



**Australian Government**

**Department of Health**

# **Commonwealth Medical Internships Programme Guidelines**

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# Commonwealth Medical Internships

## Process Overview

### **PART A – PRIVATE HOSPITALS**

#### **Application**

Private hospitals submit an application to the department for funding to deliver Commonwealth Medical Internships (CMI) places.

#### **Eligibility Check**

Department assesses eligibility of private hospitals.

#### **Assessment**

Department assesses applications from hospitals.

#### **Decision**

Advice is provided to the Approver who makes a decision to fund successful private hospitals.

#### **Notification**

The department notifies applicants of outcomes.

#### **Negotiate Funding Agreement**

The department negotiates funding agreement with successful private hospital.

#### **Sign Funding Agreement**

The department executes the funding agreement with successful private hospitals.

#### **Internship**

Private hospitals undertake internships with CMI interns and report to the department.

#### **Acquit/Evaluate**

Department acquits agreements and evaluates the CMI Initiative

### **PART B – MEDICAL STUDENTS**

#### **Application**

Final year medical students complete and submit an application to the department to be placed on the Commonwealth Medical Internships (CMI) eligible candidates list.

#### **Eligibility Check**

Department assesses eligibility of medical students.

#### **Decision**

Applicants that meet all eligibility criteria are placed onto the CMI eligible candidates list.  
The Approver is notified of successful and unsuccessful applicant numbers.

#### **Notification**

The department notifies applicants of outcomes.

#### **Deed of Agreement**

The department executes deed of agreements with eligible CMI candidates who accept a CMI place and notifies the private hospital of the signed agreement.

#### **Return of Service**

CMI interns complete their medical internship and return of service obligation within five years of commencing their internship and notify the department of relevant services.

#### **Acquit/Evaluate**

Department acquits agreements and evaluates the CMI Initiative.

# Commonwealth Medical Internships Process Overview

## **PART C – RECRUITMENT OF INTERNS**

### **Release of Recruitment Information**

The department provides the list of CMI eligible candidates to successful private hospitals; notifies CMI eligible candidates that the list of eligible candidates has been sent to successful private hospitals; and notifies the dates for the recruitment period.

### **Offer of Internships**

During the recruitment period successful private hospitals make offers to eligible CMI candidates.

### **Accept Offer**

Eligible CMI candidate accepts offer.

### **Notification**

Private hospital and candidate separately notify the department of acceptance of the offer.

### **Employment Contract**

Private hospitals enter into employment contracts with eligible CMI candidates accepting CMI places, conditional on Commonwealth funding being received.

# INTRODUCTION

## 1.1 Programme Background

In August 2013, the *Investing in Medical Internships* initiative was announced as part of the *Coalition's Policy to Support Australia's Health System* – a commitment of \$40 million (GST exclusive) over four years, from 2013-14, for up to 100 internships a year.

The Commonwealth Medical Internship (CMI) initiative will build new clinical training networks and increase the nation's capacity to train medical interns in the private hospital sector and in rural and regional Australia, where traditionally there are fewer internship opportunities.

There has been significant growth of state and territory internship places (45.3% increase from 2008 to 2012), however, this growth has not met graduate demand. At the Council of Australian Governments (COAG) meeting of 14 July 2006, states and territories agreed to guarantee intern training for medical students in a Commonwealth Supported Place (CSP). As states and territories guarantee an internship place for CSP medical students, the CMI is limited to international full-fee paying graduates of on-shore Australian medical schools.

Australian trained medical graduates cannot register as doctors without completing an internship year after graduation and this is still largely completed in a public hospital setting. State and territory governments have primary responsibility for the provision of medical internships as public hospitals are the major employers of interns.

## 1.2 Programme Purpose, Scope, Objectives and Outcomes

The CMIs purpose is to fund additional internship places in private hospitals, rural hospitals where coordinated by private hospitals and other non-traditional settings, which could include general practice and other primary care settings.

The Programme's scope is to assist private hospitals to provide internships for international full-fee paying graduates from on-shore Australian medical schools. In particular, the funding will support internship places and rotations outside of major metropolitan centres to bolster the medical workforce in rural and regional areas.

The CMI's objective is to provide internship opportunities to ensure Australian trained international full-fee paying medical students are able to complete requirements for general registration as a medical practitioner in Australia and remain working in Australia where their skills are needed.

## 1.3 Consultation

The development of the CMI has been informed by work the Government is doing with states and territories, universities, private hospitals and other stakeholders to improve the national coordination of medical intern positions. This work is being undertaken through the COAG Health Council, the Australian Health Ministers' Advisory Council, the Australian Health Ministers' Advisory Council Chief Executive Officers' group, the Health Workforce Principal Committee, the National Medical Training Advisory Network and the National Medical Interns Data Working Group.

The CMI has been designed where possible to complement existing intern recruitment practices, particularly the coordination of timing and information collected from applicants in line with state and territory processes. The private hospital sector has contributed to the development of the CMI initiative, in particular identifying the need for each hospital to undertake its own recruitment and selection process for filling CMI vacancies to maximise hospital resources and contain costs.

## 1.4 Relevant legislation

The initiative draws its administrative authority from *Commonwealth Grants Rules and Guidelines* that are issued by the Minister for Finance under section 105C of the *Public Governance, Performance and Accountability Act 2013*.

