



HEALTH
EDUCATION
& TRAINING

Medical Graduate Allocation **APPLICANT GUIDE**

2022 Clinical Year



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Applying for a Prevocational Training position in NSW

1. Must meet eligibility and NSW priority list criteria
2. Expected to complete your medical degree this year or have completed your degree in the past two years
3. Not previously worked as a doctor

ABORIGINAL
ABORIGINAL
MEDICAL
WORKFORCE

RURAL
RURAL
PREFERENTIAL
RECRUITMENT

REGIONAL
DIRECT
REGIONAL
ALLOCATION

OPTIMISED
OPTIMISED
ALLOCATION

SUBMIT APPLICATION

APPLY THROUGH PTAP - UP TO 1 HOUR

Rank the networks in your preferred order.

Rural Preferential applicants must also apply through the JMO Career Portal (additional time required).

Apply for Extenuating Circumstances if appropriate (eg. carer responsibilities, health issues).

Aboriginal Medical Workforce applicants must submit additional documentation.

APPLICATIONS REVIEWED

APPLICATIONS CONSIDERED - UP TO 8 WEEKS

Additional information may be requested.

Applicants will receive notification of progress to next stage.

Applicants who have applied for Extenuating Circumstances will be notified of outcome.

Shortlisted Rural Preferential applicants interviewed by rural hospitals.

OFFERS

OFFERS MADE ACROSS ALL PATHWAYS - FROM JULY

NSW domestic medical graduates receive offers in the first week of round one.

Most offers are made from July to November in line with national offer periods.

Subsequent vacancies are filled according to priority category within each pathway ([see NSW Health Priority List](#)).

OFFERS ACCEPTED

OFFER TO BE ACCEPTED - WITHIN 48 HOURS

Log into PTAP to accept or decline your offer, this is for all pathways.

Applicants only receive one offer across all pathways.

INTERN ALLOCATION

HETI CONTACT DETAILS

Website	https://www.heti.nsw.gov.au/education-and-training/courses-and-programs/medical-graduate-recruitment
Email	HETI-Internship@health.nsw.gov.au
Phone	(02) 9844 6562

When contacting or corresponding with HETI, please provide the following details so we can verify your details before we can communicate a response.

- PTAP ID
- Name
- DOB
- Graduation University

HOW TO APPLY

Annual Medical Graduate Allocation in NSW is managed by the Medical Portfolio at the NSW Health Education and Training Institute (HETI). All applications for intern positions are completed online via the Prevocational Training Application Program (PTAP) <https://ptapplications.heti.nsw.gov.au/Login>.



Remember the word PTAP

- PTAP stands for **P**revocational **T**raining **A**pplication **P**rogram. It is the online portal that medical graduates use to apply for internship positions in NSW via HETI.
- Your PTAP ID is also referred to as your Application ID.

NATIONAL APPLICATION DATES FOR THE 2022 CLINICAL YEAR

- **Applications open:** Tuesday 4 May 2021
- **Applications close:** 5pm, Thursday 3 June 2021



PLEASE NOTE:

- Applicants applying via the Rural Preferential Recruitment pathway must complete an online application in PTAP and additionally apply online through the JMO Career Portal at <https://jobs.health.nsw.gov.au/JMO-ex>
- Applicants must submit an online application through the JMO Career Portal to all rural hospitals to which they would like to apply to.
- Applicants can also use the above QR code to access the JMO Career Portal.
- The JMO Career Portal is not managed by HETI, you will need to contact the helpdesk on 1300 285 533 if you need help with your application.



WHO IS ELIGIBLE TO APPLY FOR AN INTERN POSITION IN PTAP?

Each eligible medical graduate will fall into one of the six priority categories as outlined in the NSW Health Priority list for intern recruitment.

NSW Health Priority List for Intern Recruitment for 2022 clinical year

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 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 (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.

The above Priority Categories are applicable in conjunction with the eligibility criteria below:

1. Applicants are expected to complete their medical degree this year or have completed their degree in the past two years.
2. Applicants must not have previously worked as a doctor.



PLEASE NOTE:

- Use the tool below to help you to better understand your category on the NSW Health Priority List.
- If your NSW Health Priority Category changes after the close of the application period, please contact HETI to determine if your application can be updated.

CRITERIA	NSW Health Priority Category					
	Cat 1	Cat 2	Cat 3	Cat 4	Cat 5	Cat 6
Australian/NZ citizen or Australian PR	Y	Y	Y	N	N	N
Graduate of NSW University	Y	-	-	Y	-	-
Graduate of NZ or Interstate University	-	Y	Y	-	Y	-
Graduate Year 12 in NSW	-	Y	N	-	-	-
Visa requirement	-	-	-	Y	Y	Y
Graduate of AMC accredited campus outside Australia (UQ Ochsner and Monash Malaysia)	-	-	-	-	-	Y

Category 1 Australian/NZ Citizen or Australian PR and Graduate of NSW.

Category 2 Australian/NZ Citizen or Australian PR and Graduate of New Zealand or Interstate University and Year 12 in NSW.

Category 3 Australian/NZ Citizen or Australian PR and Graduate of New Zealand or Interstate University.

Category 4 Graduate of NSW and who hold a visa that allows them to work or able to obtain a visa to work in Australia.

Category 5 Graduate of New Zealand or Interstate University and who hold a visa that allows them to work or able to obtain a visa to work in Australia.

Category 6 Graduate of Australian Medical Council accredited University with campuses that are located outside of Australia or New Zealand (UQ Ochsner and Monash Malaysia) and who hold a visa that allows them to work or able to obtain a visa to work in Australia.

Y = Yes; N = No; dash (-) = Not Applicable



PLEASE NOTE:

- Applicants who do not meet the criteria in any of the six NSW Health Priority Categories will not be eligible to apply for an internship in NSW via HETI.

SUPPORTING DOCUMENTATION

Applicants are required to upload certified copies of all documentation to support their applications.



Before commencing an application, please refer to the **checklist of the supporting documents below**. This checklist contains detailed information on the mandatory and additional documentation required by medical graduates when applying.

SUPPORTING DOCUMENT CHECKLIST

University Completion Letter

A certified copy of a letter from your graduating university which must include all of the following information:

- Medical school campus where the degree was undertaken
- Medical Internship Placement Number (MIPN)
- Commencement date and expected date of completion of the medical degree. The dates must specify the Month and Year of commencement and completion e.g. commenced in February 2018 and expected completion in December 2021.

High School Certificate (if you are a Category 2 applicant)

A certified copy of your NSW secondary school leaving qualification (not a statement of results) issued by the Board of Studies or relevant education authority.



PLEASE NOTE:

- Applicants who have graduated in a previous year will need to provide a certified copy of their medical degree.
- Medical graduates studying medicine in New Zealand do not require a MIPN number on their university completion letter.

Evidence of Australian/ NZ Citizenship or Australian Permanent Residence

Certified copy of **ONE** of the following documents:

- Australian Citizenship Certificate
- Australian Passport (front page containing photo)
- Australian Permanent Resident Visa (VEVO document)
- New Zealand Citizenship Certificate
- New Zealand Passport (front page containing photo)
- If you don't have an Australian Citizenship Certificate or Australian Passport you can prove your citizenship by providing a certified copy of your Australian full birth certificate (if born on or before 19 August 1986).
- 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 time of birth.

For international applicants living in or outside of Australia

Certified copy of the following documents:

- A current 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 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 your place of birth as your place of origin. Please specify your place of birth/ country of origin.

ABORIGINAL MEDICAL WORKFORCE PATHWAY

Completed application form and certified supporting documents that address the requirements outlined in the Aboriginal Medical Workforce pathway procedure.

EXTENUATING CIRCUMSTANCES

Completed Extenuating Circumstances application form and certified supporting documentation that addresses the requirements as outlined in the Extenuating Circumstances procedure.

INTERNATIONAL MEDICAL STUDENT ON SCHOLARSHIP

Letter from the scholarship funding agency that confirms sponsorship **AND** provides you with clearance to undertake prevocational training in Australia for two years.

CHANGE OF NAME CERTIFICATE

Required if all your documents do not have the same legal name as your primary legal document. It is acceptable if your middle name is on some of your documents and not on all documents.

GETTING YOUR DOCUMENTS CERTIFIED

Copies of **ALL** supporting documentation uploaded to PTAP must be certified within the last 12 months by an appropriate official and submitted by the application closing time and date. All relevant supporting documents need to be uploaded onto your PTAP application before the system will allow the application to be completed and submitted.

Supporting documentation certification

1. Options available for applicants to get documents certified within Australia:
 - Documents can be certified by a 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.
2. Options available to applicants to get documents certified outside of Australia:
 - 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.



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.
- To find a registered JP in any State or Territory in Australia visit the Australian Government - Justices of the Peace register <https://info.australia.gov.au/information-and-services/public-safety-and-law/justices-of-the-peace>
- All documentation that has been sighted by a JP will be checked against this website
- JPs, Commissioners of Declaration and Notary Publics can certify electronic documents as per guidelines in their handbook.
- An immediate relative of the applicant or a person residing at the same address as the applicant cannot undertake certification.

