



## BUSINESS RULES

| <b>Applicants</b> |   |
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| 1.                | <p>All applicants must apply through the ACE scheme when applying for a first year House Officer position with a District Health Board in New Zealand. ACE is the agreed first year House Officer Recruitment process.</p> <p>Applicants are encouraged, if they elect to do so, to directly contact individual DHBs to communicate their interest in employment with that DHB.</p>   |
| 2.                | <p>Applicants eligible for the single ACE match are:</p> <ol style="list-style-type: none"> <li>1. Graduates from New Zealand medical schools who are citizens or permanent residents of New Zealand/Australia.</li> <li>2. Graduates from Australian medical schools who are citizens or permanent residents of New Zealand/Australia</li> <li>3. Graduates from New Zealand medical schools who are not permanent residents of New Zealand/Australia.</li> </ol> <p>Applicants should be able to commence employment at the start of the relevant training year. The details of applicants who are not able to start on time will be sent to the DHBs and clearly marked as late start applicants. DHBs will then have the option to rank these applicants.</p> <p>Incomplete applications will be excluded from the match.</p> <p>If there are unfilled positions the DHBs will be required to inform the ACE Consultant, who in turn will contact all unsuccessful applicants. The ACE Consultant will work proactively with both parties to ensure all positions are filled.</p> |
| 3.                | <p>Applicants must complete all questions within the online ACE application form including the privacy declaration and the declaration that the information contained in the form is true and correct.</p>  |
| 4.                | <p>Applications must be submitted electronically through the <a href="http://www.acenz.net.nz/login.asp">http://www.acenz.net.nz/login.asp</a> website. The application must be complete and include:</p> <ul style="list-style-type: none"> <li>• Electronic application form including the names and contact details of three referees</li> <li>• Electronic curriculum vitae</li> <li>• Electronic applicant DHB preference list</li> <li>• Three referees' reports. These are to be forwarded directly to the ACE centre by the referee either manually or via the electronic reference submission</li> </ul>   |

system.

- Each referee must be a vocationally registered and practising Consultant, SMO or GP who has observed the applicant's clinical work in a New Zealand health setting or in a comparable health setting as defined by the MCNZ. Applicants completing an elective in a non-comparable health country can use a reference from their clinical supervisor in that placement. However, that supervisor must possess a current practising certificate and must hold vocational scope of practice with either the New Zealand Medical Council, Australian Medical Council, General Medical Council (GMC) or Irish Medical Councils.
- References must also be obtained from placements which the applicant has completed in the 2 years immediately preceding the closing date of applications.
- Only one 5<sup>th</sup> year reference may be submitted by applicants who go overseas in the first half of their TI year. It is preferred that the 5<sup>th</sup> year reference is from the second half of the year.
- Electronic covering letter(s) (Optional)

The following supporting information must also be provided as certified copies:

- Academic transcripts (confirming enrolment to final year medical programme),

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- Certified copy of the photo page of New Zealand/Australian passport accompanied by a NZ/Australian driver's licence or New Zealand Tertiary Student Identification Card,  
OR
- Certified copy of the photo page of an overseas passport accompanied by the relevant visa page and NZ/Australian driver's licence or New Zealand Tertiary Student Identification Card,  
OR
- Certified copy of a full NZ birth certificate issued on or after 1998 or NZ citizenship certificate accompanied by NZ/Australian driver's licence or New Zealand Tertiary Student Identification Card.

All forms of photographic ID must be current, with the exception of passports. An expired passport can be supplied as a valid form of primary ID, as long as it will have only expired within 5 years or less from the time that you would be expected to commence employment.

Applicants must clearly identify hardcopy application material and label this with their ACE applicant number, received from the <http://www.acenz.net.nz/login.asp> website when an electronic application form is completed.

Hard copy material will be scanned by the ACE centre and incorporated into the applicant's ACE application.

