

# Arranging a Surgical Fellowship in Australia

A guide prepared by

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## Introduction

Over recent years fellowships, either in the UK or abroad, have become an important part of surgical training and are now frequently an essential requirement in job descriptions for consultant posts. A fellowship can offer a trainee the opportunity to improve their level of competence, develop more confidence ready for independent practice, learn new techniques and guide their career in the direction that they wish it to travel. With this in mind, to gain the most from the experience fellowships are generally best taken at the end of training. This allows the people you are working for to give you a longer leash and a taste of the independence that you are there to experience.

Australia has become one of the most popular destinations for surgical fellowships and there are a number of reasons for this. Australia has a health system that we recognise and English is the predominant language across the country. British qualifications are accepted, although there are various procedures to go through if you would like to stay permanently in the country after a fellowship. It is a forward thinking country with many surgical innovators that offer the opportunity for British trainees to better themselves in ways that the NHS often fails to do. The healthcare system is also set up with the fellows generally leading patient care in the public hospital while the consultants spend much of their time in the private sector, offering fellows more independence in their practice than a registrar placement allows. Add to this the fact that Australia offers a very appealing climate and way of life and it makes the country an ideal location to spend the latter years of surgical training.

Organising a surgical fellowship in Australia can be a long and often frustrating process. The paperwork required may take six months or longer to complete, although the threat of a deadline can help focus the minds of the Australian authorities and the prospective fellow to speed things up.

The difficulties and stress of this process are, however, generally worth it. The professional and personal experience involved in being a fellow in Australia seem to be enjoyed by most and it will almost certainly enhance your future career. Fellowships are generally well paid and the tax system is favorable, meaning that you should easily cover the high set up costs during the fellowship, which ever pay structure you are on when you arrive (see below).

This document tries to outline the steps that you will need to take in order to work in Australia. Many of these steps are the same for any international fellowship but this guide is specifically geared towards surgical Australian fellowships. It does not cover specialty specific elements, such as licensing for the use of lasers. This information can be accessed through the institution where the fellowship is based or through the specialty organisations listed in *Appendix A*.

## Important - Disclaimer

All details in this document have been checked at the time of writing in April 2014 but are subject to change. The author, Western Sussex Hospitals NHS Foundation Trust and the Association of Surgeons in Training do not accept any responsibility for confusion that might arise due to changes in the system or the organisations involved that will inevitably occur over time.

Some companies, such as banks and professional indemnity organisations, are mentioned in this document. Although most are the companies used by the author during his fellowship, this document does not represent an endorsement of them by the parties above.

## When to go on a fellowship

Timing is crucial if you are to gain the most out of a fellowship. There are three times when they are considered – at the beginning of training, in the middle and at the end.

A popular time to work in Australia in a surgical career is at the beginning, before training starts in earnest. This is an attractive opportunity for many people as they get to experience another country and spread their wings before settling into a rotation. This sort of venture should not be considered a fellowship, although there is certainly much to be gained. Many trainees actually choose to stay in Australia permanently, but for those who return to the UK it will not be considered as much more than a sabbatical to future employers. However, it does demonstrate skills of organisation and commitment that may be appealing to the training committees.

Taking a fellowship in the middle of your training can be awkward as you will have to negotiate time 'out of programme' to do this. It can be treated as training (known as OOPT) and count towards your CCT but a number of requirements need to be met to achieve this. Alternatively it can be considered experience (OOPE), in which case your CCT would be delayed (as it would if you took time out for a period of research). Both of these options are at the discretion of the Programme Director and will depend partly on how many other trainees are already 'out of programme'. More can be read about this on the Royal College of Surgeons of England website <http://surgicalcareers.rcseng.ac.uk/trainees/st3-and-beyond/oope>.

Probably the most justifiable reason for considering a fellowship during your rotation is to pursue a research interest, but occasionally opportunities come up that are time limited and too good to miss, dependent on your circumstances.

