

# NSW Health Management Internship Program

## 2025 Candidate Guide



NSW HMIP Graduation 2025

## Table of Contents

What is Health Management? .....	3
1. Introduction .....	3
Health Management Internship Program (HMIP) .....	3
2. HMIP Structure (NSW).....	4
A.    Experiential Workplace Learning Placements .....	4
B.    Academic Component - Master of Health Leadership and Management (MHLM) .....	5
C.    Leaning into Leadership Professional Development Program.....	6
3. Recruitment and Selection .....	7
4. Employment Arrangements.....	8
4.1. Salaries and conditions .....	8
4.2 Employment Contracts .....	8
4.3 ACHSM Management Intern Agreement .....	8
4.4 ACHSM Management Program Costs – Interns .....	8
5. Recruitment Process and Timelines.....	9
6. Assessment Criteria.....	10
7. Interviews .....	11
7.1 Individual Virtual Interview .....	11
7.2 Group Assessment Centre Interviews.....	12
7.3 Placement Organisation Interviews.....	14
8. Contact Details .....	14
Appendix A - Frequently Asked Questions .....	15

## 1. Introduction

### What is Health Management?

Traditionally, health management work was undertaken in a hospital however as the health and aged care sector has grown into a diverse, complex and multi-layered industry, this work now takes place in a multitude of different settings. Settings include community health centre's, hospitals, aged care facilities, surgeries, government departments, peak bodies, homes and workplaces. Health services can be metropolitan, regional or rural, large or small, public, not-for-profit or privately run.

Not surprisingly, a number of different types of health management roles have developed because of these changes to the health system. Health managers have had to develop, evolve and adapt their skills and competencies to operate successfully in these new areas of health service delivery.

In the past, a history of working in health and health management led to senior roles within the industry, however this is no longer the case. There is an increasing recognition that good managers can and do move between health and other industries and have a variety of different backgrounds.

The Australasian College of Health Service Management (ACHSM) is the peak professional body for health managers in Australasia and brings together health leaders to learn, network and share ideas. The quality of management and leadership in the health sector has a substantial and tangible effect on patient outcomes and experiences, health care costs and the satisfaction of the health workforce. The College plays an integral role in creating, developing and supporting the leaders and managers of the health sector with a view to create better health for all.

People entering the field of health management come from many different areas, including those who trained as doctors, nurses or allied health professionals before specialising in management. Others who enter the field of health management may come from other industries with a business, finance or operational background.

### Health Management Internship Program (HMIP)

The Health Management Internship Program (HMIP) has been running in NSW for over 47 years, operating under the auspices of the Australasian College of Health Services Management (ACHSM). The program's principal aim is to develop future leaders for the health system offering graduates the opportunity to develop their knowledge and understanding of the health sector and skills relevant to health management. This program also operates in Victoria, however the information in this Guide pertains only to the NSW program.

At the completion of the two-year program there is no single career pathway for Management Interns. Graduates typically secure operational and support positions in hospitals; health policy and planning and corporate services roles; or project and program administration roles. The Management Intern's previous work experience will also have an impact on the type of role they secure on completion of the program.

Throughout the program the Interns are encouraged to start thinking about what they would like to do at the completion of the two years. Once Management Interns begin to see which areas of health management interest them, and those areas where they have an aptitude, they can begin to network with health professionals who may be able to assist with career guidance and assistance. Whilst there is no guarantee, the prospects of Management Interns who have completed the Program are exceptional, with many Management Interns receiving an offer of employment from one of their Placement Organisations or through a contact made during the Intern Program.

## 2. HMIP Structure (NSW)

Throughout the two years of the program, Management Interns are exposed to a variety of different workplace and educational opportunities. Management Interns complete three key components during the HMIP:

- A: Experiential Workplace Learning Placements
- B: Academic Component (Currently Master of Health Leadership and Management – MHLM)
- C: Leaning into Leadership Professional Development Program

### A. Experiential Workplace Learning Placements

The HMIP Management Interns may be external candidates or internal current employees seconded from their substantive roles for two years. Each Management Intern is employed either to a specific Placement Organisation for the duration of the program (for two years) or with specialty Placement Organisations for one year of the program.

