Recruitment of Overseas Health Professionals - Panel of Overseas Recruitment Agencies (PORA)

Document Number  PD2013_041
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Functional Sub group  Personnel/Workforce - Recruitment and selection
Summary  This Policy Directive and the attached Procedures provides guidance on the recruitment and selection of overseas trained health professionals using selected commercial recruitment agencies forming part of the Panel of Overseas Recruitment Agencies.
Author Branch  Workforce Planning and Development
Branch contact  Workforce Planning and Development 93919808
Audience  Workforce Development, Human Resource and Recruitment staff
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Review date  20-Nov-2018
Policy Manual  Not applicable
File No.  11/4497-2
Status  Active

Director-General

This Policy Directive may be varied, withdrawn or replaced at any time.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.
RECRUITMENT OF OVERSEAS HEALTH PROFESSIONALS – PANEL OF OVERSEAS RECRUITMENT AGENCIES (PORA)

PURPOSE
The purposes of this document are to:
- advise Employers, PORA members and non-PORA agencies of NSW Health policy relating to the Overseas Recruitment of Health Professionals within the NSW public health system
- provide guidance to Employers to make effective use of the PORA.

MANDATORY REQUIREMENTS
This policy applies to the NSW public health system, where an employer seeks to engage an agency to undertake overseas recruitment of a health professional.
This policy does not apply in each of the following circumstances:

1) when an Employer wishes to engage a recruitment agency to recruit an Australian citizen / permanent resident Health Professional who has current Australian registration (in the case of medical practitioners and specialists, who has current Australian general or conditional specialist registration) but is currently located overseas; or
2) when an Employer wishes to engage a recruitment agency to recruit a New Zealand qualified medical practitioner with current NSW registration to a locum position.

For Employers to decide whether the PORA should be used in a recruitment situation, see flowchart at Appendix A. See Appendix B for a summary on engaging the PORA.

NOTE: In situation (1), please refer to current NSW Ministry of Health Recruitment & Selection policy for approval process.

NOTE: In situation (2), the Employer must only engage a medical locum agency currently on the NSW Health Register of Medical Locum Agencies.

IMPLEMENTATION

Responsibilities

Employer
The Employer is responsible for
- recruiting Health Professionals;
- complying with this Policy Directive;
- engaging individual agencies from the PORA to undertake overseas recruitment where appropriate and managing the individual Customer Order; and
ensuring that NSW public health system recruitment and selection processes are adhered to.

The Employer may wish to undertake Overseas Recruitment internally. However if the Employer seeks to engage an agency for assistance, it must use a member of the PORA.

**PORA**

The PORA is responsible for:

- carrying out Placement and / or Screening at the contracted rates, where requested by an Employer
- complying with the NSW Health Code of Conduct
- complying with the requirements of the Deed of Agreement
- reporting on Overseas Recruitment to the NSW Ministry of Health.

**HealthShare NSW**

HealthShare NSW is responsible for:

- managing the tender (including evaluation) process to establish the PORA.

**NSW Ministry of Health**

The NSW Ministry of Health is responsible for:

- this policy directive
- management of the PORA overall.

## REVISION HISTORY

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<tr>
<th>Version</th>
<th>Approved by</th>
<th>Amendment notes</th>
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<td>November 2013 (PD2013_041)</td>
<td>Deputy Director General, Governance Workforce and Corporate</td>
<td>Updates policy and rescinds PD2009_024.</td>
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<td>- Refers to new RFT HC13_1030</td>
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<td>- Reflects changes in terminology</td>
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<td>- Details new procedures regarding the use of non PORA agencies</td>
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<td>- Details new procedures related to reporting requirements</td>
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<td>- Details new procedures related to dispute resolution</td>
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<td>- Details new requirements related to quality systems and conduct</td>
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<td>PD2009_024</td>
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<td>First released 1 May 2009</td>
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1 BACKGROUND

1.1 About this document

Overseas Recruitment is one strategy employed by the NSW public health system to address shortages of Health Professionals.

