



MEDICAL INTERN RECRUITMENT APPLICANT GUIDE

2025 Clinical Year

April 2024

Acknowledgement of Country

Health Education and Training Institute acknowledges the Traditional Custodians of the lands where we work and live. We celebrate the diversity of Aboriginal peoples and their ongoing cultures and connections to the lands and waters of NSW.

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1 INTRODUCTION TO PREVOCATIONAL TRAINING IN NSW

This guide is intended to support applicants in understanding the process required for applying through the annual Medical Intern Recruitment campaign 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 prevocational training providers are accredited against the National standards for prevocational training programs and terms 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 intern and resident years are a period of supervised general clinical experience in accredited positions within a health service while receiving 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](#).

2 ELIGIBILITY FOR A PREVOCATIONAL TRAINING (INTERN) POSITION IN NSW

To apply for a prevocational training position in NSW through the annual Medical Intern Recruitment campaign, applicants must:

- Meet the NSW Health Priority List (refer to section on NSW Health Priority List).
 - Be expected to complete their medical degree this year or have completed their medical degree in the past two years from an Australian Medical Council (AMC) accredited Australian or New Zealand medical school.
 - Have not previously worked as a doctor.
-

3 NSW KEY ALLOCATION DATES

A full list of key dates relating to the annual Medical Intern Recruitment campaign can be found on the [HETI Medical Intern Recruitment website](#) and in Table 1.

Key Dates	
Monday 6 May 2024	Medical Intern applications open
Monday 6 May 2024	Rural Preferential Recruitment (RPR) Intern applications open
Thursday 6 June 2024 (11:59pm)	Medical Intern applications close
Thursday 6 June 2024 (11:59pm)	RPR Intern applications close

Key Dates	
Thursday 13 June 2024	Aboriginal Medical Workforce (AMW) pathway committee meeting
Monday 17 June 2024	RPR interview period commences
Thursday 20 June 2024	Extenuating Circumstances Committee meeting
Wednesday 26 June 2024	National Audit of Applications
Thursday 26 June 2024	RPR interview period concludes
Thursday 26 June 2024 (11:59pm)	Deadline for RPR applicants to re-order/change RPR preferences
Monday 15 July 2024	Commencement of National Offer Period 1
Monday 15 July 2024	Commencement of the AMW pathway offers
Monday 15 July 2024	Commencement of the RPR pathway offers
Wednesday 17 July 2024	Commencement of the Direct Regional Allocation (DRA) pathway offers
Wednesday 17 July 2024	Commencement of the Optimised Allocation pathway offers
Friday 2 August 2024	Close of National Offer Period 1
Tuesday 6 August 2024	Commencement of the 1st National Audit of Acceptances and Unplaced Applicants
Thursday 15 August 2024	Commencement of National Offer Period 2
Friday 6 September 2024 (9:00am)	Closing date for swap requests
Friday 6 September 2024	Close of National Offer Period 2
Tuesday 10 September 2024	Commencement of the 2nd National Audit of Acceptances and Unplaced Applicants
Thursday 19 September 2024	Commencement of National Offer Period 3
Friday 18 October 2024	Close of National Offer Period 3
Tuesday 22 October 2024	Commencement of the 3rd National Audit of Acceptances and Unplaced Applicants
Monday 11 November 2024	Commencement of the National Late Vacancy Management (LVM) Process
Friday 21 March 2025	Close of the National Late Vacancy Management (LVM) Process

Table 1: Key allocation dates for the Medical Intern Recruitment campaign

4 TERM DATES FOR INTERNSHIP

To access a full list of the Ministry of Health clinical term dates, [please click here](#).

In each clinical year, interns will commence with a two-week orientation period. The first week will be orientation and mandatory training, and, in the second week, interns will commence a buddy week on the wards. Table 2 shows the dates for the 2025 clinical year.

Term dates for 2025

5 term year - Intern

Term	Start	End	Weeks
Intern orientation	20 January 2025	26 January 2025	1
Term 1	27 January 2025	13 April 2025	11
Term 2	14 April 2025	29 June 2025	11
Term 3	30 June 2025	7 September 2025	10
Term 4	8 September 2025	16 November 2025	10
Term 5	17 November 2025	1 February 2026	11
Year	20 January 2025	1 February 2026	54

Table 2: 2025 term dates

5 NSW HEALTH PRIORITY CATEGORY LIST

To be eligible for recruitment to an intern position in NSW through the annual Medical Intern Recruitment campaign, applicants must fall into one of the six NSW Health Priority Categories as outlined in the NSW Health Priority Category List in Table 3.

NSW Health 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 for 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.

Table 3: NSW Health Priority Category List

The NSW Health Priority Categories are assigned to applicants after the close of the application period.

Please Note:

- In addition to meeting the above eligibility criteria for the NSW Health Priority Categories, eligible applicants must also meet the broader criteria specified in the eligibility for a prevocational training (intern) position in NSW.
- NSW Health Priority - Category 1 applicants are guaranteed to receive an offer for an intern position in NSW. All other applicants from other NSW Health Priority Categories are not guaranteed to receive an offer in NSW.
- If an applicant's citizenship status has changed after the close of the application period, it is the applicant's responsibility to advise HETI Allocations Team. Applicants will need to provide certified documentation for HETI Allocations Team to review and determine whether their priority category has changed.
- Applicants who do not meet any of the six NSW Health Priority Categories will not be eligible to apply.
- Any application that is made by an ineligible applicant will be withdrawn from the annual Medical Intern Recruitment campaign.
- Individuals who do not meet the eligibility criteria to apply for an intern position in NSW through this process can visit the NSW Health jobs webpage to see if suitable positions

may exist for them. HETI Allocations Team cannot provide any further information regarding these positions.

- Applicants who are Australian or New Zealand citizens or Australian permanent residents graduating from an AMC accredited offshore campus of an Australian university (University of Queensland (UQ) Ochsner and Monash Malaysia) will require manual review to determine their NSW Health Priority Category.
- Applicants can determine their NSW Health Priority Category by referring to Table 4.

Criteria	NSW Health Priority Category List					
	Cat 1	Cat 2	Cat 3	Cat 4	Cat 5	Cat 6
Australian/NZ citizen or Australian permanent resident	Y	Y	Y	NA	NA	NA
Graduate of NSW university	Y	NA	NA	Y	NA	NA
Graduate of New Zealand or interstate university	NA	Y	Y	NA	Y	NA
Graduate of Year 12 in NSW	NA	Y	N	NA	NA	NA
Visa allowing working rights in Australia	NA	NA	NA	Y	Y	Y
Graduate of AMC accredited campus outside Australia or New Zealand (UQ Ochsner and Monash Malaysia)	NA	NA*	NA*	NA	NA	Y

Table 4: Determining NSW Health Priority Category List

* Australian or New Zealand citizens or Australian permanent residents graduating from an AMC accredited offshore campus outside of an Australian university (University of Queensland (UQ) Ochsner and Monash Malaysia) will be assessed for an updated NSW Health Priority Category.

6 INTERN POSITION NUMBERS

The number of intern positions available by prevocational training network and RPR hospital is published on the HETI Medical Intern Recruitment website during the campaign. The total number of positions may fluctuate slightly between the start of the recruitment campaign and the end of the Late Vacancy Management process. If there is an increase in positions throughout the campaign, the website will be updated.

For more information and to view the number of NSW prevocational training positions including RPR hospitals, [please click here](#).

Please Note:

- The HETI Allocations Team does not provide real-time updates on the current vacancies available at each prevocational training network or RPR hospital nor the status of offers to individual NSW Health Priority Category groups.

7 ALLOCATION REPORT FROM THE PREVIOUS YEAR'S MEDICAL INTERN RECRUITMENT CAMPAIGN

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

8 PREVOCAATIONAL TRAINING NETWORKS

Below is a condensed list of all NSW prevocational training networks, including *RPR hospitals (in italics)* and other facilities that applicants may rotate to throughout the two-year contract as a prevocational trainee (Table 5).

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>Tweed Valley 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, Belmont Hospital, Calvary Mater Newcastle, Hunter New England Mental Health, <i>Manning Base Hospital, Tamworth Hospital, Maitland Hospital</i>
13	Westmead Hospital, Auburn Hospital, <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

Table 5: Condensed version of the prevocational training networks with RPR Hospitals

Please Note:

- Applicants who apply for a Rural Preferential Recruitment (RPR) hospital and are successful will spend most of their prevocational training period at the respective facility. However, there may be a requirement to undertake rotations in other hospitals within the prevocational training network.
- Applicants applying through the RPR pathway must still preference all 15 prevocational training networks even if they only want to receive an offer to a RPR hospital.
- Applicants who are not successful through the RPR pathway may be offered a position through another pathway to a prevocational training network. This is dependent on the applicant's NSW Health Priority Category, order of prevocational training network preferences, and the vacancies available at the time of offers.
- Applicants may be offered a position at a regional network through the Optimised pathway if all Category 1 to 4 applicants who had applied through the Direct Regional Allocation (DRA) pathway have been exhausted.
- Applicants who are allocated an intern position may be required to rotate to multiple facilities within that prevocational training network based on the terms that have been allocated.

