

Transfer Application Assessment Principles

Group A Interns who have been balloted out from their first preference hospital are able to apply for a transfer to another facility on compassionate grounds or exceptional circumstances. Approval of Transfers is at the discretion of the sending and receiving hospitals. Group A candidates will be unable to submit a transfer request until after the balloting and offers are finalised on **Monday 21 July 2025**. Applications for transfers will close at the end of the *First National Audit* – **Thursday 14 August 2025**. Any applications received after this date will be considered at the discretion of PAH.

To apply, Group A interns must do the following.

1. Advise their allocated facility (sending hospital) as well as the Intern Campaign Coordinator that they are applying for a transfer.
2. Following completion of Step 1, complete the Transfer Request Survey, answering the questions and providing the following supporting documents
 - A *Statutory Declaration* detailing the situation/ reason for the request, and specifically detailing why they require placement at the PAH and attesting that the grounds for requesting a transfer are true genuine reasons witnessed by an authorised person
 - A letter of support from someone, hand signed and dated with contact details that supports the grounds for the request.

PAH will then assess transfer applications with consideration of the following:

- The applicant has followed the above instructions and provided supporting documentation
- The applicant has a valid reason for not applying for *special consideration* through the campaign (e.g. applicant's circumstances changed since applying).
- Letter of support is consistent with, and validates/supports the applicant's claims
- Applicant facility preference ordering in the campaign – if proximity to home is the driving factor, the applicant should have preferenced local facilities first to reflect their need to stay in the area.
- Impact of transfer approval on sending hospital (specifically facilities which historically struggle to attract doctors).

Notes:

Applications should be assessed and notified in a timely manner to allow the sending facility time to select a candidate for any vacancies arising from approved transfers. The panel should avoid comparing applicant's requests. Each should be assessed on their own grounds.



The Medical Workforce Officer will notify applicants once the panel have determined the transfer request outcome. If the panel find the applicant's request qualifies as exceptional circumstances or compassionate grounds, necessitating a transfer, the applicant should be notified that they may transfer if/when a vacancy occurs, pending approval of the sending hospital.