For the purposes of quality assurance including ensuring proper governance of Screening and Placement services and cost effectiveness, the NSW Ministry of Health has identified, through the tender process HC13_1030, a panel of commercial recruitment agencies known as the Panel of Overseas Recruitment Agencies (PORA).

When engaging the services of a recruitment agency to carry out any Overseas Recruitment, Employers must use a member of the PORA.

This policy outlines the roles of the Employer, the PORA, HealthShare NSW and the NSW Ministry of Health, in the process of Overseas Recruitment and the implementation of this policy by those parties.

1.2 Key definitions

**Allied Health Professionals**
Means staff employed in the NSW public health system in the health professional classifications covered by the NSW Health Service Health Professionals (State) Award, the Health Employees’ Medical Radiation Scientists (State) Award, the Health and Community Employees’ Psychologists (State) Award and the Health Employees’ Pharmacists (State) Award.

**Deed of Agreement**
The Agreement that each PORA agency has entered into with NSW Health to provide overseas recruitment services.

**Employer**
Means any person, or their delegate within the NSW Public Health System, authorised to exercise the functions of the employer of staff to which this policy applies.

**Health Professional**
For the purposes of this policy “Health Professional” refers to; Nurses, Midwives, Allied Health Professionals, Dentists, Dental Hygienists, Dental Therapists, Dental Specialists, Medical Practitioners and Specialists, Forensic Mental Health Professionals.

**HealthShare NSW**
The Shared Services provider for NSW Health.

**Locum position**
A non-specialist medical position within the NSW public health system which exists on a short term or casual basis in accordance with PD2012_046 Remuneration Rates for non-specialist and medical staff — short term/casual (locum) (as varied from time to time).
Recruitment of Overseas Health Professionals – Using the Panel of Overseas Recruitment Agencies

**NSW public health system**

In this policy consists of:

- Local health districts, specialty networks (Justice & Forensic Mental Health Network and The Sydney Children's Hospital Network), and other health organisations (including St Vincent’s Health Network and NSW Health Pathology).

**Overseas Recruitment**

Refers to the attraction, Screening and/or Placement of Health Professionals with overseas qualifications, who have been sourced outside Australia, to vacant temporary and vacant permanent positions within the NSW public health system. Please refer to the flowcharts at Appendix A and Appendix B for all instances of Overseas Recruitment for the purposes of this policy.

**Panel of Overseas Recruitment Agencies (PORA)**

The Panel of Overseas Recruitment Agencies (PORA) refers to recruitment agencies that, through the tender process HC13_1030, are authorised by the NSW Ministry of Health to provide Overseas Recruitment of Health Professionals to positions within the NSW public health system. The list of PORA members and services provided is available at [http://www.health.nsw.gov.au/business/pora/Pages/faq.aspx](http://www.health.nsw.gov.au/business/pora/Pages/faq.aspx)

**Placement**

For the purposes of this policy, Placement refers to activities related to the attraction, screening, recruitment, placement and re-settlement of Health Professionals to positions in the NSW public health system. The exact services to be provided by the PORA are given at Schedule 2 of the Deed of Agreement.

**Screening**

For the purposes of this policy, Screening refers to the review of qualifications, governance standards (e.g. identity checks and other employee screening requirements) and experience of Health Professionals to determine the suitability for recruitment to a position in the NSW public health system. The exact services to be provided by the PORA are given at Schedule 2 of the Deed of Agreement.

1.3 Related policies

This policy directive must be read and implemented in conjunction with the following policies and their appropriate updates:

- PD2012_018 – NSW Health Code of Conduct
- PD2012_028 – Recruitment and Selection of Staff of the NSW Health Service
- PD2013_028 – Employment Checking – Criminal Record Checks and Working with Children Checks
- PD2005_162 – HIV, Hepatitis B or Hepatitis C - Health Care Workers Infected
- PD2011_005 – Occupational Assessment, Screening & Vaccination Against Specified Infectious Diseases
- PD2005_496 – Visiting Practitioner Appointments
- PD2008_060 – Staff Specialist / Visiting Practitioner Appts – Critical Actions Compliance
- PD2008_071 – Medical Practitioners - Compliance with Registration Conditions
PD2012_046 – Remuneration rates for non-specialist medical staff – short term/casual (locum)
PD2005_186 – Employment Health Assessment and Guidelines.

