



# ACE RMO 2019 Intake Presentation

Miriam George  
ACE Recruitment Consultant





# Today's session

- What is ACE
- ACE Principles
- Key Links
- ACE Overview
- The ACE Process
  - Eligibility criteria
  - Documentation requirements
  - References
  - Selection criteria
  - Tips
  - After the match
- ACE match algorithm
- ACE and DHB Road Show 2019
- Questions



# What is ACE?

## Advanced Choice of Employment

- ACE is a single application tool that allows medical school graduates throughout the country to submit 1 application which is then distributed to up to 20 DHBs within the country that you have indicated you would most like to work with
- ACE is tried and tested. The ACE system has been in place as a centralised recruitment process for first year house officers for more than ten years and is now being used for recruitment of nursing graduates as well.
- ACE is the most effective way to gain a first year House Officer (PGY1) position starting in November 2019



# ACE Principles

- All DHBs have agreed to implement the ACE scheme to match graduates to their first year House Officer positions
- All graduates seeking first year House Officer positions must apply through the ACE scheme
- Preference rankings from participating graduates and the DHBs are private and confidential
- Neither party in the recruitment process should make independent contracts prior to the notification of match results
- Having been matched to a DHB, there is an expectation that graduates will accept a position with that DHB. Similarly, DHBs may not appoint House Officers matched to some other DHB without the express consent of that DHB and ACE
- Any applicant who declines an offer made through the ACE process will be excluded from that ACE intake, including the talent pool

# Key Links



*ACE RMO Website*

<https://rmo.acenz.net.nz/>



Medical Council New Zealand Website

[www.mcnz.org.nz](http://www.mcnz.org.nz)



ACE RMO Facebook Page



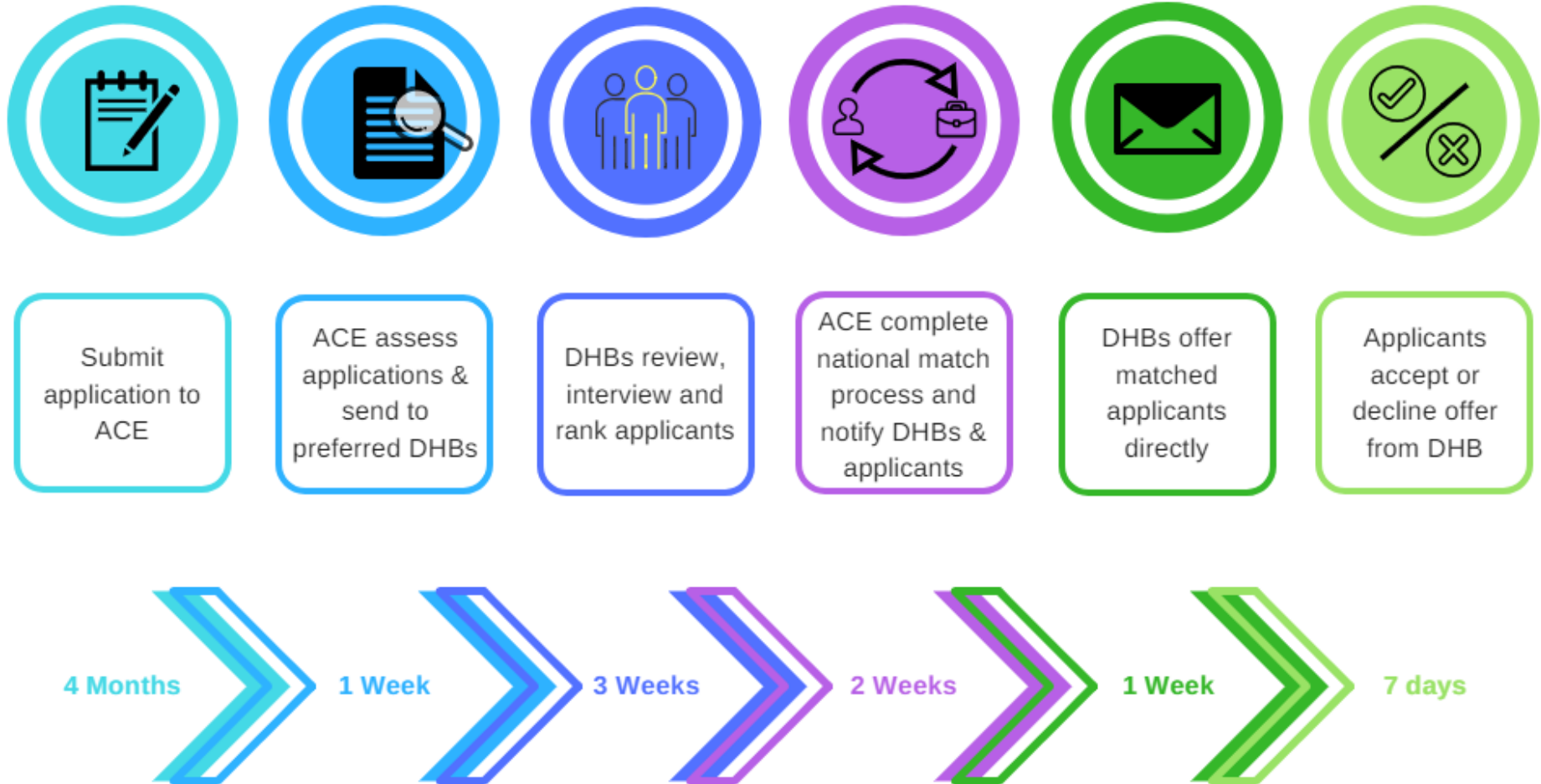
Contact the ACE Centre:

0800 223 236 (Hours: 8am – 4.30pm)

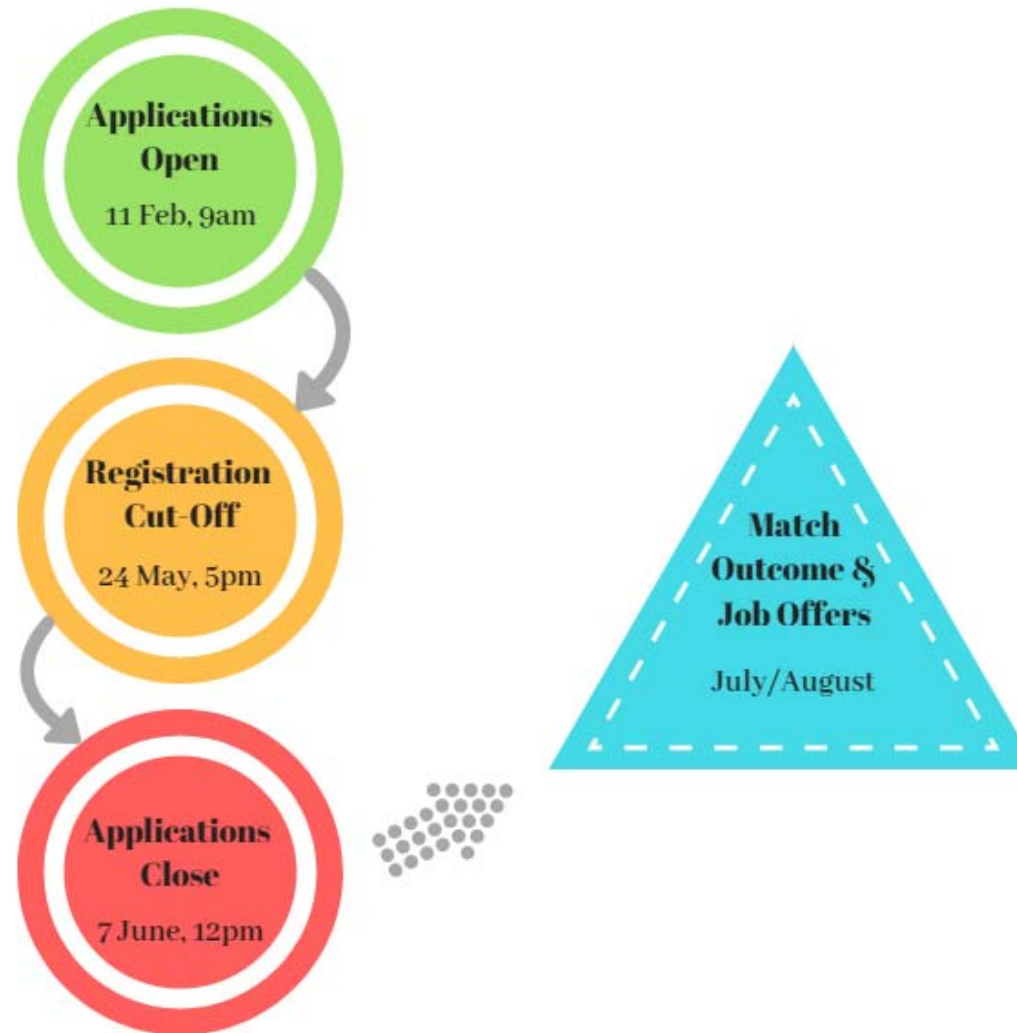
[rmo@acenz.net.nz](mailto:rmo@acenz.net.nz)