Undoubtedly the best time to go to Australia for a fellowship is at the end of training, preferably post CCT, as the fellow system in Australia presumes that the fellows are fully trained. Most public hospitals will have a conveniently located private hospital nearby and the consultant body tends to work in both hospitals. Most consultants are known officially as Visiting Medical Officers (VMO) and they are on a contract that allows them to work on in both the public and private hospitals, as long as the public work is covered (there are some permanent members of staff in the public hospital, known as Staff Surgeons). The fellow's place is effectively as the consultant's liaison in the public hospital and they will cover a majority of the duties that we would consider the consultant's role in the UK. Effectively this means that the fellow is like an old style Senior Registrar (in the UK training system before it was changed by Calman in the 1990s and subsequently MMC). As a result, a fellowship at the end of your training will give you a large amount of practice as an independent surgeon but with the safety net of an overseeing consultant who should be involved with major cases. This offers fellows the chance to gain the skills that they need for consultant practice whilst benefiting from the experience of the consultants that they work for.

## Finding a fellowship

Actually finding a place to work is the first hurdle. Clearly you would like to be working in a place where you will benefit professionally from the experience. Therefore it is best to be working with experts in your chosen discipline and preferably with surgeons that have an international reputation. Of course, you won't be the only person wanting to do this, so it pays to start your search as early as you can. Unlike the UK, the Australians are often happy to allocate positions well before they are actually advertised to ensure that a good candidate is in post. It also means that the registration process can be done in time, as the posts are often advertised with insufficient time for all the paperwork to be completed before the start date.

There are many ways to go about identifying a suitable fellowship and it is best to explore a few different avenues to find the one for you. For example, look at the literature in your chosen discipline and find units that are publishing frequently; attend conferences and speak to the visiting lecturers from Australia; speak to people who have been on fellowships and look at the websites of the organisations that cover your specialty. *Appendix A* lists a number of websites that may be useful in finding contacts in surgical units throughout Australia and New Zealand.

Fellowships for Australian and New Zealand nationals are generally run by the associations listed in *Appendix A* but not for overseas trainees. Visiting fellowships are usually organised by the hospital themselves. It is best to contact the surgeons directly (by email or telephone), rather than the medical staffing departments, to find out about what is available. Some units may choose to appoint an international fellow in preference to an Australian on the fellowship scheme as it allows them to choose the best person for their unit, if they do this well in advance it allows the associations the chance to find another placement for the local fellow. However, the most effective option is undoubtedly to travel to Australia a year or so prior to a proposed time for a fellowship and arrange to visit a few units while you are there (although this is clearly an expensive way of going about it). This will allow them to put a face to the name, demonstrates your commitment to working in Australia and may result in an offer of employment even if the post has not yet been advertised.

Fellowships are usually advertised on the hospital website and not necessarily anywhere else. As mentioned above, they are also often advertised close to the start date and there may be surgeons already promised the jobs, so it can be a risky strategy to rely on the advert coming out before making enquiries. If you have not visited the unit yourself then interviews are usually held over the telephone.

There are a number of agencies that offer their services to find jobs in Australia, but these are usually locum agencies and their interest is not necessarily in finding you a training post. They will help you with the paperwork, but there is clearly a trade off in their benefit. These companies may be suitable if you are looking for a fellowship at the beginning of your training when you may be looking more for the experience than a training opportunity.

## Registration

The registration process to work as a fellow in Australia is fairly complicated. A number of organisations are involved, with a lot of repetition of work between them. Their requirements appear to change regularly and you might expect to be asked to provide further information after you have submitted each application. It can be a costly and stressful process, so you need to keep in mind the benefits that you will gain from the experience. At the end of the day, everyone who has been on a fellowship has been through this process and virtually everyone finds it worthwhile.

Some departments will have a liaison officer who can help guide you through the process but this is not universally provided. It is worth asking when trying to decide where to work.