The legislative authority for this funding is provided by the *Financial Framework (Supplementary Powers) Regulations 1997*, Schedule 1AA, Part 4, Section 415.035 – *Workforce and rural distribution*. The objective of section 415.035 is “To provide funding to increase the supply of, and support for, health professionals in regional, rural and remote Australia and increase investment in medical training and education”.

## 1.5 Roles and Responsibilities

### *Approver*

The Approver is the delegate in the Health Workforce Division, currently the Assistant Secretary, Training and Reform Branch. The Approver is provided advice on the number of eligible CMI applicants following assessment of student applications and makes a decision on the funding of private hospitals to deliver CMI places. The Approver considers whether the proposal will make an efficient, effective, ethical and economical use of Australian Government resources, as required by Commonwealth legislation, and whether any specific requirements will need to be imposed as a condition of funding.

### *Department of Health*

The Department of Health (the department) will be responsible for decisions regarding the internal administration, application assessment recommendations and programme management arrangements under the CMI initiative including:

#### *For private hospitals*

- The department will assess the private hospitals applications. Applications will be assessed against the assessment criteria and ranked to allow distribution of CMI places in accordance with Government priorities.
- The Approver will consider applications and rankings when making funding decisions.
- The department will:
  - notify successful and unsuccessful private hospitals of funding decisions;
  - develop funding agreements;
  - monitor the performance of activity to ensure the conditions of the funding agreement are met;
  - assess performance and financial reports and undertake follow up activity as necessary;
  - make payments as specified in the funding agreement; and
  - provide feedback to funded organisations during the funding period and following the conclusion of activities.

#### *For medical students*

- The department will provide information about the CMI initiative and the application process for Australian-trained full-fee paying international medical graduates to apply for a CMI on its website and through the Medical Deans of Australia and New Zealand and the Australian Medical Students Association.
- The department will:

- assess the medical student applications against eligibility criteria;
- notify applicants of their eligibility;
- provide a register of all eligible CMI applicants to successful private hospitals; and
- manage and monitor the intern Deed of Agreements.

#### For recruitment

- The department will:
  - determine the scheduling of recruitment rounds;
  - advise private hospitals of the periods they will be able to offer CMI places;
  - manage the register of CMI applicants to ensure that only eligible applicants are placed;
  - maintain the currency of the list of eligible applicants still seeking internship places;
  - liaise with state and territory government intern recruitment authorities to share intern application information and to coordinate the CMI recruitment process to align as closely as possible with state and territory processes.

The department will ensure [information and documents about the CMI initiative](http://www.health.gov.au/internet/main/publishing.nsf/Content/work-commonwealth-medical-internships) are available on the department's website at [www.health.gov.au/internet/main/publishing.nsf/Content/work-commonwealth-medical-internships](http://www.health.gov.au/internet/main/publishing.nsf/Content/work-commonwealth-medical-internships).

#### ***Private hospitals (see Part A)***

Applications for funding under the CMI initiative are limited to private hospitals. Public hospitals may be part of a consortium or subcontracted by a private hospital/s to host Commonwealth funded interns, particularly in regions where a private hospital cannot provide the requisite internship rotations without the involvement of a public hospital. The application must be submitted by the private hospital and the funding agreement to deliver the internships will be made with the private hospital. Private hospitals have the following responsibilities:

- Interested private hospitals should submit a proposal for funding in accordance with the application requirements set out in these Guidelines;
- private hospitals successful in securing funding for CMI places will need to enter into a funding agreement with the Commonwealth to deliver CMI places;
- private hospitals funded to deliver CMI places will have responsibility for recruiting from the eligible CMI applicants list and will provide applicants with information on their selection and assessment process for recruitment into CMI places. Refer to "Part C – Recruitment of Interns";
- to open and close recruitment rounds in accordance with the timeframes provided by the department. Whilst recruitment rounds are in progress private hospitals must inform the department when CMI places are filled and must provide the name of the CMI participant to allow the department to update its records;
- only enter into an employment contract with their selected internship applicant/s once evidence is provided that an internship offer has been made by the hospital and accepted by the applicant, and the applicant has signed a Deed of Agreement with the Commonwealth; and
- in accordance with the funding agreement the private hospital will deliver medical internship places and provide the required reports and information to the department as set out in the agreement.

## ***Final year medical students (see Part B)***

Australian-trained international full-fee paying final year medical students from on-shore Australian medical schools have the following responsibilities:

- Participation in the CMI initiative is voluntary and interested final year medical students who meet the eligibility criteria in these guidelines should submit an [application](#) to the department using the [application](#) available on the department's website at [www.health.gov.au/internet/main/publishing.nsf/Content/work-commonwealth-medical-internships](http://www.health.gov.au/internet/main/publishing.nsf/Content/work-commonwealth-medical-internships). It is the responsibility of the applicant to ensure that all information provided is truthful and accurate and all necessary visa requirements to work in Australia have been met;
- ensure that they can be contacted at all times during the CMI recruitment and selection period. Both the department and private hospitals may need to contact eligible applicants during this period and if applicants do not respond to offers in accordance with specified timeframes, these offers may be revoked. It is the applicants' responsibility to notify the department of any changes to their contact details;
- if accepting an offer of a CMI place, notify the department of their decision by email and must enter into Deed of Agreement (DOA) with the Commonwealth (represented by the department). A CMI place will only be funded once a DOA has been executed;
- must comply with the terms and conditions of the DOA, including fulfilling the return of service obligation within five years of commencing the CMI place. The agreement will remain in force until the obligation has been completed. It is the responsibility of the doctor to inform the department of periods of work in placements that can be counted towards the return of service obligation; and
- by applying for the CMI initiative applicants agree that any details provided can be forwarded, in confidence, to stakeholders (including universities, private hospitals and state and territory governments) for the purposes of facilitating the allocation of medical internships, including as part of the National Internship Audit Process.