# ACE Process Overview



# ACE RMO 2019 Indicative Timeline





# Eligibility Criteria

To be eligible to apply through ACE for a first year House Officer position applicants must meet one of the following eligibility criteria:

1. Graduates from New Zealand medical schools and are citizens or permanent residents of New Zealand/Australia.
2. Graduates from Australian medical schools and are citizens or permanent residents of New Zealand/Australia.
3. Graduates from New Zealand medical schools and are not permanent residents of New Zealand/Australia.



# Application Checklist



	CHANGE LOGIN DETAILS
	YOUR PROFILE
	YOUR REFERENCES
	<b>YOUR APPLICATION</b> APP NUMBER: 8E960778
Check List	
	Application for ACE
	Personal Details
	Education
	Declaration
	Preferences
	Documents
	References
	Workforce Questionnaire
	Consent

## Application for ACE

RMO

Before you begin your application, it is strongly recommended that you visit the ACE RMO website which contains all the information that you will need to complete your application including the ACE Applicant Guide (which explains the application process in detail), links to DHB key contacts, FAQs, position data for previous years, match algorithm explanation etc.

### Eligibility Declaration

Please read the following and tick to show you have read and assessed that you are eligible to apply:

To be eligible for a first year House Officer position you must meet the following basic criteria before applying through the ACE system:

Meet one of the following categories requirements at the time of the *application*:

- Category 1: Graduates from New Zealand medical schools and are citizens or permanent residents of New Zealand/Australia.
- Category 2: Graduates from Australian medical schools and are citizens or permanent residents of New Zealand/Australia.
- Category 3: Graduates from New Zealand medical schools and are not permanent residents of New Zealand/Australia

*A permanent resident visa must not be confused with a resident visa. Applicants must have a permanent resident visa which entitles them to stay in New Zealand indefinitely and not resident visa with travel conditions. Please contact Immigration New Zealand if you are unsure or have questions about your permanent resident visa)*





# DHB Preferences

- Applicants can select all 20 DHBs as part of their employer preferences
  - A minimum of 6 DHBs must be selected for a complete application
  - ACE recommends selecting at least 10 DHBs
- Be prepared to rank DHBs outside the major regions and be prepared to move - there are more applicants than positions available



# Required Documents

- ACE online application
- University Transcript (Certified if you are uploading it yourself)
- ID documents – Primary & Secondary (Certified)
  - New Zealand or Australian Passport **AND** NZ/AUS Drivers License or NZ Tertiary Student ID
  - OR
  - Photo page of your overseas passport accompanied by the Visa page issued by Immigration New Zealand **AND** NZ/AUS Drivers License or NZ Tertiary Student ID
  - OR
  - Full NZ birth certificate issued on or after 1998 or NZ citizenship certificate **AND** NZ/AUS Drivers License or NZ Tertiary Student ID
- 3 completed references (Details of 3 referees must be provided in your application)
- Current CV



# Optional Documents

- Cover Letter(s)
- Deans Commendations / Clinical Results (4<sup>th</sup> and 5<sup>th</sup> year only)
- Prizes, Scholarships & Presentations
- Medical publications
- Any degrees other than your medical degree



# Additional Documents Example:



21 December 2009

Dear

### Dean's Commendation

At the end of 5<sup>th</sup> year, each School of the Faculty of Medicine nominates for commendation students who have achieved at a high level in their clinical attachments in both 4<sup>th</sup> and 5<sup>th</sup> years.

