

Junior Medical Staff Recruitment for Clinical Year 2010 in the NSW Public Health System

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Summary This document is the policy on junior medical staff recruitment for the 2010 clinical year in the NSW public health system. It describes the conditions applicable and the administrative procedures to be followed during the mass annual recruitment of junior medical staff to positions for the 2010 clinical year.

Replaces Doc. No. Junior Medical Staff Recruitment for Clinical Year 2009 - NSW Health [PD2008_038]

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Applies to Area Health Services/Chief Executive Governed Statutory Health Corporation, Community Health Centres, NSW Ambulance Service, Public Health Units, Public Hospitals

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Distributed to Public Health System, Health Associations Unions, NSW Ambulance Service

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This Policy Directive may be varied, withdrawn or replaced at any time. Compliance with this directive is **mandatory** for NSW Health and is a condition of subsidy for public health organisations.

JUNIOR MEDICAL STAFF RECRUITMENT FOR CLINICAL YEAR 2010 IN THE NSW PUBLIC HEALTH SYSTEM

PURPOSE

This document is the policy on junior medical staff recruitment for the 2010 clinical year in the NSW public health system. It describes the conditions applicable and the administrative procedures to be followed during the mass annual recruitment of junior medical staff to positions for the 2010 clinical year.

This document applies to all staff appointments in the NSW public health system undertaken as part of the annual junior medical staff mass recruitment period for the 2010 clinical year.

MANDATORY REQUIREMENTS

Each organisation within the NSW public health system must ensure that the obligations of employer under this policy are met. In respect to vocational training positions, while the selection processes for each program may vary between different specialities, it is the employer's responsibility to ensure that the selection process for these positions is consistent with NSW Health recruitment and selection principles of merit, fairness, impartiality and transparency.

IMPLEMENTATION

The Policy Directive should be brought to the attention of all personnel involved in the recruitment of junior medical staff.

A Chief Executive (however called) of an organisation within the NSW public health system is authorised to exercise the functions of Employer under this policy in relation to staff of the relevant Division subject to any conditions or limitations set out in this policy.

Such conditional authority may be sub-delegated by a chief executive in writing to another person who is a member of the same relevant Division.

REVISION HISTORY

Version	Approved by	Amendment notes
July 2008 (PD2008_038)	Deputy Director- General Health System Support	Updated the procedures and dates for the 2009 Clinical Year
July 2009 (PD2009_040)	Deputy Director- General Health System Support	Updated the procedures and dates for the 2010 Clinical Year

ASSOCIATED DOCUMENTS

1. Junior Medical Staff Recruitment for Clinical Year 2010 in the NSW Public Health System: Procedures.

**Junior Medical Staff Recruitment for Clinical Year 2010
in the NSW Public Health System: Procedures**

NSW HEALTH
PROCEDURES

Issue date: July-2009

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1.	INTRODUCTION.....	1
1.1	PURPOSE AND SCOPE	1
1.2	RELATIONSHIP TO OTHER POLICIES.....	1
1.3	APPLICABILITY.....	1
1.4	COMPLIANCE	1
1.5	DELEGATION.....	1
1.6	RELATIONSHIP TO INDUSTRIAL INSTRUMENTS.....	2
2.	DEFINITIONS	2
3.	KEY DATES.....	3
4.	ADVERTISING PROCEDURES.....	3
5.	RECRUITMENT PRINCIPLES.....	3
6.	SELECTION COMMITTEES.....	5
7.	INTERVIEWS.....	7
8.	AUSTRALIAN CITIZENSHIP / RESIDENCY CONSIDERATIONS	8
9.	REFEREE CHECKS	8
10.	PREFERENCE MATCHING.....	10
11.	OFFER OF APPOINTMENT	10
12.	WASH-UP TIMEFRAMES.....	12
13.	FORMAL LETTERS OF APPOINTMENT	12
14.	DOCUMENTATION AND RETENTION OF RECORDS.....	13
	<i>Appendix 1 – Key Recruitment Dates.....</i>	<i>14</i>
	<i>Appendix 2 – Recruitment Options for Current Interns.....</i>	<i>15</i>
	<i>Appendix 3 – Referee Report.....</i>	<i>18</i>
	<i>Appendix 4 – Interview Selection Committee Report.....</i>	<i>20</i>
	<i>Appendix 5 – Letters of Offer.....</i>	<i>25</i>
	<i>Australian Citizen/Permanent Resident – Letter of Offer.....</i>	<i>25</i>
	<i>Visa Applicant – Letter of Offer.....</i>	<i>33</i>
	<i>Appendix 6 – Personnel File Recruitment Documentation</i>	<i>42</i>
	<i>Appendix 7 – Clinical Year Term Dates 2011 and 2012.....</i>	<i>43</i>

1. INTRODUCTION

1.1 Purpose and Scope

This document outlines the procedures that must be followed for the junior medical staff recruitment for the 2010 clinical year in the NSW public health system. It describes the conditions applicable and the administrative procedures to be followed during the mass annual recruitment of junior medical staff to positions for the 2010 clinical year. This document should be brought to the attention of all personnel involved in the recruitment of junior medical staff.

1.2 Relationship to other Policies

This document should be read in conjunction with PD2006_059 *Recruitment and Selection Policy and Business Processes*, PD2007_087 *Medical Officers-Employment Arrangements in the NSW Public Health System*, PD2007_006 *Occupational Assessment, Screening and Vaccination against Specified Infectious Diseases*, PD2008_029 *Employment Screening Policy*, PD2009_004 *Service Check Register for NSW Health Services* and PD2005_183 *Employment Health Assessment Policy and Guidelines* as varied from time to time.

1.3 Applicability

This document applies to all staff appointments in the NSW public health system undertaken as part of the annual junior medical staff mass recruitment period for the 2010 clinical year.

1.4 Compliance

Each organisation within the NSW public health system must ensure that the obligations of employer under this document are met. In respect to vocational training positions, while the selection processes for each program may vary between different specialities, it is the employer's responsibility to ensure that the selection process for these positions is consistent with NSW Health recruitment and selection principles of merit, fairness, impartiality and transparency.

1.5 Delegation

A Chief Executive (however called) of an organisation within the NSW public health system is authorised to exercise the functions of Employer under this document in relation to staff of the relevant Division subject to any conditions or limitations set out in this document.

Such conditional authority may be sub-delegated by a chief executive in writing to another person who is a member of the same relevant Division.

1.6 Relationship to industrial instruments

When filling vacancies, the applicable industrial award or determination must also be considered. Where standards in this document differ from conditions set in a particular award or determination, the award or determination conditions will take precedence.

2. DEFINITIONS

AEST: Australian Eastern Standard Time

Director-General: means the Director-General of the NSW Department of Health.

Employer: for the purposes of this document, means any person authorised to exercise the functions of employer of staff to which this document applies.

Eligibility list: A list of those who, following a competitive selection process for an advertised vacant position, were not appointed but were deemed suitable for the position and have demonstrated the greatest merit relative to other applicants. An eligibility list may contain one or more people, ranked in order of merit.

Junior Medical Staff: consists of medical practitioners seeking positions in the annual mass recruitment period under the Public Hospital (Medical Officers) Award (with the exception of intern positions); the Public Hospital (Career Medical Officers) (State) Award and in limited circumstances to post graduate fellow positions under the Staff Specialist (State) Award. It includes vocational training and non vocational positions.

NSW Health Service: consists of those persons who are employed under Chapter 9, Part 1 of the Health Services Act 1997 by the Government of New South Wales in the service of the Crown.

NSW public health system: consists of all area health services, statutory health corporations and all affiliated health organisations in respect of their recognised establishments or services, as well as the Ambulance Service of NSW and the Public Health System Support Division (currently includes the Institute for Medical Education and Training, Health Support Services and Health Infrastructure).

PGY: postgraduate year.

Wash Up: the process undertaken by the employer to manage any residual vacancies within the NSW public health system prior to written letters of offer being distributed.

3. KEY DATES

A summary of the key dates for the recruitment period is provided below. A more detailed summary of the dates by speciality are attached at Appendix 1.