1.4 Other related documents

- Request for Tender HC13_1030;
- Deed of Agreement as per Request for Tender HC13_1030;
- Australian Nursing and Midwifery Council – Position Statement - Ethical Recruitment of Internationally Qualified and Registered Nurses and Midwives.
2 GUIDELINES FOR POLICY IMPLEMENTATION

2.1 Carrying out Overseas Recruitment

An Employer may not carry out Overseas Recruitment until all efforts to recruit locally have been exhausted.

An Employer must comply with all policies as stated at point 1.3 and all other relevant recruitment and selection policies as appropriate.

Once all efforts to recruit to a position locally are exhausted, the Employer may choose one of the following methods to carry out Overseas Recruitment:

1) The Employer can manage the Overseas Recruitment of Health Professionals internally; or

2) The Employer can engage a member of the PORA to carry out Overseas Recruitment to a nominated position.

NOTE: It should be noted that not all members of the PORA have authority to place and/or screen all occupations of Health Professional into the NSW public health system. The list of PORA members and services is available at: http://www.health.nsw.gov.au/business/pora/Pages/faq.aspx.

2.2 Engaging a PORA member

Having chosen a PORA member to carry out Overseas Recruitment, the Employer should confirm this with the selected PORA agency or agencies by way of a Customer Order outlining the nature of the services required. The order must be made in writing and delivered via facsimile, in person or email subject to the sender having appropriate financial delegation to cover the fees for the required service. Services may only be provided by a PORA member where there has been agreement with the Employer.

A template of the customer order can be found at Appendix C.

NOTE: The Employer has the right to accept or refuse a candidate based on the information provided at any stage in the selection process.

NOTE: The Employer must view and hold certified copies of all Screening, professional and other documentation for all screened and / or placed applicants as specified in Appendix D - Recruitment Related Records to be retained on personnel file.
2.2.1 Screening only

The services to be provided for Screening by the PORA, as per the Deed of Agreement, are:

- At the beginning of the screening process, obtain consent from the candidate for the relevant Employer to collect, use and disclose the candidate’s personal information for screening, recruitment and related purposes;

- Ensure candidates are aware of the need to meet all applicable requirements set out in NSW Health Policy Directives and Guidelines related to Employment Checks, Recruitment and Occupational Assessment (as per related policies listed under 1.3);

- Ensure candidates are aware of the need to comply with all applicable legislation and NSW Health Policy Directives and Guidelines upon placement;

- Ensure medical candidates are informed of the relevant arrangements and obligations with respect to medical indemnity insurance whilst undertaking medical practice in Australia;

- Ensure candidates are aware of Australian requirements for registration with the applicable Health Professional Registration Board requirements for Medicare provider and prescriber numbers (where required) and taxation requirements (including the obtaining and provision of an Australian tax file number);

- Provide all agency services to candidates free of charge to the candidate;

- Conduct an assessment of each candidate based on the screening criteria outlined below, against specified vacant positions, and prepare a shortlist of those suitable for employment;

- Check documentation as required by Australian immigration regulations; and

- Provide to the Employer, documentary evidence of all screening as per current Recruitment and Selection Policy and current Employment Checking policy for each successfully placed candidate.

**NOTE:** PORA members must ensure they comply with current laws regarding the provision of migration advice and assistance with visa applications if not a registered migration agent.

**Screening Criteria:**

- Ensure candidates will be eligible to meet the requirements for registration with the relevant Health Professional Registration Board (see Schedule 2.3.3 of the Deed of Agreement for item specification) including English language requirements;
• Ensure candidates have a current CV that includes: relevant qualifications (including institutions where qualifications obtained); detailed employment history (including an explanation of any gaps in employment); current competence and experience; and a minimum of two (but preferably three) referee reports from their current manager or supervisor and at least one other professional referee who can verify the applicant’s clinical skills (including contact details);

• Ensure candidates agree to comply with the requirements of NSW Health Policy Directives and Guidelines related to Employment Checks, Recruitment and Occupational Assessment (as per related policies listed under 1.3), including verification of identity as per the 100pts criteria; and

• Ensure candidates meet essential criteria as specified in the position description.