### 1. Notary Public

When registering with the different organisations and authorities you are required to submit certified copies of a number of documents. To have the documents certified you must visit a Notary Public. This is a lawyer with privileges allowing them to authenticate that a document is a true copy of the original. They must see the original at the same time as the copy as part of this process. This is a service that is often done in their own time and frequently from their own home. There is a charge for this service, which can range from around £5 per document to over £50. It is therefore worth shopping around before choosing which Notary Public to offer your business to. They can be found through this website:

[http://www.thenotariessociety.org.uk/find\\_a\\_notary.asp](http://www.thenotariessociety.org.uk/find_a_notary.asp)

The wording of the statement that the notary public must write on the documents to confirm that they are a true copy can change from time to time, so you will need to check which wording they require on the website of the organisation asking for the copy before visiting the notary.

### 2. Who to register with

As of April 2014, these are the organisations that you will need to register with are:

- Australian Medical Council
- Australian Health Practitioners Regulation Agency
- Royal Australian College of Surgeons
- Department of Immigration and Citizenship

#### i. Australian Medical Council

The first step in the process is to register with the Australian Medical Council (AMC - <http://www.amc.org.au/>). They will perform a search known as a Primary Source Verification of Medical Qualification. This creates an Educational International Credentialing Service (EICS) number that is required later in the process.

As an International Medical Graduate, there are a few pathways that can be followed to generate your EICS number. The one most suitable for a fellowship is the Competent Authority (CA) pathway. This is the simplest and cheapest and does not require you to sit any examinations. If you wish to stay in Australia for a longer period of time then this is not the appropriate pathway for you. Follow this link to read more about the CA pathway and to apply <http://www.amc.org.au/index.php/ass/apo/cap>

It is important to attach the correct documents to this application as they reserve the right to charge another AUS\$110 if they have to request further information. The documents that you must attach are:

- 2 passport photographs (with your name written on the back)
- Certified copy of your primary medical degree certificate (this must be in English and requires a translation if in a different language)
- Certified copy of your passport
- One of:
  - certified copy of your drivers licence (photocard and paper copy)
  - certified copy of your credit card (front and back)
  - certified copy of your current English Language Testing System Report Form (see below for an explanation of this)
- A certified copy of your Foundation Year certificates – if you did not do Foundation training and have no other certificate confirming that you have done an equivalent to this (such as a Pre-Registration House Officer year) then you can complete a declaration like the one in *Appendix B* and have this witnessed by the notary public

You will also need to arrange for the GMC to electronically send confirmation of your registration status (known as a Certificate of Good Standing) to the AMC. This can be arranged by emailing the GMC at this address [gmc@gmc-uk.org](mailto:gmc@gmc-uk.org) . Make sure that you include your GMC number in the email.

The CA form then must be witnessed by the same person that has certified your other documents. The cost to process this form is AUS\$600

This process can be initiated by you even before you have been offered a fellowship. It can take several weeks to complete, so it is best to start early – perhaps a year before you plan to leave for Australia. It will generate a Certificate of Advanced Standing with the AMC and your EICS number which is required by the Medical Board of Australia, which is a department within the Australian Health Practitioners Regulation Agency (AHPRA).

#### **Please note**

From 1 July 2014 the system is changing slightly and a Certificate of Advanced Standing will no longer be required by AHPRA but the AMC will still be responsible for the Primary Source Verification and generating an EICS number. More can be read about the upcoming changes on the website of the Medical Board of Australia <http://www.medicalboard.gov.au/>

#### **ii. Australian Health Practitioners Regulation Agency**

(AHPRA - <http://www.ahpra.gov.au/> )

AHPRA and the AMC are closely linked but AHPRA appears to fulfill more of the functions that we would associate with the GMC. You apply online to AHPRA but through a regional office. This application process requires input from the hospital that you will be working at. It therefore requires the cooperation of the medical staffing department, which can be the thing that slows it down.