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

9 PREVOCAATIONAL TRAINING TERMS PER HOSPITAL

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

10 RECRUITMENT PATHWAYS AND PROCEDURES

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

Applicants may also be eligible to apply through any of the other three pathways which include the Aboriginal Medical Workforce, Rural Preferential Recruitment and the Direct Regional Allocation pathways. Additionally, applicants can apply for consideration through extenuating circumstances.

10.1 ABORIGINAL MEDICAL WORKFORCE PATHWAY (AMW)

This pathway aims to build the capacity of Aboriginal doctors in the NSW Health workforce. It promotes the success of Aboriginal Medical graduates by recruiting them to prevocational training positions in a prevocational training network or RPR hospital of their choice.

For more information regarding eligibility criteria and applying through this pathway, [please click here](#).

10.2 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. If applicants are applying through this pathway, additional application(s) in the Junior Medical Officers (JMO) Recruitment Campaign will need to be submitted to these hospitals. Applications to these hospitals will require the applicants to address the selection criteria for each intern position. Applicants will be required to attend an interview (face-to-face or virtual) with the RPR hospitals to assess their suitability for an intern position.

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

10.3 DIRECT REGIONAL ALLOCATION PATHWAY (DRA)

This pathway facilitates the allocation of medical graduates to positions in regional and outer metropolitan Sydney prevocational training networks. A prevocational training network included in the DRA pathway is identified by the word 'regional' next to the network number in the prevocational training networks list. Refer to section 8 in this guide.

This pathway is only for NSW Health Priority Category 1 to 4 applicants. Applicants applying through this pathway must put a regional network as their first preference. Applicants from NSW Health Priority Categories 5 and 6 will not be offered positions through this pathway. If a NSW Health Priority Category 5 or 6 applicant places a regional network as their first preference, they will only progress through the Optimised pathway where the 15 prevocational training networks will be taken into consideration. Applicants need to review the prevocational training networks to understand which are other hospitals that are included within each regional network.

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

10.4 OPTIMISED ALLOCATION PATHWAY

This pathway predominately facilitates allocation to intern positions in inner and outer metropolitan Sydney. All NSW Health Priority Category applicants are eligible for this pathway. Applicants need to review the prevocational training networks to understand which are the other hospitals that they may be rotated to within the network.

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

10.5 EXTENUATING CIRCUMSTANCES AND CHANGE IN CIRCUMSTANCES

This procedure recognises that some applicants applying for an intern position may have extenuating circumstances at the time of application that can limit their ability to work in one or more of the prevocational training networks in NSW.

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

10.6 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 within the application at the time of applying. Applicants who have indicated that they would like to job share a position and they do not have a job share partner will need to advise HETI Allocations Team by [email](#) and request that the HETI Allocations Team try to find them a job share partner.

Applicants who would like to be job share and have a job share partner will need to populate the appropriate fields within the application with the co-applicant details. Applicants need to provide the first and last legal names and the personal email address of their job share applicant.

Job share applicants must be from the same NSW Health Priority Category and must have the same order of ranked prevocational training network preferences.

Part time positions are processed as 0.5FTE. After the initial position offer is made, the applicant/s will need to negotiate the request to complete prevocational training part time with their employer.

10.7 JOINT APPLICANTS

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

Applicants wishing to be a joint applicant with another individual must indicate this at the time of applying. Submitting a joint application requires both applicants to be from the same NSW Health Priority Category and have the same order of ranked prevocational training network preferences.

Both applicants need to submit a separate application but within their application, must select they would like to be paired/joined with another applicant. Applicants need to provide the first and last legal names and the personal email address of their joint applicant.

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

11 REQUIREMENTS FOR APPLYING FOR AN INTERN POSITION IN NSW

The HETI Allocations Team coordinates the annual Medical Intern Recruitment campaign, placing final year medical graduates and eligible applicants who have graduated from AMC accredited medical schools into intern positions in NSW hospitals.

Applications are open nationally during the same period, with each state running its own application process. Other state's eligibility and application processes may differ from those outlined within this guide for NSW.

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, these include:

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

The HETI Medical Intern Recruitment website also provides additional information in the [procedures for applicants applying for extenuating circumstances or wanting to work as part-time, joint or job share. At any stage, if applicants are unsure of their eligibility or the process of applying for an intern position in NSW, applicants should contact the HETI Allocations Team for further advice.

The requirements that must be completed as part of the application process are:

- Submission of an application for the intern position
- Complete the document collection task(s) which will require the uploading of certified documents where necessary against the task.
- Preference the 15 prevocational training networks (regardless of the pathway/s an applicant has chosen).

Applicants applying through the RPR pathway will also be required to:

- Submit a separate application to every RPR hospital they wish to apply to.
- Preference the RPR hospital(s) even if applicants have only applied to one.

Please Note:

- Applicants who are applying through the RPR pathway should refer to the section on applying for a RPR hospital position for further details.
- It is possible for an applicant to recommence an application that has been previously withdrawn while the application period is open. This can be accessed by clicking 'my applications' or re-accessing the job advertisement and selecting apply for this job.
- **Late applications will not be accepted in NSW.**

11.1 VIDEOS ON HOW TO SUBMIT A MEDICAL INTERN RECRUITMENT APPLICATION

The following videos located on the HETI Medical Intern Recruitment website will assist applicants understand how to apply for a NSW intern position online through the NSW Health Careers Portal. [Please click here.](#)

- Video 1 – Commencing your application.
- Video 2 – Submitting and updating your network preferences.
- Video 3 – Document collection tasks.
- Video 4 – Accepting or declining your conditional offer.
- Video 5 – Responding to your formal letter of offer.
- Video 6 – JMO Rural Preferential Recruitment (RPR) – Completing your application and preferences.

11.2 HOW TO LOCATE AND COMMENCE AN INTERN APPLICATION

Applicants can apply for an intern position in the annual Medical Intern Recruitment campaign through the NSW Health Careers Portal. Images are provided below to assist applicants in locating the career portal and progressing to the intern application.

Applicants can view a video on how to apply for a NSW intern position. [Please click here.](#)

Step One

Access the NSW Health Careers portal to commence the application process. [Please click here.](#)

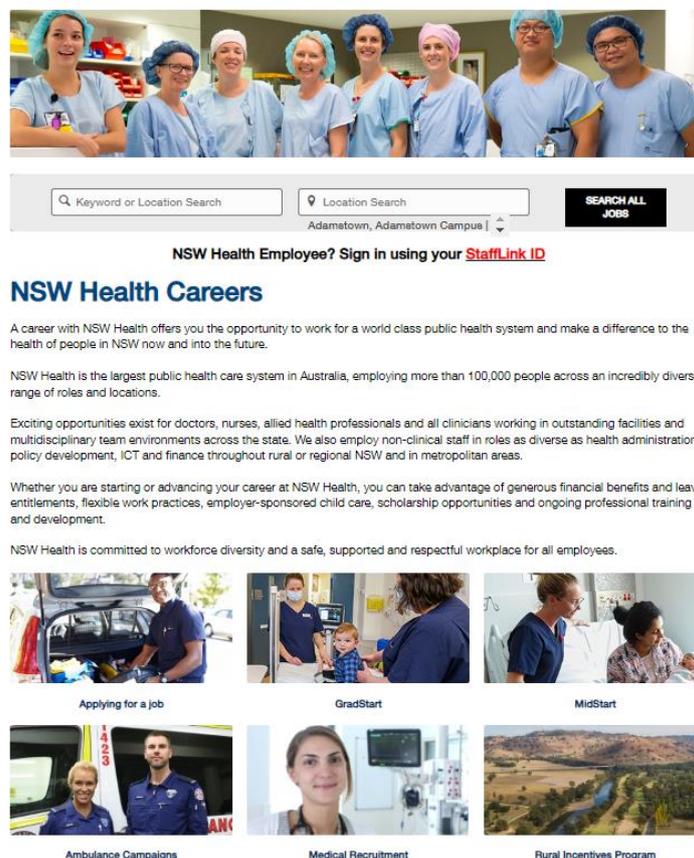


Image 1: NSW Health Careers Portal – Main page.

Step Two

After accessing the NSW Health Careers portal – click on the ‘Medical Recruitment’ tile

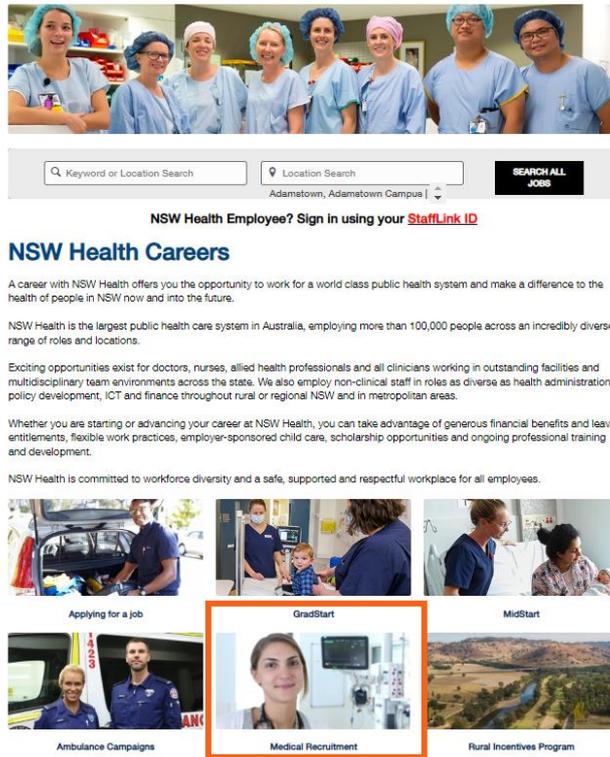


Image 2: NSW Health Careers Portal – Main page.