- 3.1 Applications open on Thursday 16 July 2009 0900 AEST
- 3.2 Applications close on Monday 17 August 2009 1700 AEST
- 3.3 Interviews to commence on Monday 24 August 2009
- 3.4 Interviews to close on 18 September 2009
- 3.5 Wash up to occur on 1 October 2009
- 3.6 Written letters of offer to be sent from 2 October 2009

4. ADVERTISING PROCEDURES

- 4.1 A centralised eRecruitment system for the annual recruitment of junior medical staff occurs each July for vocational training and non vocational medical positions in the NSW public health system.
- 4.2 Organisations within the NSW public health system are to nominate coordinators who will be responsible for entering the details of vacant positions from each facility on to the eRecruitment system. These will include number of vacant positions; establishing panels and occupation codes.
- 4.3 The NSW Department of Health will co-ordinate the advertisement of all vacant positions for junior medical staff for the 2010 clinical year. This will be achieved by the use of banner advertisements directing applicants to the online recruitment system that will be placed in the Sydney Morning Herald, The Weekend Australian, The Age, Courier Mail and New Zealand papers in July. Advertisements will also be placed in British, Canadian and American Medical journals.
- 4.4 Organisations within the NSW public health system must not independently advertise junior medical staff positions within the centralised recruitment period (from 16 July to 28 September 2009).
- 4.5 If required, after Wash Up there may be a further identified period where only limited facilities will be allowed to advertise vacancies due to workforce shortages. If this occurs, public health organisations will be advised of these dates after Wash Up.

5. RECRUITMENT PRINCIPLES

- 5.1 Unless otherwise stated in this document, recruitment for all junior medical staff is to be undertaken in accordance with the general principles set out in the current NSW Health policy on recruitment and selection.
- 5.2 Organisations within the NSW public health system are to advertise and recruit all junior medical staff positions for the 2010 clinical year using the

- eRecruitment system developed to support junior medical officer recruitment across NSW.
- 5.3 The eRecruitment system will be located on the NSW Department of Health website. All positions will be listed under “JMO jobs”.
 - 5.4 Applicants must apply for positions using the eRecruitment system i.e. online. Applicants will need a valid and up to date email address as this is how offers of positions will be made. A current contact telephone number is also required to arrange interview dates and times.
 - 5.5 Only in exceptional circumstances (e.g. the applicant cannot access a computer/internet) will written applications be accepted and this will be determined on a case by case basis by the employer. In such circumstances the employer will organise alternative means for the applicant to receive and supply information.
 - 5.6 Late applications are to be handled in accordance with the current NSW Health policy on recruitment and selection.
 - 5.7 Chief Executives have delegated to their Directors, Workforce Development the responsibility for ensuring that selection and recruitment processes are undertaken in accordance with this document and other relevant policy directives.
 - 5.8 Current staff members who commenced their intern year in 2009 with two year contracts do not need to apply for a position for the 2010 clinical year as they are able to continue their employment in their second post graduate year within their existing Networks.
 - 5.9 If a current intern wishes the opportunity to change Networks in their second post graduate year in 2010, there are several limited options in which they may seek to do this. Further details on these options are attached at Appendix 2.
 - 5.10 Some vocational training programs (e.g. the Surgical Education and Training program) do not participate in the annual NSW public health system online recruitment process. The role of the College is to recommend doctors who are deemed suitable to enter their training programs. However, the final decision to employ a doctor selected by a Medical College into the College training program is the responsibility of the employer. A Medical College, after selecting a doctor into a training program, must provide advice to the employer about the trainees selected into their program and may also provide recommendations on which training positions would meet the training requirements.
 - 5.11 The College trainee will then be required to submit their details to the employer (i.e. curriculum vitae). The employer will determine the suitability of each trainee against the requirements of the position. [This](#)

may be facilitated through interviews. Where the employer believes a trainee is suitable for a position, satisfactory referee checks must be conducted (see section 9). This must be done prior to the trainee receiving a letter of appointment. Referee checks undertaken by the Medical College cannot be used in substitution for the employer undertaking their own referee checks.

- 5.12 All other relevant pre employment checks (e.g. 100 point ID check, Working with Children Checks, confirmation of Medical Board registration and Service Check Register) must also be conducted before an applicant can commence employment.

6. SELECTION COMMITTEES

- 6.1 Directors, Workforce Development are to approve the composition of each selection committee for positions within their organisation and ensure that selection committee membership is properly constituted, and is responsible for approving the committee's final recommendation, including resolving any minority reports.
- 6.2 For networked positions, one Director of Workforce Development will approve the recruitment action on behalf of all organisations involved in the network.
- 6.3 The composition of the panel will vary depending on the scope and nature of the position to be filled, and any governing legislation. However the following minimum requirements must be met;
- 6.3.1 There are at least two members, one of whom is the designated convenor;
 - 6.3.2 The convenor must have an understanding of NSW Health policy and ensure compliance with these policies during the recruitment period;
 - 6.3.3 There is at least one male and one female representative;
 - 6.3.4 There is a representative who has expertise in human resource management and processes;
 - 6.3.5 There is an independent representative who is not directly employed by the facility, training network or reporting structure in which the position is based;
 - 6.3.6 Panel members should, as far as practicable, hold positions equivalent to, or higher than, the position being filled;
 - 6.3.7 At least one member of the panel has enough knowledge of the position requirements to be able to effectively assess applications;

- 6.3.8 All applications and assessment information must be available to each panel member involved in making any final recommendations to appoint;
 - 6.3.9 Any conflict of interest must be declared and managed/discharged as necessary, including being properly documented; and
 - 6.3.10 Where a panel is recruiting to positions that rotate between several facilities and/or across area health service boundaries e.g. networked positions and centralised panels, the membership of the panel is to be determined by each facility where the position will be located (but need not have each facility represented on the panel). If any facility has concerns around the membership of the panel, the panel composition is to be approved by all relevant Directors, Workforce Development where the position may rotate.
- 6.4 The convenor of the selection committee is responsible for ensuring that all relevant NSW Health standards are met during the selection process as specified in this document and other relevant NSW Health policies. They are also to ensure that all committee documentation is appropriately completed and managed.
- 6.5 The convenor is also responsible for ensuring a minority report is undertaken if the selection committee is unable to reach a unanimous decision. The committee member in disagreement should prepare the minority report detailing areas of disagreement and provide an alternative recommendation. The minority report is submitted to the relevant Director, Workforce Development along with the committee's final recommendation.
- 6.6 When the assessment process is complete, the selection committee must analyse all resulting information, identify and rank preferred applicant(s) for the position.
- 6.7 Where the number of suitable applicants interviewed exceeds the number of positions available, an eligibility list may also be submitted for approval as part of the recommendation sent to the Director, Workforce Development for approval.
- 6.8 Directors, Workforce Development will be required to approve the recommended applicant(s) and any eligibility lists prior to email offers being made.
- 6.9 The eligibility list is current for up to 12 months and allows facilities to fill vacancies without the need for further interviews.

7. INTERVIEWS

- 7.1 The general interview period commences 24 August 2009 and concludes on 18 September 2009.
- 7.2 This allows organisations within the NSW public health system the opportunity to interview comprehensively. It also provides applicants with the opportunity to attend interviews at multiple sites without having to make an immediate or final decision during this time.
- 7.3 Applicants must be given at least 3 days notice of the time of interview, however this notice period will be considered to have been met if applicants are advised of the relevant interview times in the job advertisement or if both the employer and applicant consent and agree to an earlier time.
- 7.4 As part of the interview process the applicant is to bring the following documentation to the interview:
 - 7.4.1 Appropriate original documents to satisfy the 100 point ID check requirements. Further information regarding the 100 point ID check requirement can be downloaded from the NSW Health website.
 - 7.4.2 Any original qualifications listed as selection criteria for verification (if not practicable, original certified copies may be acceptable);
 - 7.4.3 Proof of registration as a medical practitioner;
 - 7.4.4 Signed pre-employment checks forms (e.g. Working with Children Check and Prohibited Employment forms). The applicant will have completed the pre-employment check forms as part of their online application. Once completed online, the applicant should have printed and signed the forms and present them at the interview. The convenor must also ask the applicant to consent to the Service Check Register and document that such consent has been given;
 - 7.4.5 Where applicable, visa documents/proof of permanent residency (current passport ID page or evidence of residency status);
 - 7.4.6 Where applicable and if not already provided in 7.4.3, current NSW Medical Board Registration; and
 - 7.4.7 Where applicable, certified copies of Specialist qualifications or evidence of completion of vocational training requirements.
- 7.5 No applicant is to be asked to accept a position at interview. Offers of employment can only be made once the Director, Workforce Development has approved the selection committee's recommendation (see section 10: Offer of Appointments).

