**ACT Health**

**Procedure**

**Recruitment of Senior Medical and Dental Practitioners**

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| Purpose |

This procedure support the recruitment of Senior Medical and Dental Practitioners (SMDPs) to ACT Health through the provision of a set of standard procedures for the recruitment process.

The step-by-step procedures outlined here are underpinned by contemporary best practice recruitment for SMDPs. By following the process from start to finish, outcomes will result in the recruitment of fully qualified and competent SMDPs who are able to deliver safe, high quality and responsive services to the ACT community.

The procedures for the selection and engagement of SMDPs is in accordance with the *Public Sector Management Act 1994* (PSM Act), Public Sector Management Standards 2016, ACT Public Sector Enterprise Agreements and Calvary Public Hospital Policy.

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| Scope |

This procedure applies to staff involved in the recruitment of SMDPs in ACT public health care facilities operated by either ACT Health or Calvary Public Hospital (CPH).

The procedure relates to Staff Specialists and Senior Staff Specialists, both permanent and temporary, Visiting Medical Officers (VMO), Locums and Honorary VMOs, Visiting Dental Officers (VDO).

It does not apply to doctors working as interns, resident medical officers, registrars, senior registrars, career medical officers or Fellows.

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| Step 1 – Recruitment preparation |

All recruitment including permanent vacancies, higher duties, temporary transfers and temporary contracts are to be processed through the eRecruitment system Taleo. (An exception is the recruitment of SMDPs to CPH without appointment at ACT Health. For these appointments advertising and selection is managed by the CPH Medical Administration Unit.)

The following administrative units are involved in the recruitment process:

* ACT Health People and Culture Branch (P&C);
* ACT Health MOSCETU; and
* CPH Medical Administration Unit (only for VMO cross territory contracts and Specialist positions).

Approval must be obtained from the relevant Executive Director (ED) priorto commencing a recruitment process. The relevant ED must confirm that funding is available for the position, either through a funded vacancy on the staff establishment, or through funding availability to establish a contract for Visiting Medical/Dental Officer (VMO or VDO), Locum, Honorary, Staff Specialist or Senior Staff Specialist.

The duty statement and selection criteria and advertisement must be reviewed or developed and agreed by the relevant ED. Elements to be considered include: VMO/Staff Specialist category; specialty and required scope of clinical practice; function; scope; reporting line; duties and responsibilities.

The close association of ACT Health with the ANU Medical School requires a robust Clinical Conjoint Appointment Process. ANU and ACT Health will agree on whether the position is to be offered as an ACT Health position, or an ANU position, and ensure the requisite processes are followed. Recruitment processes should not give the successful candidate a choice of employer.

A requisition must be completed in the eRecruitment system Taleo. The recruitment process is managed by the Senior Medical Recruitment Officer (SMRO).

The Recruitment Services deadline for receipt of the Gazette is COB Tuesday the week prior to publication in Thursday’s ACT Public Service Gazette.

The SMRO will advertise the position in the standard advertising media, including the Gazette (ACT Government Jobs website [www.jobs.act.gov.au](http://www.jobs.act.gov.au/)), college website and newspaper/s (if requested).

Applications received in Taleo are emailed to the Hiring Manager the day after the position closes.

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| Step 2 – Assessment and selection |

The Hiring Manager will establish a Selection Advisory Committee (SAC) which, for SMDPs, must include:

* The appropriate Clinical Director of relevant Division (who may have to attend MDAAC to provide the panel’s recommendation on employment);
* At least one SMDP who practices in the relevant field and without a conflict of interest;
* A human resources representative from ACT Health P&C (preferred but not mandatory) or CPH (if CPH is involved in employment of SMDP);
* A member of MDAAC who may be one of the above. (Contact the Manager, Credentialing and Scope of Practice, MOSCETU for current MDAAC membership and Terms of Reference: MDAAC@act.gov.au

The SAC Chair may invite additional panel members, where appropriate:

* ED of the relevant Division (for example for Clinical Director appointments);
* External representative of the appropriate College (for example for Clinical Director appointments);
* A senior ANU faculty member (for example for positions that are advertised as conjoint appointments); or
* Representative from the Health Care Consumers’ Association of the ACT.

For Unit Director Terms, see the attached procedure at Attachment 1.

The SAC conducts a merit based selection process, in line with the ACT Health Recruitment and Selection Policy and Procedure, including:

* Short-listing applicants for interview/assessment;
* Scheduling interviews or other assessment;
* Agreeing on appropriate interview questions, scenarios or tasks; and
* Engaging a scribe (where required).

Following interviews, the SAC Chair completes a Recruitment SAC Report, including individual and comparative assessments of all interviewed candidates. The Selection Report is signed by the SAC Chair and all panel members and sent to the SMRO for quality assurance purposes and to commence preparation for offering a contract.

The SMRO will forward the report to MOSCETU as evidence to start the credentialing process.

MOSCETU will then seek approval from the relevant ED to commence the credentialing process.

No verbal notification or offer of employment can be made to an applicant until the scope of clinical practice has been approved and the delegate has agreed and signed the Selection Report.