Placement rotations are organised by ACHSM and the Placement Organisations to ensure Management Interns have exposure to a range of health service delivery components. During each placement, Management Interns work closely with an assigned supervisor who assists in developing identified management competencies from the [ACHSM Health Service Management Competency Framework](#) throughout the various placement rotations in the organisation.

The Placement Organisations offer a range of workplace learning experiences. Depending on the requirements of each workplace, Interns may work from the office, from home or a mix of the two with flexible arrangements. Interns are required to be contactable and at work from 9.00am to 5.00pm as a minimum regardless of the workplace location on any given workday. Most, but not all Intern positions are located in Sydney metropolitan health services. Applicants must be willing to relocate if necessary to secure a placement.

Each Placement Organisation and placement rotation is unique. The NSW Health system is large and complex, and there are so many opportunities to contribute to the coordination and service delivery of health care. Each health organisation also has a unique operating structure. Every placement organisation nominates a Placement Coordinator to manage the program within their organisation and to liaise with their allocated Intern to discuss the possible placements, based on the experience, interests and aptitude of each individual. Each placement rotation is usually four or six months duration, so that the Intern has the opportunity to learn about the work function and actively contribute to achieving agreed objectives and deliverables during each rotation.

A range of Placement Organisations participate in the NSW HMIP, representing public, private and not-for-profit health care providers, Commonwealth Health organisations and for-profit providers who assist in the coordination and delivery of health care services. For example for the 2023/2025 HMIP Cohorts, the following agencies have had Interns placed with them;

- Agency for Clinical Innovation
- Far West Local Health District (internal recruitment only)
- Independent Health and Aged Care Pricing Authority
- Justice and Forensic Mental Health Network
- Mid North Coast Local Health District (internal recruitment only)
- MQ Health
- NOUS Consulting
- NSW Ambulance
- South Western Sydney Primary Health Network

Prospective Management Interns will be given an opportunity to rank their preferred Placement Organisations during the selection process, in addition to the Placement Coordinators reviewing the applications of prospective Interns to ensure each match is successful.

## B. Academic Component - Master of Health Service Management (MHLM)<sup>1</sup>

The second component of the HMIP is the academic program of study. While completing the HMIP, Management Interns undertake a Masters Degree in Health Management/Administration. Currently, this is a Master of Health Leadership and Management (MHLM), a course that sits within the Faculty of Medicine and Health at the University of New South Wales(UNSW).

Management Interns complete this fully funded, post-graduate qualification as part-time students through UNSW, and it must be completed within the 2 years of the intern program. You will develop skills and knowledge in current management theory and practice, develop your leadership skills and style and gain an in-depth understanding of health workforce planning. You will also learn about managing human resources, planning and implementing health programs, and managing performance and health budgets from respected industry practitioners and academics. Additionally, you will develop skills in strategic decision making and change management and an understanding of the role of innovation and the application of technology in health services management.

General information, admission information, and program structure including available electives can be found on the link below.

[Handbook - Health Leadership and Management \(unsw.edu.au\)](https://www.unsw.edu.au/handbook/health-leadership-and-management)

Professional Recognition: The Master of Health Leadership and Management is accredited by the Australasian College of Health Service Management (ACHSM).

Candidates can apply for the HMIP if they already have a post-graduate degree in a relevant health management field (ie, health service management, health management, health administration or international health management) and as such **may** be exempt from needing to complete the MHLM. Individual potential candidates who fall in this category should contact the NSW HMIP Relationship Manager to discuss their suitability to the other components of the HMIP.

Information regarding Credit Transfers and Advanced Standing may be found by following the link below

[Credit Transfer | UNSW Current Students](#)

Management Interns undertaking the Master degree must complete this course before they can graduate from the HMIP. This means that all subjects must be passed before Management Interns can graduate from the HMIP. If there are subjects outstanding at the end of 2 years, the Management Intern will be ineligible to graduate from the HMIP.

Management Interns are required to pay the University fees to repeat any failed or deferred subjects during the 2 years or the full University fees after the 2 years. If a Management Intern fails a number of subjects in the first year, they may be terminated from the HMIP.

