

IMET

NSW Institute of
Medical Education
and Training

INFORMATION BOOKLET

Allocation of Medical Student and AMC Graduates
for 2010 Clinical Year

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1) Introduction

NSW IMET has delegated authority from the Director General of NSW Health to undertake allocation of Medical students graduating from AMC accredited universities and AMC graduates to prevocational training networks in NSW.

NSW IMET allocates eligible medical students and AMC graduates to 14 Prevocational Training Networks in NSW.

The purpose of this document is to provide medical students and AMC graduates with various policies and principles that relate to the 2009 allocation process for allocation to 2010 clinical year, performed by NSW IMET. This document does not cover information about Rural Preferential Recruitment. For information on Rural Preferential Recruitment please refer to NSW IMET website.

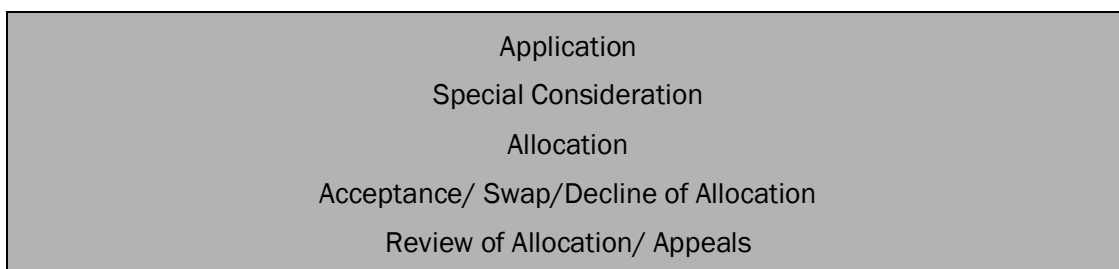
About NSW IMET

The NSW Institute of Medical Education and Training (IMET) was established by the NSW Minister for Health and the Director General of NSW Health on 1 September 2005. NSW IMET is both an Advisory Council to the Minister for Health and is also an appointed body within the Public Health System Support Division of the Health Administration Corporation.

The following functions are undertaken by NSW IMET to provide high quality and appropriate medical education and training for trainees.

- Provision of support to Area Health Services and other public health organisations that control public hospitals in relation to postgraduate medical education and training.
- Development of systems and processes to enable the distribution of medical training positions within Area Health Services and other public health organisations that control public hospitals in a manner aligned with their service, and training and education.
- Development of postgraduate medical training networks and other training support infrastructures for Area Health Services and other public health organisations that control public hospitals.

2) Allocation of Medical Student and AMC Graduate for 2010 clinical year



2.1) Application

Eligible medical students and AMC Graduates must apply for allocation through the Prevocational Training Allocation Program (PTAP), which is an online program, to submit application for allocation. All mandatory fields must be completed. Incomplete applications will not be accepted. This online program can be accessed via the NSW IMET Website (www.imet.health.nsw.gov.au) or via web link <http://ptapplications.imet.health.nsw.gov.au>

Registration with the Prevocational Training Allocation Program (PTAP)

Each applicant must first register with the site in order to be able to access the application form. During this registration process, each applicant will be asked a series of questions to determine their eligibility. Applicants are to provide an email address which will be used for all correspondence regarding the progress of their application and allocation. Should this email address change in the future, it is the applicant's responsibility to make sure that the details are updated on their file via the PTAP.

Completing the PTAP Application Form

Please note that there are mandatory fields on the application form. If any of the fields in these sections are left blank, the application will not be accepted.

Applicants can submit an application to start in January 2010 or June 2010. The PTAP application form will ask for details such as name, address, university qualifications/AMC examinations and information on additional application requests, such as Special Considerations and Joint Applications. The application also asks for prevocational network preferences. Each hospital network must be numbered in order of preference from '1' for the highest preference to '14' for the lowest preference. **Incomplete forms will not be processed and will be deemed not eligible for allocation.**

Post the closing date for applications, only the email address, home address and telephone numbers are able to be changed. The rest of the form will convert to a 'read only' format.

Should an applicant encounter difficulties with the online application program, please contact NSW IMET on the Prevocational Training hotline (02) 9844 6562 or email prevochotline@imet.health.nsw.gov.au

Supplementary Documentation

On completion of all fields in the application form, the applicant will be asked to submit necessary supplementary documentation. Please note that the supplementary documents must be certified by Justice of Peace or must be the original documents. The application will have a "pending verification" status until the documentation arrives and is verified by NSW IMET. Once NSW IMET has verified the supplementary documents, the status will be changed from "pending verification" to "verified".

A list of all supplementary documentation required will be emailed to each applicant on completion of the application form. Please note that all supplementary documentation must be verified by a Justice of Peace as a true copy of the original documentation.