The Employer is also responsible for demonstrating due diligence by reviewing the written record of each referee check received from a member of the PORA to ensure that they are satisfied with it, and to directly confirm with each referee their identity and relationship to the applicant.

NOTE: Screening of qualifications and acceptance by the relevant health registration board may be required prior to visa nomination.

NOTE: PORA members should refer to Appendix 13 of PD2013_028 Employment Checks - Criminal Record Checks and Working with Children Checks for a summary of information required by NSW Health from Locum and Nursing and Midwifery agencies (noting the same requirements apply to PORA members).

2.2.2 Placement

If the Employer wishes to engage a PORA member to undertake full Placement of Health Professionals, the services to be provided by the PORA for Placement, as per the Deed of Agreement, include Screening as outlined at point 2.2.1, followed by:

• Promotion and advertising;
• Pre-recruitment;
• Recruitment; and
• Resettlement.

2.2.2.1 Promotion and advertising

The PORA will:

• Conduct advertising campaigns and provide information that includes a promotional package on NSW and each Employer;

• Ensure that ethical recruitment practices are undertaken in accordance with the Commonwealth Code of Practice for the International Recruitment of Health Workers and in addition, for nurses and midwives, in accordance with the
Australian Nursing & Midwifery Council’s Position Statement on Ethical Recruitment of Internationally Qualified and Registered Nurses and Midwives; and

- Provide the prospective applicants with a range of interview options for an initial interview including in person, via telephone or video-conference.

2.2.2.2 Pre recruitment

The PORA will:

- Undertake all services in 2.2.1 in relation to Screening;

- Assist the candidate to complete any necessary applications and provide any required supporting documentation;

- Conduct initial interviews of short-listed candidates on behalf of the relevant Employer (if candidates progress, candidates will subsequently be interviewed by the Employer); advise and assist the candidate on migration options, the visa application and employer nomination process and their completion (where relevant), in line with requirements surrounding the provision of migration assistance outlined in the Migration Act 1958;

- Assist the candidate to meet the requirements of all NSW Health Policy Directives and Guidelines in relation to Employment Checking, Recruitment and Occupational Assessment (as per related policies listed under 1.3);

- Ensure candidates have an Australian criminal record check, relevant overseas criminal record checks and the NSW Working with Children Check (WWCC), as required:
  - As the WWCC is only available from outlets in NSW, candidates should make arrangements, wherever possible, to arrive in NSW before the work commencement date. For information on applying for a WWCC, candidates should refer to the Children’s Guardian’s Fact Sheet: Overseas Applicants;
  - PORA members must advise the Employer if the candidate is going to be unable to obtain a WWCC until after they have commenced work;

- Assist candidates in gaining registration by their relevant board or authority; and

- Ensure that the applicant has completed any health assessments, vaccination requirements and is aware of the responsibilities of health care workers who undertake exposure prone procedures in relation to HIV, HBV and HCV status in accordance with policies outlined under 1.3.
In relation to referee checks:

PORA members should ensure reference checks are completed in accordance with section 2.12 of PD2012_028 Recruitment and Selection of Staff of the NSW Health Service (as varied from time to time).

The Employer is responsible for demonstrating due diligence, by reviewing the written record of each referee check, received from an agency, to ensure that they are satisfied with it, and directly confirm with each referee their identity and relationship to the applicant as outlined in section 2.12.2 of PD2012_028 Recruitment and Selection of Staff of the NSW Health Service.