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| 5.   | <p>The <a href="http://www.acenz.net.nz/login.asp">http://www.acenz.net.nz/login.asp</a> website will enable applicants to assess the completeness of their application.</p> <p>Applicants are responsible for ensuring all information required for a complete application is received by the ACE centre before the closing date for applications, including references.</p>   |
| 6.   | <p>The ACE centre will send an electronic reminder to applicants two weeks prior to the application closing date to enable applicants to submit any outstanding ACE application component(s) to the ACE centre, or onto the <a href="http://www.acenz.net.nz/login.asp">http://www.acenz.net.nz/login.asp</a> website, whichever is applicable for the outstanding component.</p>   |
| 7.   | <p>Applicants must advise the ACE centre and the DHBs to which they wish to apply of any special circumstances they may have in relation to the ACE match process e.g. pairing of applications with another applicant or if a designated person will accept their offer on their behalf if uncontactable.</p>   |
| <b>Applicant ranking of preferred DHBs</b> |   |
| 8.   | <p>Applicants must rank their preferred DHBs on the ACE electronic ranking form within the ACE website.</p>   |
| 9.   | <p>Applicants must rank a minimum of 6 DHBs. If they have not ranked at least 6 DHBs their application will be deemed incomplete and their application will not be sent to the DHBs or included in the Match. It is however recommended that applicants rank at least 10 DHBs.</p> <p>In the event that an applicant is unable to move to another DHB region and they therefore do not wish to rank more than 1 DHB, they must still rank a minimum of 6 DHBs but it is recommended they stipulate clearly in their cover letter which is their true DHB preference.</p> <p>If an applicant is subsequently offered a position within one of their preferred DHBs and they are unable to move to this region, they are able to decline the position. However, they will not then go on to the talent pool, as declining a position will automatically exclude a candidate from that ACE intake.</p> |
| 10.  | <p>DHBs will not be informed of, and should not seek the applicants' preference rankings.</p>   |
| 11.  | <p>It is recommended that applicants rank only those DHBs where they are willing to accept an offer of employment and to physically relocate if necessary.</p> <p>Applicants are encouraged to reduce the workload imposed on DHBs from excessive applications by being prepared to accept the placement to which they are matched.</p> <p>Where an applicant wishes to be employed in a particular region for special personal reasons, they must advise the DHB concerned. This however will not guarantee a position will be offered by this specific DHB. Note that in these cases, applicants are still required to rank a minimum of six DHBs.</p>  |

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| 12. | Applicants may alter their application and rankings via the <a href="http://www.acenz.net.nz/login.asp">http://www.acenz.net.nz/login.asp</a> website at any time up to 12 p.m. on the closing date. After the closing date applicants may only update their contact details. |
| 13. | Where paired applicants apply to the ACE process, both applicants must submit identical DHB preference lists.   |
| 14. | Paired applicants will be advised ACE matching will occur on the basis of the lowest ranked applicant of the pair.  |
| 15. | Either paired applicant must notify the ACE centre if they no longer wish to be considered as a pair before the application closing date.   |

| <b>Re-applications</b>      |  |
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| 16.                         | <p>An applicant is eligible to re-apply to ACE if they meet the following criteria:</p> <ul style="list-style-type: none"> <li>• They are a New Zealand Medical School graduate and are a New Zealand or Australian Citizen/Permanent Resident (Category 1).</li> <li>• They are re-applying in the intake immediately following their first application.</li> <li>• They have not held a first year House Officer position previously.</li> <li>• They have not previously been matched through the ACE process (whether they accepted or declined the match).</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• They have been successfully matched through the previous intake but were required to complete remedial work and as such were not able to commence their position as a first year House Officer.</li> <li>• They have not held a first year House Officer position on a fixed term or permanent basis.</li> </ul> <p>Note: applicants may only apply for the intake at the end of their final year of medical school or the intake immediately following.</p> <p>Re-applicants are encouraged to participate in an “observership programme” for 9 months while they wait for the next ACE intake to open.</p> |
| <b>Deferred application</b> |  |
| 17.                         | <p>An applicant who decides not to apply through the ACE scheme during their final year at Medical School will only be eligible to apply for the intake immediately following the completion of their final exams.</p> <p>Those applicants who choose to defer their first application for a year will not be eligible to apply a second time if unsuccessful in their first application attempt as they will no longer meet the above eligibility criteria that stipulates applicants can only apply in the intake immediately at the end of their final year of medical school or the intake immediately following. By deferring, these applicants therefore forgo one of their two possible application attempts.</p>   |
| <b>Withdrawals</b>          |  |
| 18.                         | <p>Following the match process and once positions have been offered to applicants, there is an expectation that those positions will be accepted.</p>  |
| 19.                         | <p>Appointees unable or electing not to accept a matched position must notify the DHB concerned and give reasons for their withdrawal. The ACE centre will subsequently follow up with all the DHBs regarding the number of acceptances and number of declines.</p>  |
| 20.                         | <p>The DHBs will take ownership of liaising with ACE who in turn will contact all unsuccessful applicants. Applicants who are interested in the vacant positions will need to apply directly to the DHB concerned.</p>   |
| 21.                         | <p>Should an applicant inform the ACE centre of any changes to their circumstances</p>   |