Step Three

Click on the Medical Intern Recruitment campaign tile to locate information regarding the Intern position.

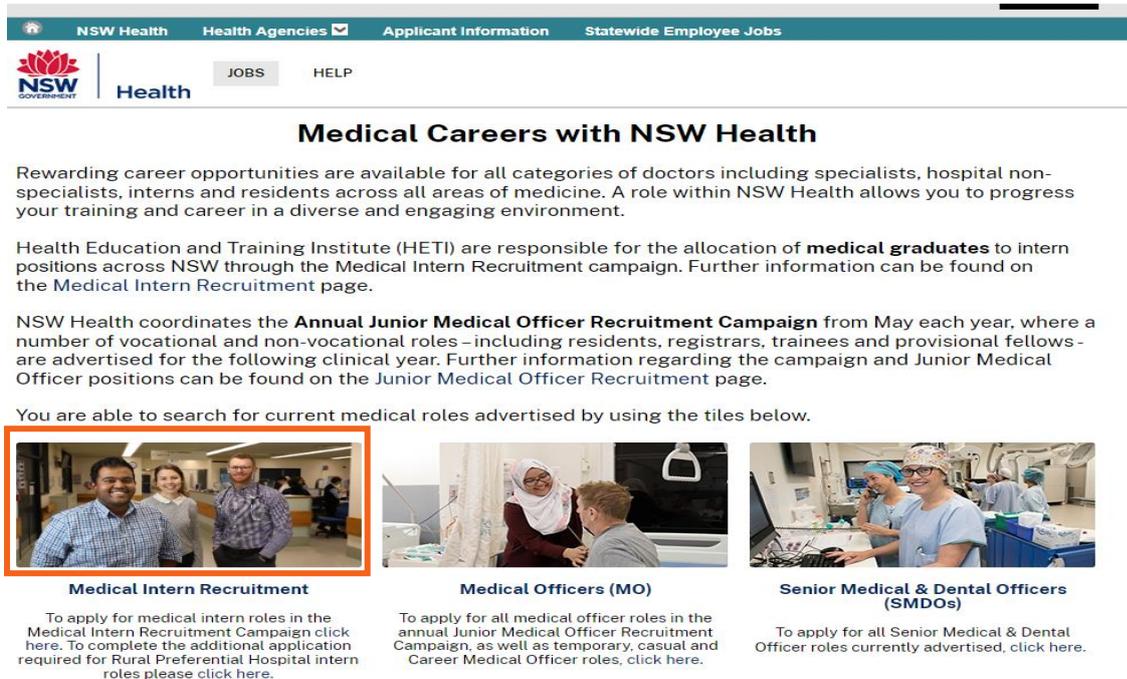


Image 3: NSW Health Careers Portal - Medical Intern Recruitment campaign tile.

Step Four

All Applicants should read the information on the webpage and then click on the intern position job shown below to commence an application.



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 medical 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.

Rural Preferential Recruitment (RPR)

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.

Applying for a role in the Medical Intern Recruitment Campaign

Commencing your Application

WATCH NOW

Applying for a role in the Medical Intern Recruitment Campaign

Your Preferences

WATCH NOW

Applying for a role in the Medical Intern Recruitment Campaign

Completing the Document Collection Task

WATCH NOW

Latest Jobs View all Latest Jobs

Intern

Q Statewide

Employment Type: Temporary Various Remuneration: - Hours Per Week: 38 Requisition ID: PCAM21047 Position Tagline This is the 'enticer' for the candidate,....

Rural Preferential Recruitment (RPR)

To complete the additional application required for **Rural Preferential Recruitment (RPR)** intern roles (advertised through the Junior Medical Officers Campaign) please click the image below.

Image 4: NSW Health Careers Portal – Medical Intern Recruitment campaign - Intern position.

Step Five

Read the job advertisement and click on 'apply for job' button

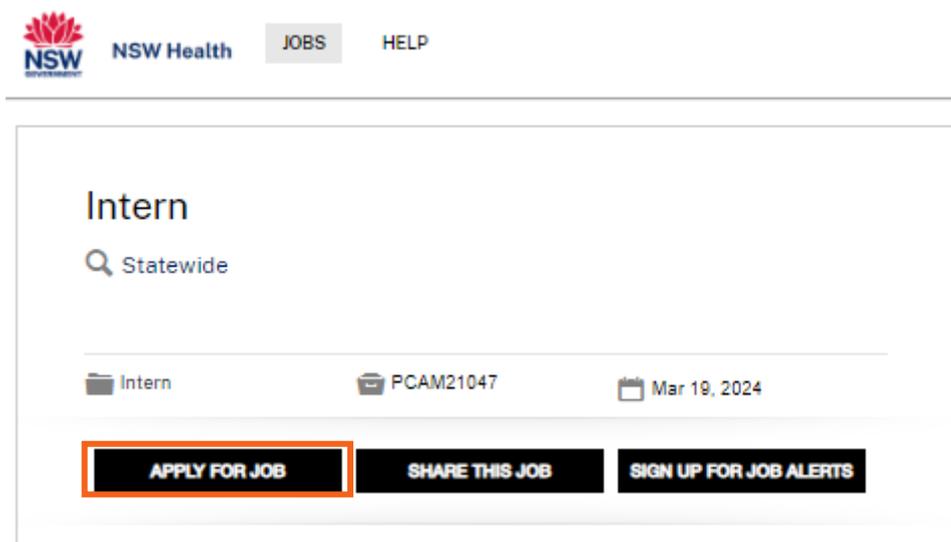


Image 5: NSW Health Careers Portal - Intern job advertisement.

Step Six

Complete the privacy agreement.

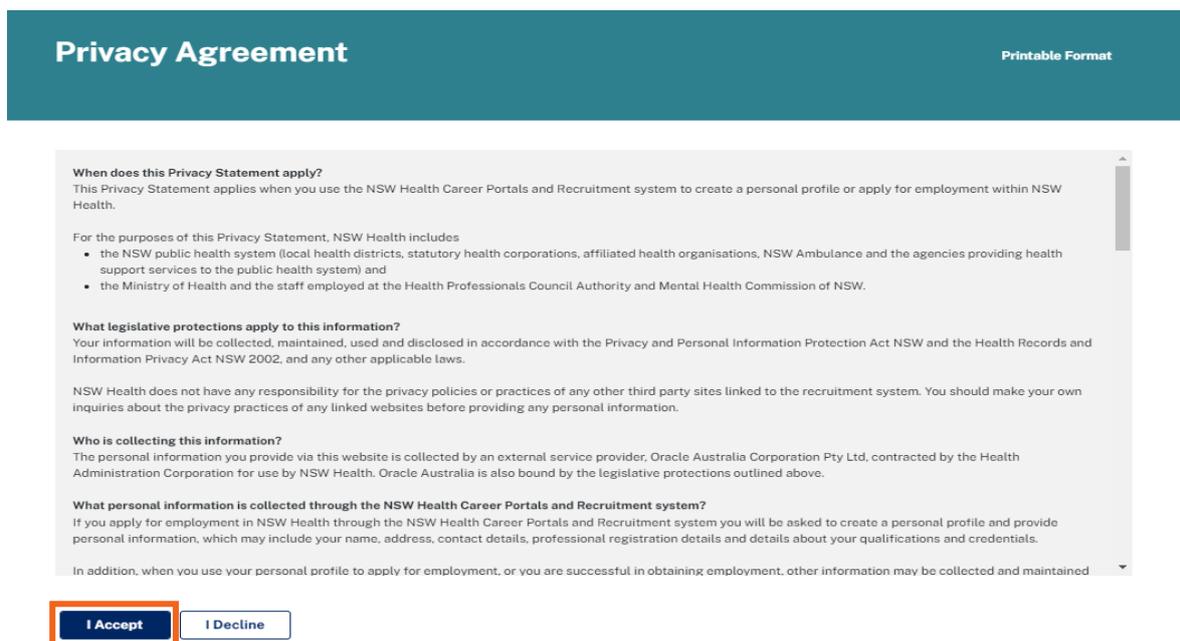


Image 6: NSW Health Careers Portal – Privacy Agreement

Step Seven

Applicants who are a current NSW Health employee must login in through the 'Single-Sign-On Login' to ensure their NSW Health profile is linked with Stafflink. Applicants will be required to enter their Stafflink number and password.

Applicants who were a previous NSW Health employee should try and login through 'Single-Sign-On Login' to ensure their NSW Health profile is linked with Stafflink. Applicants who are unable to login should contact the HealthShare Customer Experience Team.

Applicants new to NSW Health will need to create a new user account or login in with existing details.

Account Login

NSW Health Employee Careers portal access: [Single-Sign-On Login](#)

Are you new to the NSW Health Careers portal?

If Yes, please click **New User** button and follow the instructions to create an account. Please save your user account details for future access to the portal.

Already have an account with the NSW Health Careers portal?

If Yes, please enter your **User Name** and **Password** in the fields below. If you do not remember your login details, please use the **Forgot your user name?** or **Forgot your password?** links below.