ALLOCATION PATHWAYS

There are four allocation pathways to obtain a prevocational training position in NSW. Applicants can apply through any of the four pathways depending upon their eligibility.



The four pathways are:

- **Aboriginal Medical Workforce pathway (AMW)**
This pathway aims to build the capacity of Aboriginal doctors in the NSW health workforce. For more information please click the link below:
<https://www.heti.nsw.gov.au/education-and-training/courses-and-programs/medical-graduate-recruitment/aboriginal-medical-workforce>
- **Rural Preferential Recruitment pathway (RPR)**
This pathway is a merit-based recruitment process that facilitates the recruitment of rural cadets and other medical graduates to prevocational training positions in rural hospitals within NSW. For more information please click the link below:
<https://www.heti.nsw.gov.au/education-and-training/courses-and-programs/medical-graduate-recruitment/rural-preferential-recruitment>
- **Direct Regional Allocation pathway (DRA)**
This pathway facilitates the allocation of medical graduates to positions in regional and outer metropolitan Sydney prevocational training networks. This pathway is only for NSW Health Priority Category 1 to 4 applicants. Applicants from Categories 5 and 6 will be progressed into the Optimised Allocation pathway. For more information please click the link below:
<https://www.heti.nsw.gov.au/education-and-training/courses-and-programs/medical-graduate-recruitment/direct-regional-allocation>
- **Optimised Allocation pathway**
This pathway predominately facilitates allocation to positions in inner and outer metropolitan Sydney. For more information please click the link below:
<https://www.heti.nsw.gov.au/education-and-training/courses-and-programs/medical-graduate-recruitment/optimised-allocation>

Applicants can apply to one or more pathways. For detailed information on each pathway, applicants must refer to the relevant procedure.

KEY ALLOCATION DATES

Key allocation dates list all important dates for Medical Intern allocation for the 2022 clinical year.

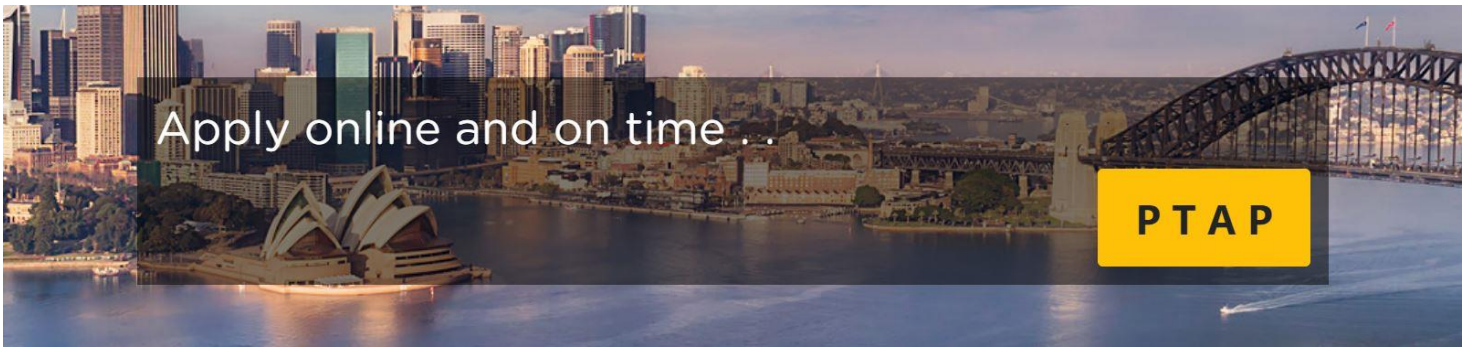


Wednesday 8 April 2021	Medical graduate recruitment info available on the HETI website
Tuesday 4 May 2021	Medical graduate applications open in PTAP
Tuesday 4 May 2021	Rural preferential recruitment (RPR) applications open in JMO Career Portal
Thursday 3 June 2021 (5pm)	Rural preferential recruitment applications close in JMO Career Portal
Thursday 3 June 2021 (5pm)	Medical graduate applications close in PTAP
Wednesday 9 June 2021	Aboriginal Medical Workforce Pathway Committee meets
Thursday 17 June 2021	Extenuating Circumstances Committee meets
Wednesday 23 June 2021	National Audit of Applications commences
Monday 21 June 2021	Rural Preferential Recruitment interview period commences
Thursday 1 July 2021	Rural Preferential Recruitment interview period concludes
Thursday 1 July 2021 (5pm)	Deadline for RPR applicants to change preferences on PTAP and JMO Career Portal
Friday 2 July 2021 (5pm)	Deadline for RPR hospitals to finalise applicant rankings
Monday 12 July 2021	National Offer Period 1 commences
Monday 12 July 2021	Aboriginal Medical Workforce pathway offers made
Monday 12 July 2021	Rural Preferential Recruitment pathway offers commence
Monday 12 July 2021	Direct Regional Allocation pathway offers commence
Wednesday 14 July 2021	Optimised Allocation pathway offers commence
Friday 30 July 2021	Offer Period 1 closes
Tuesday 3 August 2021	1st National Audit of Acceptances and Unplaced Applicants commences
Thursday 12 August 2021	Offer Period 2 commences
Friday 3 September 2021	Offer Period 2 closes
Tuesday 7 September 2021	2nd National Audit of Acceptances and Unplaced Applicants
Thursday 16 September 2021	Offer Period 3 commences
Friday 8 October 2021	Offer Period 3 closes
Tuesday 12 October 2021	3rd National Audit of Acceptances and Unplaced Applicants commences
Thursday 21 October 2021	Offer Period 4 commences
Friday 19 November 2021	Offer Period 4 closes – National Intern Recruitment Close Date
Tuesday 23 November 2021	4th National Audit of Acceptances and Unplaced Applicants commences
Monday 29 November 2021	National Late Vacancy Management (LVM) Process starts
Friday 25 March 2022	National Late Vacancy Management (LVM) Process closes

PLEASE NOTE: HETI does not accept any late applications.

REGISTRATION PROCESS

To register on PTAP go to <https://ptapplications.heti.nsw.gov.au/Login>



Once you have clicked on the 'PTAP' button, you will be directed to the screen below. To proceed with your registration, you must first read and accept the "terms and conditions" and then you can apply by clicking on the "register" button.




Prevocational Training Application Program



PTAP - Prevocational Training Application Program


Existing Members

New Members

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

Your application for prevocational training can now be done online in an 8 step process.

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

 **Please note! You have 3 attempts to log in before being locked out.**

We recommend you reset your password using the Forgotten Password link below if you are not sure of your password to prevent being locked out.

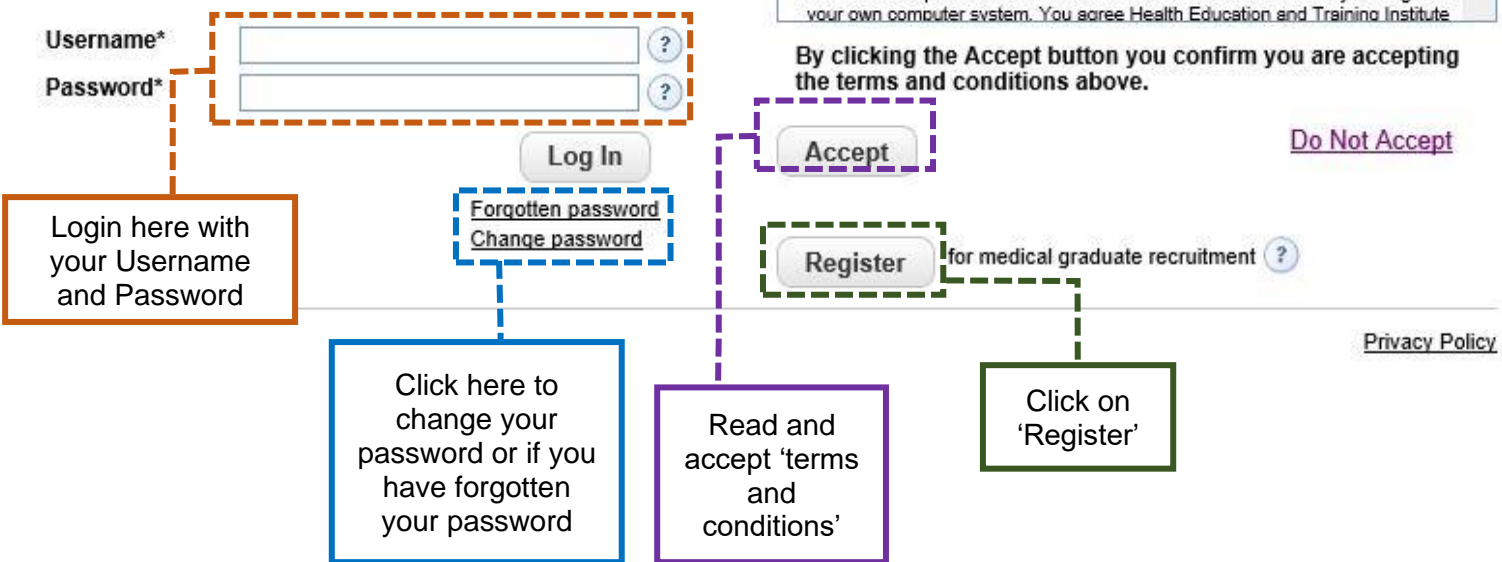
TERMS AND CONDITIONS OF REGISTRATION AND APPLYING FOR A PREVOCATIONAL TRAINING POSITION IN PREVOCATIONAL TRAINING APPLICATION PROGRAM ("PTAP")

Specific warnings

You must take your own precautions to ensure that the process which you employ for accessing this web site does not expose you to the risk of viruses, malicious computer code or other forms of interference which may damage your own computer system. You agree Health Education and Training Institute

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

[Do Not Accept](#)





PLEASE NOTE:

- Throughout the application process an asterisk (*) denotes a MANDATORY question - which must be completed in order to proceed.