You were nominated by the Dunedin School of Medicine, and I am pleased to provide to you a Dean's Commendation.

I congratulate you on your excellent clinical work during these years, and wish you all the best for the Trainee Intern year.

Yours sincerely

Don Robertson  
Dean  
Faculty of Medicine

Faculty of Medicine  
PO Box 913, Dunedin 9054, New Zealand  
Tel +64 3 479 7454 • Fax +64 3 479 5459 • Email [medical.faculty@otago.ac.nz](mailto:medical.faculty@otago.ac.nz)  
[www.otago.ac.nz](http://www.otago.ac.nz)

MEDICAL PROGRAMME DIRECTORATE  
Faculty of Medical and Health Sciences



Te Whare Wāhanga o Tāmaki Makaurau

85 Park Road, Grafton  
Auckland, New Zealand  
Telephone 64 9 373 7599

The University of Auckland  
Private Bag 92019  
Auckland, New Zealand

This is to confirm that

Has met the requirements for MBChB IV. The following standards were achieved in the components of the course:

Clinical Assessment	Length of Attachment	Standard Achieved
General Practice	4 weeks	Distinction
General Medicine	6 weeks	Distinction
General Surgery	6 weeks	Distinction
Locomotor	4 weeks	Distinction
Psychiatry	6 weeks	Pass
Emergency Medicine	2 weeks	Distinction
Anaesthesiology	2 weeks	Pass
Communications Skills Video		Pass
Evidence Based Medicine Project		Pass
Clinical (Above components)		Distinction
Written Examinations		A+
Overall (Clinical + Written)		Distinction

Professor Des Gorman  
Head of School of Medicine  
Faculty of Medical and Health Sciences




# References

- Applicants are required to provide 3 references from supervising clinicians from their final (6<sup>th</sup>) year. A referee must be a SMO (consultant or specialist – your boss) who is vocationally registered in their area of practice or a General Practitioner
- ACE will allow the following exceptions for applicants that are on elective overseas during the first half of their TI year:
  - One reference from your elective, provided:
    - The hospital you completed an elective in is in a comparable health country, or
    - The clinical supervisor providing a reference for an elective completed in a non-comparable health country possesses a current practising certificate and has vocational scope of practice with either the New Zealand Medical Council, Australian Medical Council, General Medical Council (GMC) or Irish Medical Councils.

**OR**

- One reference from a placement completed in the second half of your 5<sup>th</sup> year

# Requesting References



Advanced Center of Excellence

[FAQS](#) [Q](#) [☰](#) [TESTAPPLICATION - LOG OFF](#)

**References** RMO

- CHANGE LOGIN DETAILS
- YOUR PROFILE
- YOUR REFERENCES
- YOUR APPLICATION**  
APP NUMBER: 8841218B
- Check List
  - Application for ACE
  - Personal Details
  - Education
  - Declaration
  - Preferences
  - Documents
  - References**
  - Workforce Questionnaire
  - Consent

### Instructions for Attaching References 1

You must provide ACE with three references from your final year, exceptions to this are outlined in the [ACE Business Rules](#).

All references must be requested and completed using the 'Your References' tab in the top left corner. 'Your References' is set up as a reference library, separate to this application form, and contains the reference policy and detailed instructions on requesting references. Instructions on how to request ACE to upload manually completed reference forms are also included.

Once a reference form has been completed by your referee, you will need to attach each reference to this application form by using the drop down box below. Pending references cannot be attached to the application form and will require further follow up from you, to ensure that your referees complete your references well before applications close.

