



Rural Preferential Recruitment pathway

NSW MEDICAL INTERN RECRUITMENT
PROCEDURE FOR THE 2025 CLINICAL YEAR

MARCH 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

The Health Education and Training Institute (HETI) has delegated authority from the NSW Ministry of Health to allocate medical graduates to intern positions in NSW on behalf of Local Health Districts (LHDs) or Public Health Organisations or as otherwise determined by HETI.

HETI coordinates the allocation of medical graduates from the Australian Medical Council (AMC) accredited Australian and New Zealand Universities seeking their initial training position as a doctor.

There are four recruitment pathways to obtain a prevocational training position in NSW. Within each offer round positions are offered sequentially in the following order and as per the NSW priority list:

1. Aboriginal Medical Workforce (AMW) pathway
2. Rural Preferential Recruitment (RPR) pathway
3. Direct Regional Allocation (DRA) pathway
4. Optimised Allocation (OA) pathway

The RPR pathway is a merit-based recruitment process that facilitates recruitment of rural cadets and other medical graduates to prevocational training positions in RPR hospitals. The following principles underpin the RPR pathway:

- Building a sustainable medical workforce in rural areas.
- Improving access to services to achieve better health outcomes across rural NSW.
- Ensuring a clear pathway from undergraduate training to postgraduate medical training positions in rural areas.

Applicants must read and understand the procedures for each pathway before submitting their application.

2 PURPOSE

The purpose of this procedure is to inform medical graduates about medical intern recruitment in NSW through the Rural Preferential Recruitment pathway.

3 DISTRIBUTION

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

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

4 PROCEDURE STATEMENTS

4.1 PREVOCATIONAL TRAINING POSITIONS

The number of prevocational training positions available in NSW for the clinical year is published on the HETI Medical Intern Recruitment website. The number of positions displayed represents a count of the fulltime equivalency.

4.2 RURAL PREVOCATIONAL TRAINING POSITIONS

Positions are allocated via the RPR pathway after allocations are made through the Aboriginal Medical Workforce (AMW) pathway. The number of positions available for allocation via the RPR Pathway is determined by the RPR providers less any positions filled via the AMW pathway mentioned above.

Medical graduates who apply via the AMW pathway or RPR pathway can fill these positions.

4.3 ELIGIBILITY CRITERIA

To be eligible for the RPR pathway applicants must:

- Meet eligibility and NSW Health Priority List criteria.
- Be expected to complete a medical degree this year or have completed their medical degree in the past two years.
- Not previously worked as a doctor.
- Complete RPR application/s (for any RPR hospital/s they wish to apply for) in the JMO Career Portal in addition to their general intern online application.

4.4 PARTICIPATING HOSPITALS

The participating RPR hospitals are:

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

4.5 WORKFORCE FLEXIBILITY

To support the needs of applicants, part time positions can be requested in their online application. Access to reduced hours of work is dependent on the ability of the employer to accommodate the request and cannot be assumed. Joint and job share applications are not available through the RPR pathway due to this pathway being merit-based.

4.6 IMPAIRMENT, HEALTH CONDITIONS AND DISABILITY RELATED APPLICATIONS

The transition from medical student to medical practitioner must be smooth and well supported. An applicant who is participating in an impaired registrants (health) program and/or has conditions on their registration is to inform HETI of their status in their online application.

The National Law defines ‘impairment’ as ‘a physical or mental impairment, disability, condition or disorder (including substance abuse or dependence) that detrimentally affects or is likely to detrimentally affect the person’s capacity to practice the profession’.

For more information, please refer to:

<https://www.ahpra.gov.au/Notifications/mandatorynotifications/Mandatory-notifications.aspx>

In addition to this, applicants are strongly recommended to read the Extenuating Circumstances (EC) Procedure and apply if they believe they meet the criteria.