- 7.6 Recognising time constraints that arise during the mass recruitment of junior medical staff, it may be difficult for all panel members to enter their decisions at the interview stage on the eRecruitment system within the required timeframes; therefore the convenor may process these decisions on their behalf. However, in these circumstances, each panel member will be required to sign a record of the panel's decision and this documentation must be filed with the recruitment documentation. See Appendix 4.

8. AUSTRALIAN CITIZENSHIP / RESIDENCY CONSIDERATIONS

- 8.1. Any recommendation must take into account that only Australian citizens and permanent residents (which for the purposes of this document includes New Zealand citizens holding the special category visa 444), are to be employed permanently into positions in the NSW Health Service.
- 8.2. If the position is in a category where, because of staff shortages in Australia, other arrangements have been entered into by NSW Health (e.g. Labour Agreements or individual sponsorship requests with the Department of Immigration and Citizenship); applicants without Australian citizenship or permanent resident status, who hold visas allowing them to work in Australia, may be employed on a temporary basis for the duration of their work permit, but only where there are no suitable applicants who are Australian citizens or permanent residents, and where there is no overriding state or federal agreements.
- 8.3. For example, where one or more temporary visa holders are assessed as more meritorious by the selection committee than a citizen/permanent resident, the position must still be offered to the citizen/permanent resident first, provided that the citizen/permanent resident is deemed suitable for the position.
- 8.4. The appointment of an applicant without Australian citizenship or permanent resident status is for a specific period of time only, dependant on the contract of employment. Such applicants should be reminded that their employment is not guaranteed beyond this date, notwithstanding the fact that their visa may be for a longer time period.

9. REFEREE CHECKS

- 9.1. Referee checks are to be conducted verbally with each referee, however in some cases written references will be accepted; see 9.3 and 9.4 below. Responses to each question must be recorded in writing and maintained with the selection papers, along with full name of the referee, contact details, position and relationship to the applicant.
- 9.2. Referee checks must be conducted on the preferred applicants(s) prior to any offer of a position. Referee checks are only required on preferred applicants; should not be completed before the culling of applications

and in normal recruitment circumstances are to be completed after interviews have been conducted.

- 9.3. Notwithstanding the above, recognising the time and resource constraints that arise during the mass recruitment of junior medical staff, referee checks may be conducted before interviews and written references will be accepted. However, where this occurs, if issues have arisen during the interview that require clarification or were not covered in the prior referee check, these must be followed up with the referees after the interview.
- 9.4. In addition, where written references are accepted direct, verbal contact must be made with the referee, their identity confirmed, and their relationship to the applicant also confirmed.
- 9.5. Referee checks must be conducted in a structured manner based on a set of questions seeking specific information about the current knowledge, skills, competence and experience of the applicant as they related to the selection criteria. This is also the opportunity to follow up on any issues that have arisen during interview and require further clarification.
- 9.6. A referee report form has been developed to assist in obtaining the required responses from the referee and is to be used by selection panels during the mass recruitment for junior medical staff for 2010. This is attached at Appendix 3.
- 9.7. At least one referee must be a current supervisor or have been a current supervisor within the last 12 months. The identity of the referee, position title and relationship to the applicant is to be confirmed. Where such information is unable to be confirmed, the application is not to be considered further.
- 9.8. For written references the referee report form may be emailed to the referee, with the advice that they need to be completed with appropriate detail, and be returned to the person responsible for the referee checks within an agreed time. Responses must be considered prior to any appointment offer, and must be retained in full with the selection papers.
- 9.9. Referees are to be advised that the information they provide may form part of any feedback to the applicant.
- 9.10. Any prior Progress Review forms for junior medical staff already employed in the NSW Health Service are not to be used in place of reference checking or as part of the recruitment process generally. Progress Reviews are a strategy to ensure on-going continuous performance improvement, are confidential and are to be used for developmental and progress review purposes only.

10. PREFERENCE MATCHING

- 10.1 Preference matching can occur when there are multiple positions available across various facilities within the NSW public health system and as a consequence, applicants are asked to preference the facilities they wish to work by ranking their most desirable facility first, their second most desirable facility second and so forth.
- 10.2 As a consequence of preference matching, successful applicants will only receive one offer of employment and therefore are advised to preference all facilities available for the position they wish to apply, as this will maximise their chances of being placed.
- 10.3 The selection panel, after interviewing all of the applicants for the positions, will also rank the successful applicants. After both rankings (the applicant's and the panels) have been completed, preference matching occurs and candidates are matched against a facility.
- 10.4 The preferences of both the applicant and selection panel are to be kept confidential during the recruitment process.
- 10.5 Applicant preferences refer to a preference of employment location and therefore cannot be used to cull an applicant as it does not reflect on their ability to undertake the requirements of the position. Therefore preferences must not be made available to selection panel members until after the merit selection process has been completed and they have ranked the applicants ready for preference matching to be conducted.
- 10.6 To be considered for a network or facility an applicant must preference all networks/ facilities to which they want to be considered.
- 10.7 As preference matching is only run on successful applicants who will be recommended against available positions, referee checks must be conducted prior to preference matching.
- 10.8 The eRecruitment system used for junior medical staff for positions in 2010 will have preference matching capability based on the National Resident Matching Program preference matching algorithm.
- 10.9 Further details on which vocational training programs will be using the eRecruitment preference matching capability this year will be provided to public health organisations prior to the time when positions will be loaded onto the system.

11. OFFER OF APPOINTMENT

- 11.1 As verbal offers can be construed as constituting a binding contract to employ, to avoid any misunderstanding between potential staff

members and the employer NO verbal offers are to be made to candidates.

- 11.2 As a consequence, offers for all positions for the 2010 clinical year must occur electronically and will be sent automatically from the eRecruitment system, with the exception of those circumstances outlined in section 5.5.
- 11.3 Electronic emails will be sent to all applicants informing them of the outcome of their interview. These will be in the following format:
 - 11.3.1 An email informing the applicant an offer of a position.
 - 11.3.2 An email informing the applicant that they have been placed on an eligibility list. The eligibility list will be current for 12 months. These emails will be sent following the initial rounds of offers and once all positions have been filled.
 - 11.3.3 An email informing the applicant they have not been successful once all offers have been made and all positions filled.
- 11.4 Electronic email offers cannot be made until all applicants for the position(s) have been interviewed and the selection committee has agreed on those applicants for whom positions are to be offered and, if applicable, those applicants who will be placed on the eligibility list.
- 11.5 All offers of employment including location(s) are to be sent electronically from the employer. Emails will issue electronically once the Director, Workforce Development has given approval for an offer to be made.
- 11.6 A set email text is built into the eRecruitment system. The email offer includes a clear statement that the offer is conditional upon successful completion of all pre employment checks, the Service Check Register Check and obtaining registration with the NSW Medical Board. When an offer is accepted this documentation forms part of the employment contract.
- 11.7 An applicant has two working days from the date of the email offer to accept or reject a position. This means by the close of business (1700 AEST) on the second calendar day of the following working day. If the applicant wishes to discuss the option of delaying their decision they must contact the convenor to discuss. If the applicant does not respond to the email within the two working day period, the convenor must make all reasonable attempts to contact the applicant to obtain a response before re offering the position to another applicant.

