_Recruitment_Dates-2020.pdf

Network Preference

To apply through the DRA pathway, an applicant must preference a regional prevocational training network as their FIRST choice on their PTAP application. DRA Networks are; Networks 2, 4, 7, 11, 12, 14 and 15. A list of the training facilities in these networks is available on the HETI website.

An applicant's FIRST regional network preference is the only preference taken into consideration for the DRA pathway. Other preferenced networks will be used in the order indicated by the applicant, if allocation by Optimised pathway is necessary.

Position Offers

Position Offer to Guaranteed Applicants - Category 1 Applicants

The guaranteed applicants through the DRA pathway are Category 1 applicants as defined in the NSW Health priority list. HETI makes offers to guaranteed applicants on the first day of offer period one.

HETI directly allocates Category 1 applicants to their preferenced regional network when the number of applicants applying to a DRA prevocational training network is less or equal to the number of positions available.

If a DRA network has fewer positions than the number of Category 1 applicants who have listed it as their first preference, PTAP is used to randomly select which applicants will receive a position offer.

Any category 1 applicants who do not receive an offer via the DRA pathway will automatically be moved to the optimised allocation recruitment pathway.

If there are positions remaining in a DRA network after all Category 1 applicants have been offered a position, these will be included in the optimised allocation pathway.

Position Offer to Non-Guaranteed Applicants – Categories 2 to 4

If positions still remain at a DRA network, following the above process i.e after all Category 1 applicants have been offered a position, HETI makes offers to the next category of applicants as per the NSW Health priority list **who have put a DRA network as their first preference**. HETI uses PTAP to randomly select who will receive a position offer.

When a position becomes available at a DRA network and HETI has exhausted all Category 2 applicants who have put a DRA network as their first preference, HETI offers the position to the next category of applicants as per the NSW Health Priority List and so on. This process will continue until all positions are offered or there are no unplaced Category 4 applicants who have put a DRA network as their first preference. If there are any vacancies at the end of this process these positions will be offered via the optimised pathway.

The availability of positions in each DRA network is reduced each time position offers are made. The priority category of applicants being offered positions at a DRA network may differ during each offer period depending on the number of applicants from different categories who have applied to DRA networks and the number of vacant positions. This means that during an offer period, offers can be made to applicants between priority categories 2 to 4 depending on the applicant's choice of regional network and ranking order.

An applicant may not be successful in obtaining via the DRA pathway if there are no positions left at a DRA network that they have listed as their first preference. Applicants who do not receive an offer via the DRA pathway will automatically be moved to the optimised allocation recruitment pathway.

Notification of Offers

Offers will be made as per the key dates published on the HETI website. When an applicant has been offered a position, the status of their application in PTAP is changed to 'Allocated' or 'Allocated pending verification'. An email will be sent to the applicant advising an offer has been made. The email will request the applicant to accept or decline the position within 48 hours of being offered the position. Applicants will also receive an SMS advising them of the offer.

HETI will not inform an applicant of their position offer over the telephone.

Offer Acceptance

It is the applicant's responsibility to respond to their position offer, via PTAP by the acceptance date and time outlined in the notification email.

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

PTAP will automatically send an acknowledgment receipt of all acceptance and decline emails. Applicants who do not receive an acknowledgement of their email must contact HETI before the close of business on the day acceptances close

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

Once an applicant accepts or declines an offer, they will receive no further offers through the DRA pathway or via any other recruitment pathway for the clinical year.

RESPONSIBILITIES

Implementation of the procedure is dependent on three key stakeholders:

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

The responsibilities of these stakeholders are outlined below.

RESPONSIBILITIES

Implementation of the procedure is dependent on three key stakeholders:

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

Applicants will:

- Read and understand the procedures underpinning medical graduate recruitment in NSW and seek clarification from HETI if there is a lack of understanding or clarity within the procedures.
- Complete an online application via the Prevocational Training Application Program (PTAP) and ensure the application is submitted to PTAP by the closing date.
- Keep contact details including email address and phone number current with HETI and regularly check emails and phone on the dates when offers are made.
- Ensure they complete all necessary pre-employment paperwork prior to starting work.

HETI will:

- Lead and coordinate the medical graduate recruitment.
- Ensure that credentials of all applicants are verified prior to sending accepted applicants information to employers
- Ensure all facilities and networks participating are appropriately accredited facilities.
- Provide all relevant information about medical graduate recruitment, procedures and dates on the HETI website.
- Communicate the procedures and dates to the NSW Ministry of Health, LHDs, medical schools and potential applicants.
- Provide information for all medical graduates on the HETI website and answer any enquires.
- Communicate by email and SMS with applicants about the status of their application.
- Ensure all eligible guaranteed applicants are offered a position.
- Ensure applicants are only offered one position offer for the clinical year.
- Provide the employer with all the applicants' details.

Employers will:

- Adhere to all procedures supporting medical graduate recruitment in NSW.

- Negotiate conditions of employment directly with applicants and provide advice regarding visas and employment conditions.
- Contact applicants to confirm offer of employment and arrange necessary pre-employment checks and paperwork.
- Make the formal position offer.
- Ensure that applicants are employed in facilities and placed into posts that are accredited for prevocational training. If a post or facility becomes unaccredited the trainees will be moved to another accredited post and/or facility.

GLOSSARY

Applicant

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

Prevocational Training Provider

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

Local Health District

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

Medical Graduate

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

Prevocational Trainee

A prevocational trainee is a medical practitioner completing their first two years of supervised medical practice.

Prevocational Training Application Program (PTAP)

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

Prevocational Training Network

A group of facilities who work together to provide a range of clinical rotations and ensure effective education and training is provided to prevocational trainees.

Public Health Organisation (PHO)

A PHO is either

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

Recruitment Pathway

Recruitment pathways are recruitment options an eligible medical graduate can utilise to seek a prevocational training position in NSW.

ASSOCIATED DOCUMENTS

Procedures

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

Lists

- [Key Dates for Medical Intern Recruitment for 2020 clinical year \(DOC18/1643\)](#)
- [NSW Health priority list for 2020 intern recruitment \(DOC15/5243\)](#)
- [Prevocational training networks and accredited facilities in NSW \(DOC11/6340\)](#)
- [Applicant user guide for Medical Graduate Recruitment in NSW \(DOC14/4540\)](#)