Please note that if a manual reference file upload request has been sent to ACE, it will display as complete so that it can be attached to your application using the drop down box below. ACE will not be able to upload the manual reference file until the manual reference is chosen from the drop down box and added to the application below. Once the manual reference is added below, it will display the following message 'Incomplete – Awaiting File', until ACE has uploaded your manual reference file. Please get in contact with the ACE team if you are unsure whether your reference has been received, as your application status will remain incomplete if no file is uploaded.

**As the applicant, you are responsible for ensuring that your references have been requested, completed and attached to your application in time.**

*This section will not be deemed complete until all 3 completed references have been added below.*

Please select previously created references.



# ACE Scoring Criteria

- Year 2 and 3 Grades
- Year 4/5 Grades
- Prizes/Scholarships
- Additional Qualifications
- Publications and Presentations
- References



# DHB Selection & Ranking



Submit application to ACE



ACE assess applications & send to preferred DHBs



DHBs review, interview and rank applicants



ACE complete national match process and notify DHBs & applicants



DHBs offer matched applicants directly



Applicants accept or decline offer from DHB

# Match Process



DHB  
Ranking &  
Applicant  
Preferences  
audited

**Electronic  
match is  
run**

Electronic  
match  
results  
audited

**IF REQUIRED**

Unmatched  
applicants &  
DHBs with  
vacancies  
contacted

Applicants &  
DHBs  
consider  
additional  
preferences

**Manual  
match  
process is  
run**

# Post Match



DHBs & applicants notified of match outcome



DHBs send offers directly to successful applicants



Unmatched applicants automatically go into the Talent Pool  
The Talent Pool is available to all DHBs to fill any subsequent positions that arise during the year.



Unmatched applicants can contact any DHB they are interested in working with directly to indicate their interest, and should keep an eye on DHB Career websites & Kiwi Health Jobs.



# TIPS!

- Don't leave it to the last minute
- There are more applicants than jobs so if your application is late there will be no exceptions
- It is your responsibility to make sure your application is complete
- Log in to your application and make sure your transcript is uploaded, make sure your referees have responded
- This is a job application so there are no extensions
- Do your research
- Be prepared to move





# ACE RMO Algorithm Principles

- **The applicant's DHB preference takes highest priority.**  
*When DHBs rank an applicant, the algorithm favours the applicant's choice of DHB from 1<sup>st</sup>, to 2<sup>nd</sup>, to 3<sup>rd</sup> and so on, down the applicant's DHB preference list.*
- **The DHB ranking of applicants takes second priority.**  
*When applicants prefer the same DHB, the DHB's highest ranked applicants have the best chance of being matched to a position with that DHB.*
- **Each applicant can only be matched to one House Officer Position in one DHB.**
- **Paired applicants will be matched on the lowest ranked applicant and lowest category applicant of the pair.**



# Algorithm Walk-Through

<https://www.youtube.com/watch?v=twMsNJOCFec&feature=youtu.be>



# Paired Applicants

To apply as a pair, both applicants must:

- Detail their wish to apply as paired applicants on the online ACE application form in the Personal Details section . To do this you will need the applicant number of the other applicant you wish to pair with
- Detail in cover letter(s) that you want to apply as a paired applicant so employers can identify your reasons for this
- Make sure your employer preferences are identical (i.e. Preference the same number of employers in the same order) – if your preferences are different ACE will not be able to pair your application in the system and you will not be put through the ACE Match process as a pair.



# Paired Applicants

Key things to remember:

- The ACE algorithm will consider the pair based on the lowest eligibility category of the two applicants
- The ACE algorithm will consider the pair based on the lowest employer ranking of the two applicants
- A match can only be facilitated where there are two House Officer positions still available at the time the algorithm considers the paired applicants.