## ***State and Territory Governments***

State and territory governments have primary responsibility for the provision of medical internships and have formed the National Intern Data Management Working Group to improve national consistency of intern recruitment and to streamline the process. The Commonwealth is a member of this group and will conduct its intern recruitment process consistent with the national approach where possible. State and territory governments, along with the Commonwealth will share data through the National Intern Audit process regarding their annual intern recruitment process.

State and territory governments interested in participating in the CMI initiative will need to form partnerships with the private hospital sector.

### **1.6 Programme Phases**

The CMI initiative consists of three distinct phases and requires different processes and timing for each phase. Each phase will have a different application process which serves a different purpose to allow the successful delivery of the CMI initiative. The phases of the CMI initiative include:

*Phase 1 - Private Hospitals - Application, assessment and selection of private hospitals (see PART A Private Hospitals).*

*Phase 2 - Final year Medical Students - Application and assessment of eligible Australian-trained final year medical students (see PART B Medical Students).*



*Phase 3 - Recruitment of eligible CMI applicants to CMI positions in private hospitals (see PART C Recruitment of Interns).*

## **1.7 Risk Management**

The department is committed to a comprehensive and systematic approach to the effective management of potential opportunities and adverse effects. Any contractual arrangement may be managed according to its level of risk to the Commonwealth. As such, applicants and funding recipients may be subject to a risk management assessment prior to the negotiation of any contractual arrangement and periodically thereafter.

Contractual arrangements under this programme include:

- Funding agreements with successful private hospitals; and
- Deed of Agreements with successful CMI recipients.

The inclusion of Supplementary Conditions, which could override and/or amend and/or impose additional terms to the Standard Funding Agreement, may be included for private hospitals.

Consistent with the responsibilities described under Section 1.5, funded private hospitals are responsible for managing risks to their own business activities and priorities.

## PART A – PRIVATE HOSPITALS

### 2.1 Programme Timeframes

The [Programme Guidelines](#) will be publicly available at [www.health.gov.au](http://www.health.gov.au) and will form part of the Approach to Market documentation for any funding process and will provide information for private hospitals applying to participate in the CMI initiative.

Specific timeframes for any funding process will be provided in the approach to market documentation for that process and will be available on the [department's website](#) at [www.health.gov.au](http://www.health.gov.au).

The anticipated timeframe for the approach to market is outlined below.

<u>Milestones</u>	<u>Anticipated Dates</u>
Invitation to Apply (ITA) Open	To Be Advised
Applications close	Four to Six weeks after the ITA opens
Applications assessed against selection criteria	Two – four weeks after ITA closes
Funding Agreements Executed	To Be Advised

### 2.2 Eligibility

#### *Hospitals eligible to apply for funding*

To participate in the CMI initiative private hospitals must be able to deliver accredited medical internships that meet the Medical Board of Australia's registration standard; *Granting general registration as a medical practitioner to Australian and New Zealand medical graduates on completion of intern training.*

To be eligible to apply private hospitals must:

- be privately owned and operated by a non-government organisation;
- provide evidence of formal accreditation recognised by the Medical Board of Australia to deliver medical internships commencing in the next calendar year, or evidence that accreditation is in progress for internships to be delivered in the next calendar year; and
- provide interns with salary and conditions equivalent to those which exist in public hospitals in the relevant state or territory.

For some private hospitals to meet these requirements they may have to partner with other hospitals, including rural and regional public hospitals. Consortium proposals may be funded, however one private hospital will need to take the lead, this private hospital will submit the proposal and if successful, enter into a funding agreement with the Commonwealth. Private hospitals lodging consortium proposals will need to provide evidence that all partner hospitals have met or will meet the above requirements. The lead hospital may choose to develop a Memorandum of Understanding or some form of written agreement between consortium partners but that is a matter for the lead hospital and its partners.

***Private hospitals that cannot meet all of the above criteria will be assessed as ineligible and no further assessment of the proposal will be undertaken.***

#### *What is funded?*

The CMI will provide funding to assist with the reasonable cost of delivering each accredited intern place. The cost of employing a medical intern may include the following components:

- the salary for a medical intern for one year, in accordance with the relevant industrial award for medical interns in the state or territory;
- on-costs, including intern supervision, support and development;
- reasonable travel and accommodation costs for interns doing rotations away from their home city/town; and
- additional costs required to deliver intern training at the discretion of the Approver, if a case can be made (such as minor one-off capital expenditure).

### ***What is not eligible for funding?***

The Commonwealth will not meet any travel and accommodation costs associated with: recruiting and interviewing potential interns; and/or relocating interns to, and accommodating them in, the hospital's host city/town. These costs are the responsibility of the hospital and intern.

There will be no retrospective funding for items/activities or funding for major capital works.