Once you have registered, you have unlimited access to edit your application up until the closing of applications to 5pm, Thursday 3 June 2021.

STEP 1 – ELIGIBILITY

You will be directed to the following screen.



PTAP - Prevocational Training Application Program

Register

Step 1 Eligibility	Step 2 Personal Information	Step 3 Education	Step 4 Additional Information	Step 5 Preference Selection	Step 6 Questionnaire	Step 7 Documentation	Step 8 Review
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Please complete the following section to register to apply for Prevocational Training in NSW.

Please note that once you have completed the registration process and nominated a user name and password, you have unlimited access to enter and edit your application until the closing date for applications.

Please ensure that you select a username and password that is easy to remember.

* Denotes mandatory fields

- 1. Graduate* Final year student or graduate of an Australian or an AMC accredited New Zealand University
- 2. Work Eligibility* Australian Citizen or Permanent Resident or New Zealand Citizen studying medicine in Australia
- Australian Citizen or Permanent Resident or New Zealand Citizen studying medicine in New Zealand
- Applicant living in Australia with a substantive visa
- Applicant living outside of Australia who holds or is able to obtain a substantive Australian visa

- 3. When do you intend to commence prevocational training?
 - DO NOT APPLY - REGRESSION TESTING 2021

Please Note:
Late starts are not accepted and applicants must start at the designated times for their intake.

Your Email Address*

Please select a user name and password for your application:

Username*
1 - 10 characters (letters and numbers only - case sensitive)

Password*
8 - 50 characters (at least one number, one lowercase and one uppercase character)

Confirm Password*

HETI ACCEPTS APPLICANTS WHO:

- Are expected to complete a medical degree this year or have completed your degree in the past two years.
- Meet the Medical Board of Australia's English language proficiency requirements.
- Meet the NSW Health priority criteria.
- Have not previously worked as a doctor.

For more information please refer to the HETI website.

Enter details as applicable

Ensure to use an email address that you will be able to access until March 2022

Keep your 'username' and 'password' safe to allow you to login to your application

Click on 'Next' to proceed

Cancel

[Privacy Policy](#)

An email is sent to your email address which contains your **PTAP ID** number. This is made up of a four-digit number, unique to an applicant, followed by a two-digit suffix; for example, 0123/22.

PLEASE NOTE:



- Keep your PTAP ID number safe as you will need this when you correspond with HETI.
- Keep your username and password safe as you will need this to log back into your application.
- If you forget your password, you need to enter your username and click on 'Forgotten password'. An email will be sent to you to create a new password. If you want to change your password, you need to enter your username and click on 'change password'. You will need to put in your current password and then you can change it to a new password.
- Ensure that your email address and phone number is kept up to date on PTAP.
- Remember to click on 'save' for any changes you make in your application.
- Locked out of your Account? Email HETI on HETI-Internship@health.nsw.gov.au to unlock your account. This email must include your PTAP ID, legal first name & last name on your PTAP application, and the name of your graduating university.

STEP 2 – PERSONAL INFORMATION

Once you complete the Eligibility page, you will proceed to the Personal Information page. Complete this page by entering the relevant information in each field

The screenshot shows the PTAP application interface. At the top, there are logos for NSW Government, HETI, and the Prevocational Training Application Program (PTAP). Below the logos, the text reads "PTAP - Prevocational Training Application Program" and "Welcome | Logout". The application ID is "1581/13" and the date is "Thursday, 19 March 2020". A progress bar shows eight steps: Step 1 (Eligibility), Step 2 (Personal Information), Step 3 (Education), Step 4 (Additional Information), Step 5 (Preference Selection), Step 6 (Questionnaire), Step 7 (Documentation), and Step 8 (Review). Step 2 is highlighted with a red box. Below the progress bar, there is a note: "* Denotes mandatory fields". The "Personal details" section is visible below the progress bar.

Information required:

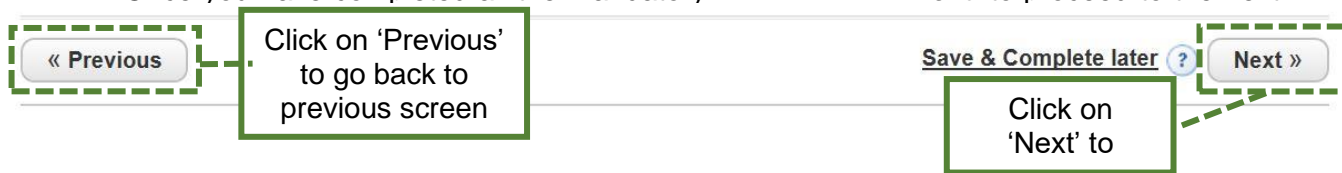
- Personal details (name, gender, date of birth, phone contact)
- Home address
- Postal address
- Emergency contact details



PLEASE NOTE:

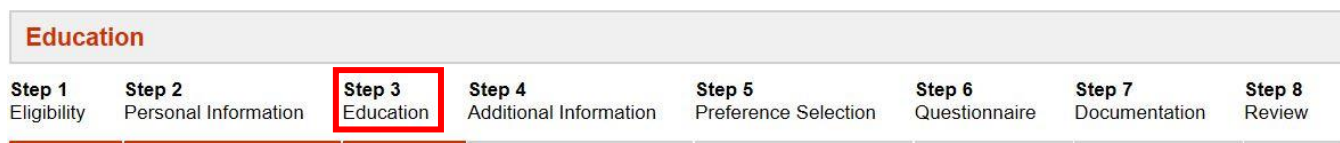
- Names on all your supporting documents must be your legal name and consistent with your application. However, it is not necessary to have your middle name on all your documents or in PTAP.
- Applicants who do not have a last name can enter an asterisk (*) in the last name field.
- Any variation to your names must be supported by a change of name certificate.
- Ensure that your details are kept up to date in PTAP.

- Throughout the application process, you can click on 'Save & Complete later' if you wish to complete your application later.
- Once you have completed all the mandatory fields click on 'Next' to proceed to the next



STEP 3 – EDUCATION

You will then be directed to the following screen.



* Denotes mandatory fields

Information required:

- Secondary education
- Graduating university
- Medical Internship Placement Number (MIPN)
- Applying via the Rural Preferential Recruitment or Aboriginal pathways
- Visa details
- Work eligibility

All documents must be submitted according to the **SUPPORTING DOCUMENTATION** requirements

Category 2 applicants must answer the following question as "Yes" and provide documents to support that they completed their High School in NSW.

Did you graduate from high school in NSW?*

- No
 Yes



PLEASE NOTE:

- HETI does not require evidence of English Language Skills as part of the internship application process.
- All applicants must ensure that they can meet the English Language requirements specified by AHPRA in order to obtain provisional registration.
- AHPRA standard available at <https://www.ahpra.gov.au/Registration/Registration-Standards/English-language-skills.aspx>

Applying via Rural Preferential Recruitment (RPR) Pathway

If you wish to apply through the Rural Preferential Recruitment (RPR) pathway, you need to refer to the Procedure on HETI's website:

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

In PTAP when you select 'yes' to applying via the RPR pathway, only select and preference the Rural Hospitals in ranked order of where you would like to work. This means in your PTAP application that you do not need to preference all the rural hospitals if you don't intend to work at them.

You also need to log in to the JMO Career Portal to complete a separate application for each rural hospital you wish to apply to <https://jobs.health.nsw.gov.au/JMO-ex>. The link for each application can also be accessed from HETI's RPR webpage:

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

Rural Cadets – You are a rural cadet if you have been receiving funding from the Rural Doctors Network (RDN).

Are you a rural cadet?*

Rural Cadets are the applicants who received funding for the last two years of their medical degree from the Rural Doctor's Network (RDN)

No
 Yes



PLEASE NOTE:

- You do not have to preference the RPR hospitals in the same order as your network preferences in Step 5. They are entirely separate and independent of each other.