Are you a current NSW Health Employee or Contractor?

If Yes, please use the **Single-Sign-On Login** link above, this will direct you to the NSW Health Employee Careers portal, where you must enter your StaffLink ID and Password.

For further assistance please refer to the Support details on the [Recruitment and Onboarding \(ROB\)](#) page.

* User Name
|

* Password

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

Login
New User

Image 7: NSW Health Careers Portal – Login screen.

- Applicants who have forgotten their username or password should use the forgot username and/or forgot password links to reset their access details.
- If applicants have technical difficulties or are unable to access their application, applicants should contact the HealthShare Customer Experience Team.

Please Note:

- All applicants will be required to respond to the mandatory questions within the application.
- Applicants who are unclear regarding a question in the application process or the level of details required should contact the HETI Allocations Team.

11.3 APPLICANTS WHO ARE CURRENT NSW HEALTH EMPLOYEES

Applicants who are current NSW Health employees and have applied through the ‘NSW Health Employees’ login will notice that some of the mandatory fields on the ‘My details’ page within the application will be prefilled with the applicant’s details. These response(s) are not able to be edited or updated in the application.

If incorrect details are present applicants should contact the HETI Allocations Team for assistance.

11.4 RETURNING TO A PREVIOUSLY SAVED APPLICATION

Applicants can view, edit and track a previously saved application by clicking on the ‘My Applications’ button on the Medical Intern Recruitment portal.

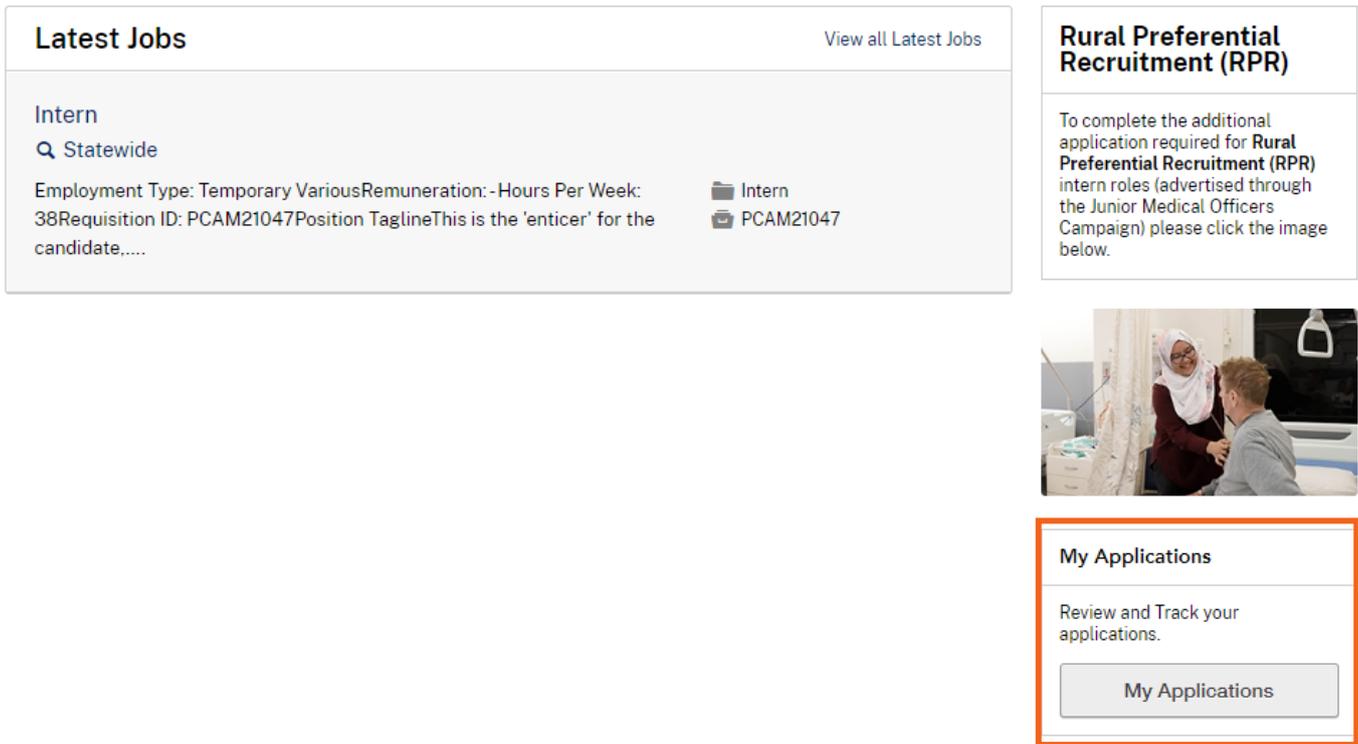


Image 8: NSW Health Careers Portal returning to previously saved applications.

Applicants should find the intern position and make necessary changes as required.



Image 9 - NSW Health Careers Portal - My Applications.

11.5 PROVIDING A VALID EMAIL ADDRESS

Email is the primary communication the HETI Allocations Team use to contact applicants during the Medical Intern Recruitment campaign.

It is the applicant's responsibility to ensure email addresses provided remain current and can be checked regularly throughout the recruitment campaign. All applicants will be sent email communication from NSW Health Careers, the HETI Allocations team, and the recruiting employer.

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

Please Note:

- Applicants who have applied through the NSW Health Careers portal single-sign-on will not 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 be filled out with the same email address to save confusion.
- Email correspondence will be sent to both email addresses throughout the recruitment campaign.
- The email fields that an applicant will need to fill out are shown below.

Personal Email Address

esme@invalidemail.com

Corporate / Alternate Email Address

esme@invalidemail.com

Image 10: NSW Health Careers Portal – Email address fields with application.

11.6 AUTO-GENERATED EMAILS

Throughout the Medical Intern Recruitment campaign, applicants will receive multiple forms of email communications regarding the status of their application. These communication emails are particularly important and should be kept and not deleted.

System emails and short message service messages from the NSW Health Careers can be found under ‘My Applications’. Applicants can view the messages that have been sent.



Image 11: NSW Health Careers Portal – Email and SMS message sent to applicants.

Some of the important email communications that applicants will receive are listed below:

While applications are still open:

- The username used to initiate an Intern application through the NSW Health Careers portal.
- Notification of document collection tasks.
- A link for applicants to log into their application to update prevocational training network preferences and if required to update the RPR hospital(s) preferences.
- Confirmation that an application has been submitted.
- Notification of tasks that need to be resubmitted or a reminder regarding an unfinished document collection task.

After applications have closed:

- Copy of final network preferences at the close of the application period.
- Notification of tasks that need to be resubmitted or a reminder regarding an unfinished document collection task.

- Notification for eligible applicants whose application is not yet verified that they will continue to be included within the campaign.
- Conditional offer emails (offers/acceptances/declines/withdrawn)

11.7 PROVIDING A VALID MOBILE PHONE NUMBER

Applicants must provide a mobile phone number in two locations within the application. These locations are the general contact details section and the short message service (SMS) mobile number field. The mobile number in the SMS mobile number field is used by the HETI Allocations Team to send applicants an SMS with valuable information and notify applicants of offers.

All SMS that are sent to applicants come from 'NSWHCareers'. It is important to read these messages as they may 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 Medical Intern Recruitment campaign.

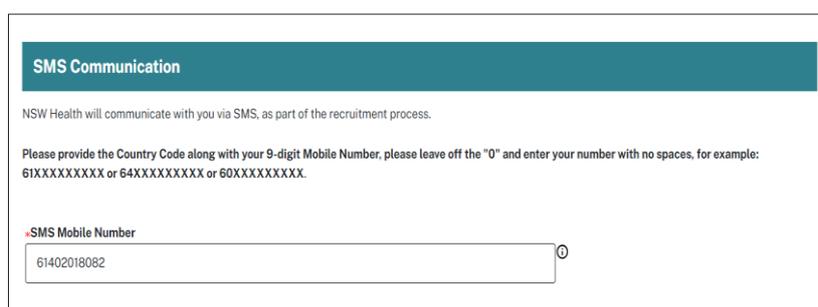


Image 12: NSW Health Careers Portal – field with application to enter the mobile phone number

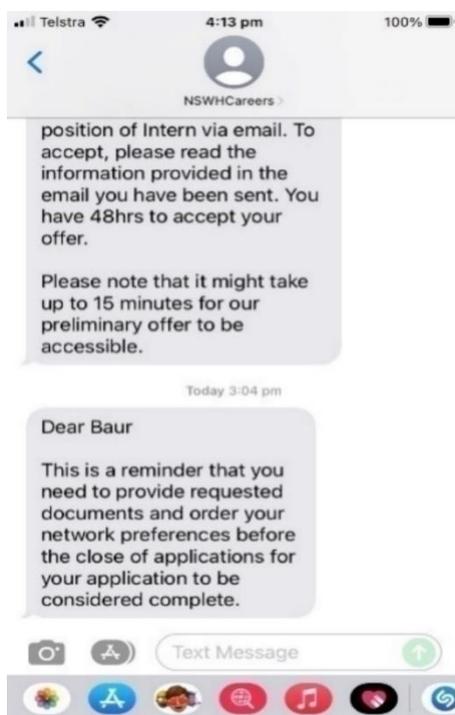


Image 13: NSW Health Careers Portal – Example of a SMS text sent to applicants

Applicants who experience an issue with providing an SMS contact number are requested to contact the HETI Allocations Team for further assistance.