## **2.3 Probity**

The Australian Government is committed to ensuring that the process for providing funding under the CMI initiative and applying to participate in the CMI initiative is transparent and in accordance with published Guidelines. Guidelines may be varied from time-to-time by the Australian Government as the needs of the Commonwealth Medical Internships initiative dictate. Amended Guidelines will be published on the department's website.

### ***Conflict of interest***

A conflict of interest may exist if departmental staff and/or the applicant or any of its personnel:

- has a relationship (whether professional, commercial or personal) with a party who is able to influence the application assessment process, such as a departmental officer;
- has a relationship with, or interest in, an organisation, which is likely to interfere with or restrict the applicants in carrying out the proposed activities fairly and independently; or
- has a relationship with, or interest in, an organisation from which they will receive personal gain as a result of the granting of funding under the Commonwealth Medical Internship initiative.

Each party will be required to declare as part of their application, existing conflicts of interest or that (to the best of their knowledge) there is no conflict of interest, including in relation to the examples above, that would impact on or prevent the applicant from proceeding with the project or any funding agreement or Deed of Agreement they may enter into with the Commonwealth.

Where a party subsequently identifies that an actual, apparent, or potential conflict of interest exists or might arise in relation to their application, external parties must inform the department in writing immediately. Departmental staff must advise the Approver if there is any actual or potential conflict of interest immediately. Conflicts of interest will be handled in compliance with departmental policies and procedures.

### ***Confidentiality and Protection of Personal Information***

Each private hospital will be required to declare as part of their application, their ability to comply with the following Legislation/Clauses should it enter into an agreement with the Australian Government.

The Protection of Personal Information Clause requires the funding recipient to:

- comply with the Privacy Act (1988) ('the Privacy Act'), including the 13 Australian Privacy Principles (APPs), as if it were an agency under the Privacy Act, and the National Privacy Principles (NPPs); and

- impose the same privacy obligations on any subcontractors it engages to assist with the activity.

The Confidentiality Clause imposes obligations on the funding recipient with respect to special categories of information collected, created or held under the funding agreement. The funding recipient is required to seek the department's consent in writing before disclosing confidential information.

Further information can be found in the terms & conditions of the [funding agreement](#) available on the department's website, at [www.health.gov.au/internet/main/publishing.nsf/Content/gps-standard-funding-agreement](http://www.health.gov.au/internet/main/publishing.nsf/Content/gps-standard-funding-agreement).

Conflicts of interest for departmental staff will be handled in compliance with the [Australian Public Service Commission policies and procedures](#), these are located at [www.apsc.gov.au/publications-and-media/current-publications/aps-values-and-code-of-conduct-in-practice/conflict-of-interest](http://www.apsc.gov.au/publications-and-media/current-publications/aps-values-and-code-of-conduct-in-practice/conflict-of-interest)

## **2.4 Type of Application Process**

Funding to private hospitals will be made available through an open competitive funding round. The funding round will open and close on nominated dates, with eligible applicants being assessed against the selection criteria and then prioritised against other eligible applicants for available funding.

### ***Procurement***

Funds may also be used for the procurement of work directly related to the purpose of the Commonwealth Medical Internships initiative. Such procurements will be undertaken in accordance with the requirements of the Commonwealth Procurement Rules and will be for purposes that are consistent with the objectives and priorities of the Commonwealth Medical Internships initiative.

## **2.5 How to Apply**

### ***Obtaining application information***

The application information is included in a pack called an Invitation to Apply and this includes an application form which must be used, although additional information (such as a proposal) may be included. Private hospitals seeking funding to deliver CMI places must be able to demonstrate that they meet the selection criteria and eligibility requirements listed at PART A section 2.2 of these Guidelines. Any private hospital can access the [Invitation to Apply](#) at [www.health.gov.au/internet/main/publishing.nsf/Content/Listing+of+Tenders+and+Grants-1](http://www.health.gov.au/internet/main/publishing.nsf/Content/Listing+of+Tenders+and+Grants-1)

### ***Application requirements***

Applications should be submitted to the department by the date specified on the department's website or application documentation.

Applications should address all of the selection criteria as outlined in the approach to market documentation. It is important to complete each section of the Invitation to Apply and use the checklist to make sure each requirement has been considered. Only private hospitals that meet all eligibility requirements will have their proposal assessed for funding.

### ***How to submit an application***

Applications must be submitted to the Department of Health in accordance with the process detailed in the Invitation to Apply.

## **2.6 Assessment**

### ***Assessment process***

An Assessment Panel will be established by the department to assess applications against the selection criteria and select the shortlisted applicants.

In appraising an Application the Assessment Panel may use material included in response to any assessment criterion for the assessment of other criteria.

Applications will be assessed in two stages. Only applications that satisfy Stage 1 Eligibility Criteria (see Part A, Section 2.2 in these Guidelines) will proceed to Stage 2 Assessment Criteria.

#### *Stage 1 - Eligibility Criteria*

The department will assess applications received from private hospitals against the Eligibility Criteria in Part A Section 2.2 of these Guidelines. Applications from private hospitals must satisfy all Eligibility Criteria in order to be considered for further assessment.

#### *Stage 2 - Assessment Criteria*

Eligible applications from private hospitals will be assessed against the selection criteria by the department to ensure value with public money is achieved in line with the aims and objectives of the CMI initiative.