Applicants will need to answer the following questions depending upon the pathway chosen to apply for internship.

Are you applying for a position through the Aboriginal Medical Workforce Pathway?*

No
 Yes

Are you applying for Direct Regional Allocation?*

No
 Yes

Are you applying for a prevocational training position through the Rural Preferential Recruitment Pathway?*

No
 Yes

If you have chosen the RPR pathway, then you will need to select the following RPR hospitals you attend to apply for through this pathway.

Please list hospitals in your preference order. Only list those hospitals where you want to work and will be or have applied for an RPR position.

Did you attend a rural clinical school?*

Use these arrows to select and remove hospitals

No
 Yes

If you have been attached to a Rural Clinical School for 4 weeks or more then click on 'Yes'

Work Eligibility

Applicants that don't hold a visa or have an expired visa must enter the details of their last visa.

- Work Eligibility*
- Australian Citizen or Permanent Resident or New Zealand Citizen studying medicine in Australia
 - Australian Citizen or Permanent Resident or New Zealand Citizen studying medicine in New Zealand
 - Applicant living in Australia with a substantive visa
 - Applicant living outside of Australia who holds or is able to obtain a substantive Australian visa

Visa class* eg TU
 Visa subclass* eg 573
 Visa expiry date / / (dd/mm/yyyy)

Have you ever applied for Prevocational Training in NSW?*

No
 Yes



Have you ever commenced internship in Australia or another country?*

No
 Yes

➤ Once you have completed all the mandatory fields click on 'next' to proceed to the next screen

STEP 4 – ADDITIONAL INFORMATION

You will then be directed to the following screen.



Prevocational Training Application Program

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

Application ID: 1584/13 Thursday, 2 April 2020

Extra Requirements

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


Extenuating Circumstances

Are you applying for Extenuating Circumstances?*

No

Yes (supporting documentation will be required)

Impairment and conditions on registration

Are you a medical student with an impairment that has resulted in notification to the Medical Board of Australia(MBA) and or participation in the MBA's state based health programs? 

No

Yes

Joint Applications

Are you applying as a joint applicant for medical graduate recruitment?*

No

Yes

Part time and job share applications

Are you planning to undertake internship part-time?*

No

Yes

Are you intending to job share?*

No

Yes

International medical student scholarships

Are you an international medical student on a scholarship?*

No

Yes (supporting documentation will be required) International medical students on a scholarship will provide a certified document providing clearance from the funding agency that allows them to undertake prevocational training in NSW.

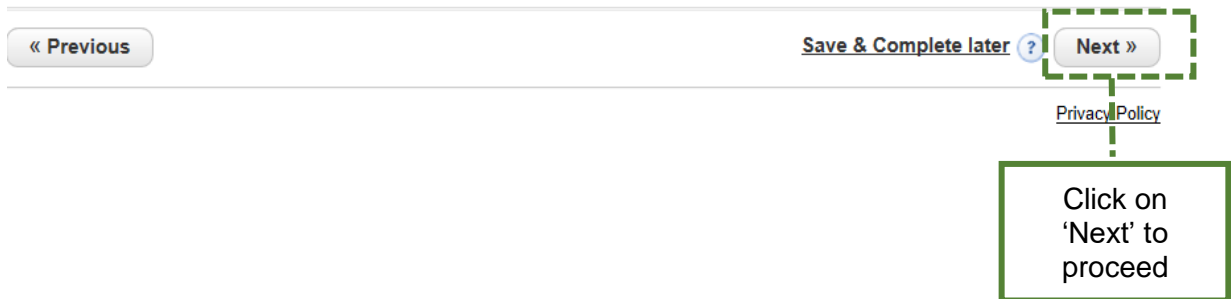
There will be additional Equal Opportunity Employment Questions at the end of this page. These questions are optional.



PLEASE NOTE:

- All applicants applying for extenuating circumstances must read the Extenuating Circumstances Procedure. <https://www.heti.nsw.gov.au/education-and-training/courses-and-programs/medical-graduate-recruitment/extenuating-circumstances>
- Joint and Job Share applicants must be from the same NSW Priority Health Category.
- HETI may contact part-time applicants in order to determine if two part-time applicants can be paired together.
- International students on a scholarship are to provide a letter from the funding agency that provides sponsorship, providing clearance to undertake prevocational training in NSW for two years.

- Once you have completed all the mandatory fields click on **'Next'** to proceed to the next screen.



STEP 5 – PREFERENCE SELECTION

You will then be directed to the following screen. Drag and drop your preferences from the 'Selection List' to 'My Preferences'.



Preference Selection

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

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

Prevocational Training Network Preference Selection

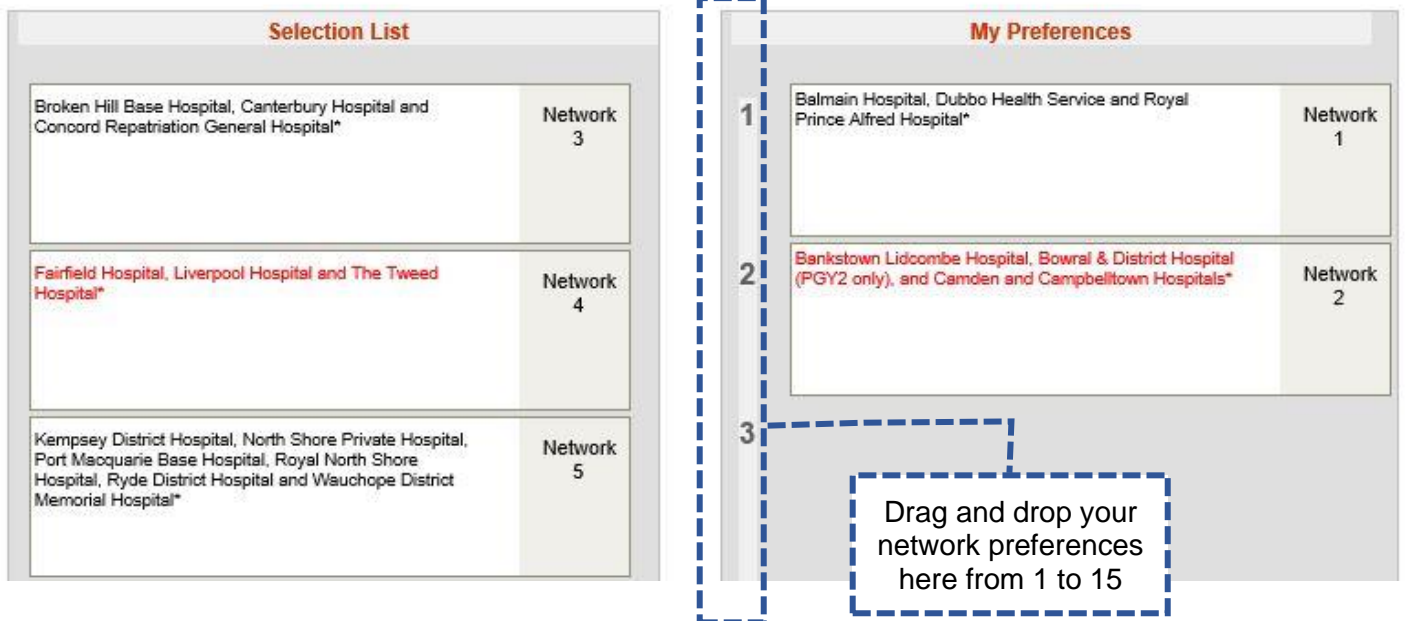
Drop and drag your preferences for Prevocational Training Network into "My Preferences" list. Please rank your preferences with your first choice being ranked as preference 1, second as 2 and least preferred ranked last.

Note! Since you have previously chosen not to apply via the Regional Allocation Pathway, you cannot choose a Regional Network as your first choice. Regional Networks are shown in red below.

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

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

An incomplete list of preferences will not be processed.



All 15 prevocational training networks must be ranked in order of preference to proceed with your application. To see a complete list of hospitals in each network, please see the [Network and Accredited Facilities](#).





PLEASE NOTE:

- **Applicants applying via the Rural Preferential Recruitment pathway:** Your network preferences can be different from your RPR hospital preferences. These are separate and independent of each other.
- **Applicants applying via the Aboriginal Medical Workforce pathway:** Your first network preference in PTAP must be the same as the preference you put on the Aboriginal Medical Workforce pathway application form.
- **Applicants applying via the Direct Regional Allocation pathway:** You must preference a regional network as your first choice in PTAP. The Regional networks are - Networks 2, 4, 7, 11, 12, 14 and 15. You then need to preference the other networks in order of where you would like to work.
- **Joint and Job share** applicants **must** have the same network preferences and be from the same NSW Health Priority Category.
- Applicants can edit their network preferences up until the close of applications.
- Applicants using an **Apple computer** may have issues with the drag and drop function and will need to use another compatible device.


- Once you have selected your preferences for all 15 Prevocational Training Networks click on 'next' to proceed to the next screen

STEP 6 – QUESTIONNAIRE

You will then be directed to the following screen. Completion of this questionnaire is optional.