- 11.8 For networked positions, email offers will be issued for all positions in the speciality networks in rounds on the dates indicated in Appendix 1: *Key Recruitment Dates*.
- 11.9 Applicants are not to be pressured to accept or reject an offer prior to the date specified and therefore must not be approached during this period other than by the initial email offer.
- 11.10 Offers once made cannot be withdrawn except in circumstances where adverse pre-employment or Service Check Register checks are returned, credentials cannot be verified, NSW Medical Board registration cannot be obtained or conditions have been placed on the applicant's registration that the applicant did not previously identify and for which the facility cannot accommodate or the applicant does not comply with requirements for protection against the specified infectious diseases.
- 11.11 Applicants may only accept one offer of employment. If an applicant receives more than one offer and wishes to discuss or clarify an offer to aid decision-making, the applicant may initiate verbal discussions with the convenor.
- 11.12 Applicants who have already accepted a position but who subsequently become eligible for a College specialist training position of which they wish to accept, are to notify the employer of the original position as soon as practicable to inform them they will be accepting another position and that they therefore are withdrawing for that position.

12. WASH-UP TIMEFRAMES

- 12.1 The Basic Physician Training wash-up will be held on the morning of 1 October 2009.
- 12.2 Wash-up for all other positions, including Psychiatry, will be held on the afternoon of 1 October 2009.

13. FORMAL LETTERS OF APPOINTMENT

- 13.1 Written letters of appointment to any position must not be issued by the employer until after wash-up is finalised e.g. from 2 October 2009.
- 13.2 Two standard letters have been developed and are built into the eRecruitment system; one for Australian citizen/permanent residents and the other for visa applicants. Copies of the contracts are attached at Appendix 5.
- 13.3 Organisations within the NSW public health system should use these standard letters for the appointment for junior medical staff. For further information relating to how long the contracts of appointment should be, please refer to PD2007_087 *Medical Officers – Employment*

Arrangements in the NSW Public Health System s3: Employment Arrangements.

- 13.4 While letters of appointment may be issued prior to all pre employment checks being conducted, the standard letters are clear that such appointment is subject to satisfactory clearances of these checks. As a consequence under no circumstances is a junior medical staff appointee to commence employment until all pre employment checks have been undertaken (e.g. registration with the NSW Medical Board, Working with Children Check and the Service Check Register).
- 13.5 The clinical year term dates for 2011 are attached at Appendix 7.

14. DOCUMENTATION AND RETENTION OF RECORDS

- 14.1 All selection and appointment related records, including the reasons why successful applicants were the preferred applicants for positions, are to be kept for two years after recruitment is finalised.
- 14.2 All recruitment related records must be retained in line with the General Disposal Authority requirements. For further information please refer to the current NSW Health policy on recruitment and selection.
- 14.3 Please refer to Appendix 6 for a detailed outline of the documentation related to the recruitment process that must be placed on successful applicant's personnel files.

Appendix 1 – Key Recruitment Dates

Advertising Commences: 16 July 2009

Advertising Closes: 17 August 2009

First Round Interviews and Offers:

POSITIONS	INTERVIEW DATES	EMAIL OFFER DATES
Paediatric Fellow positions	- 20 August - 28 August	- 4 September
Advanced Trainee in Respirator/Sleep Medicine	- 21 August – 22 August	- From 25 August
Advanced Physician trainee positions	- 24 August - 10 September	- From 25 August
All other positions not otherwise listed		- From 24 August
Anaesthetic positions	- 21 August – 8 September	- 23 September
Paediatric resident positions (≥ PGY 3)	- 26 August - 28 August	- 7 September
Basic Physician Training positions	- 31 August – 2 September	- 10, 16, 21 September
NSW Surgical Skills Program positions		- 10, 16, 21 September
Basic Paediatric Trainee positions	- 31 August – 3 September	- 10 September
Psychiatry positions	- 31 August - 4 September	- 11,16,21 September
Advanced Paediatric Network Training Positions	- 7 September - 10 September	- 16 September

Second Round Applications Open: 14 September 2009

Second Round Interviews: 16 September until 21 September 2009

Second Round Email Offers: 24 September 2009

Second Round Email Acceptances: 28 September 2009

Wash-up: 1 October 2009

Written letters of Appointment: from 2 October 2009

Appendix 2 – Recruitment Options for Current Interns

Current interns within the NSW public health system **do not need to apply** for a position in this year's annual recruitment round as they are able to continue employment in their second post graduate year within their existing Network under their existing contract.

However, if an intern would like the opportunity to change Networks for their second post graduate year, they may seek to do so through the three options listed below:

Special Consideration

Under exceptional circumstances, Special Consideration may be granted that allows an intern to change their network. This consideration is limited to circumstances where there has been a significant change in the circumstances of an intern that affects their ability to continue in their current Network.

The circumstances that will be considered for Special Consideration include:

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

For a definition of dependent, refer to the *Anti-Discrimination Act 1977*, Part 4B, Discrimination on the Ground of a Person's Responsibilities as a Carer.

Applications for Special Consideration are assessed by the IMET Special Consideration and Review of Allocations Committee. Applications for Special Consideration will be required by IMET by **24 June 2009**. Further details are available on the IMET website at www.imet.health.nsw.gov.au.

Swaps

It may be possible for an intern to swap to another Network by finding another intern from a different Network who wishes to swap. To facilitate this process, interns will need to register an interest to undertake a swap with the Institute of Medical Education and Training (IMET) by downloading a *Register to Swap for PGY Form* from IMET's website and once completed, return it to IMET. IMET's website is located at www.imet.health.nsw.gov.au. This form must be sent to IMET by **13 July 2009**.

Following registration for the swap, IMET will provide those who submitted the *Register to Swap for PGY 2 Year form* with a list of all applicants (and their contact details) wanting to swap. This list will be provided to registered applicants on **16 July 2009**.

This will allow interns the opportunity to identify and liaise with other interns who might wish to swap. Once a swap partner is found, both interns must complete the Proposed Swap for *PGY 2 RMO Position* form. This form will be available from IMET website. This form must be submitted to IMET by **3 August 2009**.

IMET will then advise the Prevocational Training Networks of the proposed swap who will undertake interviews with the swap candidates. As a consequence, swap applicants will be required to contact the JMO Manager at the Network they wish to swap to and provide them with their resume by **17 August 2009**. These contact details will be provided to applicants by IMET.

An interview may be required for each participant in the swap as part of the recruitment process to allow employers to confirm the applicant's suitability for the position. As part of this process the employer receiving the swap should confirm with the current employer that there are no outstanding matters that may need to be considered as part of the swap.

Agreement to the swap must be granted by both Prevocational Training Networks and approval sought from the Chief Executives of the relevant public health organisation for the swap to occur. If a swap is not approved, the intern will remain with their current network for their second postgraduate year. Further information on the swap process is available on the IMET website.

Advertising PGY 2 Positions

Two Year Contract positions

Interns can only apply to positions during the annual recruitment period advertised as *2 Year Contract positions*.

A *2 Year Contract position* is one that has been occupied by an intern in 2009 (employed under a 2009 prevocational training network two year contract), but due to staff resignations, the position is now vacant. Each prevocational training network has a trigger (representing a minimum number of filled *2 Year Contract positions*) and if their trigger has been reached, that network can advertise *2 Year Contract vacancies*. When doing so, the advertisement must clearly state it is a *2 Year Contract position*.

This means that current interns (and AMC Graduates) with two year contracts can apply for that vacancy and are to be afforded priority over other applicants. The length of the contract for the position will be for the remaining period of the original contract (e.g. the end of the 2010 clinical year). If no eligible current interns or AMC graduates on 2 year contracts apply, these positions are then available to individuals not currently on a two year contract.

Each prevocational training network is advised of their trigger by the NSW Department of Health. A prevocational training network cannot advertise a

PGY2 position as a *2 Year Contract* position unless their trigger has been reached.

Pre vocational networks are to ensure that their network numbers for PGY2 positions match their IMET allocated network number.

Networks may not recruit in excess of the network number of positions. Job-sharing doctors (who share a single FTE position) will be counted as one FTE (subject to prior agreement with IMET). First year Resident Medical Officers (PGY2s) may only be employed by the designated employing hospital within IMET approved PGY2 Networks.