The form that you need to complete is the ALPS-03 form which can be found on the AHPRA website above. Many of the documents required for this application are the same as those required for the AMC, which is a bit frustrating as you must have the CA pathway completed prior to submitting this form.

A lot more documents are required for this part of the process and some of these will depend on your own circumstances (such as if your original medical degree was not in the UK or if you have a criminal record). These are all relatively clearly explained on the form, although they do change the rules frequently and you may be asked to submit further documents even after satisfying all their initial requirements. If you hold a PLAB certificate the additional processes will be described later on. As a guide, it is better to submit more than required to ensure no hold ups in the process, all applicants should submit (and these are not all included on the tick box at the end of the form):

- Certified copy of your passport
- Certified copy of your primary medical degree certificate (this must be in English and requires a translation if in a different language)
- A certified copy of your Foundation Year certificates – see above and appendix B for alternatives if you do not have one of these
- Arrangement for the GMC to electronically submit a certificate of good standing as above
- Your up to date Curriculum Vitae (this has to be in a specific format and signed by both yourself and your current consultant – see *Appendix C*)
- The original or a certified copy of your AMC Certificate of Advanced Standing
- Certified copy of your post-graduate qualifications (it is best to include both your MRCS and FRCS certificates and evidence of any other degrees that you may hold)
- Certified certificate confirming that your secondary education was in English (A-level certificates are the preferred evidence and it is also worth including your English GCSE as most doctors have not done this subject at A-level)
- If you have changed your name also include a certified copy of this (e.g. marriage certificate)

Along with your passport above, other documents are required to confirm your identity. A points system is used to determine whether you have submitted enough evidence. To comply with these regulations it is best to include all of the following:

- Certified copy of your driving licence (photocard and paper copy)
- A letter from your current employer addressed to you
- The letter offering you the post in Australia

You will also need to include a copy of your AAMC form (for the Royal Australian College of Surgeons) which is explained below, this does not need to be certified as it is in part completed by the hospital that is employing you.

The hospital needs to add a job description and a training plan to the paperwork submitted. To verify that this happens it is worth asking them to provide you with this first.

For the purposes of registering for a fellowship, you are not required to take any extra examinations or attend a PESCI (Pre-Employment Structured Clinical Interview) interview; these are for people moving more permanently to Australia.

Once you have completed the ALPS-03 form you must send the form and all the documents outlined above to the hospital. They will then complete their bits of the form and submit it to AHPRA themselves with the job description and training plan. This takes a slight leap of faith and it is worth writing a detailed letter to your contact at the hospital ensuring that they understand what you have included and what is left for them to complete, as they may not be used to completing this documentation.

The cost of the ALPS-03 form is AUS\$ 670 (application fee) + AUS\$ 670 (registration fee) = AUS\$1 340

Once the form has been processed you will be given a decision 'in principle'. This is sufficient for you to apply for your visa but will not allow you to start work. Once you arrive in Australia you must visit a local AHPRA office with your passport and they will confirm your identity and then registration in person. This should be a relatively quick process but may take a few days, so consider this when deciding when to arrive in the country.

### **iii. Royal Australian College of Surgeons (RACS)**

As part of the AHPRA registration process RACS must approve the post that you are due to work in. This requires completion of form AAMC-03, which is also available on the AHPRA website above. Again this requires your employer to complete some of the details, so it is important that when you submit this with the rest of your AHPRA paperwork they realise that the original of this form must go with it (as well as a copy going to the College with the payment information).

There is a charge of AUS\$920 for this process.