# Paired Applicants Example

AUCKLAND Rankings (2 positions)		Applicant Preferences		
Rank	Applicant	1	2	3
1	Orlando	Dunedin	Auckland	Counties
2	<b>Sarah</b>	Auckland	Counties	Dunedin
3	Kara	Auckland	Dunedin	Counties
4	Nick	Auckland	Dunedin	
5	Jack	Counties	Auckland	Dunedin
6	Zoe	Auckland	Counties	Dunedin
7	Jonathan	Dunedin	Counties	Auckland
8	Damian	Counties	Dunedin	Auckland
9	<b>Johnny</b>	Auckland	Counties	Dunedin



# ACE RMO 2018 Intake Data

## ➤ Completed applications by category

Application Category		Number of completed applications
Category 1	NZ Graduate - NZ Res/Citizen	487
	NZ Graduate - AUS Res/Citizen	2
	<b>Total</b>	<b>489</b>
Category 2	AUS Graduate - NZ Res/Citizen	14
	AUS Graduate - AUS Res/Citizen	3
	<b>Total</b>	<b>17</b>
Category 3	NZ Graduate - Non Res/Citizen	27
	<b>Total</b>	<b>27</b>
<b>Total Completed Applications</b>		<b>533</b>

# ACE RMO 2018 Intake Data

## ➤ PGY1 positions available by hospital

Employer	2018 (Training Year 2019)	2017 (Training Year 2018)
Auckland City Hospital	59	54
Christchurch Hospital	54	52
Dunedin Hospital	24	23
Gisborne Hospital	10	10
Hastings Hospital	19	19
Invercargill Hospital	9	9
Middlemore Hospital	58	54
Nelson Hospital	12	12
New Plymouth Hospital	13	13
North Shore Hospital & Waitakere Hospital	58	53
Palmerston North Hospital	19	19
Rotorua Hospital	13	13
Tauranga Hospital	22	22
Timaru Hospital	7	7
Waikato Hospital	36	35
Wairau Hospital	5	5
Wellington, Kenepuru, Hutt & Masterton Hospitals	53	46
Whakatane Hospital	6	6
Whanganui Hospital	7	7
Whangarei Hospital	16	14
<b>Total</b>	<b>500</b>	<b>473</b>

# ACE RMO 2018 Intake Data

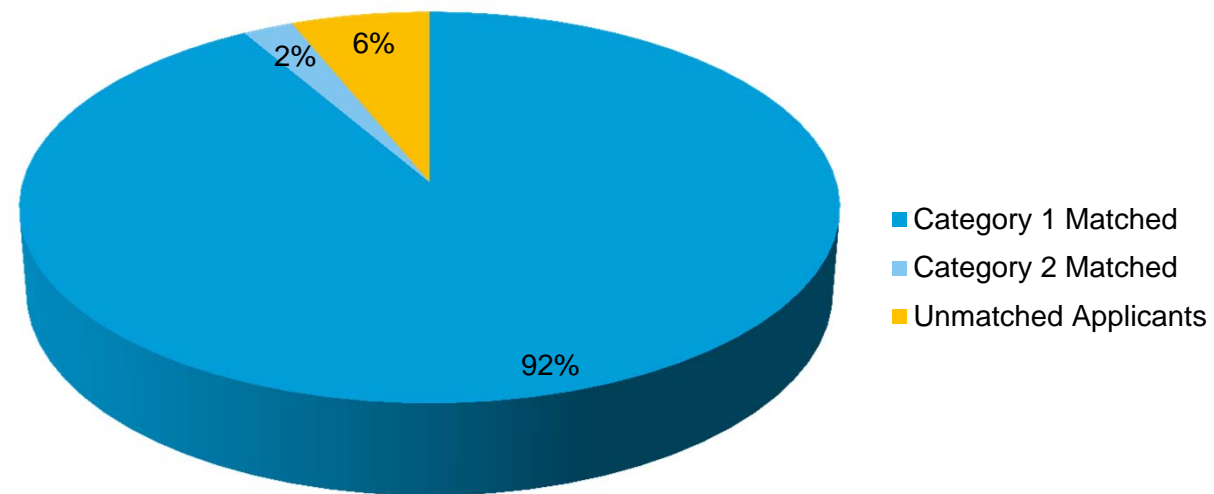
## ➤ Matched applicants by category

Applicant Category		Number of matched applicants
Category1	NZ Graduate - NZ Res/Citizen	486
	NZ Graduate - AUS Res/Citizen	2
	<b>Total</b>	<b>488</b>
Category 2	AUS Graduate - NZ Res/Citizen	9
	AUS Graduate - AUS Res/Citizen	3
	<b>Total</b>	<b>12</b>
Category 3	NZ Graduate - Non Res/Citizen	0
	<b>Total</b>	<b>0</b>
<b>Total Matched Applicants</b>		<b>500</b>