One Year Contract positions

If a prevocational network does not reach their trigger, they may still advertise PGY2 positions, however these must be clearly identified on the advertisement as *1 Year Contract positions* and current interns (or AMC graduates with 2 year contracts) cannot apply for these vacancies. All other applicants can apply for these positions and normal merit selection principles apply e.g. eligible Australian citizen/permanent residents must be appointed before visa applicants.

The decision on how many *1 Year Contract* positions a Network/facility can advertise is dependent on the individual facilities needs, subject to normal budget and establishment procedures.

Appendix 3 – Referee Report

- At least two reference checks are to be conducted prior to any recommendation to appoint.
- At least one referee must be a **current** Supervisor.
- Referees should be asked to confirm that they will provide an honest, accurate and completed response to each question.
- Referees are to be advised that the information they provide **may** form part of any feedback to the applicant.

Position Applied for _____

Name of Referee _____

Position Title and Organisation _____

Relationship to Applicant _____

Were you his/her supervisor _____

Length of time you have know the applicant /Dates you have worked with applicant _____

1. Assessment:

Please indicate rating by a tick (✓): (1= Poor; 2= Average; 3= Good; 4= Outstanding) <i>Criterion</i>	<i>Ratings</i>			
	1	2	3	4
Theoretical knowledge				
Clinical judgment				
Medical Record – documentation, management				
Learn readily from their experience				
Professionalism to work - application to work, diligence				
Work organisation and time management				
Punctuality and Attendance				
Ability to relate to patients and family				
Co-operation with medical staff				
Ability to relate to other professionals				
Attitude to nursing and clerical staff				
Communication skills				
Teaching skills / commitment to teaching if junior staff/medical students				
Commitment to on-going education				
Contribution to clinical team/General Team work				
Insight as to their boundaries				

2. Mandatory Questions:

A. How would you describe the applicant's skills/experience/competence (as appropriate) in relation to each of the selection criteria?

Selection Criteria 1: - [enter Selection Criteria details](#)

Selection Criteria 2: - [enter Selection Criteria details](#)

Selection Criteria 3: - [enter Selection Criteria details](#)

Selection Criteria 4: - [enter Selection Criteria details](#)

Selection Criteria 5: - [enter Selection Criteria details](#)

Selection Criteria 6: - [enter Selection Criteria details](#)

Selection Criteria 7: - [enter Selection Criteria details](#)

Selection Criteria 8: - [enter Selection Criteria details](#)

B. Would you re-employ the applicant if the opportunity arose? Why / Why not?

C. Are you aware for any professional conduct or past performance issues that may be relevant and appropriate for us to consider?

D. In light of the information provided about the position, is there anything else you think would be relevant for us to consider?

3. Commitment and interest in research and audits (if applicable):

4. General comments:

Note to Convenor -

The Convenor is required to verify any written references with the author and at this time may discuss any issues identified during interview.

Convenor/Panel member's details: -

Name:

Signature:

Contact Number:

Date:

Appendix 4 – Interview Selection Committee Report
Interview Selection Committee Report

Position Title: _____

Position Classification: _____

Position Number: _____

Department/Division: _____

Facility: _____

Total number of Positions to be filled: _____

Date of Interview: _____

Applicants Called for Interview:

- | | |
|---------|----------|
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

(Or attach list)

Recommended Candidates:

Applicants Name	Detailed Reasons for Recommendation

To be completed by each selection panel member (or attached signatories list generated from the eRecruitment system)

Convenor:

Name:

Signature:

Position: Date:

Independent:

Name:

Signature:

Position: Date:

Member:

Name:

Signature:

Position: Date:

Member:

Name:

Signature:

Position: Date:

Member:

Name:

Signature:

Position: Date:

Member:

Name:

Signature:

Position: Date:

Member:

Name:

Signature:

Position: Date:

Member:

Name:

Signature:

Position: Date:

Appendix 5 – Letters of Offer

Australian Citizen/Permanent Resident – Letter of Offer

<Area Health Service>
<JMO Unit Address>
<JMO Unit Phone Number>

Date <Contract Generated Date>

Dr <First Name><Surname>
<Address>
<Suburb> < State> <Country> <Postcode>

Dear Dr <Surname>

Letter of Appointment

<Position Title>

Congratulations on joining the NSW Health Service (NSW Health). I am pleased to advise you that your application for appointment as a <Classification Code> within <Area Health Service> <Hospital> <Speciality> has been successful. Accordingly, I would like to offer you a position on the following terms for the period <Start date> to <Finish date> subject to your compliance with requirements and Conditions of Employment as set out in this letter, NSW Policy Directives and industrial instruments.

You may be required to work at the different facilities and locations with the NSW public health system as part of the <Network><Rotation/Network>.

In addition to the facilities and locations listed above you may be required to work at different locations and clinical departments within NSW Health during your employment as may be reasonable in the circumstances.

This offer is for you to be employed by NSW Health placed with the <Area Health Service > (“the Area”) on a <Status> basis for a <term of contract> unless earlier terminated in accordance with the Termination clause of this Appointment or the Award.

You will commence on base salary of <Annual Salary> as a <Classification Code>. If you require further details on your award provisions please contact your <Name of JMO Unit>

This offer of employment is made on the basis of continuing satisfactory performance and if you are on a training program, that you intend to fulfil the requirements of the program.

On commencement you are required to attend compulsory orientation (including e-orientation) and mandatory training. Orientation and mandatory training is an important activity designed to assist you to effectively integrate into your new work environment. You will be required to attend Orientation on **<Orientation>**, **<Orientation Date>** **<Orientation Venue1>**

Conditions of Employment

Your continued appointment is conditional upon your:

1. Observance of relevant Hospital policies and procedures, and applicable NSW Health Policy Directives
2. Compliance with NSW Health's Code of Conduct;
3. Compliance with NSW Health's Bullying & Harassment Policy & Guidelines;
4. Compliance with the provisions of the Health Services Act 1997 (NSW) and its regulations;
5. Attendance on your patients subject to any conditions imposed by your supervisor, Department Director or the Medical Board.
6. Maintenance of adequate hospital clinical records, including completion, within a reasonable time period following the patient's discharge, of patient discharge letters.
7. Observance of general conditions of clinical practice applicable in the Area facilities.
8. Behaviour that is appropriate and respectful of patients, their relatives and other staff.
9. Observance of the Occupation Health and Safety Legislation.

You agree to make yourself familiar with the above codes and policies and other documents which can be accessed on the NSW Health website.

<http://www.health.nsw.gov.au/policies/index.asp>

Hours of Duty

You will be required to work the normal hours of work appropriate to the particular clinical service. You will be required to work reasonable rostered overtime as required by the clinical service within which you are placed from time to time by the Area Health Service, be available for patient handover and reasonable on-call and recall duties as per the Public Hospital Medical Officers Award. Junior Medical Officers participating on the on-call roster shall undertake on-call duties as per the guidelines referred to in the **<Area Health Service>** policy.

NSW Medical Board Registration

You are required to maintain your professional medical registration in New South Wales with the NSW Medical Board. Your continued appointment is conditional upon your maintaining this registration and evidence of your registration by way of a copy of a current Practising Certificate issued by the NSW Medical Board should be forwarded to the **<Name of JMO Unit>** prior to commencement of your appointment and at the time of renewal. If the status

of your registration changes, including cancellation or conditions imposed, you must notify the **<Name of JMO Unit>** within seven (7) days of the change.

This offer of employment, and the continuation of your employment if appointed, are conditional upon there being no restrictions or conditions placed upon your registration as a medical practitioner (such as restrictions on after hours work or increased supervisory requirements) which substantially preclude you from providing services, or which cannot be reasonably accommodated at the facility that was intended to be your place of work.

Work Rights

This appointment is subject to your continuing to possess work rights that meet the Department of Immigration and Citizenship (DIAC) requirements. To satisfy this requirement you must be an Australian Citizen, an Australian permanent resident or possess a visa that allows you to work in Australia. Should your visa expire during the life of your appointment then the appointment will be terminated immediately. If your visa is updated you need to provide evidence to **<Name of JMO Unit>** so that your records can be updated.

Position Description

The attached position description details your principal accountabilities, key tasks and other responsibilities. During the course of your employment, there may be times when, due to changing business needs, **<Area Health Service>** may change some of the duties and responsibilities either permanently or temporarily.