Each Management Intern is responsible for ensuring their own enrolment and course completion is processed correctly. For first year Management Interns, enrolment information will be provided during Orientation.

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<sup>1</sup> The provider of the Masters component, and the nominated Master qualification may be subject to change

### C. Leaning into Leadership Professional Development Program

The Leaning into Leadership (LIP) Professional Development Program is an accelerated management training program. The following are mandatory components of the Program.

- The Orientation Program provided in Sydney on **Monday 20 January 2025**, which will be held face to face.
- Dedicated HMIP professional development days. These are facilitated by ACHSM and provide training in key management areas such as communication skills, financial management, project management and leadership.
- ACHSM (NSW/ACT) forums, workshops, webinars and/or other professional development programs as determined by the College (Some of these may be held after hours).
- Membership of the College for the 2-year duration of the Intern Program. Benefits of the College may be found on the [College website](#);
- Attendance at the Asia-Pacific Annual Health Leadership Congress. The College will fund the accommodation and registration, and the intern is responsible for their own travel costs including airfares.
- Engagement with their allocated mentor, who is a senior health service manager and ACHSM member.
- Attendance at biannual Placement Organisation meetings with the NSW HMIP Relationship Manager, Supervisor and Placement Coordinator to discuss progress and identified learning objectives.
- Networking opportunities with other Management Interns and senior health professionals through the ACHSM membership base and Placement Organisations.

**NB: All planned face to face events will depend upon any COVID-19 or other mandated public health restrictions**

Management Interns are often provided with additional opportunities to attend professional development programs and learning opportunities within their Placement Organisations.

A comprehensive Intern Program Manual is supplied to successful candidates at the Orientation in January which outlines the obligations and expectations of the Program.

Like so many things in life, *'you only get out of it what you put into it.'* The HMIP provides a unique opportunity for Management Interns to network, learn and experience working across the extensive NSW health sector. It is in each Management Intern's best interest to attend as many functions, seminars and conferences as possible to take the full advantage of these Networking opportunities. Attending these functions should be viewed as self-investment and any expenses incurred in addition to the level supported by the ACHSM are the intern's responsibility.



### 3. Recruitment and Selection

Entry into the program is very competitive, with a large number of applicants each year from a diverse range of backgrounds. Our culturally diverse community is reflected in our health services and ACHSM is committed to building a diverse workforce.

To be eligible for the program, applicants must:

- i. Have an undergraduate degree in any field (preferably health related). Examples include (and are not limited to); Health Management, a Clinical degree, Public Health, Health Promotion, Population Health, Health Information Management, or Health Service Management. You must provide your undergraduate transcript as part of the application process.
- ii. It is preferred that applicants have at least 3 years work experience before applying for this program. Unlike other graduate programs, this is a demanding and rigorous program best suited to those beyond entry level experience.
- iii. Applicants who can demonstrate high performance and achievements in academic courses, admission to other talent identification programs, excellence in other fields (awards, scholarships etc), work or volunteering accomplishments (relative to your career stage), may and are encouraged to apply. References will be sought to verify your performance.
- iv. Possess Australian citizenship or be a permanent resident or have the permanent right to work in Australia when applying. Proof of citizenship, permanent residency or the right to work will be required if you progress to interviews.
- v. We value the individual and collective knowledge, skills and leadership capabilities of all First Nations people in our workforce. ACHSM seeks to support Aboriginal people to participate in the HMIP and will arrange appropriate cultural and organizational supports to enable the success of Management Interns who identify as Aboriginal or Torres Strait Islander. For more information on the available First Nations support please contact [hmip.nsw@achsm.org.au](mailto:hmip.nsw@achsm.org.au).

Applicants will be required to consent to all pre-employment checks required for employment which include but may not be limited to:

- Criminal Record Checks
- Working with Children Checks
- Health Clearances including vaccinations such as COVID and flu vaccinations

The annual recruitment and selection process includes both written and face-to-face selection components and commences with an online application and completion of comprehensive application questions, followed by shortlisting of suitable applicants who then participate in online assessments, group assessment activities, and individual panel interviews.