#### ***Assessment Criteria***

All applications will be assessed by considering the way in which the following matters are addressed in the application:

- the alignment of the application with the objective and outcomes of the programme;
- the applicant's capacity to fulfil the programme requirements;
- any past performance by an Applicant in undertaking similar activities;
- whole of project costs in relation to the deliverables and their contribution to achieving programme outcomes; and
- the degree to which identified risk associated with the programme is managed effectively.

#### *Achieving Policy Outcomes*

Assessment criteria have been designed to reflect the programme's objectives. How an applicant addresses those criteria will help the department identify applicants with the capability to best meet the objectives of the Commonwealth Medical Internships initiative.

The assessment process will place a high value on applications that achieve value for money and deliver internships outside major metropolitan centres. Consideration will also be given to the applicant's experience delivering medical education and training and the applicant's contribution to the cost of delivering internships. In general to assess value for money the assessment panel will consider and evaluate how proposals demonstrate efficient, effective, ethical and economical use of Australian Government funds.

#### *Priority Rating*

The Commonwealth will fund up to 100 internship places. As this is a competitive process private hospitals may not be allocated all or any of the CMI places in their application.

The Australian Standard Geographical Classification –Remoteness Area (ASGC-RA) will be used to assess the remoteness of intern place locations, the more remote the location the higher the rating, this means that an ASGC-RA 5 (very remote) will rate the highest of all ASGC-RA categories with internships in an RA 1 (major cities) the lowest. For an internship or an intern rotation to be assessed as being located in a rural or regional area it must be delivered in a location within the ASGC-RA 2-5 (<http://www.health.gov.au/internet/otd/Publishing.nsf/content/RA-Intro>). Internships wholly delivered in ASGC-RA 2-5 locations will secure higher assessment ratings than those partially delivered in ASGC-RA 2-5 locations.

Notwithstanding the above, the Approver may consider additional preferences for granting CMI places where extraordinary circumstances warrant consideration.

## **2.7 Decisions**

### ***Approval of funding***

Following an assessment of applications received from private hospitals, advice will be provided to the Approver on the merits of each application.

The Approver will consider whether applications will make an efficient, effective, ethical and economical use of Commonwealth resources, as required by Commonwealth Legislation, and whether any specific requirements will need to be imposed as a condition of funding.

Funding approval is at the discretion of the Approver.

### ***Advice to Applicants***

Private hospitals will be advised in writing of the outcome of their application. Letters to successful private hospitals will contain details of any specific conditions attached to the funding. [Funding approvals](#) will also be listed on the department's website at:

[www.health.gov.au/internet/main/publishing.nsf/Content/health-contracts-index.htm](http://www.health.gov.au/internet/main/publishing.nsf/Content/health-contracts-index.htm)

### ***Complaint handling***

The department's Procurement and Funding Complaints Handling Policy applies to complaints that arise in relation to a procurement or funding process. It covers events that occur between the time the request documentation is released publicly and the date of contract execution, regardless of when the actual complaint is made.

The department requires that all complaints relating to a procurement or funding process must be lodged in writing. Further details of the policy are available on the 'About Us' page on the department's internet site.

Any enquiries relating to funding decisions for the CMI initiative should be directed to [CMI2017@health.gov.au](mailto:CMI2017@health.gov.au).

## **2.8 Conditions of Funding**

### ***Contracting arrangements***

Private hospitals participating in the CMI initiative must enter into a funding agreement with the Commonwealth (represented by the Department of Health) to deliver medical internships. Under this agreement private hospitals:

- must be appropriately accredited to train medical interns in Australia;
- must offer intern rotations that meet the Medical Board of Australia's registration standard for granting general registration to Australian and New Zealand medical graduates who successfully complete their internship;
- should not enter into an employment contract with successful applicants until the department confirms that the applicant has signed a Deed of Agreement with the Commonwealth;
- must ensure that interns are employed on a full-time basis reflecting conditions of employment including but not limited to salary, annual leave and sick leave that are applicable to public hospital interns under the relevant state or territory industrial award;
- must attempt to ensure that interns complete the necessary rotations, to allow them to apply for general registration as a medical practitioner in Australia on completion of their internship;
- must effectively manage intern placements within the hospital and across other training sites, where such arrangements are in place;
- must notify the Commonwealth if an intern is unable to complete their internship or their employment is ceased; and
- must support the intern as necessary to obtain the required working visa.

A sample of the [CMI funding agreement](http://www.health.gov.au/internet/main/publishing.nsf/Content/gps-standard-funding-agreement) is available on the department's website, at: [www.health.gov.au/internet/main/publishing.nsf/Content/gps-standard-funding-agreement](http://www.health.gov.au/internet/main/publishing.nsf/Content/gps-standard-funding-agreement).

Funded private hospitals must carry out each activity in accordance with the agreement, which will include meeting milestones and other timeframes specified in the schedule for that activity. Activities should be carried out efficiently, effectively and in good faith to achieve the aims of the activity and to meet the objectives of the initiative.

Private hospitals need to be aware that should an intern resign for any reason, the funding to the hospital for that position will be reduced on a pro-rata basis, as outlined in the funding agreement.

The department will prepare draft funding agreements after the matching process in which CMI offers have been made and it has been confirmed that a hospital will be employing interns under the CMI. There will be opportunities for hospitals to review the draft funding agreement and discuss any matter before a final funding agreement is sent for signature.