### **iv. Department of Immigration and Citizenship (DIAC)**

This is the department that processes your visa. For a fellowship the visa that you will require is known as a Subclass 457. This means that you have been sponsored by an employer to come to work in Australia for up to 3 years. Your spouse and dependants are able to travel on the same visa. The hospital must initiate this process and they should then forward you the Transaction Reference Number (TRN) which allows you to complete the rest of the process online at [http://www.immi.gov.au/e\\_visa/](http://www.immi.gov.au/e_visa/)

The form is quite self-explanatory but can take a while to complete. It can be completed in stages, just ensure that you save what you have done as you go along. You must have your AHPRA paperwork completed before your visa can be released, but it is advisable not to wait for this to happen before starting the visa process. Once you have completed the online form it will give you a new TRN and give you the opportunity to upload supporting documents, these are mainly documents that can be scanned in and are best saved as a PDF.

The wording as you complete the application form suggests that you must upload all the documents straight away. This is not the case, they can be added later by following this link [https://www.ecom.immi.gov.au/visas/attachment/start.do?attachType=VISA\\_APPLICATION&group=travel](https://www.ecom.immi.gov.au/visas/attachment/start.do?attachType=VISA_APPLICATION&group=travel)

The documents that you should attach include (they do not have to be certified by a Notary Public):

- Passport photograph of you and all dependants (one of each, not a group photograph)
- Copies of the passports of you and all dependants
- Copy of marriage certificate (if applicable)
- Copy of birth certificate (if you are taking children with you)
- Parental consent to your child/children being granted a visa (again, if you are taking children with you, you should be guided to complete this form if you have registered children on your application)
- Your CV

- Your offer of employment
- References (make sure you have a good relationship with your referees as they may be asked for their input at several steps in this whole process and this reference is clearly not in secret)
- Proof that you have health insurance cover (see below)
- Your AHPRA certification (see above)

Once you have completed the online application you will then be invited to attend for a medical. This is compulsory for all doctors but not necessarily for the rest of your family unless you are moving to Australia permanently. If anyone in your family is pregnant they will require a hepatitis B blood test (the one taken as part of antenatal screening is not sufficient). The medical for doctors includes a routine medical, a chest X-ray and blood tests for hepatitis B, hepatitis C and HIV, which must be performed by one of their panel of registered doctors. The list of suitable clinics for this purpose can be found here:

<http://www.immi.gov.au/contacts/overseas/u/united-kingdom/panel-doctors.htm>

Before attending the appointment you should complete the health forms associated with your application. You can access these by logging on to your account through this link:

<https://www.ecom.immi.gov.au/inquiry/query/query.do?action=eVisa>

Please note that although every other country is listed by name, the UK is confusingly under 'British – Citizen'. The forms that you have to print out will tell you what to bring with you (it should be two passport photographs and your passport).

When you register to start the visa process you will be given a case assessor to guide you through the process and they seem to respond quickly to any questions that you have.

The cost for processing your visa is AUS\$900

# Preparing for life in Australia

## 1. Health insurance companies and Medicare

There is a reciprocal agreement between Medicare (the public health system in Australia) and the NHS. This means that any 'necessary care' should be covered by Medicare. Under Australian law, when applying for a visa you must take out a health insurance policy and submit evidence of this with your visa application.

There are over 50 different health funds (health insurance companies) in Australia and it is worth shopping around to find the best deal. The four market leaders are Medibank Private, BUPA, NIB and HCF.

Medibank Private (<http://www.medibank.com.au/>) offer a policy aimed at people on a subclass 457 visa called Working Visa Hospital and Medical Insurance (<http://www.medibank.com.au/Visitors-Cover/About-Visitors-Cover/Working-Visa-Hospital-and-Medical-Insurance.aspx>) which is the level of insurance required for a fellow's visa. The current cost of this ranges from AUS\$ 167.60 per month for single cover to AUS\$ 352.50 per month for family cover. This cannot be organised online if you are living outside of Australia but there is a freephone number to set it up (0808 189 0560 during Australian office hours). It takes about 25 minutes to arrange.