Preliminary offers are made in September, and employment contracts will be completed by the end of November. If you accept the placement in the program, a one-off Program fee of \$1200+ GST is applicable to cover the recruitment and selection expenses (current NSW Health employees are exempted from this fee).

**The College reserves the right not to appoint to the Program, and the annual number of placement offers is dictated by the number of participating Placement Organisations.**

## 4. Employment Arrangements

### 4.1. Salaries and conditions

NSW Management Interns are generally employed under the [NSW Health Employee Administration Staff \(State Award\)](#) or equivalent. The Award outlines the leave and other conditions of employment. The suggested rates below are the **minimum appropriate** to the Program. The current NSW Health Award (2025) pay rates\* are:

#### Interns with no management experience:

- 1st year (Admin Officer, Level 4, 1st year rate) \$69,602.00pa +super
- 2nd year (Admin Officer, Level 5, 1st year rate) \$73,299.72pa +super

#### Interns with three or more years' management experience:

- 1st year (Admin Officer, Level 6, 1st year rate) \$77,358.32pa +super
- 2nd year (Admin Officer, Level 6, 2nd year rate) \$79,187.16pa +super

Other salary benefits (such as salary packaging) may be agreed with the Intern but should not reduce this base salary value.

\*these rates are subject to change (with CPI and negotiated salary increases) and vary for some organisations.

### 4.2 Employment Contracts

Management Interns are either permanent (if nominated by the Placement Organisation to complete the program) or temporary employees of the Placement Organisation (if offered a placement from the 2025 Intake process). Therefore, each individual is required to abide by the ethics and conditions of employment in each Placement Organisation. Placement Organisations will issue employment contracts to individual Management Interns.

### 4.3 ACHSM Management Intern Agreement

Management Interns will be issued with a Program Agreement from ACHSM outlining obligations and agreements during the two years. This will include Management Interns responsibilities if they leave the Program prior to the completion of the two years.

### 4.4 ACHSM Management Program Costs – Interns

Placement Organisations cover all costs of the program for successful applicants except for:

- Travel costs to PD events and Congress
- Administration fee. On successful admission to the program and before commencement, interns are required to pay an administration fee of \$1,320 (\$1200 plus GST) to cover recruitment costs.

Full details will be covered in HMIP Contract and 2025 Intern Program Manual.



## 5. Recruitment Process and Timelines

Recruitment Step	Timelines	Recruitment process
1. <b>Online Application</b>	Friday 28 <sup>th</sup> June- Wednesday 31 <sup>st</sup> July 2024 (11.59pm AEST)	<p><b>Online applications received directly through the ACHSM website, or via the link in the SEEK advertisement. If applying via SEEK then a link to a further comprehensive online application will be sent to you for completion.</b></p> <p><b>All applicants must read this Candidate Guideline and attend one of the Information Sessions (if possible) before submitting an application.</b></p>
2. <b>Attend an Information Session</b>	Available for you to learn about the program and to talk with current interns about their experience	<p><b>Choose one session to attend;</b></p> <p><b>Tuesday 9<sup>th</sup> July from 4.30 to 5.30pm AEST</b>  <b>Monday 15<sup>th</sup> July from 5.00 to 6.00pm AEST</b>  <b>Wednesday 24<sup>th</sup> July from 12pm to 1pm AEST</b></p>
3. <b>Online Assessment completion</b>	<b>Between Friday 2<sup>nd</sup> to Monday 12<sup>th</sup> August</b>	<p><b>After reviewing all of the applications, those that meet all of the selection criteria will progress to this stage.</b></p> <p><b>For applicants that are shortlisted, completion of on-line assessment tasks in personality strengths, comprehension, numeric, verbal and problem solving skills</b></p>
4. <b>Interviews</b> (following a review of the shortlisted applications by the selection panel, successful candidates that meet all the selection criteria will be notified to attend the first two interview by the 16 <sup>th</sup> August)	<b>Tuesday 20<sup>th</sup> August</b> 9.00 am to 6.00 pm	<b>1<sup>st</sup> Interview – Individual (virtual) interviews of 20 minutes duration with the NSW HMIP Relationship Manager (these interviews will be recorded and shared with selection panels)</b>
	<b>Thursday 22<sup>nd</sup> August</b> 9.00 am to 5.00 pm	<b>2<sup>nd</sup> Interview – Group Assessment Day (in person at a Sydney CBD location)</b>  <b><i>Note – applicants will be advised if their application does not progress beyond this stage.</i></b>
	<b>First 3 weeks of October</b>	<b>3<sup>rd</sup> Interview – Prospective 2025 interns will be invited to attend a final interview with their preferred Placement Organisation/s (who will have received your application and recorded interview)</b>
5. <b>Offers</b>	<b>End October/November</b>	<b>Placement offers are made and contracts are drawn up by the end of November</b>

