

## **SEES Fellowship - Onboarding/Orientation**

This document provides a general overview of requirements/applications/contact information prior to the start of fellowship. Specific requirements may differ based on where one has had previous training and received their medical degrees. Please refer to this as a general guide and the current fellow for specific details and information. A separate folder is available for required forms, examples of letters, and other relevant documentation that can be used for reference.

### **Outline**

- 1. Australian Visa**
- 2. AHPRA Medical License\***
- 3. Hospital registration/onboarding\***
  - a. RNSH
  - b. North shore private hospital
  - c. Northern Beaches
  - d. Macquarie University Hospital
- 4. Medicare Application**
  - a. Australian Business Number\*
- 5. Other**
  - a. Indemnity insurance
  - b. Working with children check (Service NSW)
  - c. Immunization record
  - d. Personal medical insurance
  - e. Surgical assisting billing services

\*Would start the process by contacting JMSU ([NSLHD-JMSU@health.nsw.gov.au](mailto:NSLHD-JMSU@health.nsw.gov.au)) ~8 months prior to start of fellowship

\*To finalize and submit these applications (AHPRA/Medicare), need to be in the country

- ~1-2 weeks before fellowship start would be sufficient for AHPRA/hospital accreditation
- 4 weeks before would be (hopefully) sufficient for medicare billing at start of fellowship

---

### **Australian Visa (Training Visa 407)**

1. JMSU to lodge application (1st part) and provide you with TRN number
  - a. Contact: [NSLHD-JMSU@health.nsw.gov.au](mailto:NSLHD-JMSU@health.nsw.gov.au)
2. Need to submit 2nd part of application (instructions provided by email by JMSU)
  - a. <https://online.immi.gov.au/lusc/login>

## AHPRA Medical License

- Will be contacted by RNSH JMSU office who will help with submitting application
- APRI-30 Application form
- Can complete Section A outside of Australia. Need to complete Section B inside Australia.
  - Will take < 1 week to get AHPRA confirmation/number (Can only apply for medicare/apply for hospital accreditations once AHPRA number received)

## How to apply for registration

### IMGs on the competent authority pathway

IMG secures an offer of employment

IMG applies to the Australian Medical Council for primary source verification (PSV) of their primary qualification (more information is available on the [AMC website](#))

IMG undertakes a self assessment against the [eligibility criteria](#) for the competent authority pathway

IMG applies to the Medical Board of Australia (the Board)/Ahpra for [provisional registration](#) to work in a specified position

The Board/Ahpra confirms eligibility via the competent authority pathway and eligibility for provisional registration. This assessment is undertaken against all applicable [registration standards](#) and the requirements of the proposed position

If approved, provisional registration is granted to allow for a 12 month period (minimum of 47 weeks full time service) of supervised practice to be completed satisfactorily

The Board requires a Pre-Employment Structured Clinical Interview (PESCI) if you are applying for registration to work in general practice.

A PESCI can be undertaken prior to applying for provisional registration. For more information, see the [PESCI webpage](#).

Applicants can also contact Ahpra for more information via Ahpra's [web enquiry form](#).

***\*This will be dependent on where you completed your medical school degree/training***

## APRI-30 Form - documents/requirements needed:

### Section A

- Certified copy of passport (question 4)
  - To be notarized
- Details of position
  - Position description (to be provided by JMSU)
  - Offer of employment
- International criminal history check (ICHC)

- Registration Pathway
- Medical qualifications / examination assessments
  - To be notarized
- CV
- Details of internship
  - Certified evidence of completion of internship or comparable
- Health practitioner registration

### **Section B - Proof of Identity (In person)**

- To complete in person verification at JMSU at RNSH
  - AHPRA---New-South-Wales---CORS-COGS---Statutory-declaration document
- Applying for registration from outside of Australia
 

If you are an overseas applicant and are unable to provide evidence from each category, you must meet the minimum identity requirements below:

  - Presentation is to be within the specified timeframe as advised in the notice of in-principle approval and with the following evidence:
 

If you arrived in Australia within the previous six weeks:

    - an original signed statement from a prospective Australian employer  
REQUIRED WHEN ARRIVE AT AUSTRALIA
      - le work contract
    - evidence of your current Australian residential address, or
    - Current Australian visa and proof of date of arrival (e.g. entry stamp, boarding pass or itinerary documents) plus:
    - a certified copy of a passport (an EU card is not acceptable), and  
Overseas applicants eligible for registration who only provide the minimum identity requirements must present in person at an AHPRA office before registration will be granted.

