**Part Timers and Job Sharers Information Guide for internship**

**Purpose:**
The Health Education and Training Institute (HETI) have developed this guide to assist all parties involved in the process of recruiting medical interns to part time or job share positions. This guide should be considered together with normal HR requirements in place at Local Health Districts (LHDs).

It is important to note that HETI is not the employer of interns and as such does not negotiate or approve employment contracts for interns.

**Background to general intern recruitment:**
HETI has delegated authority from the NSW Ministry of Health to recruit and allocate trainees to prevocational training networks in NSW on behalf of LHDs or Public Health Organisations. 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.

The following key principles are considered when developing and reviewing medical graduate recruitment in NSW:

- Patient safety and quality care is paramount
- Equity of access to high quality care for patients through a well-trained and fairly distributed workforce
- Equity of access to excellent medical training for the medical workforce
- Medical training and workforce development is core business of Health Services
- Teaching and training are integral and rewarding parts of medical practice
- Fairness and transparency is required in all recruitment processes
- Recruitment processes comply with relevant legislation and NSW Health policies, including the Recruitment and Selection of Staff of the NSW Health Service (PD2016_053).

**Internship requirements**
The Australian Health Practitioner Regulation Agency (APHRA) is the registering authority and determines registration requirements and standards. The registration standard *Granting general registration as a medical practitioner to Australian and New Zealand medical graduates on completion of intern training* can be accessed at [http://www.ahpra.gov.au/Registration/Registration-Process.aspx](http://www.ahpra.gov.au/Registration/Registration-Process.aspx). This standard defines the
supervised intern training requirements that must be completed in order for graduates of Australian and New Zealand medical programs accredited by the AMC and approved by APHRA to be eligible for general registration. To be eligible for general registration graduates must satisfactorily complete at least 48 weeks equivalent full time experience as an intern in supervised clinical practice completed in an approved hospital, general practice or ambulatory locations. The registration standard allows internship to be completed part-time; however the 48 weeks of experience must be completed.

**Job Share and Part Time employment for intern positions**

Job share and part time employment is where applicants are seeking to work less than full time hours.

The process for applying for a Part time or Job share position can be found in the HETI procedure for ‘Medical Graduate Recruitment in NSW’ which is available on the HETI web site (http://www.heti.nsw.gov.au/)

After the initial position offer is made the applicants and employer will negotiate the request to complete internship part-time. It is unlawful to have a blanket policy refusing all part time applications. The Anti-Discrimination Act (NSW) 1977 prohibits unlawful discrimination against a person with responsibilities as a carer. Employers are required to review each applicant’s request on an individual basis where the person has such responsibilities and determine whether they can accommodate the applicants request to complete their internship part-time. “Responsibilities as a carer” is defined in section 49U of the Act.

Employers can decide not to allow the applicant to work part time if they can show that it would create an unjustifiable hardship on the hospital or network. “Unjustifiable hardship” is defined in section 49U of the Act. Where the applicant is refused part time work, the reasons must be clearly documented against the criteria in this section.

In negotiating the hours that part-time and job share interns will work, the employer should advise the intern that if they do not work at least 0.5FTE per week they will not complete the internship requirements within the two year contract period. For further information regarding flexible work practices please see:

- NSW Public Service Commission's Flexible Work Practices Policy G1995_001
Part Time:

Considerations:

- APHRA allows internship to be completed on a part-time basis.
- Accommodating a part-time intern may require reorganisation of the way that medical cover is managed in the terms to which they are assigned. It may be easier to do this in some terms compared to others.
- Emergency Medicine is an example of a term where a part timer may be more readily accommodated than others as there is less chance of it interfering with ongoing patient care and all medical staff work a rotating shift roster.
- The ease in rotating part timers to smaller hospitals within the network may be influenced by considerations as to team size, hospital size, supervision, accommodation etc.
- There may be limited room for failure of a term within the two year contracts issued to interns, which could result in difficulties gaining general registration within the two year contract period.
- The request to work part time does not of itself provide a requirement that a contract be extended, even if internship requirements are not completed within the contract period. Where an employee wishes to work part time, approval of any contract extension would be at the discretion of the LHD taking into account its service and other obligations.
- Interns employed part time are required to perform the duties of the position description however described for the (pro-rata) hours they are employed. This would include an expectation that they attend education, work a combination for days, evenings and nights, and participate in the afterhours roster on a pro-rata basis.

Possible arrangements that may assist in accommodating Part Timers:

- Part time work in Emergency Medicine may be accommodated more readily than in some other areas with the possibility that the trainee could work back to back terms in order to fulfil the requirements for general registration. Other terms that are purely shift based and not requiring ongoing patient care may possibly also be completed using this arrangement.
• In certain terms it may be possible to accommodate part timers if the team has more than one intern or PGY2 and where there is sufficient coverage for when the part timer is not working.

• Medical and surgical terms, where possible, may be best completed full time. Hospitals may find it easier to accommodate part timers who are able to agree to this arrangement. Alternatively medical and surgical terms may be completed in shorter continuous bursts, i.e. 5 weeks on, 5 weeks off, 5 weeks on, 5 weeks off, with relief cover provided for the time the part time intern does not work.

• Working one term on and one term off may also be a good way to accommodate part timers as it allows the trainee access to all terms with few restrictions arising from the need for ongoing patient care.

• Part-timers may often act as effective relievers in terms.

• Part timers may be allocated to GP terms where agreed with a GP practice, particularly where there was agreement to the trainee being allocated for two consecutive terms.

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**Job Share:**

Additional considerations over and above those applying to part time internship:

• It is extremely important for job sharers to establish a good handover in order to have this arrangement succeed so must be able to have a good professional relationship and be able to coordinate their handover.

• It is generally considered good practice for job-sharers to have a period of formal handover each week; however this may place an additional cost on the employer.

• More accommodation may be required where job sharers are rotated to other hospitals within the network.

• Each intern in the job share arrangement will need to work 0.5 FTE to ensure that each intern meets requirements for general registration within the two year contract period.

• There may be limited room for failure of a term within the two year contracts issued to interns, which could result in difficulties gaining general registration within the two year contract period.

• Job sharers must attend 50% of the education sessions held at the hospital. Where there is an arrangement the for the trainees to work a 2 day week then a 3 day week, this may affect which day of the week is shared.

• Both job sharers must participate in the after-hours roster. Working out of normal hospital hours is important to gain experience in different situations.
Some arrangements that may more readily accommodate Job Share:

- To account for each applicant working 0.5 FTE, job sharers may generally benefit from being allocated to a term for two consecutive terms to ensure they are able to fulfil the requirements for general registration.
- Job Share may work as a week on week off scenario
- Where job sharers are completing a surgery term, the trainees must be able to attend theatre. If theatre is a set day of the week, this may need to be the day that they alternate from week to week.

Taking leave at the same time may make managing job share easier to accommodate. Alternatively where leave is to be taken separately, taking leave during a relief term may be more readily accommodated.

Rural Preferential Recruitment (RPR)
Due to successful applicants being determined after an interview process, job share applicants are not included in this recruitment pathway.