### 2.2.2.3 Recruitment

The PORA will:

- Ensure that all relevant documentation for registration purposes is provided to the relevant Health Professional Registration Board and assist the candidate to obtain registration;

- Assist the candidate and the Employer to prepare documentation for the relevant visa application in line with requirements surrounding the provision of migration assistance outlined in the *Migration Act 1958*;

- Provide candidates with information on current salary and conditions in accordance with the industrial award(s) or determination(s) that are applicable to the position;

- Provide candidates with information about:
  - Recruitment incentives (if applicable) including any reimbursement of direct costs. Information regarding all incentives provided by an Employer must be verified with that Employer;
  - Any costs the applicant will have to bear themselves such as visa application and Working With Children Check fees, criminal record checks etc. (this does not include the cost of services provided by the successful tenderer, as these are to be at no cost to the candidate);
  - The NSW Public Health System;
  - The Employer (as provided by the Employer);
  - A relevant position description (as provided by the Employer);
  - Job opportunities for partner, school and childcare options available.
  - Obtaining health insurance (for candidates sponsored for temporary residency). This may be either by a Reciprocal Health Care Agreement (e.g. candidates from New Zealand, the UK or certain other European countries) or Overseas Visitor Health Cover (some of these may incur Employer costs). Information is to be provided on a case by case basis; and
  - NSW public health system legislation and standards including:
    - Equal employment opportunity;
    - Ethnic affairs priority statements;
- Occupational Health and Safety;
- NSW Health Code of Professional Conduct;
- Code of Ethics;
- Privacy (personal information); and
- Secondary Employment.

2.2.2.4 Outcome of successful recruitment

The Employer is responsible for the offer of employment and/or the contract once a suitable candidate has been found.

NOTE: The Employer should ensure that the PORA has provided copies of all screening and related professional documents to the Employer prior to placement of a candidate.

Upon employment, the Employer becomes the sole Employer of the Health Professional. As a consequence, Health Professionals recruited through the PORA will not have any further employment commitment to members of the PORA.

NOTE: The Employer may be responsible for expenses for some applicants and their dependants depending upon the visa category and the provision of other negotiated agreements.

2.2.2.5 Re-settlement

Prior to departure for Australia, the PORA will:
- Provide the candidate with information on the Employer’s orientation program (if any);
- Provide the candidate with information on personal insurance, including the availability of Medicare coverage and visa requirements relating to private health insurance; and
- Provide information on re-settlement arrangements and up to date information regarding short term and long term accommodation, finance, schools and educational opportunities, obtaining a driver’s licence, obtaining an Australian bank account, entitlement to health services, registering for Medicare Benefits (where eligible), obtaining an Australian tax file number and other taxation requirements.

Upon arrival in Australia, the PORA will:
- Provide the candidate with a ‘Meet and Greet’ service, which includes: personal welcome upon arrival, transport to temporary accommodation, and information pack relevant to the candidate’s needs;
• Provide up to date information on any final registration requirements that could not be completed off-shore and provide all reasonable assistance to ensure candidate obtains registration (where not obtained off-shore);

• Obtain the Working With Children Check (WWCC) clearance number from the candidate and validate it with the Children’s Guardian on their website (unless the position does not require a WWCC), ensure that the person has met NSW Health’s criminal record check requirements (if not already completed) and submit to the Employer the letter of evidence attached at Appendix E regarding the completion of required employment checks;

• Ensure the candidate presents for duty on the agreed commencement date;

• Assist the candidate with re-settlement arrangements, particularly in relation to the matters described above; and

• Provide follow-up to the candidate at one-month and three-month intervals and provide a report to a nominated contact of the Employer if required.

**NOTE:** If the candidate is unable to obtain a WWCC application number from the NSW Motor Registry Office or a NSW Council Agency before the work commencement date, this must be agreed with the Employer for the candidate to be appointed conditional upon them providing a WWCC application number within five days of commencing work. Failure to provide a WWCC application number within five days will result in the appointment being suspended until such time as it is provided.

### 2.3 Engaging a non PORA member

In exceptional circumstances, the Ministry may give an Employer approval to carry out overseas recruitment (other than nursing and midwifery recruitment) using a non-PORA agency. Employers seeking such approval must demonstrate that all reasonable efforts to recruit to the position using suitable PORA agencies have been unsuccessful. Approval will not be given merely because a non-PORA agency has presented a suitable candidate. The granting of an approval (including determination of whether all reasonable efforts have been made to recruit to the position through a PORA agency) is within the absolute discretion of the Deputy Director General, Governance, Workforce and Corporate.