## **Hospital registrations/accreditation**

- Ear cases only done at 4 sites (RNSH, NSP, MUH, Northern Beaches)
- Contact hospitals directly to start process
- Can take 1-3 weeks after submission for approval, unable to partake in clinical activities without accreditation
- Requires
  - Indemnity insurance
    - Obtain on own, look online
    - Example: Avant insurance
  - Working with children certificate/check
    - Will need to complete 1st part online, 2nd part in person at Service NSW

### **RNSH**

- Through JMSU

### **North Shore Private Hospital**

- [LeslieL@ramsayhealth.com.au](mailto:LeslieL@ramsayhealth.com.au)
- Lynelle Leslie

### **MUH**

- Email [Accreditation@muh.org.au](mailto:Accreditation@muh.org.au)

### **Requirements**

1. Completed Application for Accreditation form (blank copy attached) – please only tick boxes marked “assist” in question 2 and you can leave question 10 blank;
2. Current Medical Indemnity Insurance Certificate;
3. Current Working with Children Check Certificate;
4. Current AHPRA/Medical Board Certificate;
5. Current CV;
6. Letter or email from the MUH surgeon you will be working with that confirms that they wish for you to obtain accreditation, the anticipated first list date and the duration of the accreditation required; and
7. A copy of your current immunisation status, which satisfies all categories in the attached form (a current NSW Health Vaccination card is acceptable) and your COVID-19 Vaccination Status Certificate.

### **Northern Beaches Hospital**

- Email: [NorthernBeachesHospital.Credentialing@healthscope.com.au](mailto:NorthernBeachesHospital.Credentialing@healthscope.com.au)
- Also can ask Alex Saxby, head of ENT at NBH
- You will be required to attach the following mandatory documentation to this application:

Working with Children Check <https://www.service.nsw.gov.au/transaction/apply-for-a-working-with-children-check>

National Criminal History <https://www.nationalcrimecheck.com.au>

Your current immunization records as per the Healthscope guidelines for Category A and Category A High Risk.

Evidence/Status of COVID Vaccination

Evidence of compliance with a Continuing Professional Development programme

Evidence of your post graduate qualifications

## Medicare application

- This will take up > 1month to be approved once submitted
  - Medicare takes 3 weeks to assess application
  - Takes another 1 week for 19ab exemption to be provided
    - RNSH - refer and request only
    - NBH/MUH/NSP - refer, request and assist private operations (*requires 19ab exemption*)
  - \*1 week to obtain AHPRA certificate and ABN while in Australia before submission
- Requires a separate application for each hospital, but to be submitted all at once together
  - JMSU at RNSH will submit on your behalf
  - Send JMSU application package with all supporting documents
    - Hospital support letters
    - Visa, passport, AHPRA certificate
- Need to apply and register for an **Australian Business Number** first
  - Needs to be done while in Australia
- Requires letter from hospital or supervisor explaining why medicare needed
  - NBH - Tracy Fowler  
([NorthernBeachesHospital.Credentialing@healthscope.com.au](mailto:NorthernBeachesHospital.Credentialing@healthscope.com.au))
  - NSP - Lynelle Leslie ([LeslieL@ramsayhealth.com.au](mailto:LeslieL@ramsayhealth.com.au))
  - Draft letter for Nirmal Patel for MUH

*Medicare can take a long time and if the required documents are insufficient, will delay the process significantly. Make sure to have everything and submit early. Call medicare to follow up frequently.*

## Other

1. **Indemnity insurance**
  - a. Need to obtain on own, look online for different options
    - i. *Examples: Avant*
2. **Working with children check (Service NSW)**
  - a. Second part needs to be done in person in Australia
3. **Australian Business Number**

- a. Need
- 4. Immunization record**
  - a. Check immunization record form to see if any additional immunizations required
- 5. Personal medical insurance**
  - a. Need to obtain on own, look online for different options
    - i. Suggest you search for "Overseas Visitors Insurance" or "Overseas Visitors Health Cover" in a search engine and compare policies from at least three providers.
    - ii. <https://www.comparethemarket.com.au/health-insurance/>
    - iii. *Example: HCF*
- 6. Surgical assisting billing service**
  - a. Once medicare provider numbers obtained, easiest to use billing services to claim fees
  - b. Multiple options
    - i. OpBills, ProBills, Surgeononline