The department is obliged to publish details of all grants on its website. This information will include the name of the private hospital that has received the funding, a brief description of the activity, the amount received, and the relevant dates. This information will remain on the department's website for a minimum of two years.

**Private hospitals should not make financial commitments in expectation of receiving funding until a funding agreement has been executed.**

### ***Specific conditions***

There may be specific conditions attached to the funding approval required as a result of the assessment process or imposed by the Approver. These will be identified in the offer of funding or during funding agreement negotiations.

### ***Payment arrangements***

Payments will be made in accordance with the funding agreement. The default invoice process for the department is Recipient Created Tax Invoices (RCTI).

### ***Reporting requirements***

Funded private hospitals must provide the department with the reports for an activity containing the information specified, and at the times and in the manner specified, in the funding agreement. Specific reporting requirements will form part of the funded private hospital's agreement with the department. These are likely to include progress reports, expenditure reports and a final report.

### ***Monitoring***

The funding recipient will be required to actively manage the delivery of the activity under the initiative. The department will monitor progress in accordance with the funding agreement.

### ***Evaluation***

An evaluation by the department will determine how the funded activity contributed to the objectives of the CMI initiative.

Funding recipients may be required to provide information to assist in this evaluation for a period of time after funding has been provided.

### ***Branding***

The departmental logo is designed to be used on all publications related to the activity. Whenever the logo is used the publication should also acknowledge the Commonwealth Government as follows – "Commonwealth Medical Internships – an initiative of the Australian Government"

## PART B - FOR MEDICAL STUDENTS

### 3.1 Programme Timeframes

The [Programme Guidelines](#) will be publicly available at [www.health.gov.au](http://www.health.gov.au) and will provide information for final year international medical students of onshore Australian universities applying to participate in the CMI initiative.

Specific timeframes for the application process for final year medical students will be available on the department's website.

The anticipated timeframe for the application and notification period is outlined below.

Milestones	Anticipated Dates
Applications open	To Be Advised
Applications close	Two weeks after the opening date
Applications assessed for eligibility	Within two weeks after the closing date
Applicants notified of eligibility	Within five weeks after opening date

### 3.2 Eligibility

#### *Final year medical students eligible for an internship under the CMI initiative*

Final year medical students must meet the following eligibility criteria to be placed on the CMI eligible candidates list to participate in the CMI initiative. Applicants must:

- be a full-fee paying international student completing their medical degree during the current calendar year from an onshore medical school in Australia, having completed all of their medical degree in Australia (short-term elective rotations completed offshore will not exclude applicants provided rotations have university approval); and
- have met the Medical Board of Australia (MBA) English language proficiency requirements for registration purposes (provisional registration as a medical practitioner cannot be obtained without meeting this standard); and
- not be an Australian Citizen; and
- commit to obtaining an appropriate visa to work in Australia during the internship year and as long as necessary to complete the return of service obligation (refer to the [Department of Immigration and Border Protection](#) website for details [www.border.gov.au/](http://www.border.gov.au/)).

Applicants who do not meet **all** eligibility criteria will be ruled ineligible.

#### *Final year medical students not eligible for an internship under the CMI initiative*

Final year medical students will not be eligible for an internship under the CMI initiative if:

- their medical degree was undertaken in an offshore campus of an Australian university, such as Monash Malaysia or as part of the UQ-Ochsner MBBS Program or commenced their medical degree at an overseas university such as the International Medical University and are completing the final part of the degree in Australia;
- they have a return of service obligation to a country which has sponsored their university medical studies;
- they have accepted a state or territory internship place for the next calendar year;
- they will not be completing their medical degree in the current calendar year;
- the student is an Australian citizen; and/or
- they cannot show they have met the MBA English language requirements at the time of application for the CMI.



### *Previous year eligible CMI applicants*

1. Eligible CMI applicants from the previous calendar year who were not offered a CMI internship place may apply to be included on a CMI Reserve list. The Reserve list will only be provided to participating hospitals at the end of the recruitment period if there are no eligible CMI candidates remaining on the current eligible candidates list.

To apply for inclusion on the CMI Reserve list the applicant must apply through the current CMI application process.

### *2. Exceptional circumstances*

Eligible CMI applicants from the previous calendar year who executed a Deed of Agreement and could not commence or needed to withdraw during their first rotation due to exceptional circumstances may be given approval by the Approver to participate in the current CMI initiative on a case by case basis.

*An exceptional circumstance is something beyond the control of the applicant, which was not reasonably foreseeable at the time the Deed of Agreement was signed, including but not limited to illness or temporary incapacity.*

To apply for exceptional circumstances the applicant must have been offered and accepted a CMI place in the previous calendar year. A written request that sets out the exceptional circumstances and evidence to support claims must be submitted to the CMI2017@health.gov.au email address during the standard CMI open application period, the request will then be assessed and the applicant will be notified of eligibility at the same time all other CMI applicants are notified.

### ***What is funded?***

Eligible CMI candidates who are successful in securing a CMI place **do not receive any direct funding from the Commonwealth**. The CMI Grant Programme funds the private hospital employing the intern.

### **3.3 Probity**

The Australian Government is committed to ensuring that the process for providing funding under the CMI initiative and applying to participate in the CMI initiative is transparent and in accordance with published Guidelines. Guidelines may be varied from time-to-time by the Australian Government as the needs of the Commonwealth Medical Internships initiative dictate. Amended Guidelines will be published on the department's website.