Applicants **must** ensure that all supplementary documentation is received by NSW IMET in the specified deadline. NSW IMET does not accept documents received after the deadline. Applicants can also provide supplementary documents in person at NSW IMET office located in Gladesville, NSW. **Please note that there will be no allocation for late applicants.**

Making Changes to the Preference List

Changes to the preference order can be done online up until the closing date for applications. Applicants should use their unique username and password to re-access the site. At the close of business on the final date for receiving applications, applicant preferences will change to a read only format and cannot be changed.

Eligibility for Allocation

The eligibility criteria to apply for allocation by medical students from AMC accredited universities and AMC graduates are different and they are as below.

Eligibility Criteria for Medical Students

1. Final year medical students from AMC accredited universities from Australia and New Zealand, and
2. Expected to complete their studies to start prevocational training (internship) in January 2010 or June 2010, and
3. At the time of application, applicant must have Australian Citizenship or Australian Permanent Residency or New Zealand Citizenship or valid student visa (for overseas medical students). Please note that overseas students graduating from Australian universities who are on a scholarship must obtain clearance from their funding agency prior to be eligible. Those who do not have evidence of clearance from their funding agency will be deemed ineligible for allocation.

Eligibility criteria for AMC Graduates

1. AMC Certificate following completion of the AMC examination process, (both the MCQ and Clinical components), and
2. At the time of application, the applicant must have either Australian Citizenship or Australian Permanent Residency or New Zealand Citizenship or valid Australian visa that allows AMC graduate to work and live unrestricted for a minimum period of 12 months from commencement of training (Please note that applicants will be considered as permanent residents only if they have a permanent residency visa at the time of applying. Should a Temporary Visa be cancelled by the Department of Immigration and Citizenship, during the prevocational training period, the employing hospital network is under no obligation to sponsor the graduate to continue working), and
3. Successful completion of the IELTS (as evidenced by 7 or above in all components of the IELTS) or OET examination process (as evidenced by A or B in each component of the OET) within two years prior of the anticipated date of registration with the NSW Medical Board. Please note that only the NSW Medical Board can grant an exemption of this policy. AMC graduates are encouraged to communicate directly with the NSW Medical Board regarding this policy. NSW IMET will only accept evidence of English language proficiency or details of an exemption to the English language policy from the NSW Medical Board. Should an applicant not have this requirement at the time of submitting their application, the application will not be considered as complete until the applicant meets the English Language Policy of the NSW Medical Board or has gained an exemption of the policy in writing from the NSW Medical Board

All graduates are required to meet the NSW Medical Board's policy entitled, 'Internship and AMC Supervised Training', policy number R7.6 (please visit NSW Medical Board website www.nswmb.org.au to access this policy).

The following documents must be provided to NSW IMET to show that an applicant meets the eligibility criteria.

Medical Student	AMC Graduate
<ul style="list-style-type: none">• Original or certified copy of a letter from graduating university to confirm final year of study, expected date of completion, and funding status for the study	<ul style="list-style-type: none">• Certified copy of AMC Certificate to show completion of AMC examination process (MCQ & Clinical exam)• Certified copy of

<p>(Commonwealth Supported student or full fee paying student)</p> <ul style="list-style-type: none"> • Certified copy of citizenship/residency status/ student Visa • Clearance from funding agency to start internship in NSW (only for overseas students on scholarship) 	<p>citizenship/residency status/ temporary visa with unrestricted work rights</p> <ul style="list-style-type: none"> • Certified copy to show successful completion of IELTS or OET examination • Up to date resume
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Depending on your individual circumstances you may be required to submit additional items such as bond payment, special consideration payment/documentation etc.

All eligible applicants can elect to start in January 2010 or June 2010. Please refer to section 3.1 for term dates

Application Bonds

To discourage applicants from applying if they have little or no intention of accepting a position in NSW once offered, IMET collects bonds from certain applicant groups.

An application bond of \$440 (GST free) is payable by:

- Applicant who reside in interstate or New Zealand at the time of application
- Applicant who hold a temporary visa other than Australian permanent resident visa/ Australian Citizenship
- Applicant who hold New Zealand Citizenship
- Graduates of an Interstate Medical School or New Zealand Medical School accredited by AMC

Bonds are payable only once, even if the applicant fits into multiple categories above.

Bonds are forfeited if:

- The applicant declines the offer after allocation
- The applicant does not obtain general registration with the NSW Medical Board within a two year period from commencement of training

Bonds are refunded if:

- The applicant withdraws application for prevocational training prior to the allocation offer
- The applicant obtains NSW Medical Board General Registration within 2 years of commencing prevocational training
- NSW IMET is unable to offer the applicant a position in NSW

It is a responsibility of the applicant to claim bond refund if they are eligible. The applications for bond refunds must be made within 2 years from commencement of prevocational training.

Joint Applications

Two separate applicants who wish to be allocated together, during the same allocation period, to the same Prevocational Training Network and each occupy one full time

position can apply as Joint Applicants (e.g. husband and wife). Joint applications are not given priority over other applicants but applications are considered together.