**If you are applying for the internship, please ensure you are able to attend interviews on the nominated dates given above.**

**NB: Please note the above dates may vary and the College retains the right not to appoint to the HMIP.**

## 6. Assessment Criteria

### Abstract Ability

- Deals with concepts and complexity comfortably
- Uses analytical and conceptual skills to reason through problems
- Has creative ideas and projects how these could link to innovations

### Teamwork

- Cooperates and works well with others in the pursuit of team goals
- Collaborates and shares information
- Shows consideration, concern and respect for others' feelings
- Accommodates and works well with others' different working styles
- Encourages resolution of conflict in a group

### Written Communication

- Uses clear, concise and grammatically correct language
- Organises information in a logical sequence
- Ensures written communication contains necessary information to achieve its purpose
- Uses appropriate style and format

### Verbal Communication

- Clearly explains information and listens to feedback
- Uses a polite and considerate manner when dealing with others
- Confidently conveys ideas and information in a clear and interesting way
- Understands and meets the needs of the target audience
- Sees things from others' points of view and confirms understanding

### Initiative and Accountability

- Proactive and self-starting
- Seizes opportunities and acts on them
- Takes responsibility for own actions

### Flexibility

- Has strategies and mechanisms for adapting to change and stress
- Is open to new ideas
- Accepts changed priorities without undue discomfort
- Recognises the merits of different options and acts accordingly

### Values

- Integrity
- Responsiveness
- Impartiality
- Accountability
- Respect
- Leadership
- Compassion

## 7. Interviews

Applicants who reach the interview stage will be notified on or before Friday 16<sup>th</sup> September.



### 7.1 Individual Virtual Interviews

Your individual virtual interview will be with the NSW HMIP Relationship Manager, Leticia Whelan, and your interview will be recorded so that it can be shared with selection panel members, and potential placement organisations. The interview will be for a maximum of 20 minutes. You will be asked motivational and behavioural questions. We are seeking specific motivations as to why you want to do the HMIP.

The behavioural questions will require you to respond to questions by describing how you have responded to previous situations. In responding to these questions, draw on examples from all aspects of your life, including work, volunteer and community work experience.

#### Individual Interview Tips

- The interviewer wants you to do your best. During the interview you may be asked probing questions to help clarify your responses.
- Choose examples that highlight your strengths and focus on your own involvement in various situations (use 'I' rather than 'we'). Use the most recent examples possible.
- Before you attend the interview, consider past experiences where you have demonstrated the selection criteria to make it easier to provide an example.
- Candidates should refresh themselves on key topical issues affecting the delivery of Healthcare in NSW.
- Practice can be of real benefit. Engage in mock interviews with friends, colleagues, career advisers – anyone who is prepared to help.
- Walk the interviewer through your response in a logical, sequential fashion. Structure your responses according to the STAR approach outlined below.

#### Using the STAR approach

**Situation:** A brief outline of the situation or setting, who was involved and what was your role?

**Task:** What did you do?

**Action:** How did you do it?

**Result:** What was the outcome and what feedback did you receive?

Remember, the selection panel want you to do well. They have spent considerable time screening applicants and have identified you as a potential intern. They will be looking for confirmation that you have the skills and values to be successful within the Intern program. Be enthusiastic and energised.

Selection criteria assessed with the Individual exercise are:

*ACHSM Values, Teamwork, Flexibility, Verbal Communication, Understanding of Health Service delivery and Commitment*



## 7.2 Group Assessment Centre Interview

The group will be given a scenario where you will be asked to participate as part of a larger group of candidates who are also attending. Your group will be asked to present to the panel on your observations and recommendations.