Prevocational Training Application Program



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

Application ID: 1584/13 Thursday, 2 April 2020

Questionnaire

Step 1 Eligibility	Step 2 Personal Information	Step 3 Education	Step 4 Additional Information	Step 5 Preference Selection	Step 6 Questionnaire	Step 7 Documentation	Step 8 Review
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By answering the following questions, you will be assisting HETI to understand the demographics and interests of medical graduates. Your answers will not affect your position offer. Data will be reported only in an aggregate form. Completion of this questionnaire is optional*

Which Prevocational Training Network would you ideally like to work in? ?

Have you ranked this Prevocational Training Network as your first choice? Yes No

Was there a particular hospital in the network that influenced you in placing it as your first preference? Yes No

During your studies, have you found experience at any hospital in particular to be particularly beneficial to your career?
 Yes No

Which hospital were you attached to in your final clinical year (if local student)?

Marital Status:
 Married Separated Divorced Widowed Never married De facto relationship

Do you have children? Yes No

Is your choice of Prevocational Training Network influenced by your personal relationship? Yes No

Do you know what clinical speciality you would like to train in? Yes No

After Prevocational Training, in which region would you prefer to work?

Thank you for completing the questionnaire.

Answering these questions will help HETI understand the demographics and interests of medical graduates

[« Previous](#)[Save & complete later](#) ?[Next »](#)

[Privacy Policy](#)

STEP 7 – DOCUMENTATION

You will then be directed to the following screen. This screen will list a number of questions that you need to answer first before uploading your documents.

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

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

Application ID: 1584/13 | Thursday, 2 April 2020

Documentation

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

IMPORTANT INFORMATION

The following questions and instructions have been provided to help ensure you submit the right documentation certified correctly in order to complete your application. Please read each question and instruction carefully as questions answered incorrectly or instructions not followed may jeopardise your chance of receiving a position.

Are ALL your documents correctly certified by either a Justice of the Peace, Commissioner of Declarations or a Notary Public? Even if only one of your documents is not correctly certified HETI will deem your application as incomplete. Yes No

Have ALL your documents been correctly certified with a date that is within the last 12 months? Yes No

Do you declare that the person who certified your documents is not an immediate relative or a person who is residing at the same address as you? Yes No

Is your first and last name consistent on all your documents as well as the name on your PTAP application displayed on the top right of this screen? Yes No

You only need to provide the details of one official if more than one has certified your documents. Please select which official has certified your documents.

Commissioner of Declarations (Queensland & Tasmania only) ▼

Please provide the name and contact number for the Commissioner of Declarations who certified your documents

First Name

Last Name

Contact Number

Enter details of officials certifying your documents. If more than one person has certified your documents, please provide the details for only ONE.

Certification of documents

You will be required to provide details of the official who has certified your documents. **If your documents have been certified by more than one official, then you only need to provide details of just one official.**

For information on how to certify your documents refer to supporting documentation and go to the section [Getting your documents certified](#).

Names on documents

If your names are different on some of the documents, you will need to provide a change of name certificate.



PLEASE NOTE:

- You must ensure that your legal name is on all the documents you provide. Your first and last name must be correct on all documents. It is acceptable if your middle name is not on all the documents provided.
- If you have changed your surname after marriage, please provide a marriage certificate as evidence.
- Malaysian passport holders have names displayed using the person's customary naming practice as per the identity card (MyKad) or birth certificate. Surname and given name fields are not differentiated, use the naming convention on the passport. The placement of the surname is not consistent. In this case, HETI 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). Please ensure your legal name is entered correctly into your PTAP application.

Uploading Documents

You are required to upload supporting documentation depending on your application category and the pathway you apply to.

Please upload a correctly certified copy of either your:

- Australian Citizenship Certificate, or
- Photo page of your Australian Passport, or
- Photo Page of your Passport and your Australian Permanent Visa or
- Australian full birth certificate (if born on or before 19 August 1986) or
- 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 time of birth.” or
- New Zealand Citizenship Certificate, or
- Photo page of your New Zealand Passport or
- New Zealand full birth certificate

19/04/2021 12:13 PM <C:\Users\60126912\Desktop\UAT Testing 2021\Testing Docs\Australian Passport.jpg> 

Click here to Save

Browse and chose the document from your file

Please upload correctly certified copy of your NSW secondary school leaving qualification (not a statement of results) issued by the education department eg diploma, certificate, Baccalaureate.

19/04/2021 12:13 PM <C:\Users\60126912\Desktop\UAT Testing 2021\Testing Docs\University Completion letter.jpg> 

Once you have uploaded your document it will show in your PTAP application

Please upload a correctly certified copy of your graduation letter on university letterhead.

The letter must include all of the following information:

- Medical school campus where you undertook your degree
- Your Medical Internship Placement Number (MIPN)
- Your commencement date and expected completion date of your medical degree

Please note:

Applicants studying medicine in New Zealand do not require an MIPN number on their university completion letter.

19/04/2021 12:13 PM <C:\Users\60126912\Desktop\UAT Testing 2021\Testing Docs\School letter.jpg> 

You can delete documents by clicking here

Add more documents in a section

« Previous

[Privacy Policy](#)

- Once you have completed all the questions and uploaded all the required documents, click on 'Save and Continue' to proceed to the next screen.

STEP 8 – REVIEW



This is the final step of your application. You must read and check that the information you have provided is correct. Check that you have uploaded the correct documents as requested and the documents have been certified correctly.



PLEASE NOTE:

If there are any errors in your application, this is the time to correct them, as after your application is submitted you will only be able to:

- Edit your network preferences up until the closing date and time of applications.
- Edit your contact details.

Personal Details

[« Edit Personal Details](#)

Login

username: Test8
password: *****

Daisy Flower
Female

Born: 25/12/1990 Egypt
Phone: 02 98443333
Mobile: 0411222333
Email: korina.nand@health.nsw.gov.au

Physical address

1 Smith Street
Gladesville
2111
NSW
Australia

Postal address

1 Smith Street
Gladesville
2111
NSW
Australia

You can edit your application by clicking here

Education

[« Edit Education](#)

Degree completed: 2017
Attended: Bond University
Student No: 1111111111
AHPRA No: 111111111
Work eligibility: Applicant living outside of Australia who holds or is able to obtain a substantive Australian visa

Rural Cadet: No
Rural clinical school:
Completed Year 12 in NSW: No

Additional Information

[« Edit Additional Information](#)

Applying for Extenuating Circumstances: Yes (please supply evidence)
Impaired registrant: No
Impaired Registrant Reason: -
Joint application: No
Partner application ID:
Internship part-time: No

Job share: No
Identified a partner: -
Partner application ID: -
Temp Res. on Scholarship: No
Clearance to do internship in NSW obtained: -
Building capacity registrant: No

Preference selection

[« Edit Preference selection](#)

1. Network 1 Balmain Hospital, Dubbo Base Hospital and Royal Prince Alfred Hospital*
2. Network 2 Bankstown Lidcombe Hospital, Bowral & District Hospital (PGY2 only), and Camden and Campbelltown Hospitals*
3. Network 3 Broken Hill Base Hospital, Canterbury Hospital and Concord Repatriation General Hospital*
4. Network 5 Greenwich Hospital, Kempsey District Hospital, Port Macquarie Base Hospital, Royal North Shore Hospital and Ryde District Hospital*

LAST STEPS

- If you have applied for Extenuating Circumstances, then you must read the Extenuating Circumstances Procedure and tick the declaration that you have read and understood the procedure.
- Read and accept the 'Terms and Conditions'.
- Click on '**Submit Application**'.

TERMS AND CONDITIONS ON SUBMITTING APPLICATIONS

By submitting an application for a prevocational training position in Prevocational Training Application Program ("PTAP") you agree to be bound by these terms and conditions. If you do not accept these terms and conditions you must not submit the application.

Terms and conditions of registration apply

The terms and conditions agreed on registering to use PTAP apply.

Obligation to provide complete and up-to-date information

You must complete all relevant sections of the application and upload all required supporting documentation (certified in accordance with the Applicant Guide and relevant procedures) by the date applications close for the Health Education and Training Institute ("HETI") to determine your eligibility for a prevocational training position. Failure to do so will result in your application being deemed to be incomplete. Incomplete applications will not be considered further.

You must provide any further information and/or evidence in support of your application that HETI may, in its own right or on behalf of a prospective employer, request. If you do not provide the requested information in the format required and within the time specified, your application may be deemed to be incomplete. Incomplete applications will not be considered further.

If any information you provide with the application (or on subsequent request) has ceased to be correct or circumstances have arisen which make the information provided incomplete or misleading, you must notify HETI of that fact and provide updated information. You must do so even if providing that information would cause your application to be rejected or a resulting position offer being withdrawn.

If your personal circumstances change after your application has been submitted, you may notify HETI in accordance with the Extenuating Circumstances Process.