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

4.7 COMMUNICATION WITH APPLICANTS

Communication from HETI about applications is by email and short message service (SMS). All applicants must have and maintain a valid email address and mobile phone number prior to starting their internship; applicants are responsible for ensuring this information is current in the online application system.

5.0 APPLICATION PROCESS

Applicants applying via the RPR pathway need to complete a minimum of **TWO** applications (at least one RPR application in addition to their general intern application) by the close of the application period. The key recruitment dates are available on the HETI Medical Intern Recruitment website.

1. Online Application

Applicants must ensure they have submitted an intern position application in the online application system by the closing date. Applicants must indicate in their online application that they are applying via the RPR pathway.

AND

2. JMO Career Portal

Applicants must submit a separate application through the JMO Career Portal by the closing date of the application period for each RPR hospital where they wish to work.

Advertising Positions

The RPR hospitals will advertise the positions available through the JMO Career Portal: <https://jobs.health.nsw.gov.au/>

No late applications will be accepted.

5.1 RURAL PREFERENTIAL HOSPITAL PREFERENCE

Once an applicant has submitted a RPR application in the JMO Career Portal they must then preference the RPR hospital. Every time an applicant applies to an additional RPR hospital they will

need to update the order of their RPR preferences. Applicants will only be able to preference hospitals at which they have applied. RPR preferences can be reordered up until the last day of RPR interviews.

5.2 PREVOCATIONAL NETWORK PREFERENCES

Applicants must preference the 15 prevocational training networks in their online intern application. Applicants do not need to preference the prevocational training networks in the same order as their preferred RPR hospitals. The two preference lists are entirely separate and independent of each other.

The 15 prevocational training network preferences will be used if an applicant is unsuccessful through the RPR Pathway.

5.3 ASSESSMENT OF APPLICATIONS

Applications to RPR hospitals through the JMO Career Portal will be reviewed by a selection panel at each RPR hospital. Applicants who have not submitted a general intern position application through the online system or do not meet the eligibility criteria will not be eligible for a RPR position.

5.4 INTERVIEWS

All RPR hospitals will have nominated dates to complete interviews. All interviews must be completed within the specified interview period.

The interview period provides hospitals with an opportunity to interview applicants as well as an opportunity for applicants to participate in interviews at multiple RPR sites. Local Health Districts (LHD) with more than one hospital participating in the RPR pathway can choose to interview applicants for each hospital separately or conduct a centralised interview. Interviews may be conducted virtually or in person.

RPR Hospitals are responsible for:

- convening selection panels
- determining which eligible applicants will progress to interview
- notifying applicants of interview dates
- interviewing applicants.

5.5 AFTER THE INTERVIEWS

Each RPR hospital will rank successful applicants in order of preference.

Applicants can change the order of their RPR hospital preferences on the JMO Career Portal after attending their interview/s up until 11.59pm Thursday 27 June. Applicants must only preference the hospitals they are willing to work at. If applicants no longer want to work at a RPR hospital where they have interviewed, they should withdraw their application for that hospital.

Should an applicant no longer want to continue via the RPR pathway following interview, they must complete the following steps:

1. Email HETI at HETI-Internship@health.nsw.gov.au to inform HETI of their decision to be removed from the RPR pathway by 11.59pm Thursday 27 June.

2. Log into their RPR application/s in the JMO Career Portal and go to the My Applications tile and withdraw their application/s by 11.59pm Thursday 27 June.

Please note: If an applicant does not wish to be considered through the RPR pathway but still wishes to be considered for an intern position through another pathway they must not withdraw their general application.

5.6 PREFERENCE MATCHING PROCESS

Recruitment through the RPR pathway aligns with the principles of merit-based recruitment. Offers will be made according to the outcome of the preference matching process.

The preference matching process is managed independently from HETI by HealthShare. For more information on the NMRP Matching Algorithm, please see the link below:
<http://www.nrmp.org/matching-algorithm/>

5.7 NOTIFICATION OF OFFERS

All offers will be made as per the key dates published on the HETI Medical Intern Recruitment website. All communication regarding offers will be made by email and SMS.