Both parties involved in the joint application must submit identical preferences on their application through PTAP. NSW IMET will endeavour to allocate joint applicants to the same Prevocational Training Network, but this cannot be guaranteed.

Should two individuals choose to submit a joint application, which are of different priority categories, as outlined by the Department of Health priority listing (see section 2.3), both individuals will represent the priority category that is the lowest of the two individuals. Individuals considering submitting a joint application are therefore encouraged, where possible, to submit this application only with a partner of the same eligibility category as themselves.

Should two individuals wish to share one full time equivalent position between them, please refer to section “Job Sharing prevocational training” in this document.

Should one (or both) individuals involved in a joint application also wish to submit an application for Special Consideration, the joint nature of the application must be made clear in the application for special consideration. Please refer to sections 2.2 in this document for more information.

Part-Time Prevocational Training

Graduates wishing to undertake prevocational training on a part-time basis are required to seek advice from the NSW Medical Board prior to application for prevocational training.

On receipt of an application for part-time prevocational training, NSW IMET will communicate with Prevocational Training Networks to obtain information regarding the capacity for part time prevocational training positions within NSW. The relevant applicants will be communicated with regarding the vacancies as it is unlikely that all prevocational training networks within NSW will be able to offer part-time training positions.

All applicants applying for prevocational training on a part time basis are required to comply with the relevant sections of the NSW Medical Board policy entitled, ‘Internship and Supervised Training’, policy number R7.6.

Prevocational Training Networks within NSW are under no obligation to offer part time prevocational training positions.

Job sharing

For the purpose of prevocational training, job sharing is defined as two people sharing one full-time position with each working on a part-time, regular basis. Job sharing is generally easier to accommodate than identifying part time positions within the Prevocational Training Networks as two people can staff a pre-defined full time position.

Applicants are recommended to identify a job share partner prior to applying for prevocational training and complete the application as prompted. **Two individuals wishing to job share must submit identical preferences.**

On receipt of an application for a shared prevocational training position, NSW IMET will communicate with the Prevocational Training Networks to obtain information regarding the capacity for job sharing positions within NSW. The relevant applicants will be communicated with regarding the vacancies as it is likely that not all prevocational training networks within NSW will be able to offer job sharing training positions.

Job share partners will be required to negotiate with the employing prevocational training network to ensure appropriate shift cover that meets training & service needs.

All applicants applying for prevocational training on a job sharing basis are required to comply with the relevant sections of the NSW Medical Board policy entitled, 'Internship and Supervised Training', policy number R7.6.

Prevocational Training Networks within NSW are under no obligation to offer job sharing prevocational training positions.

Should two individuals choose to job share, which are of different priority categories, as outlined by the NSW Health priority list (see section 2.3), the 'virtual person' will represent the eligibility category that is the lowest of the two individual. Individuals considering undertaking prevocational training on a job share basis are therefore encouraged to seek out a job share partner of the same eligibility category as themselves.

NSW Medical Board 'Health Program'

Applicants that are participating in the NSW Medical Board Health Program (also known as The Impaired Registrants Program) are advised to apply for Special Consideration for allocation. This is in order to have their personal support needs identified by the special considerations committee for allocation.

The NSW Medical Board will be advised that a participant of the Health Program has applied for prevocational training and advice will be sought from the NSW Medical Board regarding the particular support needs or additional conditions of registration.

Should the special considerations committee not grant special consideration and the NSW Medical Board not provide direction regarding the support needs of the individual, the applicant will be allocated according to the optimised preference allocation system.

The onus is on the individual and NSW Medical Board to notify the employer of any additional support needs.

NSW IMET will not share the details of an individual's registration with a third party unless permission has been sought from the individual.

Late Application

NSW IMET will **not** accept late applications. Late applicants will not be allocated, however they can apply in subsequent intakes without penalty.

2.2) Special Consideration

It is recognised that some applicants may have circumstances that limit their ability to work in one or more of the training networks in NSW. Applicants who believe they have such circumstances can apply for Special Consideration.

The granting of Special Consideration does not entitle a prevocational trainee to vary the conditions of their employment. The NSW Health Department, Area Health Services and individual hospitals set the terms and conditions of employment.

All prevocational trainees are required to participate in overtime, on-call and shift rosters, including evenings, nights and weekends and work in a minimum of one term in a non-metropolitan setting per year. Variation of term allocation and hours of work must be negotiated with the relevant hospital.

Eligibility

Any applicant who believes that their circumstances meet the Special Consideration criteria is eligible to apply for Special Consideration.

Criteria

The factors against which applications will be considered and Special Consideration afforded include:

- Major health problems requiring frequent and ongoing highly specialised treatment only available in certain locations
- Separation from a dependent that would have significant negative impact on the functioning of the applicant and/or dependent.

