

Guidance on working with medical recruitment companies

Health service role

The following information aims to assist Victorian public health services who use medical recruitment companies to recruit medical staff.

The Department of Health's (the department) *Credentiailling and defining scope of clinical practice for medical practitioners in Victorian health services policy* (2009) requires that health services verify all aspects of a medical practitioner's employment application. The health service should use the Department of Health's forms, or equivalent, as per the current version of the policy.

Health services that use recruitment companies remain responsible for undertaking all verification checks regardless of whether these checks have previously been undertaken by the recruitment company as outlined in the *Guidance on the verification process* (Department of Health 2011).

Medical recruitment company role

Medical recruitment companies will put forward two types of candidates to health services:

- medical practitioners currently registered with the Australian Health Practitioner Regulation Agency (AHPRA)
- International Medical Graduates (IMGs) wishing to come to Australia seeking a health service to act as a sponsoring organisation. The candidate may not yet have undergone Australian Medical Council (AMC), AHPRA or medical college processes.

It is reasonable to expect that the recruitment company will have done preliminary checks before putting a candidate forward to the health service. For all candidates, evidence of this checking process should include:

- full and complete curriculum vitae (CV) - for IMGs not currently registered with AHPRA the CV should be consistent with the AHPRA standard format, available at: <http://www.ahpra.gov.au/Registration/Registration-Process/Standard-Format-for-Curriculum-Vitae.aspx>
- current registration - printed copy of registration details from AHPRA website or evidence of current registration status from their most recent country of registration
- signed declaration from the applicant that they have not previously been deregistered, have or had conditions imposed on their registration and are not currently under investigation by a medical registration board or other professional body
- names of referees or written references, however the applicant may request that you do not contact current referees until a job offer is being considered, but other referees should be provided who can verbally verify their reference and applicant's suitability.

It is important to note that medical recruitment companies may be a member of the:

- **Recruitment and Consulting Services Association (RCSA)** - the professional body for the recruitment and human resources services sector
- **Association of Medical Recruiters of Australia and New Zealand (AMRANZ)** - a special interest group of RCSA.

Membership of RCSA is optional. Eligible RCSA members can apply to join AMRANZ (membership is not automatic).

All RCSA members agree to abide by the RCSA code of conduct.

RCSA members may opt to be accredited and certified under either or both of the following two options:

- **RCSA Service delivery standard certified** by an external company, Fathom Business Architects. This company is the nominated service provider to RCSA for the management of the RCSA Service Delivery Standard (RCSA SDS:2010)
- **International Organisation for Standardisation (ISO) 9001 accredited.**

Further information on RCSA and AMRANZ is available at:

http://www.rcsa.com.au/imis15/RCSA/wc-Membership/amranz-About_AMRANZ.aspx

Working together

Health services should develop strong working relationships with medical recruitment companies.

- Clear expectations on both sides can facilitate better business relationships.
- A clear position description including clinical skill requirements from the health service can assist recruiters to match applicants.
- A short description of the health service can also assist recruiters to appropriately match applicants.

Recruitment companies do not check clinical skills. This must be undertaken by the health service as part of the credentialling process (for example, referee checks) to assess an applicant's suitability.

Resources

The Department of Health provides advice and assistance to health services with the credentialling and defining scope of practice process through the resources and policies available on the Clinical Engagement website:

<http://www.health.vic.gov.au/clinicalengagement/>.

References

Credentialling and defining scope of clinical practice for medical practitioners in Victorian health services policy (Department of Health 2009) viewed 24 June 2011,

<http://www.health.vic.gov.au/clinicalengagement/credentialling/policy.htm>

Guidance on the verification process (Department of Health 2011) viewed 24 June 2011,

<http://docs.health.vic.gov.au/docs/doc/Guidance-on-the-verification-process>