11.8 PREFERENCES

All applicants need to preference each of the 15 prevocational training networks from most preferred (number 1) to least preferred (number 15) within their Medical Intern Recruitment Application.

It is important for applicants to understand the locations of each of the hospitals within the prevocational training networks.

To view a video on how to preference the 15 prevocational training networks. [Please click here.](#)

NSW Health
Careers

Medical Intern Preferences

Instructions

RPR Hospital Preferences

1. You must order your preferences based on your preferred RPR hospital, with your first hospital at the top of the list, your next preference in second place, and so on. You can only preference RPR hospitals for which you have completed an application.
2. Click the **Submit** button and close the window to return to your application (even if you only have one RPR application).
3. RPR hospital preferences can be reordered or removed until the completion of the RPR interview period. After you submit your application, you will receive an email with a link to this page - please use this link if you wish to reorder your preferences.

Prevocational Training Networks (MIRA Network) Preferences

1. You must reorder based on your preferred network, with your first preference at the top of the list, your next preference in second place, and so on until all 15 networks are in your preferred order. If you have applied through the Direct Regional Allocation pathway (Category 1-4 applicants), you must select a regional network as your first preference.
2. Click the **Submit** button and close the window to return to your application.
3. You can change the order of your network preferences until the application closure date. After you submit your application, you will receive an email with a link to this page - please use this link if you wish to reorder your preferences.

Please Note: You do not have to preference the RPR hospitals in the same order as your network preferences - they are separate and independent. Please refer to the [Applicant Information Package](#) for more information regarding your application for internship. [Expand all](#) [Collapse all](#)

Update required.
Your preferences require updating.

Preferences due: 11:59 PM Sunday 31 March 2024

Prevocational Training Networks (MIRA networks)

▶	1	Network 1
▼	2	Network 2 - Regional Bankstown Hospital, Camden Hospital, Campbelltown Hospital
▶	3	Network 3

Image 14: Medical Intern Recruitment campaign – Network preferences

It is important to note:

- When submitting and/or re-ordering preferences, applicants need to ensure the pop-up blocker is disabled/turned off on their computer or phone. Not disabling this will prevent a secondary window from opening and will not allow preferences to be submitted.
- Applicants who are having difficulty viewing the preference box to rank either their prevocational training networks or RPR preferences should:
 - Ensure pop-ups are fully enabled.
 - Access their application via a modern browser such as Google Chrome or Safari.
 - Clear cache and cookies and re-attempt.
 - Call the HealthShare Customer Experience Team if further assistance is required.

- Applicants will be sent an email containing a link, that allows applicants to log into their Medical Intern Recruitment Application. The link takes applicants directly to the preference page, allowing applicants to update the prevocational training network preferences. This email will only be sent to applicants once an application has been submitted.
- Applicants who update their prevocational training network preferences should make sure that the selected pathway aligns with network preferences and vice versa.
- When preferencing prevocational training networks, applicants can view a condensed list of all NSW prevocational training networks, including RPR hospitals which make up the network by clicking on the 'red arrow' (Image 15).
- To preference the prevocational training networks, applicants can click and drag each network number tile to put the prevocational training networks in preference order.
- Clicking the 'submit' button at the bottom of the prevocational training networks will save how the preferences were ordered/ reordered.

Please Note:

- Prevocational training network preferences will not save if an applicant has applied through the DRA pathway and has not put a regional network as their first preference.
- No changes can be made to prevocational training network preferences after the close of the application period.

12 REQUIREMENTS FOR APPLYING FOR A RURAL PREFERENTIAL RECRUITMENT POSITION

Applicants applying through the RPR pathway for a position at one or more of the 12 RPR hospitals must complete a separate application for each rural hospital. It is a requirement that all applicants applying for a RPR hospital position:

- Complete a Medical Intern Recruitment Application.
- Select in their Medical Intern Recruitment Application that they are applying for the RPR pathway.
- Apply to each RPR hospital through the JMO Career Portal.
- Preference all RPR hospitals that have been applied to, even if only one, before the close of applications.

Please Note:

- If an applicant is offered a RPR position through this pathway, they will not receive any further offers through the other pathway(s) for the Medical Intern Recruitment campaign.
- Applicants who are successful will spend most of their prevocational training period at the respective hospital. However, there may be a requirement to undertake rotations in other hospitals within the prevocational training network.

12.1 HOW TO APPLY FOR A RURAL PREFERENTIAL RECRUITMENT POSITION

Applicants can watch a video on how to apply for RPR position(s) located on the HETI Medical Intern Recruitment website to understand how to apply. [Please click here.](#)

Step One

Applicants can access the RPR hospital intern positions in the JMO Careers portal through the Medical Intern Recruitment portal. The 12 RPR Hospital positions will be visible in the JMO Careers portal.

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 medical 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.

Rural Preferential Recruitment (RPR)

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.

Applying for a role in the Medical Intern Recruitment Campaign
Commencing your Application

Applying for a role in the Medical Intern Recruitment Campaign
Your Preferences

Applying for a role in the Medical Intern Recruitment Campaign
Completing the Document Collection Task

Latest Jobs

View all Latest Jobs

Intern
Statewide

Employment Type: Temporary Various Remuneration - Hours Per Week
38 Requisition ID: PCAM21047 Position Title: This is the 'entirety' for the candidate,...

Intern
PCAM21047

Rural Preferential Recruitment (RPR)

To complete the additional application required for **Rural Preferential Recruitment (RPR)** intern roles (advertised through the Junior Medical Officers Campaign) please click the image below.

Image 15: NSW Health Careers Portal - Medical Intern Recruitment campaign – To access the JMO Careers portal to apply to the RPR hospitals.

Step two

All applicants should click on the relevant listed RPR hospital intern position to commence an application.

Applicants who are current NSW Health employee must login in through the 'NSW Health Employees' to ensure their NSW Health profile is linked with Stafflink. Applicants will be required to enter their Stafflink number and password.

Applicants who were a previous NSW Health employee should try and login through 'NSW Health Employees' to ensure their NSW Health profile is linked with Stafflink. Applicants who are unable to login should contact the HealthShare Customer Experience Team.

Applicants new to NSW Health will need to create a new user account or login in with existing details. Otherwise, applicants who have commenced or completed a Medical Intern Recruitment application must login in with the details which were used when applying for the intern position.

NSW Health JOBS HELP

Rural Preferential Recruitment (RPR)

Click to further refine these results

Intern
Orange, Orange Health Service | Central West

Orange Health Service Employment Type: Temporary Full Time Position CAM17797
Classification: Intern Remuneration: Per Award Hours Per Week: 38 hours per... Mar 21, 2024

Intern
Tweed Heads, The Tweed Hospital | Far North Coast

Tweed Hospital Employment Type: Temporary Various Remuneration: - CAM17695

MIRA Intern Recruitment

To apply for a medical intern role in the Medical Intern Recruitment Campaign, please click on the image below

Image 16: NSW Health Careers Portal – JMO Carer portal - apply to the RPR hospitals.

Step three

During the RPR application, applicants will need to fill out questions that may seem irrelevant to the application process. The suggested responses for these questions are:

- *Number of years postgraduation* – select '1'.
- *Are you registered with Ahpra* – either answer as 'Yes' or 'No'.

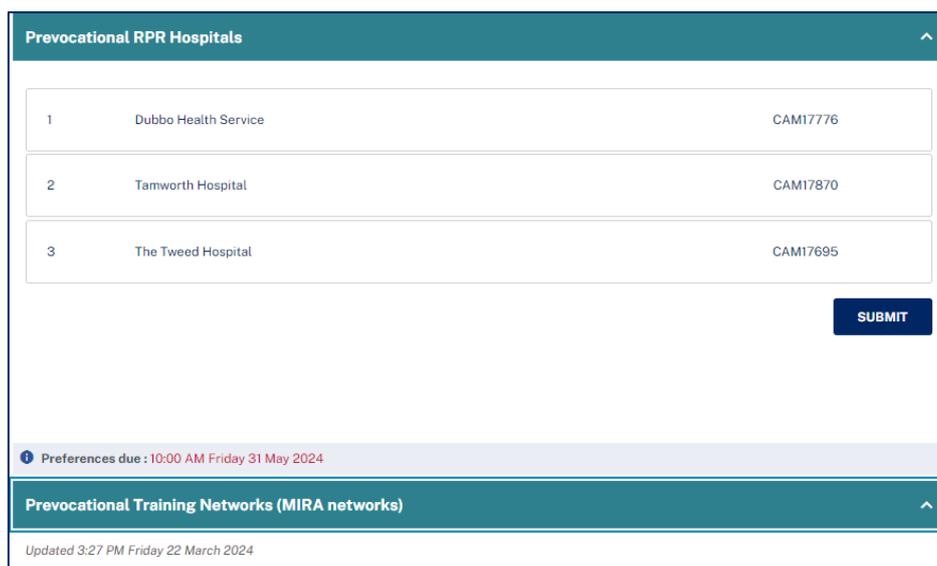
- *What is your principal place of practice* –select the relevant state for all Australian universities. For New Zealand or offshore campuses select ‘other’ and enter the university name.
- *Country in which you received your medical degree* - Select the country for the drop-down or select ‘other’ for those from offshore campuses and enter the country name.
- *In which country did you attend secondary school* –select where they completed their secondary school if it appears in the drop-down or select ‘other’ and enter the country name.