The assessors will observe how you work in a team to solve problems, your analytical and teamwork skills.

### Group Exercise Tips

- Make sure you read and listen to all instructions carefully and keep in mind which selection criteria are being assessed.
- Speak in a clear and concise manner.
- Ensure you actively participate but also listen to others contributions.
- Take your role seriously and do your best to behave as you would if the situation were real.

Selection criteria assessed with the group exercise are:

*Teamwork, Verbal Communication, Initiative and Accountability, Analytical and Conceptual Ability and Values*

**Whilst attending the Group Assessment Centre, you will also complete two individual assessment tasks.**

1. **A written assessment to assess your written communication skills** (in recognition that you complete a Masters as part of his program) that will be based on a current NSW health challenge or issue. Note – you will need to bring your own laptop with you to complete this task within the required timeframe, and to email it to the selection panel.
2. **A 5 minute individual “research pitch”** to the selection panel. You will be provided with an overview of this task if you are invited to attend an interview. You will be asked to present to the selection panel on an area of research interest for you as a prospective Health Manager for five minutes, and then the panel will ask you questions about your proposal.

### Group Assessment Centre process tips

- The Interview process is not designed to catch you out. Try to relax, be yourself and enjoy the activities.
- Listen carefully to the instructions you are given. If you are unsure what to do, ask for clarification.
- Be enthusiastic. Plan to have a good night's sleep the night before so your energy level is high.
- Address all the issues and questions outlined in each activity.
- Know the time limit for each activity. These will be provided at the commencement of each activity.
- Consider the assessment criteria when framing your answers.
- Be punctual. Ensure you arrive at least 10 minutes early.
- Familiarise yourself with the location and things like parking, public transport.
- Ensure you have the right start time and date.
- Take the contact number in case of emergency.
- If something goes wrong, call the organiser to let them know.
- Be yourself and enjoy the day!



### 7.3 Placement Organisation Interviews

Following the individual interviews, the Selection Panel will review your performance in all stages of the application process, and rank each applicant to make a final recommendation of the Management Interns who will receive an indicative placement offer in the 2025 program. If you receive this preliminary offer (**by Friday 13th September**), you will be given an opportunity to nominate your preferred placement from the list of available Placement Organisations, noting that ACHSM reserves the right to match you to any of the available placements.

Your ranking will be used to match all potential Interns to the available placements. Each Placement Organisation will then be given a list of prospective Interns to select from. It is likely that the Placement Coordinators will want to arrange an interview with you so that they can discuss your background and interests, and to understand who you would like to complete the Internship in their organisation. These interviews will be held in the first 3 weeks of October. Please note that some organisations may choose to complete this process using the resources from the selection process (your scores in the various stages of the selection process, including your individual recorded interview, and written application), rather than conducting separate matching interviews. This is the choice of each Placement Organisation.

Once ACHSM receives the final results from these interviews, final offers will be made to the successful 2025 Management Interns, and both employment contracts and Placement Contracts will be completed by the end of November 2025.

## 8. Contact Details

Please contact the NSW HMIP Relationship Manager with any enquiries:

**Email:** [leticia.whelan@achsm.org.au](mailto:leticia.whelan@achsm.org.au)

**Telephone:** 0487 777 254

Please note that when contacting us you may need to leave a message for the team and your call/email will be returned as soon as possible.

## **Appendix A - Frequently Asked Questions** **(to be read in conjunction with the 2025 Candidate Guide)**

### **1. What is the ACHSM Health Management Internship Program?**

The ACHSM Health Management Internship Program (HMIP) is a two year Program with three core components; full time paid employment with Placement Organisations in the health sector in NSW, completion of a Masters degree in Health Management, and a Professional Development program throughout the two years. During the two years, Management Interns work alongside senior managers and other staff gaining experience in the healthcare system and developing leadership and management skills.

The HMIP is administered by the Australasian College of Health Service Management (ACHSM) who deliver regular Professional Development days for Interns to further develop their management and leadership skills.