Dependents include:

It is proposed that the definition of dependent in the Anti-Discrimination Act 1977, Part 4B, is used instead of the current definition.

- (a) any child or [step-child](#) of the person (whether or not under the age of 18 years) who is:
- (i) wholly or substantially dependent on the person, or
 - (ii) in need of care or support, or
- (b) any child or step-child or adult who is in need of care or support and:
- (i) of whom the person is guardian, or
 - (ii) for whom the person has parental responsibility under a law of the Commonwealth or this State, or
 - (iii) in relation to whom the person is an authorised carer within the meaning of the [Children and Young Persons \(Care and Protection\) Act 1998](#) , or
- (c) any immediate family [member](#) of the person who is in need of care or support, being one of the following:
- (i) a [spouse](#) or former [spouse](#) of the person or of a [spouse](#) or former [spouse](#) of the person,
 - (ii) a grandchild or [step-grandchild](#) of the person or of a [spouse](#) or former [spouse](#) of the person,
 - (iii) a parent or step-parent of the person or of a [spouse](#) or former [spouse](#) of the person,
 - (iv) a grandparent or step-grandparent of the person or of a [spouse](#) or former [spouse](#) of the person,
 - (v) a brother or sister, or step-brother or sister, of the person or of a [spouse](#) or former [spouse](#) of the person.

Examples of circumstances that within themselves would not be classed as factors for Special Consideration:

- Lack of access to a motor vehicle or inability to drive
- Other transportation issues
- Religious grounds
- Marriage or impending marriage
- Ownership or rental of accommodation
- Applicant's Secondary Employment
- Financial Issues.

Applications made on the basis of the applicant experiencing major health problems requiring frequent and ongoing highly specialised treatment only available in certain locations may be referred by the Committee to the NSW Medical Board for review

Application Process

Applications for Special Consideration **must be submitted in writing and received by NSW IMET on or before the closing date**. An administrative fee non-refundable of \$170 (GST free) is payable on application.

Applicants should submit a brief covering letter which clearly states the reason for the application. Supporting documentation, including evidence to support the applicant's claims should be provided and should be written in a way that addresses the Special Consideration criteria. **It is unlikely that applications for Special Consideration will succeed without compelling supporting documentation.**

Evidence could include medical certificates from attending specialists, birth certificates, school letters or a statutory declaration from a Justice of the Peace verifying any claims. A statutory declaration from a Justice of the Peace by itself is unlikely to be considered sufficient supporting evidence.

Where possible all evidence should be verified by an independent third party. Any letters from third parties should also include an acknowledgement that they are aware of the criteria for Special Consideration and provide contact details so that where necessary NSW IMET can contact them for verification.

Only copies of original documentation are to be submitted, and these are to be certified by a Justice of the Peace as true and accurate copies of the original documentation.

In the case of applications with incomplete documentation, candidates will be given two working days, from the date of notification that their application is incomplete, to provide the relevant information. If the information is not provided by the due date then only the information originally supplied will be considered.

Process for considering Special Consideration

Applications will initially be reviewed to ensure that the documentation is complete and that the administrative fee has been received.

All applications for Special Consideration are heard by the Special Consideration and Review of Allocations Committee.

All applications are de-identified prior to presentation to the Committee.

The Committee will review each application and will decide if Special Consideration is recommended. It will outline its reasons for recommending or refusing the request for Special Consideration. In cases where Special Consideration is recommended the Committee will define the network(s) that the applicant can be placed in and the reasons for the selection.

Applicants will be notified in writing of the outcome of their application for Special Consideration at the same time as they are notified of their allocation.

Applicants can appeal the decision of the Committee via the Appeals process (outlined in section 2.5). Appeals must be submitted within 10 days of notification of the decision.

Note: Even if Special Consideration is recommended, it may not always be possible to place applicants in the selected networks, due to the limited number of positions available in a given network.

In certain circumstances, the Committee may recommend that the Network Director/Director of Workforce Development and NSW Medical Board be informed of the

circumstances of the Special Consideration request. NSW IMET will inform the applicant if this arises.

2.3) Allocation

Allocation is undertaken using a computerised random Optimised Preference Program using an algorithm to compute the optimal distribution for the cohort of applicants, based on applicant preferences.

The program gives each applicant a unique, randomised number, thereby making each applicant only identifiable by their order of preferences. The system then runs through the algorithm numerous times, until the best possible outcome is gained for all the applicants.

All applicants are run through this process using the complete set of preferences for all available prevocational training network positions, unless it has been determined that the applicant is to receive special consideration (please refer to section 2.2) for more information). In this case, a set of 'acceptable networks' are identified for the individual applicant prior to allocation of the entire cohort and the algorithm is run according to the principles outlined above.

The program is designed to balance applicant preferences and the need for an equitable workforce distribution.