Provided that such additional to or revised tasks are consistent with your qualifications, skills and experience any addition to or variation of your position description shall be deemed to be within the terms of this letter of appointment

Professionalism

<Area Health Service>, requires you to present and conduct yourself in a professional and business like manner, which upholds our professional image. Any behaviour on your part, whether during or outside business hours which affects or damages the professional reputation of **<Area Health Service>**, or your ability to uphold that reputation or image, could lead to disciplinary action including dismissal.

Performance Review

Your performance will be assessed at least annually in accordance with the **<Area Health Service>** performance management system. It is a condition of this appointment that you achieve continuing satisfactory performance assessment/reviews.

Pre Employment Checks

When commencing employment within NSW Health it is mandatory to have completed a Prohibited Employment Declaration, a Working with Children

background check consent form and provide certified copies of documents to support the 100 point ID check. Your appointment is subject to satisfactory clearances of these pre employment checks and the Service Check Register.

Immunisation Compliance Status

Employment is also conditional on you participating in the screening, assessment and vaccination requirements outlined in NSW Department of Health *Policy Directive 2007- 006 Occupational Assessment, Screening and Vaccination to Specified Infectious Diseases*.

Medical Examination

As part of your employment process, you have completed a Job Demands Checklist indicating your ability to undertake the full range of duties for this position. You may also be required to have a medical examination. This medical examination is to determine whether you have a pre-existing condition for which you would require reasonable adjustment.

Confidentiality

You are bound by privacy law and ethical practice to maintain patient confidentiality, except in accordance with relevant privacy laws or as required by any other law - *Privacy Manual (Version 2) - NSW Health PD2005_593*.

Secondary Employment

If your employment is full-time and you wish to engage in any form of secondary employment, including within the NSW Health Service, you must first obtain the written approval of the Chief Executive. Where your employment is part-time you must notify the Chief Executive of any actual, potential or perceived conflict of interest between your employment with **<Area Health Service>** and any other employment, including any other employment within the NSW Health Service. Secondary employment includes work undertaken on a locum (casual) basis in addition to your substantive engagement.

In all cases the Chief Executive will undertake an assessment to determine if there is any conflict of interest or duty of care issues associated with the proposed secondary employment.

For more information, including the notification requirements, refer to NSW Health Policy Directive *Secondary Employment: Policy and Guidelines*.

Payment

Your salary is paid fortnightly into your nominated financial institution account. You are required to authorise your timesheet at the end of each pay period.

Unrostered overtime must be approved by the appropriate employer delegate in accordance with Policy Directive 2007_087 *Medical Officers in NSW Public Health System*. Medical Officers are to ensure that claims for unrostered overtime and call backs are to be submitted to the public health organisation for payment no later than four weeks after the claimed unrostered overtime or

call backs was worked. The public health organisation should process where practicable, unrostered overtime claims in the next pay cycle after the medical officer submitted the claim.

Salary Packaging

Under the terms and conditions of employment there is an option to participate in Salary Packaging as per the *Salary Packaging Policy PD2007_076*. It is recommended that you read the Salary Packaging documentation carefully and seek financial advice from an accredited remuneration consultant, accountant or financial advisor.

Medical Indemnity

<Area Health Service> as a member of the NSW Treasury Management Fund (TMF) is fully covered against Legal Liability claims for compensation to any third party, coverage includes legal costs and expenses arising from such claims. You are entitled to access <Area Health Service> TMF indemnity protection for civil liability claims arising within the scope of your duties as an employee of <Area Health Service>. Employees are not covered by TMF for any medical services they provide that are not directly associated with the scope of their duties such as gratuitous medical services. <Area Health Service> advises that all medical staff seek independent advice regarding private medical indemnity insurance.

Extension of Contract for the purposes of completing a training program

If your employment continues beyond the termination date for the purposes of completing the training program, it will be on the same terms and conditions as set out in this letter of appointment unless otherwise amended in writing by the parties.

Termination of Employment

- a) Employment may be terminated by one month's notice given in writing by either the Area Health Service or yourself. This does not prevent your summary dismissal without notice or pay in lieu of notice for misconduct or neglect of duty.
- b) On termination of your employment from the Area Health Service you authorise the Area Health Service to deduct from your termination payment the value of any articles of hospital property not returned by you.
- c) You understand that before receiving your termination payment it may be necessary for you to have completed any discharge summaries you may have outstanding at the time of termination.

As evidence of your understanding and acceptance of the terms and conditions of your letter of appointment and your intention to abide by the Code of Conduct, policies and procedures as listed in this document, you are requested to complete the attached Letter of Acceptance.

Please sign and return the enclosed acceptance letter, Position description, Job Demands Checklist, Declarations and include relevant certified copies of qualifications, registration and statements of service by **<Date paperwork to be returned by>** to **<Name of JMO Unit>** **< Return Postal Address for JMO Unit>** .

Should you have any questions regarding your letter of offer you are welcome to contact a representative of **<Name of JMO Unit>** on **<JMO Unit Contact Number>**.

Please accept my congratulations on your appointment and welcome you to **<Area Health Service>** I hope your employment will be both professionally and personally rewarding,

Yours sincerely

<Name of Signatory>

Acceptance and Acknowledgement of Terms and Conditions of Appointment

As evidence of your understanding and acceptance of the terms and conditions of your Letter of Appointment including your intention to abide by the Code of Conduct, policies and procedures, you are requested to sign this Acceptance and Acknowledgement of those Terms and Conditions of Appointment.

Letter of Appointment Date: *<Contract Generated Date>*

For the Position of *<Position Title>*
< Classification Code>
<Annual Salary>
<Area Health Service>,
<Hospital>
<Speciality>
<Network> <Rotation/Network>.

Employment Dates *<Start date>* to *<Finish date>*

I *<First Name><Surname>* accept the above listed position and agree to abide by the Terms and conditions of the appointment including the Code of Conduct, polices and procedures. I agree to return the documentation requested as per the Checklist enclosed by *<Date Paperwork to be returned>* to *<Name of JMO Unit> < Return Postal Address for JMO Unit>*

SIGNED: _____ DATE: _____

Printed Name *<First Name><Surname>*

I decline the above offer and return all associated documents

SIGNED: _____ DATE: _____

Printed Name *<First Name><Surname>*

HEALTH DECLARATION FORM

I have read the inherent job requirements and job demands for the position and these requirements have been explained to me. I have ticked the appropriate statement below:

- I am not aware of any health condition which might interfere with my ability to perform the inherent job requirements and job demands of this position.
- I have a health condition that may require the employer to provide me with services or facilities (adjustments) so that I can successfully carry out the inherent job requirements and job demands of the position.
- I understand that adjustments to the workplace can be made to assist employees with disabilities in carrying out the inherent job requirements and job demands of the position. Any adjustments I need have been discussed with the organisation prior to completing this health declaration.
- I no longer wish to be considered for this position.

I am aware that any false or misleading statements may threaten my appointment or continued employment with NSW Health.

Employee Name: *<First Name><Surname>*

Employee Signature: _____ Date: _____

Position: *<Position Title>*

Visa Applicant – Letter of Offer

<Area Health Service>
<JMO Unit Address>
<JMO Unit Phone Number>

Date <Contract Generated Date>

Dr <First Name><Surname>
<Address>
<Suburb> < State> <Country> <Postcode>

Dear Dr <Surname>

Letter of Appointment

<Position Title>

Congratulations on joining the NSW Health Service (NSW Health). I am pleased to advise you that your application for appointment as a < Classification Code> within <Area Health Service> <Hospital> <Speciality> has been successful. Accordingly, I would like to offer you a position on the following terms for the period <Start date> to <Finish date> subject to your compliance with requirements and Conditions of Employment as set out in this letter, NSW Policy Directives and industrial instruments.

You may be required to work at the different facilities and locations with the NSW public health system as part of the <Network><Rotation/Network>.

In addition to the facilities and locations listed above you may be required to work at different locations and clinical departments within NSW Health during your employment as may be reasonable in the circumstances.