### **2. What are the eligibility criteria?**

To be eligible for the HMIP, you must have:

1. An undergraduate degree in a relevant field. Examples include but are not limited to; Health Management, a Clinical degree, Law, Accounting/Commerce/Finance/ Economics, Science and related degrees, Business, Bioinformatics, Human Resources, Public Health, Health Promotion, Population Health, Health Information Management, Health Service Management, Planning.
2. Australian Citizenship, Permanent Residency or Permanent Working rights in Australia. Eligibility to work or study in Australia is not sufficient for the HMIP. Proof of citizenship or permanent residency must be supplied with your application.
3. Preference is given to applicants with three or more years' full time post-undergrad work experience. Unlike some other graduate programs, this is a demanding and rigorous post-graduate program best suited to those beyond entry level experience.

The selection process is highly competitive for few positions and favours those applicants who can clearly demonstrate that they have a history of a high level of accomplishment such as awards, commendations, high GPA, recognition at work, positions held (eg team captain, volunteer roles, university club roles and awards, etc).

### **3. Can I apply if I am in my final semester of an undergraduate degree?**

Yes, you are able to apply if you are in your final semester. However, you would need to provide evidence you have an exceptional achievement level. Please note though that applicants with at least 3 years work experience are preferred.

### **4. Does it matter if I do not have any management experience?**

No. The recruitment process is aimed at identifying those with management potential and the program itself is designed to build on this capacity.

### **5. What is a Placement Organisation?**

These are the organisations in the health sector where Management Interns rotate throughout the two years of the program. The organisations can be from a number of different sectors, including public health, private health, allied health, community health, primary health, aged care or other health related areas.



**6. Do I need to find my own placements?**

No, this is done by ACHSM in conjunction with the Placement Organisations.

**7. What is my salary?**

At the time of publication, the salary for the NSW Interns is between \$69,000 to \$79,000 depending on your experience. In addition, a funded Master Program and Professional Development Program are provided.

**8. I am already paid above the salary for Management Interns in the Program Guidelines. Will this be matched by the Placement Organisation?**

It is possible a Placement Organisation may pay a higher salary but this is unusual. Applicants for the Program need to bear in mind the Placement Organisation funds the internship including the Masters' degree, provides specific placement opportunities to assist with the Intern's development, and allows the Intern significant time to undertake professional development and university related studies. All these are at a significant cost to the Placement Organisation.

Applicants need to be sure that the salary indicated (approximately \$69,000 to \$79,000, plus super and leave entitlements), depending on experience, is sufficient to meet their financial needs for the next two years.

Management Interns appointed to the Program internally with their existing employer will need to negotiate the salary for the two-year period, and are most often offered the above mentioned salary.

**9. How is the Masters provided?**

Management Interns undertake the Master of Health Leadership and Management (MHLM) through the University of New South Wales. This is completed part time over the 2 years, and there are three terms each year. Most interns complete the course externally ie virtually, however if the intern is based in Sydney they can attend on campus if this is supported by their Placement Organisation. If Management Interns already hold a post-graduate degree in a relevant field from an Australian University there may be no requirement to complete the MHLM. Relevant health field includes health science, health service management, health management, health administration or international health management. This should be discussed with the NSW HMIP Relationship Manager prior to submitting your application.

**10. Can I choose a different University to provide the Masters component of the Program?**

No. ACHSM and the nominated University have a service agreement to provide the Masters program.

**11. Can I seek credit towards MHSM for previous study?**

If you have previously undertaken studies in relevant subjects at a Master or PhD level, you may be eligible to apply for credit towards the degree directly through the University. This process will be explained at the Orientation session if you are successful in your application. However, credit is in accordance with the policies and at the discretion of the University.

**12. Is it possible to only complete the Masters?**

No. The HMIP involves all the requirements, including the Learning into Leadership Professional Development program and the experiential workplace learning placements.

**13. When does the Program start?**

Interns commence the program with the orientation session on 20 January 2025.

**14. Am I guaranteed a job at the completion of the Program?**

No. In most cases towards the end of your second year you will need to begin looking for future employment. However, the prospects of Management Interns who have completed the program are extremely good and the majority of interns receive offers of employment through Placement Organisations or contacts made via their internship. Note that you cannot successfully complete the program if you leave before completing 22 months of the program (end of November in the second year of the program).