Note: HETI will not inform applicants of their offered position through any other forms of communication including by phone.

5.8 POSITION OFFERS

On the first day of National offer period one all successful matched category 1, 2 and 3 applicants will be offered a position through the RPR pathway.

All other successfully matched applicants will be offered a position through the RPR pathway before the end of offer period one.

During any offer period, offers can be made to applicants from different priority categories at different RPR hospitals. This is dependent upon the outcome of the preference matching process. All communication regarding offers will be made by email and SMS.

Should vacancies occur in RPR hospitals and there are no remaining eligible applicants on the preference match list the positions will be filled via an expression of interest process (which is explained further down in this document) or, at the request of the hospital, converted to rotational positions. The rotational positions are then recruited to via the metropolitan/regional hospital in that network.

It is possible that some applicants will be unsuccessful in gaining an intern position offer through the RPR pathway. In this situation, applicants are automatically moved to the DRA or the OA pathways based on their first prevocational training network preference in their online application.

5.9 EXPRESSION OF INTEREST (EOI)

Any RPR vacancies that remain without eligible applicants on the preference match list are recruited to via an EOI process. If this occurs an email will be sent to unplaced applicants (in order of the NSW Health Priority List) advising of the opportunity. The email will specify the location of the position/s and request the applicant to provide their curriculum vitae (CV) by a specified timeframe. Applicants will be required to attend a virtual interview with the RPR facility.

5.10 OFFER ACCEPTANCE

It is the applicant's responsibility to respond to their position offer through the online application system by the specified date and time outlined in the notification email. Offers are made using Australian Eastern Standard Time (AEST).

Applicants have 48 hours to accept or decline a position offer in the online application system. If an applicant has not accepted or declined their offer within 24 hours, a reminder email is sent from the online application system reminding the applicant to act on their offer.

The online application system will automatically send an acknowledgment email of an acceptance offer. Applicants who do not receive an email should contact HETI.

If an applicant does not accept/decline their offer by the nominated deadline an email will be generated from the online application system to the applicant confirming that the position has been declined on their behalf.

All successful applicants will **only receive one position offer** from HETI per year. If an applicant declines or does not accept a position offer, they are not eligible to receive any further offers from HETI for that clinical year. The applicant will have to wait until the following year to reapply if they still meet the eligibility criteria.

5.11 FORMAL OFFER

As the employers, the Local Health Districts (LHDs) will directly supply pre-employment paperwork for completion and commence the pre-employment checks. In addition, they will also issue a formal letter of offer. These processes commence from late September each year.

6 RESPONSIBILITIES

Implementation of the procedure is dependent on three key stakeholders:

- Applicants
- Employers (LHDs, Specialty Health Networks and other NSW Health Organisation and their participating facilities)
- HETI

Applicants will:

- Read and understand the procedures underpinning medical intern recruitment in NSW and seek clarification from HETI if there is a lack of understanding or clarity within the procedures.
- Complete an application via the online application system and submit by the closing date.
- Behave ethically through the application process and order network preferences genuinely in the order in which they would prefer to work.
- Follow the NSW Health Code of Conduct and HETI Swaps Guidelines when requesting to be part of a swap. This includes not offering or accepting any form of payment for a swap request.

- Keep contact details including email address and phone number current in the online application system and regularly check emails and phone on the dates when offers are made.
- Accept or decline their position offer within 48 hours.
- Ensure that they complete all necessary pre-employment paperwork prior to commencing employment.
- Be required to participate in overtime, on call and shift rosters including evenings, nights and weekends and to undertake rotations at facilities other than their hospital administering.
- Advise HETI if they are not completing all requirements of their degree before the end of the year, and subsequently decline their position offer in the online application system and notify the employer. Note that if HETI is advised by a university that a student will not complete the requirements of their degree and the applicant does not decline their offer HETI will decline the offer on their behalf.