Priority List

For the 2010 clinical year allocation, NSW IMET will allocate graduates inline with the below priority list set by NSW Health.

1. Australian Citizens and Permanent Residents
1.1. Commonwealth supported graduates of NSW Universities
1.2. Full fee paying graduates of NSW universities
1.3. Commonwealth supported graduates of Interstate Universities
1.4. AMC Graduates, full fee paying graduates of interstate and New Zealand universities
2. New Zealand Citizens
2.1. Graduates of NZ universities, and AMC graduates, resident in New Zealand
3. Non-Permanent Residents
3.1. Graduates of NSW universities
3.2. Graduates of Interstate and New Zealand universities
3.3. AMC graduates

As per the directive from NSW Health, for allocation to 2010 clinical year:

- Australian citizens/permanent residents who are Commonwealth supported graduates of a NSW university have been guaranteed an intern position
- Others will be allocated to remaining positions based on the priority listing.
- It is anticipated that based on the number of intern positions available and the anticipated number of applicants for 2010 that the majority of applicants will obtain a position on the first or subsequent rounds.

Notification of Allocation

Applicants are notified via email and via the online application program of their allocation. Under no circumstances will NSW IMET staff divulge allocation results over the telephone.

2.4) Acceptance/ Swap/Decline of Allocation

Accepting allocation

Applicants will be asked to confirm acceptance of their allocation by a date specified on their allocation notification.

It is the responsibility of the applicant to respond to their offer. Applicants who have not responded within the deadline will be assumed to have declined their allocated position in NSW and will not be eligible for another allocation until the beginning of the next intake.

Swapping Allocation

There is a swap process that applies only to graduates who are offered allocation in the first round of offer. There is no swap process for graduates offered allocation in the second round of offer. The conditions for swap are:

- Swaps must be between two people and are not permitted to vacant positions
- Swaps will only be permitted within the specified swapping times.
- Swaps must be between same graduates. This means a medical student can swap with another medical student only and an AMC graduate can swap to another AMC graduate only

The swap rules are in place in order to ensure that there is an equitable distribution of Prevocational Trainees across networks and to ensure networks receive the number of trainees allocated.

If for any reason one of the people who have agreed to swap does not commence prevocational training at the agreed time, then the other person will be required to take up the position in the network to which he/she was originally allocated.

Declining Allocation

If an applicant declines the position offered, no further positions will be offered during that allocation intake.

Any bond paid as part of the initial application will be forfeited.

Graduates who do not start their allocated position at the designated time will be considered as having declined the offer of employment. Graduates cannot retain an allocated position to start at a later date, unless expressed permission has been sought from the allocated network and NSW IMET. It is the responsibility of the applicant to notify NSW IMET and their employing hospital network if they decide not to commence.

2.5) Review of Allocation and Appeal

REVIEW OF ALLOCATION – CHANGE IN CIRCUMSTANCES

It is recognised that individual circumstances are subject to change. NSW IMET therefore allows individuals who believe that they have had an exceptional change in circumstances following allocation, but before commencement of Term, to apply for a review of their allocation on the basis of the Special Considerations criteria.

Eligibility

Graduate who believes that they have had an exceptional change in circumstances since their original application was submitted and feels that they now meet the Special Considerations criteria can apply for a review of their allocation.

This includes applicants who have already applied for special consideration, whatever the outcome. In this case, applicants will need to resubmit an application for special consideration and pay the required fee.

Applications must be received at least two months before the commencement of the Term. This is to ensure that applications can be reviewed in time for the applicant to commence at the beginning of term.

Criteria

Applications will be considered against the same criteria as those outlined under the Special Considerations (section 2.2).

In addition, applicants must provide supporting evidence that their circumstances changed after the closing date of application.

Examples of circumstances that within themselves would not be classed as factors for a Review of Allocation are:

- Lack of understanding of the Special Consideration process
- Circumstances that existed at the time of the original application date
- Dissatisfaction with allocated position.

Application process and process for consideration

The process is same as outlined under the Special Considerations section 2.2.

APPEALING A SPECIAL CONSIDERATION OR REVIEW OF ALLOCATION DECISION

Appeals Eligibility Criteria

This only applies to appeals against recommendations of the Special Consideration and Review of Allocation Committee for PGY1 applicants.

Any applicant that applied for Special Consideration or a Review of Allocation can appeal the decision of the Committee if they can demonstrate that:

- An error in fact or due process occurred in the formulation of the decision by the Special Consideration and Review of Allocation Committee
- The decision of the Committee was inconsistent with the information put before it.

The Appeals Committee will not consider new circumstances as part of an appeal but will consider exceptional or compelling new information in relation to the original application for Special Consideration or a Review of Allocation.

An appeal against an Area Health Service decision to reject a recommendation for Special Consideration made by the Special Consideration and Review of Allocation Committee should be addressed to the Chief Executive of the relevant Area Health Service for consideration.