### ***Conflict of interest***

A conflict of interest may exist if departmental staff and/or the applicant:

- has a relationship (whether professional, commercial or personal) with a party who is able to influence the application assessment process, such as a departmental officer;
- has a relationship with, or interest in, an organisation, which is likely to interfere with or restrict the applicant in carrying out the proposed activities fairly and independently; or
- has a relationship with, or interest in, an organisation from which they will receive personal gain as a result of the granting of funding under the Commonwealth Medical Internship initiative.

Each party will be required to declare as part of their application, existing conflicts of interest or that (to the best of their knowledge) there is no conflict of interest, including in relation to the examples above, that would impact on or prevent the applicant from proceeding with the Deed of Agreement they may enter into with the Australian Government.

Where a party subsequently identifies that an actual, apparent, or potential conflict of interest exists or might arise in relation to their application, external parties must inform the department in writing

immediately. Departmental staff must advise the Approver if there is any actual or potential conflict of interest immediately. Conflicts of interest will be handled in compliance with departmental policies and procedures.

### ***Confidentiality and Protection of Personal Information***

The department operates in accordance with the *Privacy Act 1988* and information provided by final year medical students is managed accordingly.

### **3.4 Type of Application Process**

Final year medical students will need to apply to participate in the CMI initiative. The department of Health will assess the applications against the eligibility criteria. The eligibility criteria are found in Part B section 3.2. All eligible applicants will be placed on the 'eligible CMI applicants list'.

This list is provided to successful private hospitals, which then conduct a recruitment process to determine which of the successful applicants from the 'eligible CMI applicants list' they will employ.

### **3.5 How to Apply**

#### ***Obtaining application information***

The department's website ([www.health.gov.au/internet/main/publishing.nsf/Content/work-commonwealth-medical-internships](http://www.health.gov.au/internet/main/publishing.nsf/Content/work-commonwealth-medical-internships)) will provide [information for final year medical students](#) (Australian-trained international full-fee paying medical students) on the application process to participate in the CMI initiative, as will information disseminated through the Australian Medical Students' Association and the Medical Deans of Australia and New Zealand.

#### ***Application requirements***

Applications should be submitted to the department by the date specified on the department's website or distributed application documentation and should meet all the requirements outlined below.

Applications must be completed in full in English and applicants must meet all eligibility requirements. Applicants assessed as eligible will be placed on a register of eligible CMI candidates to be provided to private hospitals funded to deliver CMI places. There is no further assessment by the department of applicants, however, private hospitals recruiting to fill CMI places may carry out further assessment of eligible CMI candidates in accordance with their recruitment practices.

#### ***How to submit an application***

Applications must be submitted to the Department of Health electronically using the appropriate application form, available on the department's website.

### **3.6 Assessment**

#### ***Assessment process***

The department will assess applications against the Eligibility Criteria. The assessment process is undertaken in two stages.

#### ***Stage 1 – Eligibility Criteria***

The department will assess applications received from final year medical students against the Eligibility Criteria in Part B Section 3.2 of these guidelines. Applicants must meet all Eligibility Criteria to proceed to stage 2.

#### ***Stage 2 – Private Hospital (recruitment process)***

The Department provides a list of eligible candidates to participating private hospitals, those hospitals may undertake further assessment of eligible CMI candidates in line with their recruitment practices. Private hospitals will inform eligible applicants of their recruitment processes and any

additional requirements they may have. Hospitals are not obliged to interview eligible candidates. (Refer to “Part C – Recruitment of Interns.”)

### **3.7 Decisions**

#### ***Candidate list***

The department delegate is provided with the list of all eligible candidates. Eligibility is verified by departmental officers.

Private hospitals are responsible for the recruitment and employment of interns from the department’s list of eligible CMI candidates.

#### ***Advice to CMI Applicants***

Eligible and non-eligible applicants will be advised of their success in applying to participate in the CMI initiative. Eligible candidates should note that participation in the CMI initiative does not guarantee an offer of a CMI place or an interview with a participating hospital. The number of eligible applicants may exceed the number of funded CMI places.

Under the CMI initiative interns are not permitted to defer their internship, complete the internship part-time, or swap internship places with other interns in CMI places.

#### ***Complaint handling***

The department will consider complaints from final year medical students in relation to the application process to participate in the CMI initiative. The period covered will begin from the public release of documentation on applying for the CMI initiative, and cease two weeks after the list of eligible CMI candidates is provided to private hospitals. The department will not consider complaints related to the recruitment process private hospitals use to select eligible CMI candidates as the process is completed independently from the department.

Any enquiries relating to the application process for final year medical students should be directed to [CMI2017@health.gov.au](mailto:CMI2017@health.gov.au).

### **3.8 Conditions of Funding**

#### ***Contracting arrangements***

There is no funding provided to eligible CMI candidates, however, eligible CMI candidates accepting an internship under the CMI initiative must enter into a Deed of Agreement (DOA) with the Commonwealth (represented by the Department of Health). The return of service obligation recognises that internships under the CMI initiative are provided through public funding and that this should deliver benefits to the Australian community. The DOA provides remedies for the Commonwealth to manage breaches, including repayment of internship costs and temporary suspension of access to Medicare benefits.