12.2 RURAL PREFERENTIAL RECRUITMENT PREFERENCES

- Applicants who have submitted a RPR hospital application are required to update the RPR hospital(s) preferences. Applicants can view and reorder their RPR preferences on the same page as the prevocational training network preferences within the Medical Intern Recruitment Application.
- Applicants can only preference a RPR hospital when the application to the RPR hospital has been submitted. Preferences to a RPR hospital must still be completed even if an applicant only applies to one RPR hospital.
- Every time an applicant submits an additional application to a RPR hospital, the order of the RPR preferences will need to be updated before the close of the application period.
- Applicants will be sent an email containing a link to the preference page in the Medical Intern Recruitment Application, allowing them to update the RPR hospital preferences(s). This email is provided when applicants have submitted their Medical Intern Recruitment Application to an intern position.
- The RPR hospitals and the prevocational training networks are independent and separate preference lists. However, both preference lists will be shown on the same preference page within the Medical Intern Recruitment Application and they both do not need to be in the same order.

To order RPR preferences

- Applicants can click and drag the RPR hospital tiles to put them in their preferred order.
- Clicking the ‘submit’ button at the bottom of the RPR hospitals will save how the preferences were reordered.



Prevocational RPR Hospitals		
1	Dubbo Health Service	CAM17776
2	Tamworth Hospital	CAM17870
3	The Tweed Hospital	CAM17695

SUBMIT

Preferences due : 10:00 AM Friday 31 May 2024

Prevocational Training Networks (MIRA networks)	
Updated 3:27 PM Friday 22 March 2024	

Image 17: Medical Intern Recruitment campaign – RPR preferences

Please Note:

- Applicants who are applying through the RPR pathway for a RPR position must submit a Medical Intern Recruitment Application and preference all 15 prevocational training networks before the close of applications.

12.3 RETURNING TO A PREVIOUSLY SAVED RPR APPLICATION

Applicants returning to a previously commenced and saved RPR application can only access these application(s) through the JMO Careers portal.

Step One

To access the JMO Careers portal applicants will need to click the RPR link in the Medical Intern Recruitment portal.

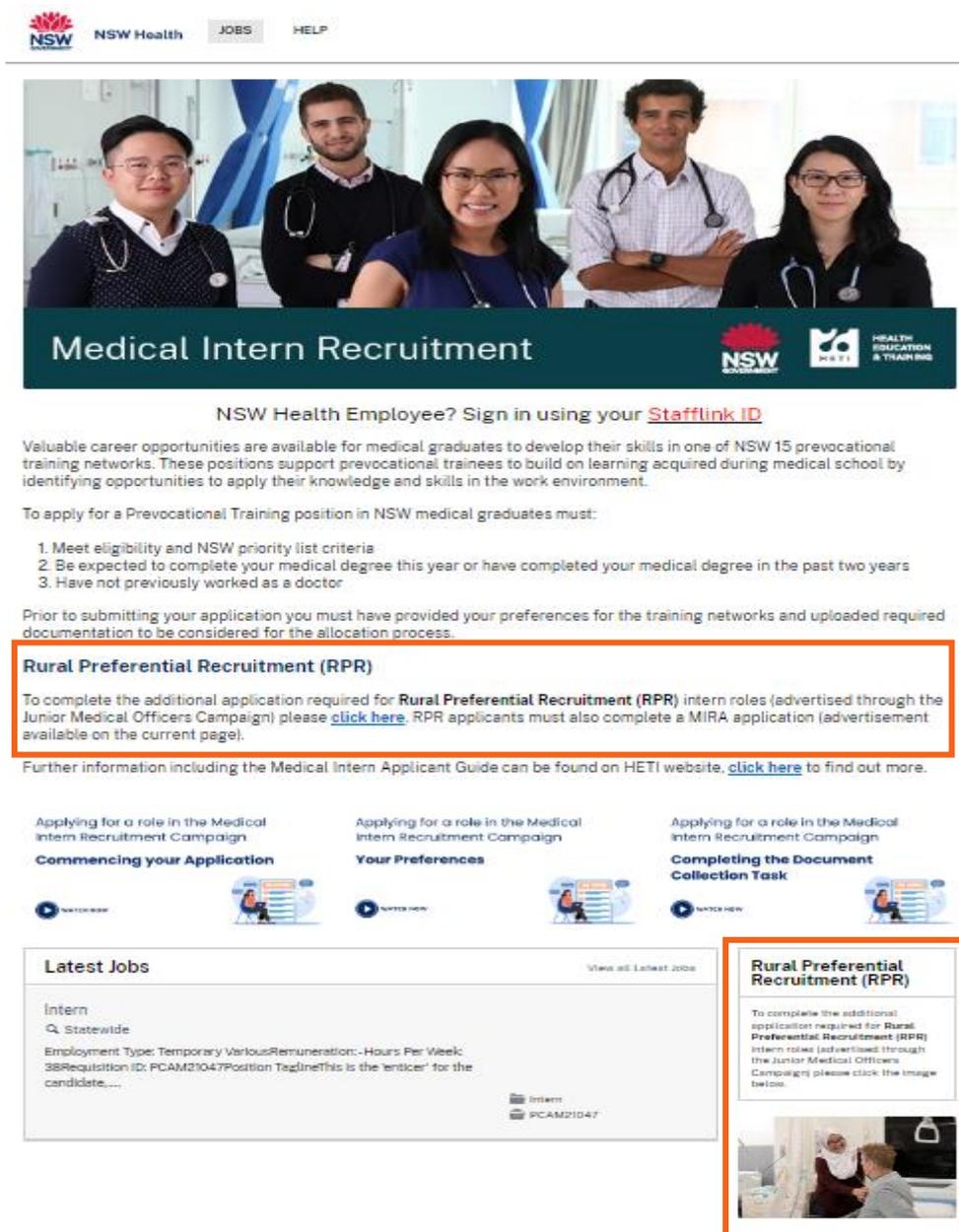


Image 18: NSW Health Careers Portal – Medical Intern Recruitment campaign.

Step two

Applicants will need to click on 'My Applications'.

Applicants who are current NSW Health employee must login in through the 'NSW Health Employees' to ensure their NSW Health profile is linked with Stafflink. Applicants will be required to enter their Stafflink number and password.

Applicants who were a previous NSW Health employee should try and login through 'NSW Health Employees' to ensure their NSW Health profile is linked with Stafflink. Applicants who are unable to login should contact the HealthShare Customer Experience Team.

Applicants who have set-up a new user account will need to login.



NSW Health

JOB

HELP

Rural Preferential Recruitment (RPR)



Click to further refine these results

Intern Orange, Orange Health Service Central West Orange Health Service Employment Type: Temporary Full Time Position Classification: Intern Remuneration: Per Award Hours Per Week: 38 hours per... CAM17797 Mar 21, 2024	MIRA Intern Recruitment To apply for a medical intern role in the Medical Intern Recruitment Campaign, please click on the Image below 
Intern Tweed Heads, The Tweed Hospital Far North Coast Tweed Hospital Employment Type: Temporary Various Remuneration: - Hours Per Week: 38 Requisition ID: CAM17695 Eligibility Requirements To be... CAM17695 Mar 21, 2024	
Intern Dubbo, Dubbo Health Service Orana	

My Applications
Review and Track your applications.
[My Applications](#)

Image 19: NSW Health Careers Portal – JMO Careers portal – Returning to a previously saved application.

Step three

Applicants can then click on the respective RPR Hospital application to continue from where it was previously saved.



Image 20: NSW Health Careers Portal – JMO Careers portal - My Applications.

Please Note:

- Applicants who have accessed ‘My Applications’ through the JMO Careers portal will not be able to make changes to the Medical Intern Recruitment Application. This will require applicants to re-access the Medical Intern Recruitment portal.
- To return to the Medical Intern Recruitment portal from the JMO Careers portal applicants can click on the image for the



Image 21: NSW Health Careers Portal – JMO Careers portal - Returning to the Medical Intern Recruitment portal.

12.4 WITHDRAWAL FROM A RURAL PREFERENTIAL RECRUITMENT HOSPITAL APPLICATION

- Applicants who no longer want to be considered for a RPR hospital(s) must withdraw their application to the RPR hospital by 11:59 pm on the last day of RPR interviews. Applicants who do not withdraw any application(s) by this date may still receive an offer to the RPR hospital.
- Applicants can withdraw a RPR application(s) by logging into the JMO Careers portal and clicking the ‘My Applications’ button and selecting ‘withdraw’ for the relevant RPR hospital(s).

12.5 WITHDRAWAL FROM THE RURAL PREFERENTIAL RECRUITMENT PATHWAY

- Applicants who no longer want to be considered for the RPR Pathway must inform the HETI Allocations Team of this decision by sending an email before 11:59 pm on the last day of RPR interviews.

- Additionally, applicants must also withdraw all RPR application(s) submitted. Applicants can withdraw applications by logging into the JMO Careers portal and then clicking the 'My Applications' button and selecting 'withdraw' for each RPR hospital(s).
- Applicants who do not want to be considered through the RPR pathway and still wish to be considered for an intern position through another pathway must ensure they do not withdraw their Medical Intern Recruitment application.