Appeals Application process

All Appeals must be submitted within 10 days of the date of notification of the original Committee decision addressed to the General Manager of NSW IMET. Applicants should submit a brief covering letter which clearly outlines the reasons for the Appeal and attach any relevant documentation.

If exceptional or compelling new information in relation to the original application is submitted then this should be verified by an independent third party. Any letters from third parties should also include an acknowledgement that they are aware of the Appeal and provide contact details for verification by NSW IMET.

Only copies of original documentation are to be submitted and these are to be certified by a Justice of the Peace as true and accurate copies of the original documentation

Processing for considering an Appeals application

The applicant's hospital network placement will remain open during the appeal process.

The Executive Committee of NSW IMET will screen Appeals to ensure the appeal criteria are satisfied and will advise the Appeals Committee accordingly.

All applications are then de-identified and presented to the Committee for review.

The Chair of the Special Consideration and Review of Allocations Committee will be invited to attend but will not participate in the decision making.

The Appeals Committee will examine all relevant documentation including:

- The original application to the Committee
- Relevant minutes of the Committee
- Documentation from the applicant outlining any exceptional or compelling new information related to the original application.

The Appeals Committee will act according to the laws of natural justice and decide each appeal on its merits. The Appeals Committee is not bound by the rules of evidence and, subject to the rules of natural justice, may inform itself on any matter and in such a manner as it thinks fit.

The Appeals Committee shall be entitled to consider all relevant information that they deem necessary.

The Appeals Committee may decide, upon considering all submissions:

- that the previous decision made by the committee is upheld
- to revoke the decision and refer the decision back to the Special Consideration and Review of Allocation Committee for further consideration (upon such terms or conditions that the Appeals Committee may determine) or
- To revoke the decision, which is the subject of the appeal, and determine an alternative decision.

All members of the Appeals Committee, including the Chair will be entitled to vote on the decision of the Committee.

The Appeals Committee will reach a determination and the final decision will be conveyed in writing, along with the reasons for the decision to the applicant within 10 working days of the Appeals Committee meeting. There is no subsequent appeal process available within the NSW Institute of Medical Education and Training.

3) Other Information

3.1) Important Dates

Please note the important dates/ deadlines for various stages of the 2009 allocation process for allocation to 2010 clinical year

Opening date for application for allocation	24 April 2009	
Closing date for application for allocation	5 pm, 1 June 2009	
Closing date for submitting supplementary documentation for allocation including special consideration (if applies)	5 pm, 3 June 2009	
Special considerations committee meeting date	6 July 2009	
Notification of Special Consideration decision	15 July 2009	
Notification of first round of allocation	20 July 2009	
Swap process	22 July 2009 - 5 pm, 29 July 2009	
Deadline to accept/ decline for allocation offer from first round of allocation	5 pm, 31 July 2009	
Notification of second round of allocation	5 August 2009	
Deadline to accept/ decline for allocation offer from second round of allocation	10 August 2009	
Term dates – Clinical Year 2010		
	From	To
Orientation	11 January 2010	17 January 2010
Term 1	18 January 2010	28 March 2010
Term 2	29 March 2010	6 June 2010
Term 3	7 June 2010	22 August 2010
Term 4	23 August 2010	31 October 2010
Term 5	1 November 2010	16 January 2011

3.2) AMC Graduate Pre-employment Program

This section applies only to AMC graduates.

NSW IMET delivers an AMC Pre-Employment Program for AMC graduates who have been allocated and have accepted a prevocational training position in NSW. This program runs over three/four weeks and aims to orientate AMC graduates to the NSW Health System.

Program Aim

The specific aim of the Pre-Employment Program is to support AMC graduates to a smooth transition into the NSW public hospital system. This program includes practical experience in hospitals and while it is not compulsory, it is highly recommended for AMC graduates preparing to undertake prevocational training in NSW.

Course Cost & Payment

The program is offered to AMC graduates free of charge, but participants are not paid to attend the course. Feedback from AMC graduates has indicated that past programs have been very well received and have been very beneficial.

Program Goals

By the end of the three/four week program, participants should be able to:

- Develop and display a positive approach to their future experiences and career development
- Develop an understanding of the approach to health service provisions and outcome goals in the community
- Demonstrate an understanding of federal, state and local health systems to allow them to undertake work as a hospital based doctor, and to liaise with and use health resources outside the immediate hospital environment
- Outline public hospital structures and functions including common medical unit structures, staffing structures for medical, nursing and other allied health personnel, and administrative structures
- Demonstrate a familiarity with the role of the prevocational trainee in the public hospital system, including knowledge of the skills required, the level of responsibility and reporting mechanisms associated with the role, supervision requirements and educational opportunities
- Demonstrate competence in a range of communication skills including English language skills, skills needed to report to peers and supervisors, skills for communicating with patients and other staff, and conflict resolution skills
- Demonstrate an understanding of the concept of physician self care
- Outline prevocational trainee support structures and grievance mechanisms within the public hospital system.