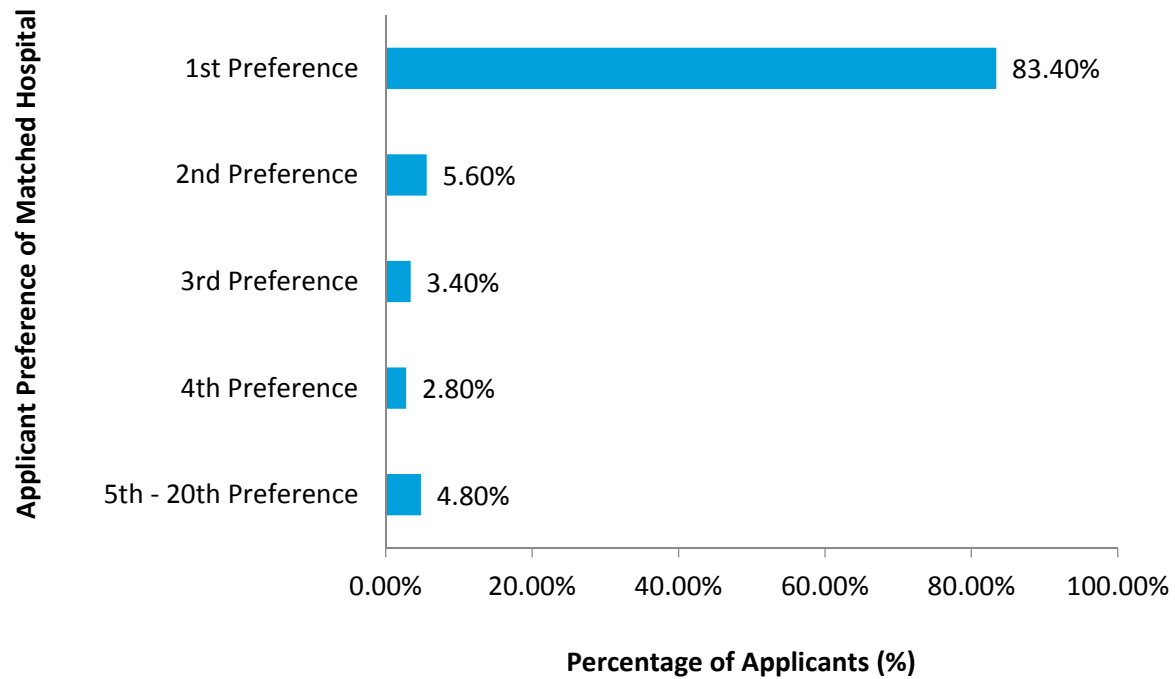
# ACE RMO 2018 Intake Data

## ➤ Overall match outcome for all applicants



# ACE RMO 2018 Intake Data

## ➤ Matched applicants preference results



*This year 34 out of 42 paired applicants were matched their first preferred DHBs !*



# ACE & DHB Road Show



**7<sup>th</sup> March – 8<sup>th</sup> March 2019**

**Auckland:** Thursday 7<sup>th</sup> March, 4.45pm

**Hamilton:** Friday 8<sup>th</sup> March, 11.30am

**13<sup>th</sup> March – 15<sup>th</sup> March 2019**

**Christchurch:** Wednesday 13<sup>th</sup> March, 4.45pm

**Dunedin:** Thursday 14<sup>th</sup> March, 4.45pm

**Wellington:** Friday 15<sup>th</sup> March, 3.30pm