HETI will:

- Lead and coordinate the medical intern recruitment process.
- Communicate the procedures and dates to the NSW Ministry of Health, LHDs, medical schools and potential applicants. This will include presentations on the HETI website and answering enquiries by telephone and email.
- Ensure all providers and networks participating are appropriately accredited facilities.
- Advise the employer of applicants who are granted Extenuating Circumstances or a Change in Circumstances and the criteria under which it was granted.
- Provide all relevant information about medical intern recruitment, procedures and dates on the HETI website.
- Communicate with applicants by email and SMS about the status of their application.
- Ensure all eligible guaranteed applicants are offered a position.
- Ensure applicants are only offered one position offer for the clinical year.
- Ensure applications are verified prior to offers being made for applicants applying through the Extenuating Circumstances process, Aboriginal Medical Workforce pathway, the Rural Preferential Recruitment pathway and all category 1 applicants.
- Ensure applications are verified for all remaining applicants following acceptance of an offer.

Employers will:

- Adhere to all procedures supporting medical intern recruitment in NSW.
- Negotiate conditions of employment directly with applicants and provide advice regarding visas and employment conditions.
- Communicate directly with applicants regarding specific requirements if allocated through the Extenuating Circumstances process or Change in Circumstances.
- Contact applicants to confirm an offer of employment and undertake necessary pre-employment checks and paperwork.
- Make a formal position offer.
- Ensure that applicants are employed in facilities that are accredited for prevocational training. If a post or facility becomes unaccredited the trainees will be moved to another accredited post and/or provider.

7 GLOSSARY

Applicant - An applicant is an eligible medical graduate who formally applies for a prevocational training position through the online application system.

Hospital Administering Employment - The hospital administering employment (administrative hospital) is where the prevocational trainees spend the majority of their time within a prevocational training network. It is primarily responsible for managing the prevocational trainees' employment such as employment contract, leave arrangements and salary. In addition, they ensure that the trainees receive effective orientation, supervision, education and training, and PGY1's meet the requirements for general registration.

Local Health District - There are 15 Local Health Districts that are responsible for providing health services in a wide range of settings, from primary care posts in the remote outback to metropolitan tertiary health centres. Eight Local Health Districts cover the greater Sydney metropolitan regions and seven cover rural and regional NSW. Local Health Districts employ prevocational trainees.

Medical Graduate - A medical graduate is an individual who has completed the requirements of a medical degree.

Postgraduate Year 1 (PGY1) - Postgraduate Year 1 is the first year of medical practice undertaken by a prevocational trainee following their graduation from medical school. The year is also referred to as an internship.

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

Prevocational Training Provider - Is the facility where the prevocational trainees work and train. The training provider can be a hospital, general practice, community health centre or other accredited health facilities. The training provider governs and/or provides some or all aspects of the prevocational education and training program.

Prevocational Training Network - A group of prevocational training providers that work together to provide a range of clinical rotations. They also ensure effective education and training is provided to prevocational trainees.

Public Health Organisation (PHO) - A PHO is either:

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

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

Term - A component of the prevocational training program, usually a nominated number of weeks in a particular area of practice, also called a clinical rotation, post, or placement.

8 ASSOCIATED DOCUMENTS

Procedures

- Aboriginal Medical Workforce in NSW
- Rural Preferential Recruitment in NSW

- Direct Regional Allocation in NSW
- Extenuating Circumstances and Change in Personal Circumstances in NSW

Other Documents

- Applicant Guide for Medical Intern Recruitment in NSW
- Key Dates for Medical Intern Recruitment for 2025 clinical year
- NSW Health Priority List for 2025 Medical Intern Recruitment
- Prevocational Training Networks and Accredited Facilities in NSW
- Guidelines for Requesting an Intern Position Swap in NSW

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