Expressions of interest to attend the course can be indicated by ticking the relevant box on the prevocational training application form through Prevocational Training Allocation Program (PTAP).

3.3) Prevocational Training: An overview

Graduates are allocated to prevocational networks and they will be offered a two year contract subject to satisfactory performance in their job. Staffing of the home hospitals is coordinated by the network taking into account applicant preferences and the needs of the network. There are no guarantees that trainees will be allocated to the home hospital of their choice.

A prevocational trainee has two primary obligations during the first two years as a doctor. First, as an employee, there is a service responsibility to patients and the hospital. Second, all trainees are responsible for the continuation of their medical education through clinical practice and attendance at educational activities. General registration requires satisfactory completion of internship.

NSW IMET sets guidelines for training, supervision and support for prevocational trainees that hospitals are required to meet.

Starting Prevocational Training

The allocated hospital network is to coordinate an orientation program for all trainees at the commencement of term. Attendance at orientation is compulsory.

It should be noted that the starting date of training is not flexible, unless there is a compelling reason as to why the trainee cannot start on the indicated day. In this circumstance, the Trainee needs to negotiate with their allocated hospital network to start at a later date.

During Prevocational Training

Prevocational Training Year 1 (PGY1) consists of five terms. All trainees must undertake a term in medicine, surgery and emergency and two others to meet the conditions for gain general registration with NSW Medical Board.

Each trainee can negotiate with their employing hospital network to be placed at the home hospital of their choice, in which they would like to spend the majority of their prevocational training years, (this will be dependent on the accreditation status of the home hospital, the networks requirements and trainee preferences).

Term rotations will be organised by the medical administration staff of the network. Trainees in NSW are encouraged to undertake a balanced mix of terms by working in a range of facilities including tertiary, metropolitan, outer metropolitan and rural hospitals.

The hospital networks are structured to provide a broad variety of training and teaching experiences. Furthermore, even if allocated to a Sydney Metropolitan hospital, trainees are still expected to undertake a rural term during each year of prevocational training.

Note that minor realignments of hospitals within the networks occur from time to time and new sites may become accredited and be added to networks. Thus there is a possibility that rotations may occur to hospitals that are not presently identified as a rotation for any specific network.

3.4) NSW Medical Board Registration

The NSW Medical Board (the Board) is a statutory authority established under the Medical Practice Act, 1992 with responsibility for the registration of doctors and maintenance of standards and conduct of practice. The Board is independent of Government, NSW Health Department and medical organisations such as NSW IMET, AMA and Royal Colleges.

When applying for registration, declarations of any past convictions or involuntary admission for psychiatric care and any medical condition which may impair ability to practice will be required.

Temporary Registration is granted to prevocational trainees specifically for the purpose of undertaking first year prevocational training. Upon satisfactory completion of first year prevocational training, the employing hospital will issue a Certificate of Hospital Service,

which is forwarded directly to the Board. This certificate is necessary for the Board to consider granting general registration as a medical practitioner in NSW.

Applying for Registration

Applicants will need to contact the NSW Medical Board to organise temporary registration. An application and payment of registration fees must be made after notification of allocation and prior to commencement of internship orientation.

Contact Details

New South Wales Medical Board

Mailing address: Gladesville Hospital Campus
PO Box 104,
Gladesville NSW 1675
Physical Address: Building 45
Gladesville Hospital Campus
Gladesville NSW 1675
Phone: 02-9879-2200
Fax: 02-9816-5307
Email: nswmb@nswmb.org.au
Website: www.nswmb.org.au

3.5) Useful Resources

NSW IMET
www.imet.health.nsw.gov.au
(02) 9844 6551

Australian Medical Council
www.amc.org.au

NSW Medical Board
www.nswmb.org.au

NSW Department of Health
www.health.nsw.gov.au

For the Health Professionals and Medical Salaries (State) Award
<http://www.health.nsw.gov.au/jobs/empcond/awards/HREA/HE-profmedsalaries.pdf>

NSW Area Health Services
Greater Western Area Health Service
<http://www.gwahs.nsw.gov.au/index.php>

Hunter New England Area Health Service
<http://www.hnehealth.nsw.gov.au/>

North Coast Area Health Service
<http://www.ncahs.nsw.gov.au/>

Sydney West Area Health Service
<http://www.wsahs.nsw.gov.au/>

Northern Sydney/Central Coast Area Health Service
<http://www.nsccahs.health.nsw.gov.au/>

Sydney South West Area Health Service
<http://www.sswahs.nsw.gov.au/>

South Eastern Sydney/Illawarra Area Health Service
<http://www.sesiahs.health.nsw.gov.au/>

Greater Southern Area Health Service
<http://www.gsahs.nsw.gov.au/>

Interstate/ New Zealand Postgraduate Medical Councils
Northern Territory Postgraduate Medical Council
<http://www.ntpmc.org.au>