12.6 ELIGIBILITY LIST FOR THE RURAL PREFERENTIAL RECRUITMENT PATHWAY

- The preference match initially identifies applicants to a successful position as well as creating an eligibility list of applicants who may fill any further vacancies to the facility.
- Depending on when a vacancy arises at a RPR hospital, applicants who are on the eligibility list could be offered a RPR position if they have not received an offer from another pathway.

Please Note:

- Applicants who are unsuccessful through the RPR pathway i.e not on a RPR Hospital(s) eligibility list remain eligible for an intern offer through the other pathways.
- If a RPR hospital eligibility list has been exhausted and vacancies still exist the HETI Allocations Team will distribute Expressions of Interest (EOI)s by email to unplaced applicants according to the NSW Health Priority List.

13 DOCUMENT COLLECTION TASKS AND EVIDENCE

The document collection task(s) are an additional part of the application process. Applicants are required to upload certified documents based on their responses to questions within their application.

At a minimum, all applicants need to provide certified supporting documents to demonstrate citizenship and their university completion letter from their medical school.

Applicants can watch a video on how they can complete the document collection tasks. [Please click here.](#)

The document collection tasks will only initiate once applicants have entered their last name on the application declaration page within their application and have clicked either 'Save and Continue' or 'Continue as Draft'.

The applicant must complete their application for the email to be sent providing the link to access the document collection task.

Please Note:

- Applicants should submit the Medical Intern Recruitment Application before starting the document collection tasks.
- When starting the document collection tasks, applicants will be able to review their details and make any necessary changes before they are assigned the tasks to complete.
- Applicants will receive an email notification and an SMS advising that their document collection task process have been initiated. The email notification will contain the hyperlink to start the process. Applicants may need to wait up to 15 minutes to be able to access the document collection tasks.

- Tasks can also be accessed by clicking on the 'tasks' tab at the top of the application screen.

13.1 NAMES ON DOCUMENTS / CHANGE OF NAME CERTIFICATE

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 are included in all documents supporting an application. 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 of their surname change.
- Malaysian passport holders have names displayed using the person's customary naming practice as per the identity card (MyKad) or birth certificate. Surname and first (given) name fields are not differentiated, use the naming convention on the passport. If the placement of the surname is not consistent, upon review of an applicant's documents, the HETI Allocations Team 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.

13.2 AUSTRALIAN/ NEW ZEALAND CITIZENSHIP OR AUSTRALIAN PERMANENT RESIDENCY

To provide evidence of Australian/ New Zealand citizenship or Australian permanent residency applicants will need to provide a certified copy of **ONE** of the following documents:

- Australian Passport (front page containing photo).
- Australian Citizenship Certificate.
- Australian Permanent Resident Visa (VEVO document) and the passport that is attached to the VEVO document.
- New Zealand Passport (front page containing photo).
- New Zealand Citizenship Certificate.
- Applicants who don't have an Australian Citizenship Certificate and/or an Australian Passport can prove their citizenship by providing a certified copy of either their:
 1. Australian full birth certificate (if born on or before 19 August 1986).
 2. 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.

Please Note:

- Any applicant whose current passport has expired can still 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.

13.3 INTERNATIONAL APPLICANTS LIVING IN OR OUTSIDE AUSTRALIA

All other applicants will need to provide 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 still 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.

13.4 UNIVERSITY COMPLETION LETTER

Applicants must provide a certified copy of a completion letter from their graduating university. A template is available on the HETI website which includes the minimum information required from universities.

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

Please Note:

- The commencement date is not required on the University letter.
- Applicants who have graduated in the previous year(s) 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.

13.5 HIGH SCHOOL CERTIFICATE (CATEGORY 2 APPLICANT OR AS REQUIRED)

Category 2 applicants are required to provide a certified copy of their 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.

Please Note:

- Applicants who are Australian citizens and who have completed a medical degree from an AMC accredited offshore campus of an Australian university (UQ Ochsner and Monash Malaysia) may be required (if applicable) to provide the NSW secondary school leaving qualification as part of the document collection tasks.
- Following review of the document collection task, the HETI Allocations Team will determine the NSW Health Priority Category for these applicants.

13.6 ABORIGINAL MEDICAL WORKFORCE PATHWAY

Applicants applying through this pathway are required to complete an online application form and submit certified supporting documents that address the requirements outlined in the Aboriginal Medical Workforce pathway procedure.

13.7 EXTENUATING CIRCUMSTANCES

Applicants applying for consideration of extenuating circumstances must complete an online application form and submit certified supporting documentation that addresses the requirements as outlined in the extenuating circumstances procedure.

13.8 INTERNATIONAL MEDICAL STUDENT ON SCHOLARSHIP

If required, applicants will need to submit a letter from the scholarship funding agency providing clearance for the applicant to undertake prevocational training in Australia.

13.9 CERTIFICATION OF DOCUMENTS

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.

Applicants are required to provide details of the certifying Justice of the Peace (JP), Commissioner of Declaration and/or Notary Public for each task where supporting documents are uploaded. In instances where multiple documents have been certified by more than one JP, Commissioner of Declaration and/or Notary Public, and have been upload to one document task. Applicants will only need to specify details for one of certifying details that was uploaded to the supporting document task.

Options available for applicants to get documents certified within Australia or New Zealand:

- Documents must 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.
- JPs, Commissioners of Declaration and Notary Publics can certify electronic documents as per guidelines in their handbook, this may include statutory declarations. If documents are to be certified electronically check the requirements first with the JP, Commissioner of Declaration or Notary Public.
- Applicants who have documents certified by a JP registered in New Zealand should select documents are certified 'outside of Australia' and enter in the JP number.

Options available to applicants to get documents certified outside of Australia or New Zealand:

- 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.

Options available to applicants to get electronic documents certified by a JP

- When certifying a document provided electronically such as the university completion letter, JPs may require a statutory declaration, this must then be signed by the JP. Statutory declarations will not be accepted for proof of identity as original documents must be sighted.

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.

- JPs are checked by HETI Allocations Team against the relevant state registry as part of the verification review process.
- The JP number is not a mandatory field. If applicants do complete this field, then the JP number must match to with the number specified on one of the uploaded certified documents.
- An immediate relative of the applicant or a person residing at the same address as the applicant cannot undertake certification.

14 MANAGING APPLICATIONS

The HETI Allocations Team will commence review of applications once they have been submitted, which may occur before applications have closed.

The applications that will be reviewed first 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 or job share may be reviewed before applications have closed to ensure that the below requirements are met:

- Joint or job share applicants need to be from the same NSW Health Priority Category.
- Joint or job share applicants need to have the same ranked order of the 15 prevocational training network preferences.

All other applications will be reviewed when an intern position is offered and the position accepted.

15 RECOMPLETING DOCUMENT COLLECTION TASK(S)

If the documentation provided in a document collection task is incomplete or incorrect, applicants will be sent an email outlining the corrections required and the due date. If the task(s) is not completed by either the close of applications or 11.59pm on the specified due date, the application will be deemed ineligible and not considered further for the annual Medical Intern Recruitment campaign.

The following timeframes apply to applicants in amending the document collection task(s) 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).
- Applicants whose application is reviewed after the close of the application period will have five calendar days from the time of review.
- All other applicants who weren't reviewed through the application period will only have their document collection tasks reviewed if a position is accepted. In these cases, applicants will receive five calendar days from the time of review of the document collection tasks to complete the document collection task(s) again.

- If applicants require more than five (5) calendar days to attain the correct supporting document, they should contact the HETI Allocations Team before the due date to request additional time.

Please Note:

- Applicants may receive multiple emails, if more than one document collection task has been completed incorrectly. Applicants should open each email related to each document collection task, read the email, and click on the hyperlink to open the document collection task. Applicants will need to navigate to the open task on the lefthand side task list. Tasks that need to be recompleted will have a title that starts with ‘Amendment Required’ and it will have a due date.

The video on ‘Completing document collection tasks’ will help applicants understand how to correct a document task that has been sent back to recomplete. To access the video [please click here](#).

If an application and its document collection tasks have been reviewed by the HETI Allocations Team and are deemed eligible with no corrections required, applicants will receive an auto-generated email stating that their application has been ‘verified’.

- If a HETI Allocations Team staff member reviews an application before the application close period, applicants will be advised if their application has been verified or document collection task(s) need to be corrected prior to the application being verified.
- Applicants who have had document collection task(s) sent back for amendment should refer to the section 14 in this guide on the requirements for recompleting the document collection task(s).

16 CHANGES TO APPLICATIONS OR SUPPORTING DOCUMENT TASK(S)

While the application period is open applicants are able to make changes to responses within the application up and until the completion of the ‘requirements confirmation’ task.

When completing the first two document collection tasks applicants have the option to review previous responses within their application and amend answers if required. These responses will determine the supporting document task(s) that each applicant will be required to complete.

Once an applicant has completed the ‘requirements confirmation’ task the following occurs for:

- Applicants are not able to return and edit/update their detailed information on the ‘requirements confirmation’ task page.
- Applicants are not able to edit/change the supporting document task(s) that have been generated for them to complete.
- Applicants are not able to apply for or retract the supporting document tasks associated with the Aboriginal Medical Workforce pathway or extenuating circumstances.