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|     | after the match process that will not allow them to start on time, the applicant's actions will be considered to be a decline of the offer. The DHB concerned will work with the applicant on a suitable resolution; however, the DHB has the right to fill that position with someone who is able to start on time.   |
| 22. | Should a DHB revoke an offer to an applicant because that applicant is required to complete remedial work and is unable to commence on the commencement date offered, the applicant will have the opportunity to be included in the Talent Pool for that intake. An applicant who accepts an offer via the Talent Pool will not be eligible to re-apply in the subsequent intake. (Refer Section 16 – Re-applications) |
|     | <b>General</b>   |
| 23. | Applications which are found to include fraudulent or misleading information will be disqualified from the entire recruitment process.   |
| 24. | ACE will not accept responsibility for tracking applicants' contact details. All applicants must ensure that ACE has their current contact details.  |
| 25. | The ACE centre will advise DHBs when the ACE cycle is complete. After this date, DHBs are then individually responsible for appointments to positions available within their DHBs.<br><br>ACE will provide applicant information from the ACE process to the DHB, provided the applicant has given permission for this to occur.   |
|     | <b>District Health Boards</b>  |
| 26. | All DHBs have agreed that the ACE process will be the sole method for first year House Officer recruitment and appointment.  |
| 27. | All DHBs should have a nominated contact person, who is responsible for DHB implementation of the ACE process.   |
| 28. | Applicants wishing to be appointed as first year House Officers will be referred by the DHB to the ACE centre.   |
| 29. | DHBs are encouraged to discuss employment opportunities with prospective applicants.   |
| 30. | DHBs must consider all applicants who have identified that DHB as an employment choice within the timeframes allowed by the ACE scheme.  |
| 31. | DHBs have the sole responsibility for deciding their ranking of individual applicants and will be provided with a criteria-based matrix from ACE to assist them.   |
| 32. | DHBs are expected to rank only those applicants who are considered suitable applicants for first year House Officer positions within their DHB.  |
| 33. | The special circumstances of applicants must be considered during the selection process.   |
| 34. | DHBs are responsible for maintaining a robust and transparent selection and  |

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|     | appointment process.   |
| 35. | DHBs must return their ranking of applicants to the ACE centre by the established deadline. ACE will archive DHB rankings for its own internal audit purposes.   |
| 36. | The ACE centre will notify DHBs of their successfully matched applicants within two weeks of the match.  |
| 37. | DHBs are responsible for the appointment process, including checking of credentials and formal advice of appointment to successful applicants.   |
| 38. | <p>Should a DHB rank and subsequently be matched with an applicant, the DHB must honour the offer to this applicant. This includes situations where an applicant has indicated in the application that he / she is a late starter.</p> <p>Exceptions to the above rule can include:</p> <ul style="list-style-type: none"> <li>• Where the applicant does not pass the requirements of the Vulnerable Children Act (2014) safety checking process of a DHB.</li> <li>• Where the applicant is no longer able to start on the commencement date indicated in their application.</li> <li>• Where the applicant has failed to disclose information which, from the employer's perspective, would affect the applicant's ability to effectively carry out duties required by the position.</li> </ul> |
| 39. | DHBs will advise ACE of applicants who have accepted or declined positions.  |
| 40. | DHBs will keep any information related to the ACE process private and confidential to those involved in the ACE Ranking and Selection process, until the official End of Year Report is published and circulated by the DHBs Technical Advisory Service.   |
|     | <b>ACE Centre</b>  |
| 41. | Application materials will be available to applicants to ensure adequate opportunity for applicants to apply. The electronic application process will be online in sufficient time to give applicants adequate time to access the application process documents.   |
| 42. | <p>The ACE centre will provide electronic process documentation:</p> <ul style="list-style-type: none"> <li>• DHB guide book and <a href="http://www.acenz.net.nz/administration">www.acenz.net.nz/administration</a> website user guidelines.</li> <li>• ACE scheme guide for applicants</li> </ul>   |
| 43. | All electronic applications received from eligible applicants will be accepted however only those who successfully completed their application before the established cut-off date will be included in the match. Candidates who submit written applications will be advised that they must apply using the ACE online system.   |
| 44. | The ACE centre will maintain an audit trail of all significant correspondence with applicants. Significant communications are those that alter the status of the applicant, their application or appointment and may occur through written means e-mail, fax, file note or letter.   |