### 2.4 Payment for services

Subject to the satisfactory completion of services outlined in the customer contract by the engaged PORA agency, payment for such services must be made within 30 days from the receipt of a valid tax invoice.
In line with accounting procedures, a purchase order number is to be generated by a manager with the appropriate financial delegation within the Local Health District or other employing body and provided to the appropriate PORA agency for inclusion in the tax invoice.

**NOTE:** Payment for services can only be made where a customer contract has been established in writing as per 2.2, and has been agreed to, between the Employer and the selected PORA agency (or agencies).

**NOTE:** A PORA agency may not be paid for ‘floated’ CVs unless a request for service and a customer contract has been established in writing.

### 2.5 Presentation of the same candidate by two PORA agencies

Where two PORA agencies represent the same candidate, the PORA agency with which the Employer has a customer order can put forward the candidate, provided also that the PORA agency has written agreement from the candidate to be represented by the PORA agency for positions in the NSW public health system.

Where the Employer has an order with two or more agencies, which ever agency first presents the candidate will be considered the agency for which payment is to be directed subject to the completion of services ordered.
3 REPORTING AND DISPUTE RESOLUTION

3.1 Reporting requirements

PORAg agencies are to submit reports as outlined in the Deed of Agreement or notified by the Ministry from time to time.
4 LIST OF ATTACHMENTS

1. Appendix A
2. Appendix B
3. Appendix C
4. Appendix D
5. Appendix E
Appendix B

FLOWCHART FOR EMPLOYER RECRUITING OVERSEAS HEALTH PROFESSIONALS VIA THE PORA

1. Employer engages with PORA to obtain candidates
2. Employer chooses most suitable candidate and engages specific PORA member to conduct recruitment
3. Employer ensures that selection process is conducted
4. Employer offers employment/contract to candidate and appoints to position. Employer views and holds recruitment records.
5. Candidate becomes employee of NSW public health system
6. Employer pays invoice for services to PORA member within 30 days
Appendix C

<table>
<thead>
<tr>
<th>OVERSEAS RECRUITMENT ORDER – PANEL OF OVERSEAS RECRUITMENT AGENCIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>DETAILS</td>
</tr>
<tr>
<td>Agreement</td>
</tr>
<tr>
<td>Parties</td>
</tr>
<tr>
<td>Customer Name</td>
</tr>
<tr>
<td>ABN</td>
</tr>
<tr>
<td>Customer Contract Manager</td>
</tr>
<tr>
<td>Address for Service</td>
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<tr>
<td>And</td>
</tr>
<tr>
<td>Contractor</td>
</tr>
<tr>
<td>ABN</td>
</tr>
<tr>
<td>Contractor Contract Manager</td>
</tr>
<tr>
<td>Address for Service</td>
</tr>
<tr>
<td>Date</td>
</tr>
<tr>
<td>Category</td>
</tr>
<tr>
<td>Hospital/Health Placement Site OR non-site specific (and as otherwise directed)</td>
</tr>
<tr>
<td>Additional Terms and Conditions (if any)</td>
</tr>
<tr>
<td>Signed for and on behalf of the Customer but not so as to incur any personal liability:</td>
</tr>
<tr>
<td>Signature of authorised representative</td>
</tr>
<tr>
<td>Print name</td>
</tr>
<tr>
<td>Date:</td>
</tr>
</tbody>
</table>

*Note that the Customer and the Contractor shall agree in writing the name of each Candidate it wishes to appoint, and the Job Title and Commencement Date.*

*See Contract Guide for Categories and Pricing for Contractors. Pricing is determined by reference to categories, job titles and whether the services are for screening and/or placement.*
Appendix D

RECRUITMENT RELATED RECORDS TO BE RETAINED ON PERSONNEL FILE

All recruitment related records must be retained in line with PD2012_028 – Recruitment and Selection of Staff of the NSW Health Service and PD2013_028 Employment Checks – Criminal Record Checks and Working with Children Checks (as varied from time to time).

As a minimum, copies of the following documents must be placed on the successful applicant’s Personnel File.