Additionally, once applicants have completed and submitted a document collection task(s):

- Applicants are not able to change the documents that they have uploaded to the task.
- Applicants are not able to alter or change the responses to questions or online forms that were filled out as part of the supporting document task.
- Applicants are not able to change the supporting documents tasks that have been assigned.
- Applicants are not able to change their responses regarding the certification of the supporting document task.

Please Note:

- Applicants should contact the HETI Allocations Team if they realise a mistake has been made in one or more of their submitted document collection tasks.
- The HETI Allocations Team will be able to determine if the document collection task process needs to be restarted from the beginning or if the applicant should proceed and complete all the outstanding document collection tasks.
- Any document collection task reset will require the applicant to restart all the assigned document collection tasks including online forms, uploading of certified documents and the completion of certifier details.
- After applications close, applicants cannot update their application, except details within their general profile which include the personal email address and contact SMS phone number. Updating details in the general profile will also update the relevant information fields in the application.
- If applicants make an error in an application response that cannot be edited within the general profile, applicants should send an email to the HETI Allocations Team providing permission to update these details on their behalf.

17 CONDITIONAL OFFER INFORMATION

Conditional offers will be made during national offer periods according to the key dates and the NSW Health Priority Categories. All applicants will receive their conditional offer via email. The conditional offer email will provide applicants with information on the position that has been offered.

17.1 ACCESSING THE CONDITIONAL OFFER

To view the conditional offer, applicants must click on the link in the offer email and log back into the NSW Health Careers portal to display the offer. Applicants have a choice to either accept or decline their offer by the specified time.

- It may take up to 15 minutes once the applicant has received the offer email for the offer to be displayed/visible to the applicant when logging in to view the offer through the NSW Health Careers portal.

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

Applicants have 48 hours to accept or decline a conditional offer. The 48 hours commences from the time a conditional offer is displayed/visible through the NSW Health Careers portal. If an applicant has not accepted or declined their conditional offer 24 hours from the original time of notification of the offer email, a reminder notification email is sent to the applicant.

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

Once an applicant receives a conditional offer, they will not receive any further offers for a NSW intern position through the Medical Intern Recruitment campaign.

Applicants should retain the conditional offer email that contains the link to access the NSW Health Careers portal. This will allow quick access for applicants if they need to decline their conditional offer for any reason after accepting their offer.

17.2 ACCEPTING CONDITIONAL OFFER

Applicants whose Medical Intern Recruitment application and supporting document tasks have been previously verified by the HETI Allocations Team, will receive an acceptance email immediately upon acceptance of the conditional offer.

Applicants who accept a conditional offer where their Medical Intern Recruitment application and supporting document tasks have not been verified will have their applications assessed by the HETI Allocations Team following the acceptance of the conditional offer.

Applicants who have supporting document task(s) returned for amendment during verification must complete all task(s) in order to receive an acceptance email to the conditional offer. Section 15 outlines the requirements for applicants to resubmit document collection task(s).

Applicants who do not receive an acceptance email as a verified or non-verified applicant should contact the HETI Allocations Team within 12 hours of accepting the offer.

To watch a video on how applicants can accept a conditional offer - [please click here](#).

17.3 DECLINING CONDITIONAL OFFER

Applicants can decline a conditional offer at any stage, this includes when an applicant first receives an offer or later (after accepting the offer initially).

Please Note:

- Applicants should decline their conditional offer from the original conditional offer email. It is important to save the original offer email just in case the offer that was originally accepted needs to be declined. If applicants do not accept or decline their offer within 48 hours after the conditional offer was emailed to the applicant, then the conditional offer will automatically be declined by the system.
- Once an applicant declines a conditional offer or if the system declines the conditional offer due to not responding within the 48 hour timeframe, applicants will not be considered for any further NSW intern positions during the current campaign.

To watch a video on how applicants can decline a conditional offer - [please click here](#).

17.4 HOW TO DECLINE AFTER ACCEPTING A CONDITIONAL OFFER

Applicants who have accepted an offer from another jurisdiction and no longer want to keep their NSW conditional offer should decline it as soon as possible. This will allow the HETI Allocations Team to re-offer this position to any remaining applicants who have not been offered a position in NSW. Similarly, if an applicant is not able to commence employment as an intern (e.g., the applicant may have not completed all the course requirements), then the applicant must decline their conditional offer and is requested to do so in a timely manner.

Applicants can decline their conditional offer through the original email that they received by clicking on the link within the email to re-access the offered position and then clicking the decline button.

If applicants are unable to locate their original conditional offer email, applicants can access the NSW Health Career portal under 'My applications' and view previous correspondence emails – the original conditional offer email will be in the correspondence email history. Applicants can click on the link within the email to re-access the offered position and then click the decline button.

To watch a video on how applicants can decline their conditional offer or decline a previously accepted conditional offer - [please click here](#).

Please Note:

- Applicants should check the eligibility criteria if they are declining their conditional offer and planning to reapply in the following year's annual Medical Intern Recruitment campaign.
- Applicants who are declining their intern position from the time formal contracts have started to be issued should decline the position from the conditional offer email. In addition, they should also notify the employing Network or RPR hospital.
- If for any reason an applicant is unable to, or no longer wishes to start their intern position at the allocated Network or RPR hospital, it is their responsibility to decline the conditional offer.
- Once an applicant declines their conditional offer, they will not be considered for any further NSW intern positions during the current Medical Intern Recruitment campaign.
- If applicants are having difficulty declining their conditional offer, they should email the HETI Allocations Team for assistance.

17.5 WITHDRAWING AN APPLICATION

Applicants who have previously accepted an intern position and are unable to commence in the position are requested to decline their conditional offer, rather than withdraw their application.

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

Applicants who no longer want to be offered an intern position should withdraw their application.

18 SWAPS

The HETI Allocations Team recognises that there may be circumstances where applicants have a genuine reason why they would like to swap to another prevocational training position.

The HETI Allocations Team does not initiate the swap process but instead provides information on the steps to be followed once an applicant has identified an eligible swap partner. Applicants requesting a swap must understand the guidelines if a swap is to be actioned by the HETI Allocations Team.

Swap requests will only be accepted by the HETI Allocations Team up to the close of National Offer Period two.

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

19 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 (by HealthShare) and orientation.

Applicants who have accepted an intern position will receive emails from the recruiting network or RPR hospital specifying tasks for completion. Applicants must complete these online tasks as quickly as possible to ensure there is no delay in receiving their formal letter of offer.

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.

It is the applicant's responsibility to be work-ready by the internship commencement date. Applicants are required to complete the following prior to commencement:

1. Notify the relevant JMO Manager of their status as a Defence employee (if applicable).
2. Obtain a valid NSW Working with Children Check clearance number for paid work 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 or as soon as possible after this time. [Please click here.](#)
3. Provide their vaccination status in accordance with the current NSW Health policy.
4. Obtain provisional registration with the [Australian Health Practitioner Regulation Agency](#) this is likely to take 6 weeks. Applications for registration open in October. Ahpra governs and charges a fee for the transfer of student registration to provisional registration. For all fees, please review the Ahpra website.
5. Complete associated documentation for a National Criminal Record Check and NSW Health Service Check Register.

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

20 NATIONAL INTERN DATA PROCESS

All Australian states and territories have agreed to share information related to applications received and 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 intern acceptances for the current clinical year, information 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 who already have a NSW offer can accept an offer from another state or territory. During the next national audit, they will need to advise the National Audit Data Manager which offer they will keep and ensure that they decline the other offer(s).

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

21 NATIONAL LATE VACANCY MANAGEMENT PROCESS

A Late Vacancy Management (LVM) process is implemented across Australia to manage any vacancies that may arise after the national closing date for intern recruitment. This process runs

from November 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 in to the LVM. Only applicants who have NOT holding an 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 Audit Data Manager throughout the LVM. Jurisdictions must check this register prior to sending an intern offer to an applicant to ensure that they have not already received an offer from another state or territory including the Junior Doctor Training Program Private Hospital Stream.

The LVM aims to:

- Maximise opportunities for applicants who are yet to receive an intern 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 intern offer at the national closing date of intern recruitment.
- Ensure unplaced applicants on the central register receive only one intern offer across all jurisdictions.

22 INTERN ALLOCATION ALGORITHM

The algorithm used in the allocation to prevocational training 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 and reviewed prior to the release of main round offers to ensure the algorithm has performed as expected.

23 CONTACT DETAILS

23.1 HETI ALLOCATIONS TEAM CONTACT DETAILS

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

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

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

Phone – Applicants can speak with a member of the HETI Allocations Team.

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

Please Note:

- The HETI Allocations Team will respond to emails from applicants within 48 hours or two business days. If applicants have not had a response within this time, please phone the HETI Allocations Team phone line.
- Applicants are advised if they are emailing the HETI Allocations Team that they are using an email (personal and/or corporate) that they have used in their application.
- When contacting the HETI Allocations Team, applicants may be asked to provide the following information Legal First and Last Name (preferred name), Date of Birth and Graduating University.

23.2 CUSTOMER EXPERIENCE CONTACT DETAILS

The Medical Intern Recruitment portal and JMO Career portal are not managed by the HETI Allocations Team.

Applicants experiencing technical difficulties should contact the HealthShare Customer Experience Team on 1300 443 966 during business hours.

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