This offer is for you to be employed by NSW Health placed with the <Area Health Service > (“the Area”) on a <Status> basis for a <term of contract> unless earlier terminated in accordance with the Termination clause of this Appointment or the Award.

You will commence on a base salary of <Annual Salary> as a < Classification Code>. If you require further details on your award provisions please contact your <Name of JMO Unit>

This offer of employment is made on the basis of continuing satisfactory performance and if you are on a training program, that you intend to fulfil the requirements of the program.

On commencement you are required to attend compulsory orientation (including e-orientation) and mandatory training. Orientation and mandatory

training is an important activity designed to assist you to effectively integrate into your new work environment. You will be required to attend Orientation on **<Orientation>**, **<Orientation Date>** **<Orientation Venue1>**

This offer is conditional on the attainment of an appropriate visa to work in Australia by the Department of Immigration and Citizenship and registration (conditional or general) with the NSW Medical Board. If you are not able to satisfy all the registration requirements of the NSW Medical Board to be able to practise in NSW, such as the required level of English language proficiency, this offer will lapse. Your appointment is for a specific period of time and you should not assume that at the conclusion of this contract your appointment will be renewed, notwithstanding the fact that your visa may be for a longer time period.

Health cover

Unless you are from a country with a *Reciprocal Health Care Agreement refer to PD2005_398* for period of cover and eligibility. It is a condition of your appointment with us as a sponsored employee that you and your dependants are covered by appropriate medical insurance/health cover and provide evidence of this. All medical expenses that are incurred by a sponsored employee are to be paid by that employee.

Countries with reciprocal health care agreements are:

- The United Kingdom (includes Northern Ireland)
- The Netherlands
- Malta
- Italy
- Sweden
- Finland
- Republic of Ireland (Eire)
- Norway
- New Zealand (for temporary residents who entered Australia after 1 September 1999).

Depending on your visa type you may be required to hold a return travel ticket or sufficient funds for a return travel ticket and sign an authority to deduct the expense of any cost **<Area Health Service>** may incur in relation to you and your family's return travel from any monies owing on termination.

Conditions of Employment

Your continued appointment is conditional upon your:

1. Observance of relevant Hospital policies and procedures, and applicable NSW Health Policy Directives
2. Compliance with NSW Health's Code of Conduct;
3. Compliance with NSW Health's Bullying & Harassment Policy & Guidelines;

4. Compliance with the provisions of the Health Services Act 1997 (NSW) and its regulations;
5. Attendance on your patients subject to any conditions imposed by your supervisor, Department Director or the Medical Board.
6. Maintenance of adequate hospital clinical records, including completion, within a reasonable time period following the patient's discharge, of patient discharge letters.
7. Observance of general conditions of clinical practice applicable in the Area facilities.
8. Behaviour that is appropriate and respectful of patients, their relatives and other staff.
9. Observance of the Occupation Health and Safety Legislation.

You agree to make yourself familiar with the above codes and policies and other documents which can be accessed on the NSW Health website.

<http://www.health.nsw.gov.au/policies/index.asp>

Hours of Duty

You will be required to work the normal hours of work appropriate to the particular clinical service. You will be required to work reasonable rostered overtime as required by the clinical service within which you are placed from time to time by the Area Health Service, be available for patient handover and reasonable on-call and recall duties as per the Public Hospital Medical Officers Award. Junior Medical Officers participating on the on-call roster shall undertake on-call duties as per the guidelines referred to in the **<Area Health Service>** policy.

NSW Medical Board Registration

You are required to maintain your professional medical registration in New South Wales with the NSW Medical Board. Your continued appointment is conditional upon your maintaining this registration and evidence of your registration by way of a copy of a current Practising Certificate issued by the NSW Medical Board should be forwarded to the **<Name of JMO Unit>** prior to commencement of your appointment and at the time of renewal. If the status of your registration changes, including cancellation or conditions imposed, you must notify the **<Name of JMO Unit>** within seven (7) days of the change.

This offer of employment, and the continuation of your employment if appointed, are conditional upon there being no restrictions or conditions placed upon your registration as a medical practitioner (such as restrictions on after hours work or increased supervisory requirements) which substantially preclude you from providing services, or which cannot be reasonably accommodated at the facility that was intended to be your place of work.

On receipt of the Letter of Appointment and associated documentation, the **<Area Health Service>** will apply for registration on your behalf. The NSW Medical Board Website at www.nswmb.org.au provides a step by step guide for prospective registrants and employers, relevant forms and templates and

links to key external stakeholders. More detailed information is also available on the Australian Medical Council (AMC) website at www.amc.org.au. As part of the registration process, the Medical Board will (but may not be limited to)

- Test the IMG for sufficient English language proficiency
- Verify all documents relating to the IMG's medical qualifications at primary source.
- Request a certificate of Registration Status or Certificate of Good Standing from each jurisdiction in which the IMG has practised or held registration in the past 5 years.

Work Rights

This appointment is subject to your continuing to possess work rights that meet the Department of Immigration and Citizenship (DIAC) requirements. To satisfy this requirement you must be an Australian Citizen, an Australian permanent resident or possess a visa that allows you to work in Australia. Should your visa expire during the life of your appointment then the appointment will be terminated immediately. If your visa is updated you need to provide evidence to **<Name of JMO Unit>** so that your records can be updated.

Position Description

The attached position description details your principal accountabilities, key tasks and other responsibilities. During the course of your employment, there may be times when, due to changing business needs, **<Area Health Service>** may change some of the duties and responsibilities either permanently or temporarily.

Provided that such additional to or revised tasks are consistent with your qualifications, skills and experience any addition to or variation of your position description shall be deemed to be within the terms of this letter of appointment

Professionalism

<Area Health Service> requires you to present and conduct yourself in a professional and business like manner, which upholds our professional image. Any behaviour on your part, whether during or outside business hours which affects or damages the professional reputation of **<Area Health Service>** or your ability to uphold that reputation or image, could lead to disciplinary action including dismissal.

Performance Review

Your performance will be assessed at least annually in accordance with the **<Area Health Service>** performance management system. It is a condition of this appointment that you achieve continuing satisfactory performance assessment/reviews.

Pre Employment Checks

When commencing employment within NSW Health it is mandatory to have completed a Prohibited Employment Declaration, a Working with Children background check consent form and provide certified copies of documents to support the 100 point ID check. Your appointment is subject to satisfactory clearances of these pre employment checks and the Service Check Register.

Police Clearance from country of origin

Your appointment is conditional upon the provision of a valid visa to work in Australia and police clearances from any country in which you have worked for more than 12 months in the last 15 years. If police clearances are not currently available, you will be required to complete a statutory declaration and forwarded it to <Name of JMO Unit>. In the meantime, you must commence the process to obtain police clearances which can be provided to <Name of JMO Unit> at a later date.

Immunisation Compliance Status

Employment is also conditional on you participating in the screening, assessment and vaccination requirements outlined in NSW Department of Health *Policy Directive 2007- 006 Occupational Assessment, Screening and Vaccination to Specified Infectious Diseases*.

Medical Examination

As part of your employment process, you have completed a Job Demands Checklist indicating your ability to undertake the full range of duties for this position. You may also be required to have a medical examination. This medical examination is to determine whether you have a pre-existing condition for which you would require reasonable adjustment.

Confidentiality

You are bound by privacy law and ethical practice to maintain patient confidentiality, except in accordance with relevant privacy laws or as required by any other law - *Privacy Manual (Version 2) - NSW Health PD2005_593*.

Secondary Employment

If your employment is full-time and you wish to engage in any form of secondary employment, including within the NSW Health Service, you must first obtain the written approval of the Chief Executive. Secondary employment must be in accordance with any Visa and NSW Medical Board Registration requirements. Where your employment is part-time you must notify the Chief Executive of any actual, potential or perceived conflict of interest between your employment with <Area Health Service> and any other employment, including any other employment within the NSW Health Service. Secondary employment includes work undertaken on a locum (casual) basis in addition to your substantive engagement.

In all cases the Chief Executive will undertake an assessment to determine if there is any conflict of interest or duty of care issues associated with the proposed secondary employment.