Postgraduate Medical Council of Queensland
<http://www.pmcq.com.au>
Phone: (07) 3350 5604 (General Enquires)

Postgraduate Medical Council of South Australia
<http://www.pmc.sa.org.au>

Postgraduate Medical Council of Tasmania
<http://www.pmit.utas.edu.au/>
Phone: (03) 6222 8106

Postgraduate Medical Council of Victoria
<http://www.pmcv.com.au>
Phone: (03) 9419 1217

Postgraduate Medical Council of Western Australia
<http://www.pmcwa.health.wa.gov.au/home/>
Phone: (08) 9222 2175

Medical Council of New Zealand
<http://www.mcnz.org.nz>
Phone: (64 4) 384 7635 (free phone 0800 286 801)

3.6 List of Prevocational Training Networks

Network 1	Balmain Hospital	SSWAHS	R
	Dubbo Base Hospital	GWAHS	T5
	Royal Prince Alfred Hospital	SSWAHS	T5
Network 2	Bankstown-Lidcombe Hospitals	SSWAHS	T5
	Campbelltown Camden Hospital*	SSWAHS	T3^
Network 3	Broken Hill Base Hospital (PGY2 only)	GWAHS	R
	Canterbury Hospital	SSWAHS	T3
	Concord Repatriation General Hospital*	SSWAHS	T5
Network 4	Fairfield Hospital*	SSWAHS	T3
	Liverpool Public Hospital	SSWAHS	T5
	The Tweed Hospital	NCAHS	T3^
Network 5	Port Macquarie Base Hospital	NCAHS	T5
	Royal North Shore Hospital	NSCCAHS	T5
	Ryde District Hospital	NSCCAHS	T3
Network 6	Hornsby Ku-ring-gai Health Service	NSCCAHS	T5
	Manly Hospital	NSCCAHS	T3
	Mona Vale Hospital	NSCCAHS	T3
Network 7	Gosford District Hospital*	NSCCAHS	5T
	Wyong Hospital	NSCCAHS	T3
Network 8	Albury Base Hospital	GSAHS	T3^
	Griffith Base Hospital	GSAHS	R
	St George Hospital And Community Health Service*	SESAHS	T5
	Sutherland Hospital	SESAHS	T3
Network 9	Lismore Base Hospital	NCAHS	T5
	The Prince of Wales Hospital*	SESAHS	T5
Network 10	Gundagai General Practice Service	GSAHS	GP
	St Vincent's Hospital	SESAHS	T5
	Wagga Wagga Base Hospital & Community H. S.	GSAHS	T5

Network 11			
	Shellharbour Hospital	SESIAHS	T3
	Shoalhaven District Memorial Hospital	SESIAHS	R
	Wollongong Hospital*	SESIAHS	T5

Network 12			
	Armidale Rural Referral Hospital	HNEAHS	R
	Belmont District Hospital	HNEAHS	T3
	Calvary Mater Newcastle	HNEAHS	T3^
	James Fletcher Hospital	HNEAHS	R
	John Hunter Hospital	HNEAHS	T5
	The Maitland Hospital	HNEAHS	T3^
	Manning Rural Referral Hospital	HNEAHS	T3
	Royal Newcastle Centre	HNEAHS	T3
	Tamworth Rural Referral Hospital	HNEAHS	T5
	North West General Practice Service	HNEAHS	

Network 13			
	Auburn Hospital	SWAHS	R
	Bathurst Base Hospital	GWAHS	R
	Blacktown Hospital/Mt Druitt Hospital	SWAHS	T3
	The Children's Hospital at Westmead (PGY2 only)	SWAHS	R
	Coffs Harbour Health Campus	NCAHS	T5
	Orange Base Hospital	GWAHS	T5
	Westmead Hospital	SWAHS	T5

Network 14			
	Hawkesbury District Health Service	SWAHS	T3
	Nepean Hospital	SWAHS	T5

Network 15			
	NOT INCLUDED FOR ALLOCATION PURPOSES		
	Bega District Hospital (PGY2 Only)	GSAHS	R
	Calvary Health Care ACT	GSAHS	T3
	The Canberra Hospital	GSAHS	T5
	Goulburn Base Hospital	GSAHS	R
	Isabella Plains Medical Centre	GSAHS	GP
	Interchange General Practice	GSAHS	GP

Key			
*	-	May contain terms at other sites not listed in the Networks	
T3	-	3 Term Home Hospital	
T5	-	5 Term Home Hospital	
R	-	Rotation Hospital	
GP	-	PGPPP pilot, GP service	
^	-	Requesting to become 5 Term Home Hospital	

Please Note: Network structures are subject to change. Terms are likely to be added and/or removed and there are no guarantees that those hospitals applying for 5 Term Home Hospital statuses will have this granted.