#### **Individuals are encouraged to seek independent legal advice about the DOA before signing.**

The DOA requires recipients to complete 48 weeks return of service in an Australian Standard Geographical Classification - Remoteness Areas (ASGC-RA) 2-5 location. The return of service obligation is to be completed within five years of commencing internship over minimum periods of 4 weeks and in some cases may be completed during the internship year. For the return of service to be completed in the internship year the CMI place must be based in a qualifying location and must be successfully completed. If the internship is not based in an approved return of service location, but part of it is completed in an approved return of service location, that part can be counted towards the return of service period.

Failure to complete the internship year or the return of service period will result in a breach of the DOA and may require the recipient to repay the Commonwealth cost of providing all or part of the internship place. The average cost of an internship place in 2014 was \$132,000 (GST inclusive). A breach may also result in Clause 8, Eligibility for Medicare Benefits, being applied. This means

that Medicare benefits will not be payable in respect of professional services rendered by the doctor or on the doctor's behalf in Australia for up to a period of two years.

If a CMI candidate resigns from their Commonwealth funded internship place and leaves Australia without resolving a breach of their Deed of Agreement there may be immigration implications in relation to future visa applications.

A sample of the CMI Deed of Agreement is available on the department's website. Individual Agreements with the department are subject to *the Privacy Act* and not publicly available.

### ***Reporting requirements***

Under the Deed of Agreement recipients are required to provide information to the department to facilitate the administration of the return of service obligation.

### ***Monitoring***

Eligible CMI candidates who accept a CMI place need to manage the completion of their return of service obligation. The department will monitor progress in accordance with the Deed of Agreement.

### ***Evaluation***

An evaluation by the department will determine how the funded activity contributed to the objectives of the CMI initiative.

Successful eligible CMI candidates will provide information to the department on progress completing their internship and return of service obligation. The department will use this information to assist in evaluation of the initiative.

## PART C - RECRUITMENT OF INTERNS

### 4.1 Programme Timeframes

Specific timeframes for the recruitment period for private hospitals and eligible CMI candidates will be provided on the department's website [www.health.gov.au](http://www.health.gov.au).

The anticipated timeframe for the recruitment process is outlined below.

Milestones	Anticipated Dates
Names of eligible candidates distributed to private hospitals	To Be Advised
Recruitment period opens for private hospitals to commence recruitment and make offers	A period of two weeks will be allowed for recruitment activities
Recruitment period closes	Two weeks after the recruitment period opens
<b>IF REQUIRED</b> process to fill vacant CMI places outside of the recruitment period	The department will consider on a case by case basis requests to fill CMI places not filled during the recruitment period.

### 4.2 Recruitment of Medical Interns

The recruitment process will be managed by private hospitals. Private hospitals interested in further information from eligible CMI candidates will contact those candidates directly to begin the recruitment process.

Private hospitals and applicants should be aware that it is possible that an applicant could be contacted by more than one hospital. An applicant may receive more than one offer (including offers from state and territory departments of health) but they will need to decide which position they are accepting before the end of the recruitment period and inform the department by email.

Private hospitals should, when planning and managing the CMI intern recruitment, remember that:

- eligible applicants are limited to those whose name appears on the lists of applicants sent to hospitals;
- Commonwealth funding is only available for eligible applicants who are offered and accept a position by a participating hospital and sign a Deed of Agreement.

The recruitment period will be set each year by the department to ensure consistency and alignment with the state and territory intern recruitment processes and to reduce the possibility of a churn in places through staggered offers. All hospitals need to be ready to make offers by the opening of the recruitment period.

The department cannot formalise an acceptance under the CMI until both the hospital and eligible applicant separately email the department at [CMI2017@health.gov.au](mailto:CMI2017@health.gov.au) to confirm that an offer has been made and accepted. The department will confirm acceptances to each participating hospital and eligible applicant regularly during the recruitment period. This will inform all hospitals when an applicant is no longer seeking placement.

Once the recruitment period closes, the department will send each hospital another confirmation email containing the names of individuals who have been successfully placed with them. This ensures that the hospital and the department have the same list of names and that eligible applicants who may have withdrawn after being accepted are not still being counted.

It is possible that after the recruitment period closes that hospitals for a range of reasons may have a vacant CMI place to be filled. The department will consider on a case by case basis requests to fill those CMI places. Hospitals must seek and gain approval from the department to fill vacant intern places outside of the recruitment period.

Commonwealth funding for CMI positions cannot be made available to hospitals until eligible applicants sign a Deed of Agreement with the Commonwealth. Successful applicants will have up to 30 days after receiving the Deed of Agreement to sign it. If they do not sign they will not be eligible for a CMI position and hospitals will not receive funding for the intern position for that applicant. Hospitals may prefer not to sign an employment contract with the successful applicant until the applicant completes a Deed of Agreement with the Commonwealth. The department will advise hospitals as Deed of Agreements are signed.

The department will execute funding agreements with successful hospitals after completion of the recruitment period as the number of interns being employed at each hospital will be known and can be accurately reflected in the Schedule of the funding agreement.

Eligible CMI candidates who have accepted an offer of internship and signed the Deed of Agreement will have five years from commencement of the internship to complete the return of service obligation. It is the responsibility of the doctor to notify the department of periods of service that they wish to count towards the return of service obligation. The return of service obligation will be discharged once the doctor has completed 48 week of service in an approved location(s) and has provided satisfactory evidence of periods of service to the department.