Privacy

Personal information you provide with your application is collected by HETI for the purposes of:

- coordinating the recruitment and placement of medical graduates for prevocational training at hospitals accredited to provide that training in NSW;
- quality improvement; and
- education and training purposes.

Personal information you provide will be used for those purposes and may be disclosed to prospective employers recruiting for

I have read and agree to the Terms, Conditions and Policies

I acknowledge and agree that if I am offered a position in NSW I will not receive any other NSW offers for the clinical year that I am applying to.

Read the 'Terms, Conditions and Policies' and accept if you agree

Submit Application

Click to submit your application

[Privacy Policy](#)

An email will be sent to your email address confirming that you have successfully submitted your application. The email will contain information on when your application will be reviewed.

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

Print Summary

Thank you for submitting your application
A confirmation email has been sent to you.
Your Application ID: 1584/13
Submitted: 2 April 2020, 9:48.56 AM

MANAGING APPLICATIONS AFTER PTAP CLOSING DATE

Accessing your application

Once you have submitted your application you will only be able to:

- Edit your contact details.
- You can view your network preferences (Edit your network preferences can only occur until the closing of PTAP applications).

Remember to always click on 'SAVE' for any changes you make.

Withdrawing your application

If you wish to withdraw your application, you can do so by logging back into your application and clicking on 'withdraw application' at the bottom of the page.

« Previous

Withdraw Application

Verification of Application

The verification of applications occurs to the following categories and pathways below prior to offer period 1:

- Priority Category 1 applicants
- Applications through the Aboriginal Medical Workforce pathway
- Applications through the Rural Preferential Recruitment pathway
- Applications for Extenuating Circumstances.

Please note that all other applicants will only be verified if they have been offered a position.

Rejected documentation

If any of your documents are incorrect, then an email will be sent to the applicant with the reason for why the document was rejected and what needs to be occurred to fix your application by the due date. Failure by the applicant to re-submit the correct documentation by the due date will mean their application will no longer be valid.

Ensure you upload your correct documents in your PTAP application by the given timeframe in the email. Ensure that you click on 'SUBMIT APPLICATION'.

Offers

Offers will be made during National offer periods according to the key dates and the NSW Health Priority List. Applicants will receive their offer via email and they will additionally receive an SMS outlining the terms of the offer. When you receive an offer via email, you will need to log back into your PTAP application to accept or decline your offer.

Congratulations, you have been allocated to Network 1.

Please select from the following options:

Decline Position
 Accept Position

[Privacy Policy](#)

For information regarding your offer against each pathway please click on [ALLOCATION PATHWAYS](#).

Provisional Registration

Relevant information regarding the provisional registration process can be found on the Australian Health Practitioner Regulation Agency (AHPRA's) website at www.ahpra.gov.au/Registration/Graduate-Applications.aspx.

AHPRA recommends that applications, including supporting documentation to meet the registration standard and your declaration relating to criminal history or impairment, are submitted as soon as possible after October (your registration can take up to 4 weeks to be processed) to ensure your registration is finalised in time for you to commence your internship on the scheduled date.



PLEASE NOTE:

- You need to review the requirements to demonstrate your English language proficiency as part of your AHPRA registration;
- You need an internship offer before applying for provisional registration with AHPRA.

To avoid delays in commencing internship on time all medical graduates are strongly recommended to apply for provisional registration early. If you do not have provisional registration you cannot commence your internship which may result in your offer being rescinded.

NATIONAL INTERN DATA PROCESS

For information regarding the National Intern Data Audit please refer to: [National Audit Information](#)

NATIONAL LATE VACANCY MANAGEMENT PROCESS

For information regarding the National Late Vacancy Management Process please refer to: [National Audit Information](#)

JUNIOR DOCTOR TRAINING PROGRAM – PRIVATE HOSPITAL STREAM

The Junior Doctor Training Program - Private Hospital Stream is designed to increase the nation's capacity to train junior doctors. This includes supporting training opportunities in private hospitals and rural and regional locations across Australia. This pathway is for international medical graduates.

HETI does not coordinate this process. For information regarding this process please refer to: <http://www.health.gov.au/internet/main/publishing.nsf/Content/work-junior-doctor-training-program-private-hospital-stream>

INTERN ALLOCATION ALGORITHM

A simulated annealing algorithm is used to allocate positions through the Optimised Allocation pathway.

The algorithm was designed to match applicant preferences with available positions and ensure the fairest result for the total number of applicants within the same priority group for each recruitment round.

The algorithm executes a simulated annealing approach to optimisation. It incorporates a pseudo random number generator (PRNG) with a configurable seed to ensure a fair approach to randomisation.

The following steps are undertaken by the algorithm:

- Reads input files that specify the prevocational training networks and positions available, the list of applicants and their preferences, and the seed for the pseudo random number generator (PRNG). A different seed is used for each allocation.
- Establishes whether there are more applicants than positions. In the first round of the Optimised pathway, this does not apply to the guaranteed applicants who will all be offered a position. In rounds where there are more applicants, the list of applicants is randomly shuffled using the PRNG. Applicants who are shuffled below the position cut off are removed from the allocation.
- Initially, the algorithm randomly allocates applicants to positions using the PRNG and then rates the quality of the allocation by adding all the applicant preference allocations.
- A first preference scores zero, a second preference scores one and so on until all preferences are scored.
- The algorithm then iteratively searches all viable applicants of allocation permutations to minimise the total preference score for all applicants. Its objective is to get as close to zero as possible - if everyone receives their first preference the total preference score is zero.

JOINT APPLICANTS

Joint applicants are run through the algorithm in the same way as all other applicants.

Before the algorithm is finalised it will check that all joint applicants are in the same prevocational training network. If this is the case no further processing is required, however, if joint applicants have been allocated to different networks, the program searches to identify other allocated applicants who would benefit most from a swap with one of the joint applicants.

In situations where available positions are limited, it is possible that the algorithm will not allocate joint applicants to the same network and applicants may be allocated separately.

In situations where there are more applicants than positions, both applicants may not be offered a position in the same offer round.

JOB SHARE APPLICANTS

When applicants have identified a jobshare partner in PTAP the algorithm will consider them as a single applicant and will attempt to allocate them together.

EXTENUATING CIRCUMSTANCES AND CHANGE IN PERSONAL CIRCUMSTANCES APPLICANTS

Prior to allocation, the applicants' networks for allocation are reduced to a smaller set of networks that can be considered by the algorithm. This means that they will not be allocated to networks that are not on the reduced networks list. The applicant's reduced preferences are then run through the algorithm with other applicants.

The preferences of an applicant granted extenuating circumstances are given the same weight as any other applicant and within their list of limited preferences, meaning they are no more or less likely to receive a higher preference than anyone else. For instance, if an applicant, who has been granted Extenuating circumstances, submitted 12 preferences (instead of the normal 15) it is possible for the applicant to receive the 12th preference as an offer with the same probability as any other applicant with a similar set of network preferences.

An applicant in one of the lower categories in the NSW Health Priority List who is granted extenuating circumstances is not guaranteed an offer, or an equivalent or higher preference than would otherwise have been allocated.

NETWORK AND ACCREDITED FACILITIES

There are 15 Prevocational Training Networks in NSW



Prevocational Training Provider Classification

T3	Term Home Hospital Prevocational Training Provider (T3)
T5	Term Home Hospital Prevocational Training Provider (T5)
R	Rotation Hospital
OT	Offsite Term

Abbreviations

PGY1	Post Graduate Year 1
PGY2	Post Graduate Year 2
CMI	Commonwealth Medical Internships

Networks	Accredited Prevocational Training Provider	LHD/ Provider	Classification
Network 1 <i>Inner West and Western Plains</i>	Dubbo Health Service	WNSW LHD	T5
	Royal Prince Alfred Hospital <ul style="list-style-type: none"> Balmain Hospital Chris O'Brien Lifehouse 	SLHD	T5 OT OT
Network 2 <i>Bankers and Campers</i>	Bankstown-Lidcombe Hospital	SWSLHD	T5
	Bowral & District Hospital (PGY2 only)	SWSLHD	R
	Campbelltown/Camden Hospital	SWSLHD	T5
Network 3 <i>Concord, Canterbury & Broken Hill Base Hospitals</i>	Broken Hill Health Service	FWLHD	T3
	Canterbury Hospital	SLHD	T3
	Concord Repatriation General Hospital	SLHD	T5
Network 4 <i>South West Sydney, Tweed Heads</i>	Fairfield Hospital <ul style="list-style-type: none"> Braeside Hospital 	SWSLHD Private	T3 OT
	Liverpool Hospital	SWSLHD	T5
	The Tweed Hospital <ul style="list-style-type: none"> Byron District Hospital 	NNSW LHD	T5 OT

Networks	Accredited Prevocational Training Provider	LHD/ Provider	Classification
Network 5 <i>North Shore & Port Macquarie</i>	Port Macquarie Base Hospital <ul style="list-style-type: none"> Kempsey District Hospital Wauchope District Hospital (PGY2) 	MNCLHD	T5 OT OT
	Royal North Shore Hospital <ul style="list-style-type: none"> North Shore Private Hospital 	NSLHD	T5 OT
	Ryde District Hospital	NSLHD	T3