<table>
<thead>
<tr>
<th>Record Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position description</td>
</tr>
<tr>
<td>Selection criteria</td>
</tr>
<tr>
<td>Completed 100-point ID checklist</td>
</tr>
<tr>
<td>Documentation confirming citizenship/residency or working visa status</td>
</tr>
<tr>
<td>Record of verification of professional registration board registration status and supporting documentation</td>
</tr>
<tr>
<td>Evidence of eligibility to practice as a medical specialist within the meaning of the relevant NSW award or determination, as relevant</td>
</tr>
<tr>
<td>Evidence of medical indemnity cover, where required</td>
</tr>
<tr>
<td>Evidence of appropriate vaccination status</td>
</tr>
<tr>
<td>Signed health declaration form or electronic declaration (if applicable)</td>
</tr>
<tr>
<td>Completed confirmation of selection committee membership</td>
</tr>
<tr>
<td>Copy of letter of offer and/or other employment documentation (e.g. contract)</td>
</tr>
<tr>
<td>Secondary employment declaration/notification form (where required)</td>
</tr>
<tr>
<td>Secondary employment initial assessment form (where required)</td>
</tr>
<tr>
<td>Results of any secondary employment risk assessment and record of agreed outcomes</td>
</tr>
<tr>
<td>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)</td>
</tr>
<tr>
<td>WWCC Clearance number and date validated with the NSW Children’s Guardian incl. expiry date (validation by NSW Health is in addition to retaining the PORA Agency Letter below)</td>
</tr>
<tr>
<td>PORA Agency Letter (Appendix E) - Confirmation of Australian NCRC, WWCC and Overseas Police Clearance</td>
</tr>
</tbody>
</table>

Appendix E

PORA Agency Letter – Confirmation of NCRC, WWCC and Overseas Police Clearance

To [employer],

This letter confirms that the person detailed below has a valid National Criminal Record Check (‘NCRC’), a valid Working With Children Check (‘WWCC’) and an Overseas Police Clearance for undertaking work in NSW Health facilities.

<table>
<thead>
<tr>
<th>Name</th>
<th>Check type</th>
<th>Number / reference</th>
<th>Date of check</th>
<th>Expiry date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>WWCC clearance or application no.</td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>NCRC</td>
<td>N/A</td>
<td></td>
<td></td>
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<td>Overseas police clearance (state Country)</td>
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<td>N/A</td>
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This letter is confirmation that [Name of PORA ] is satisfied that there is no information on the person’s criminal history record (or in any declaration provided by the person) either in Australia or overseas to indicate any risks preventing them from undertaking work in NSW Health facilities, other than any relating to Aged Care as stated below in Point 3.

The person named above:

1. Has met NSW Health’s requirements for an Australian criminal record check in that they have either:
   a. Provided to [Name of PORA] an Australian National Police Certificate (NPC) issued to them within the last three years and signed a declaration regarding any criminal charges or conviction since the date of the NPC (if the NPC was obtained before registration with us), or
   b. Been subject to an Australian NCRC obtained by [Name of PORA].

2. Has met NSW Health’s requirements for overseas criminal record checks in that they have:
   a. Provided to [Name of PORA] Police Clearances from their home country and any country they have been citizens or permanent residents of since turning 16 years of age, or
   b. Completed a Statutory Declaration in relation to any convictions or pending criminal charges against their name from any country they have been citizens or permanent residents since turning 16 years of age.

2.

3. Does / does not have any convictions precluding them from working in facilities that receive aged care funding from the Australian Government in accordance with the requirements of the Aged Care Act 1997 (Commonwealth).
4. [Has met / is meeting] the requirements in relation to the Working With Children Check in that they have:
   a. A Working With Children Check clearance obtained from NSW Health (attached) which [did / did not] include a NCRC, or
   b. A Working With Children Check [application / clearance] number issued to them by the Children’s Guardian, which [Name of PORA] has validated as current with the NSW Children’s Guardian,
   c. Not been able to apply for a Working With Children Check number and agreement has been provided by the Employer for them to be appointed conditionally on the basis of obtaining a WWCC application number within five days of commencing work.

Any questions regarding this letter should be directed to [PORA Name, Position and Contact Number].

Yours sincerely

Name

Position, PORA