**15. What documentation do I need to complete as a Management Intern?**

When you commence the HMIP you will be required to attend an orientation session where you will be provided with an overview of all of the program documentation requirements. Management Interns are required to prepare placement plans, provide regular capability checklists and updates and complete placement evaluations and performance reviews with supervisors throughout the two years of the program and to provide this documentation to ACHSM. Management Interns are assessed over the 2 years based on the ACHSM Health Service Management Competency Framework.

**16. Is there an age limit?**

No. People of all ages are encouraged to apply.

**17. What support is available to Management Interns in the Program?**

Management Interns are very well supported throughout the 2-year program. Each Management Intern is allocated a Supervisor during each rotation to guide them through their respective placements, and there is a nominated Placement Coordinator who oversees the program in every organisation. As a Management Intern you will be expected to take part in the ACHSM Mentor Program as a mentee, to support your professional development as a Health Manager. Support is also provided from the ACHSM NSW HMIP Relationship Manager to assist Management Interns, Supervisors, Placement Organisations to maximise the learning of the program, including conducting two biannual placement visits (one virtual and one face to face) to discuss and review your progress and learning needs. Additionally, the Management Intern cohort across 1st and 2nd year acts as a network of support, with regular opportunities for liaison at professional development days, and to support each other in completing the Masters requirements.

**18. Can I apply if I have applied for a previous year's intake?**

Candidates who have previously applied for the Program are encouraged to apply again. Every year we do receive a strong cohort of applicants, however, an additional year of other work experience or further study can assist your application.

**19. Where will I be based?**

When applying for the Program you are required to nominate preferred geographical areas - largely Sydney based, but not exclusively. Most Management Interns are placed within a specific organisation for the two years and change rotations and sites within that organisation. Other Management Interns may be given a one-year contract at a specific organisation and will be allocated to a different placement organisation in their 2nd Year to complete the HMIP\*. Some locations are not in metropolitan areas and may be offered to Interns for a rotation or for a one year placement.

*\*While we make every effort possible to secure a placement for the 2nd year of the program it cannot be guaranteed as the College is not the employer.*

## 20. Do I need to complete a police check prior to applying for the HMIP?

You are not required to conduct a police check prior to applying for the HMIP. If you are successful with your application, you will be required to undergo a police check (and any other checks required by each Placement Organization) prior to a formal offer of employment.

## 21. How is the recruitment process structured?

The recruitment/application process in NSW is as follows:

Stage 1 – Please read the candidate guidelines and attend an Information Session.

Stage 2 -Apply via the online application process directly either via the College website:

- a. Complete and submit the detailed application form by the due date of 31<sup>st</sup> July, or
- b. apply via SEEK. You will also be required to subsequently complete a more detailed application form.

Stage 3 - Short-listed applicants contacted: All shortlisted applications will be advised via email and/or telephone about the requirements for the **Individual Virtual Interview** and the **Group Assessment Centre Interview** by Friday 16<sup>th</sup> August. The group interview will be a 2-3 hour session comprised of different tasks to assess your ability to critically think, problem solve, work in teams, prioritise information, analyse data and presentation skills.

Stage 4 - Preliminary offers made: Candidates will be called/emailed preliminary offers, and asked to prioritise their preferred Placement Organisation.

Stage 5 – Placement Organisations may conduct individual interviews with preferred applicants to determine the best matches for the opportunities available.

Stage 6 - Places confirmed/formal offers completed: Candidates will be emailed formal contracts for signing and return to ACHSM. If you accept the placement, and you are not a current employee of NSW Health, a one-off Program fee of \$1200+GST is applicable.

Stage 7 - Program commencement date: the HMIP in NSW commences in Sydney on 20th January 2025, and Management Interns will then attend their Placement Organisations on Tuesday 21st January.

## 22. Are there any costs for the Intern?

Interns who accept a 2025 Placement offer pay an **administration fee of \$1200 (+GST)** before commencing the program. Interns are also responsible for all travel costs. This includes travel to all PD events and flights to attend Congress in whichever capital city it is being held that year (Brisbane in 2024). Accommodation costs in Sydney for regional interns are covered by ACHSM as well as catering at PD events.