Network 6 <i>Hornsby & Northern Beaches</i>	Hornsby Ku-ring-gai Health Service <ul style="list-style-type: none"> Hornsby & Brooklyn GP Unit 	NSLHD	T5 OT
	Northern Beaches Hospital	NSLHD	T3
	Sydney Adventist Hospital	Private	R
	Mona Vale Hospital	NSLHD	R

Network 7 <i>Central Coast Network</i>	Gosford District Hospital <ul style="list-style-type: none"> Woy Woy Hospital 	CCLHD	T5 OT
	Wyong Hospital	CCLHD	T3

Network 8 <i>St George, Sutherland, Albury & Griffith Hospitals</i>	Albury Wodonga Health	AWH	T5
	Griffith Base Hospital	MLHD	R
	Sutherland Hospital	SESLHD	T3
	St George Hospital and Community Health Service <ul style="list-style-type: none"> Calvary Health Care Kogarah Kirketon Road Centre The Forensic Hospital, Malabar Justice Health 	SESLHD	T5 OT OT OT

Network 9 <i>From Coast to Coast</i>	Lismore Base Hospital	NNSWLHD	T5
	The Prince of Wales Hospital <ul style="list-style-type: none"> Sydney Children's Hospital Royal Hospital for Women 	SESLHD	T5 OT OT

Networks	Accredited Prevocational Training Provider	LHD/ Provider	Classification
Network 10 <i>Eastern to Greater Southern</i>	Wagga Wagga Base Hospital & Community H.S <ul style="list-style-type: none"> Coolamon Shire Medical and Dental Clinic Finley Medical Centre Cootamundra Medical Center Riverina Medical and Dental Aboriginal Corporation 	MLHD	T5 OT OT OT
	St Vincent's Private Hospital	Private	CMI
	Mater Hospital Sydney (CMI)	SVHN	T3
	Calvary Riverina Health Care (CMI)	SVHN	R
	St Vincent's Hospital <ul style="list-style-type: none"> War Memorial Hospital (PGY2 only) 	SVHN	T5 OT

Network 11 <i>Oceans 11</i>	Wollongong Hospital <ul style="list-style-type: none"> Bulli Hospital Coledale Hospital 	ISLHD	T5 OT OT
	Shoalhaven District Memorial Hospital <ul style="list-style-type: none"> Milton General Practice 	ISLHD	R OT
	Shellharbour Hospital <ul style="list-style-type: none"> Port Kembla Hospital 	ISLHD	T3 OT

Network 12 <i>Hunter New England</i>	Armidale Rural Referral Hospital	HNELHD	R
	Belmont District Hospital	HNELHD	T3
	Calvary Mater Newcastle	HNELHD	T3
	Hunter New England Mental Health <ul style="list-style-type: none"> The Mater Hospital 	HNE HD	R OT
	John Hunter Hospital and Royal Newcastle Centre <ul style="list-style-type: none"> John Hunter Children's Hospital Hunter New England Health 	HNELHD	T5 OT OT
	The Maitland Hospital <ul style="list-style-type: none"> Kurri Kurri District Hospital 	HNELHD	T5 OT
	Manning Base Hospital	HNELHD	T5
	Tamworth Rural Referral Hospital	HNELHD	T5

Networks	Accredited Provider	Prevocational Training	LHD/ Provider	Classification
Network 13 <i>Westnet</i>	Auburn Hospital		WSLHD	R
	Macquarie University Hospital • Lady Davidson Hospital		Private	CMI OT
	The Children's Hospital at Westmead (PGY2 only)		SCHN	R
	Coffs Harbour Health Campus • Macksville Hospital		MNCLHD	T5 OT
	Westmead Hospital • Cumberland Hospital		WSLHD	T5 OT
	Orange Health Service • Cowra Health Service		WNSWLHD	T5 OT
Network 14 <i>Nepean & Blue Mountains</i>	Blue Mountains District ANZAC Memorial Hospital		NBMLHD	R
	Hawkesbury District Health Service		NBMLHD	R
	Nepean Hospital • Lithgow Hospital		NBMLHD	T5 OT
Network 15 <i>Central West</i>	Bathurst Health Service		WNSWLHD	R
	Blacktown Hospital/Mt Druitt Hospital		WSLHD	T5

This Prevocational Training Provider list is valid as on 31 March 2021.

For enquiries regarding NSW Prevocational Training Networks and Accreditation please email:
HETI-Accreditation@health.nsw.gov.au

INFORMATION FOR PART-TIME AND JOB-SHARE APPLICANTS



Part time and job-share employment is where applicants are seeking to work less than full time hours.

Job share and/or part time employment is where an applicant/s are requesting to work 0.5 FTE per week.

If an applicant wishes to work part time and/or job share, then at the time of applying for an internship position the applicant must indicate this choice in their PTAP application. If an applicant has indicated that they would like to job share a position and they do not have a job share partner, they need to advise HETI in writing and request that HETI try to find them a job share partner.

After the initial position offer is made the applicant/s and the employer will need to negotiate the request to complete the internship part time.

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

Employers can decide not to allow the applicant to work part time if they can show that it would create an unjustifiable hardship on the hospital or the network. The term "unjustifiable hardship" is defined in section 49U of the Act. If an applicant is refused part time work from the employer because it would create unjustifiable hardship, the employer must document reasons against the criteria as specified in section 49U of the Act.

For further information regarding flexible work practices please see:

- NSW Public Service Commission Flexible Work Practices Policy G1995_001
- Strategies for Flexible Workplace Arrangements Guidelines G2000_001
- Flexible Working Online Toolkit Circular B2011_003.

PART TIME:

Considerations:

- APHRA allows internship to be completed on a part time basis.
- Accommodating a part time intern may require hospitals to reorganise rosters and the way cover will occur in the terms the interns are assigned. This is easier for some terms compared to others.
- Emergency Medicine and relief terms are two examples of where a part time intern could be more readily be accommodated than other terms. This is only because there is less

chance in these terms for the arrangement to interfere with ongoing patient care and all medical staff work a rotating shift roster.

- The ease in rotating part time interns to smaller hospitals within the network may be influenced by considerations as to team size, hospital size, supervision, accommodation etc.
- Interns are on two-year contracts, so there may be limited room for an intern to not pass a term. This could result in difficulties for a part time intern to gaining general registration within the two-year contract period.
- Part time interns must attend 50% of the education sessions held at the hospital.
- The request to work part time does not guarantee that a contract be extended, even if internship requirements are not completed within the contract period. Where an intern wishes to work part time, approval of any contract extension would be at the discretion of the Local Health District who will consider its service and other obligations.
- Interns employed part time are required to perform the duties of the position description however described for the (pro-rata) hours they are employed. This would include an expectation that they attend education, work a combination of days, evenings and nights and participate in the afterhours roster on a pro-rata basis.

Possible arrangements that may assist in accommodating Part Timers:

- Part time work in Emergency Medicine may be accommodated more readily than in some other areas with the possibility that the trainee could work back to back terms in order to fulfil the requirements for general registration. Other terms that are purely shift based and not requiring ongoing patient care may also be completed using this arrangement.
- In certain terms, it may be possible to accommodate part time interns if the team has more than one intern or PGY2 and where there is sufficient coverage for when the part time intern is not working.
- Medical and surgical terms, where possible, may be best completed full time. Hospitals may find it easier to accommodate part time interns who are able to agree to this arrangement. Alternatively, medical and surgical terms may be completed in shorter continuous bursts, i.e. 5 weeks on, 5 weeks off, with relief cover provided for the time the part time intern does not work.
- Working one term on and one term off may also be a good way to accommodate part time interns as it allows the trainee access to all terms with few restrictions arising from the need for ongoing patient care.
- Part time interns may often act as effective relievers in terms.
- Part time interns may be allocated to GP terms in GP practices, particularly where there is an agreement for the trainee being allocated for two consecutive terms.

JOB SHARE:

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

- Job share interns need to establish a good handover between themselves, have a good professional relationship and be able to coordinate their handover, in order to have this arrangement succeed.
- It is generally considered good practice for job share interns to have a period of formal handover each week; however, this may place an additional cost on the employer.

- More accommodation may be required where job share interns are rotated to other hospitals within the network.
- Interns are on two-year contracts, so there may be limited room for an intern to not pass a term. This could result in difficulties for a job share intern to gaining general registration within the two-year contract period.
- Job share interns must attend 50% of the education sessions held at the hospital. Where there is an arrangement for the interns to work a 2-day week then a 3-day week, this may affect which day of the week is shared.
- Job share interns are required to perform the duties of the position description however described for the (pro-rata) hours they are employed. This would include an expectation that they attend education, work a combination of days, evenings and nights and participate in the afterhours roster on a pro-rata basis.