For more information, including the notification requirements, refer to NSW Health Policy Directive *Secondary Employment: Policy and Guidelines*.

Payment

Your salary is paid fortnightly into your nominated financial institution account. You are required to authorise your timesheet at the end of each pay period.

Unrostered overtime must be approved by the appropriate employer delegate in accordance with Policy Directive PD2007_087 *Medical Officers in NSW Public Health System*. Medical Officers are to ensure that claims for unrostered overtime and call backs are to be submitted to the public health organisation for payment no later than four weeks after the claimed unrostered overtime or call backs was worked. The public health organisation should process where practicable, unrostered overtime claims in the next pay cycle after the medical officer submitted the claim.

Salary Packaging

Under the terms and conditions of employment there is an option to participate in Salary Packaging as per the *Salary Packaging Policy PD2007_076*. It is recommended that you read the Salary Packaging documentation carefully and seek financial advice from an accredited remuneration consultant, accountant or financial advisor.

Medical Indemnity

<Area Health Service> as a member of the NSW Treasury Management Fund (TMF) is fully covered against Legal Liability claims for compensation to any third party, coverage includes legal costs and expenses arising from such claims. You are entitled to access <Area Health Service> TMF indemnity protection for civil liability claims arising within the scope of your duties as an employee of <Area Health Service>. Employees are not covered by TMF for any medical services they provide that are not directly associated with the scope of their duties such as gratuitous medical services. <Area Health Service> advises that all medical staff seek independent advice regarding private medical indemnity insurance.

Extension of Contract for the purposes of completing a training program

If your employment continues beyond the termination date, for the purposes of completing the training program, it will be on the same terms and conditions as set out in this letter of appointment unless otherwise amended in writing by the parties.

Termination of Employment

- a) Employment may be terminated by one month's notice given in writing by either the Area Health Service or yourself. This does not prevent your

summary dismissal without notice or pay in lieu of notice for misconduct or neglect of duty.

- b) On termination of your employment from the Area Health Service you authorise the Area Health Service to deduct from your termination payment the value of any articles of hospital property not returned by you.
- c) You understand that before receiving your termination payment it may be necessary for you to have completed any discharge summaries you may have outstanding at the time of termination.

As evidence of your understanding and acceptance of the terms and conditions of your letter of appointment and your intention to abide by the Code of Conduct, policies and procedures as listed in this document, you are requested to complete the attached Letter of Acceptance.

Please sign and return the enclosed acceptance letter, Position description, Job Demands Checklist, Declarations and include relevant certified copies of qualifications, registration and statements of service by **<Date paperwork to be returned by>** to **<Name of JMO Unit>** **< Return Postal Address for JMO Unit>** .

Should you have any questions regarding your letter of offer you are welcome to contact a representative of **<Name of JMO Unit>** on **<JMO Unit Contact Number>**.

Please accept my congratulations on your appointment and welcome you to **<Area Health Service>** I hope your employment will be both professionally and personally rewarding,

Yours sincerely

<Name of Signatory>

Acceptance and Acknowledgement of Terms and Conditions of Appointment

As evidence of your understanding and acceptance of the terms and conditions of your Letter of Appointment including your intention to abide by the Code of Conduct, policies and procedures, you are requested to sign this Acceptance and Acknowledgement of those Terms and Conditions of Appointment.

Letter of Appointment Date: *<Contract Generated Date>*

For the Position of *<Position Title>*
< Classification Code>
<Annual Salary>
<Area Health Service>,
<Hospital>
<Speciality>
<Network> <Rotation/Network>.

Employment Dates *<Start date>* to *<Finish date>*

I *<First Name><Surname>* accept the above listed position and agree to abide by the Terms and conditions of the appointment including the Code of Conduct, polices and procedures. I agree to return the documentation requested as per the Checklist enclosed by *<Date Paperwork to be returned>* to *<Name of JMO Unit> < Return Postal Address for JMO Unit*

SIGNED: _____ DATE: _____

Printed Name *<First Name><Surname>*

I decline the above offer and return all associated documents

SIGNED: _____ DATE: _____

Printed Name *<First Name><Surname>*

HEALTH DECLARATION FORM

I have read the inherent job requirements and job demands for the position and these requirements have been explained to me. I have ticked the appropriate statement below:

- I am not aware of any health condition which might interfere with my ability to perform the inherent job requirements and job demands of this position.
- I have a health condition that may require the employer to provide me with services or facilities (adjustments) so that I can successfully carry out the inherent job requirements and job demands of the position.
- I understand that adjustments to the workplace can be made to assist employees with disabilities in carrying out the inherent job requirements and job demands of the position. Any adjustments I need have been discussed with the organisation prior to completing this health declaration.
- I no longer wish to be considered for this position.

I am aware that any false or misleading statements may threaten my appointment or continued employment with NSW Health.

Employee Name: *<First Name><Surname>*

Employee Signature: _____ Date: _____

Position: *<Position Title>*

Appendix 6 – Personnel File Recruitment Documentation

As a minimum the key documents related to the recruitment process must be placed on the applicant's personnel file, at appointment.

- Position description
- Selection criteria
- Completed 100-point ID checklist and certified copies of documentation equalling 100 points
- Documentation confirming citizenship/residency or working visa status
- Record of verification of professional registration board registration status and supporting documentation
- Documentation from the convenor verifying that the applicant had consented (verbally or written) at interview to the employer undertaking a Service Check Register Check
- Evidence of appropriate vaccination status
- Signed Prohibited Employment Declaration Form (child related employment only) **and**
- Signed Working with Children Check Consent Form (paid child related employment only) **or**
- Signed National Criminal Record Consent Form (non child related and aged care employment only)
- Copy of police clearance from successful overseas applicants, where applicable (see PD2008_029)
- Copy of signed Statutory Declaration from successful overseas applicants, where applicable, stating they have no criminal history (see PD2008_029). *(If the Statutory Declaration includes any criminal history information, it should not be placed on the Personnel File, but kept on a separate secure file with any risk assessment documentation).*
- Signed health declaration form (if applicable).
- Record of 'clearance' screening validation number obtained from the Corporate Governance and Risk Management – External Relations and Employment Screening Unit's lodgement database
- Selection committee and referee information (See web tool Appendix 5.2) at <http://internal.health.nsw.gov.au/jobs/recruitment/recruitselect.html>)
- Copy of letter of offer and/or other employment documentation (e.g. contract etc)
- Evidence that the appointment was approved by the appropriately delegated authority (copy of letter of offer is adequate if it has been signed by the appropriately delegated authority).

Appendix 7 – Clinical Year Term Dates 2011 and 2012

Term Dates for 2011

The starting date for Clinical Year 2011 is **Monday 17 January 2011**.

5 TERM YEAR

Orientation	10 January 2011	16 January 2011	1 week
Term 1	17 January 2011	27 March 2011	10 weeks
Term 2	28 March 2011	5 June 2011	10 weeks
Term 3	6 June 2011	21 August 2011	11 weeks
Term 4	22 August 2011	30 October 2011	10 weeks
Term 5	31 October 2011	22 January 2012	12 weeks

4 TERM YEAR

Term 1	17 January 2011	17 April 2011	13 weeks
Term 2	18 April 2011	17 July 2011	13 weeks
Term 3	18 July 2011	16 October 2011	13 weeks
Term 4	17 October 2011	22 January 2012	14 weeks

Term Dates for 2012

For the 2012 Clinical Year the starting date is **Monday 23 January 2012**.

5 TERM YEAR

Orientation	16 January 2012	22 January 2012	1 week
Term 1	23 January 2012	1 April 2012	10 weeks
Term 2	2 April 2012	17 June 2012	11 weeks
Term 3	18 June 2012	26 August 2012	10 weeks
Term 4	27 August 2012	4 November 2012	10 weeks
Term 5	5 November 2012	20 January 2013	11 weeks

4 TERM YEAR

Term 1	23 January 2012	22 April 2012	13 weeks
Term 2	23 April 2012	22 July 2012	13 weeks
Term 3	23 July 2012	21 October 2012	13 weeks
Term 4	22 October 2012	20 January 2013	13 weeks