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| 45. | ACE will clearly mark all late start applicants in DHB spreadsheets.   |
| 46. | Applications will be stored in a secure database for 12 months.  |
| 47. | All ACE related information is strictly confidential to the ACE consultant, including applicant information and will be used in the confines of permissions given or in accordance with these business rules.  |
| 48. | ACE will facilitate DHBs' secure electronic access to applicants who have identified that DHB in their rankings.   |
| 49. | ACE will not disclose applicants' DHB preferences to DHBs. ACE will not disclose DHB rankings of applicants to applicants.   |
| 50. | ACE will receive DHBs' ranked applicants which together with the applicants' DHB preferences will form the basis of the matching process.  |
| 51. | ACE will not release any applicant information or documents to applicants or to DHBs after the Talent Pool has been disestablished. ACE Talent Pool is disestablished at the time that the next intake closes for applications.  |
| 52. | The ACE centre will not carry out any pre-screening of applicants except to assess eligibility and authenticity of documentation provided in relation to residency status.   |
| 53. | The ACE centre will provide an accessible advisory service to applicants/potential applicants during business hours and for extended hours as negotiated over 12 months of the year.   |
| 54. | ACE will facilitate effective and streamlined DHB selection processes by providing documented process improvement guidelines and other support as appropriate.   |
| 55. | ACE will schedule bi-monthly meetings with the Reference Group, via teleconference or face-to-face meetings.   |
|     | <b>The Matching Process</b>  |
| 56. | <p>The matching process is based on two main principles which operate on a priority basis as follows:</p> <ol style="list-style-type: none"> <li>1. The applicant's ranking of DHBs takes highest priority (<i>this ensures that a majority of applicants are matched to one of their highest preferred DHBs</i>)</li> <li>2. The DHB's ranking of applicants takes second priority</li> </ol> <p>The match process also ensures that each applicant is only matched to one DHB and each position only matched to one applicant.</p> <p>The matching process starts with the most preferred candidate identified by the DHB. If that candidate is a Category 1 applicant (<i>i.e. A New Zealand Medical School Graduate who is also a New Zealand/Australian Citizen or Permanent Resident</i>) and has chosen that DHB as their first choice, then both that position and the applicant are 'matched' and removed from the matching pool.</p> |

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|     | <p>If that candidate did not choose that DHB as their first preferred choice, then the system checks whether the DHB's next preferred Category 1 candidate chose that DHB first. For the DHB, this process of checking its preferred choice from highest to lowest ranked candidate continues until either all of the DHB's positions have been filled, or all of the candidates whom they have identified as employable have been exhausted. The match then passes through this entire process again for the Category 2 and then the category 3 candidates. This ensures the algorithm performs the match according to applicant eligibility.</p> <p>On the candidate side, if their first choice does not match with the DHBs sequential assessments of candidates and they were either not chosen, or were further down the list than the number of positions available, the system then moves to the candidate's next chosen DHB. Based on their next chosen DHB, the system identifies whether the candidate is in that DHB's list of ranked applicants. For the applicant, this process continues until the candidate is matched to a DHB or all positions within their ranked DHBs are already filled and the candidate runs out of options.</p> |
| 57. | The ACE centre will make available to DHBs all applications in which the applicant has ranked the DHB as a potential employer.  |
| 58. | ACE will notify DHBs of their matched applicants and unmatched positions following the match process.   |
| 59. | The ACE IT infrastructure will be designed to enable ease of extraction/installation from/to any applicable hosting environment.  |
| 60. | ACE will maintain effective IT back up systems to prevent loss of applicant and other information.  |
| 61. | ACE will carry out an audit of the electronic match process to ensure that the match is accurate and performs in accordance with the established algorithm.   |
| 62. | <p>Following the implementation of the ACE process, applicant information will be deleted after 12 months following the completion of the ACE process.</p> <p>Applicants may also request their application documents during the 12 months the documents are held at the ACE centre, given that the information is able to be released. Statistical information will be kept for analytical purposes only.</p>  |
| 63. | All ACE formal documentation, including DHB and applicant information and associated forms, is considered reference information for policy guiding purposes and the management of future ACE processes.   |