Some arrangements that may more readily accommodate Job Share:

- To account for each intern working 0.5 FTE, job share interns may generally benefit from being allocated to a term for two consecutive terms to ensure they are able to fulfil the requirements for general registration.
- Job share arrangements may work as a week on week off scenario.
- Where job share interns are completing a surgery term, the trainees must be able to attend the theatre. If theatre is a set day of the week, this may need to be the day that they alternate from week to week.
- Taking leave at the same time may make managing job share arrangements easier to accommodate. Alternatively, where leave is to be taken separately, taking leave during a relief term may be more readily accommodated.

EXTENUATING CIRCUMSTANCES

Medical graduates that may have extenuating circumstances that can limit their ability to work in one or more of the prevocational training networks.



Extenuating circumstances may exist at the time of submitting applications or may arise following the close of applications. Applicants can apply to have their circumstances assessed for extenuating circumstances and/or change in personal circumstances. The applications for extenuating circumstances are assessed by the Extenuating Circumstances Committee.

The criteria for applying to HETI for extenuating circumstances are limited to:

1. The applicant requires ongoing highly specialised medical treatment **and/or**
2. Separation of the applicant from their dependent/s during prevocational training would have a significant negative impact on the functioning of the applicant and/or their dependent/s, **and/or**
3. The applicant will be going through a significant life event during prevocational training that would have a negative impact on the applicant and/or their dependent/s **and/or**
4. The applicant has a disability with specific access requirements.

Applicants that believe that they have such circumstances as outlined in the criteria above can apply to have their Extenuating Circumstances application assessed during the allocation and recruitment process.

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

An Extenuating Circumstances application form needs to be uploaded to your PTAP application with supporting documentation.

Positions will only be offered to applicants that have been granted extenuating circumstances when positions are available.

Non-guaranteed applicants – priority categories 2 to 6

The availability of positions in each training network in NSW is reduced each time a round of position offers are made.

An applicant in one of the lower categories in the NSW Ministry of Health Priority List who is granted extenuating circumstances is not guaranteed an offer, or an equivalent or higher preference than would otherwise have been allocated.

PRE-EMPLOYMENT CHECKS

It is your responsibility to be work-ready by the internship commencement date. The following is not required for your application to HETI however, should you receive and accept a position offer you will not be able to commence work until you have completed the following:

1. A Working with Children Check clearance number, obtained from the NSW Commission for Children and Young People (see <https://www.kidsguardian.nsw.gov.au/>). This process will take **4 weeks**, we recommend this is completed by **September**.
2. You must have an appropriate Vaccination status in accordance with current NSW Health policy.
3. You must obtain registration with the Australian Health Practitioner Regulation Agency (See <https://www.ahpra.gov.au/>). This is likely to take **6 weeks**. Applications for registration open in **October**.
4. You must satisfactorily clear the following checks. The associated documentation for these checks will be provided to you by the hospital once your information has been distributed from HETI. Information is provided to hospitals from October.
 - National Criminal Record Check
 - NSW Health Service Check Register

These checks take time, so it is important that you return your completed documentation and contracts to the hospital as soon as possible.

You must attend the compulsory orientation (including e-orientation) and complete all mandatory training in January.

You will be recruited under the NSW Public Hospital Medical Officers Award as an intern. The base salary currently payable for the position of intern is \$69,858 AUD per annum.

TERM DATES FOR 2022 CLINICAL YEAR



The clinical year for all medical officers, except interns, commences the first Monday in February. Interns commence two weeks before this date. The first week of the intern year will be orientation and in the second week interns will commence on the wards.

For term dates up to the 2026 clinical year refer to the **TERM DATES** document on <https://www.heti.nsw.gov.au/education-and-training/courses-and-programs/medical-graduate-recruitment>

Term Dates for 2022			
5 Term Year - Intern	Start	End	Weeks
Intern Orientation	24-Jan-22	30-Jan-22	1
Interns Commence Term 1	31-Jan-22	24-Apr-22	12
Term 2	25-Apr-22	3-Jul-22	10
Term 3	4-Jul-22	11-Sep-22	10
Term 4	12-Sep-22	20-Nov-22	10
Term 5	21-Nov-22	05-Feb-23	11
			54
5 Term Year - Other	Start	End	Weeks
Term 1	07-Feb-22	24-Apr-22	11
Term 2	25-Apr-22	3-Jul-22	10
Term 3	4-Jul-22	11-Sep-22	10
Term 4	12-Sep-22	20-Nov-22	10
Term 5	21-Nov-22	05-Feb-23	11
			52
4 Term Year	Start	End	Weeks
Term 1	07-Feb-22	08-May-22	13
Term 2	09-May-22	07-Aug-22	13
Term 3	08-Aug-22	06-Nov-22	13
Term 4	07-Nov-22	05-Feb-23	13
			52

INTERNSHIP OFFERS – MYTHS AND MISCONCEPTIONS

SUMMARY

HETI evaluates applicants' experiences through the internship application pathways each year. The information below addresses a number of myths and commonly held misconceptions about medical graduate recruitment in NSW.

1. THIS ISN'T STACKING UP: "Stacking my preferences will ensure the outcome of the algorithm is in my favour." - MYTH

It has been claimed by applicants that stacking the network preference list will improve the chances of being allocated to a favorable Network of your choice however, this is **NOT** the case. Conversely, applicants choosing to stack their network preferences can have a negative impact on the percentage of applicants receiving offers to preferences 1 – 6. HETI strongly advises that applicants should preference networks in descending order according to where they most likely want to work. It is that simple!

2. "I have received and accepted my offer and/or contract, but I think I'll defer my intern position until next year." - MISCONCEPTION

The contract offer (formal letter of offer) from your employer states the commencement date of your internship; this means you are accepting that you will begin your internship on this date. If you do not want to commence your internship in the clinical year you have received an offer for, you will need to decline your formal offer and inform the employer and HETI. Intern recruitment is run annually by HETI, you will still be eligible to apply for future intakes provided you meet the eligibility criteria.

3. "I can change my network preferences after the applications have closed." - MISCONCEPTION

You must select and order your network preferences by the application close date. After the closing date, your preferences cannot be altered.

4. "If I accept my interstate offer, I won't receive an offer from NSW." - MYTH

Accepting an offer from another State or Territory will not impact your eligibility to receive an offer for an internship in NSW. If you do receive and accept an offer in NSW after you have accepted an offer from another State or Territory, you will need to decide which offer you are accepting and which one you will decline. This needs to be completed before the national audit period.

5. "I can swap my intern position offer with another NSW applicant by contacting HETI." - MISCONCEPTION

Swapping offers is not facilitated by HETI. The New South Wales Student Medical Council facilitates the intern swaps forum; <http://www.nswmsc.org.au/internship>.

6. "I don't want to go to the Network where I have accepted my offer. I can swap my internship with a vacant position in NSW." - MYTH

You are not able to swap your intern position for a vacant position.

7. “My friend has accepted an NSW offer and an Interstate offer. I can swap my position with their NSW offer.”
– MISCONCEPTION

If the applicant decides to accept their interstate offer, they will need to decline their NSW offer. The vacant position will only be made available to applicants who haven't received an offer from NSW. You will not be able to make a swap for this position.

Applicants can negotiate a swap through the NSW Student Medical Council or through a mutual agreement with another eligible applicant.

If at a later date, an agreed swap does not proceed because an applicant has declined their offer then all applicants involved in the swap will be reverted to their original allocation.

8. “If I decline my Interstate offer after the close of all offer periods, I can't be a part of the late vacancy process in NSW.”
– MISCONCEPTION

Applicants are only eligible to be part of this process if they are not holding an intern position in any jurisdiction after the close of the national offer periods. There is no separate application process for the late vacancy management process. This is a national process that all states and territories use to fill late vacancies.

9. “I have achieved a high GPA in my medical degree so I will receive an offer from the Network I have put as my 1st preference based on merit.”

– MYTH

In NSW the RPR pathway is the only pathway that is based on merit. For the Optimised Allocation pathway the algorithm used by HETI to allocate applicants to positions does not make distinctions between applicants based on meritocracy. The focus is on the whole cohort rather than individuals and as such the algorithm works to give as many applicants as possible an offer according to their highest possible preference.

10. “It is July and I still haven't received an offer, does this mean I won't receive an offer in NSW?”
– MYTH

Offers are made up until the close of National Offer Period 4 or, for applicants who are not holding a position, to the close of the Late Vacancy Management process. HETI is unable to guarantee that any applicants below category 1 will receive an offer.

11. “I have submitted an extenuating circumstances application. If I am successful, this will increase my chances of receiving an offer for my 1st network preference.”
– MISCONCEPTION

This is not the case. All extenuating circumstances applications are reviewed by a committee. If your extenuating circumstances application is granted, your network preference list will be reduced based on the circumstances of your application and/or an assessment of the home hospital within the network.

12. “HETI can provide me with an update on the number of positions available at networks during the offer rounds.”
– MYTH

HETI does not provide this information until the annual report is released at the end of the allocation process.