The SAC Chair may indicate to an applicant that they are the preferred candidate pending approval from the Delegate and granting of scope of clinical practice. The SAC Chair *must* ensure that the candidate understands that they are not being offered the position at this stage of the process.

Note: The Delegates for SMDPs are the DDG and EDs of CHHS.

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| Step 3 – Credentialing and defining scope of clinical practice |

The Medical and Dental Appointments Advisory Committee (MDAAC) undertakes the credentialing of the recommended applicant and makes a recommendation to the decision-maker (as defined by the *Health Act 1993 (ACT)*) regarding the applicant’s scope of clinical practice.

Note: The decision-maker is the DD-G, CHHS.

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| Step 4 – Offer and engagement |

The proposed MDAAC recommendation, is submitted to the decision maker for approval.

Following approval, MOSCETU will email the signed MDAAC Recommendation notice to the Medical Practitioner and a copy to the SMRO.

The SMRO can now prepare appointment or engagement documentation, including a letter of offer, and will notify unsuccessful applicants. In addition, the ED of the relevant clinical service may verbally notify the offer of employment to the preferred applicant.

If scope of clinical practice is not approved, no offer of employment will be made, and MOSCETU will notify People & Culture & the ED of the relevant clinical service.

The SAC Chair will inform the unsuccessful applicants.

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| Evaluation |

**Outcome Measures**

* 100 per cent of SMDP appointments comply with the process outlined in this SOP.

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| Related policies, procedures, guidelines and legislation |

**Policies**

Area of Need for Vacant Medical Positions in the Public and Private Sector

Recruitment

**Procedures**

Area of Need for Vacant Medical Positions in the Public and Private Sector

Credentialing and Defining the Scope of Clinical Practice for Senior Medical and Dental Practitioners

Recruitment

**Guidelines**

ACTPS Recruitment Guidelines and Tools

**Legislation**

*Health Act 1993 (ACT)*

[*Discrimination Act 1991*](http://www.legislation.act.gov.au/a/1991-81/default.asp)

*Public Sector Management Act (1994)*

[*Health Practitioner Regulation National Law 2010*](http://www.legislation.act.gov.au/a/2010-10/default.asp) *(ACT)*

*Health Records (Privacy and Access) Act 1997*

*Human Rights Act 2004*

*Work Health and Safety Act 2011*

ACT Public Sector Enterprise Agreements

Health Directorate (VMO Core Conditions) Determination 2010 (No 1) Notifiable Instrument

NI2010-312

***Standards***

ACT Public Sector Management Standards 2016

Australian Council on Healthcare Standards *(ACHS) National Safety and Quality Health Service Standards*

CanMEDS 2005 Physician Competency Framework

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| Search terms  |

Recruitment, Dental Practitioner, Senior Medical Practitioner, SAC, Calvary

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| Attachments |

Attachment 1 Unit Director Term advertising and selection.

**Disclaimer**: *This document has been developed by ACT Health specifically for its own use. Use of this document and any reliance on the information contained therein by any third party is at his or her own risk and Health Directorate assumes no responsibility whatsoever.*

*Policy Team ONLY to complete the following:*

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| *Date Amended* | *Section Amended* | *Divisional Approval* | *Final Approval*  |
| *20 July 2018* | *Selection Reports to be approved by Executive Directors instead of the DDG CHHS.**Document moved on to current template. minor editing amendments made.* | *People and Culture* | *Janine Hammett, ED People and Culture.* |
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*This document supersedes the following:*

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| *Document Number* | *Document Name* |
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## Attachment 1 Unit Director Term advertising and selection

**Background**

All Unit Director positions fall under the Clinical Director and Exec Director within a Division.  The tenure for appointment to a unit director position is a three year appointment with an extension of a further 2 years by mutual agreement. Historically some unit Director positions are permanent positions as they were appointed prior to this process. When such positions are vacated, this process should be put in place.

1. When a position comes up for end of tenure/resignation or there is a need to nominate a Unit Director to a particular position an EOI is circulated to the craft group as an expression of Interest.
2. A panel is established as per the Senior Medical Recruitment Procedure to assess applications.
3. In some cases a consideration is made to renew an appointment based on application alone and no need to progress to interview.
4. The panel consists of the ED, Clinical Director, DON and a unit / Clinical Director from another service. A human resources representative may be included, but this is not essential for a unit Director as the applicants are already employees.
5. These are operational managerial positions and not permanent appointments as noted above. These positions attract a managerial allowance for staff specialists/senior staff specialists. Ordinarily, VMOs should not be considered for Unit Director positions, however, in the event they are eligible and successful, the VMO contract should be varied accordingly.
6. A Performance agreement is entered into with the successful candidate for the duration of the position.
7. These details are formally documented in a letter of offer and a managerial allowance is agreed for the period the SMDP occupies the position. By default, Unit Directors are paid a level 1 Managerial allowance, with flexibility reflecting local arrangements at the discretion of the Executive Director in consultation with the Deputy Director General, Canberra Hospital and Health Services.
8. The selection process is documented and signed off by the panel.