Although it is a requirement for the visa, the health funds generally don't pay out for many things in the first twelve months of the policy. It is therefore important to also register with Medicare soon after you arrive. Medicare offices are easy to find through their website (<http://humanservices.findnearest.com.au/>). To register you will need to complete a registration form (<http://www.humanservices.gov.au/spw/customer/forms/resources/3101-1306en.pdf>) and take this with a copy of your visa and passport to a Medicare office for each member of your family.

## 2. Contract with the hospital

There are two basic contract types that fellows can be employed on. The first is a standard junior doctor contract. This means that you are a direct employee of the hospital and are taxed at source (as with PAYE in the UK). This usually requires you to complete time sheets in order for you to get paid, the remuneration for working out of hours is usually very good. There are also various tax breaks available to you in this circumstance called 'salary packaging' (essentially certain living expenses can be taken from your salary before tax) and 'living away from home allowance' (extra allowances because you are not originally from the city where you are working). This latter allowance may be about to disappear as it was never really intended to be for people coming to live in Australia from abroad (rather people moving interstate within Australia). If you are on this type of contract you should contact the Salary Packaging office early in your post to understand how this works.

The second type of contract is that of a 'Visiting Medical Officer'. This is effectively the same contract as a consultant and means that you are self employed. This usually means that you are paid a 'stipend', a fixed basic salary that covers your commitment to the hospital, but will allow you to work freely in the private sector. The private work will then supplement your public work, which is likely to be required as the stipend may be quite small. There are two issues with this. One is that it takes at least six weeks for health funds to pay the fees, so you will need to ensure that you have enough money to live in Australia for the first few months. The other is that you are considered to be self employed. Being self employed means you have to be set up as a business (for which you need an Australian Business Number or ABN), register with the private hospital, usually do your own billing for private

cases and arrange for your tax to be paid. It is therefore advisable to find an accountant who can guide you through this process.

### **3. Getting an Australian Bank Account**

Clearly an important aspect to earning money in Australia is having a bank account. There are several major banks in Australia and there is plenty of competition between them, with some excellent rates of interest.

ANZ is one of the most popular amongst fellows and provides excellent service in branch, over the telephone and online. Importantly it is easy to set up an account before you arrive, allowing you to transfer money into the account in advance of your arrival. Go to [www.anz.com](http://www.anz.com), select that you are based in the UK and you can apply for an account immediately. Although this will create an account for you to deposit into, you will not be able to fully use it until you have visited a branch in Australia.

The Commonwealth Bank (<https://www.commbank.com.au/>) also provides a similar service.

### **4. Transferring money**

Again, there are many companies that will transfer money to Australia for you. A good choice is TorFX ([www.torfx.com](http://www.torfx.com)), who have links with ANZ. They provide a friendly, personal service and will actually contact you at times when the conversion rate is favourable. The basic process is to create an account with TorFX, ring them to let them know how much money you would like to transfer and they will offer a quote. If you accept this, you then transfer money into your account with them and the Australian dollars will appear in your designated account a couple of days later. Obviously you can do the reverse on your return if you haven't spent all your Australian dollars.

### **5. Medical Indemnity Insurance**

As in the UK, the hospital should offer you professional indemnity as part of your contract but they will also insist that you have your own personal insurance. Probably the biggest provider is MDA National ([www.mdanational.com.au](http://www.mdanational.com.au)). The insurance takes a week or so to activate, so needs to be considered in advance of you starting the job. At the end of your employment it is important to know that they do not offer 'enduring cover', which means that your cover stops on the day you stop paying, even for historic claims. It is therefore important to arrange 'run off' cover after you finish working in Australia. They will advise you on how to arrange this when you leave.

The Medical Protection Society (MPS) in the UK have links with the Medical Indemnity Protection Society (MIPS, <http://www.mips.com.au/>) in Australia and, if you are currently covered by them it may be possible to transfer your cover to Australia through them.

### **6. Register with the private hospital**

If your fellowship involves work in the private sector, it is quite important to know where you will be working in advance as these hospitals need to be listed on your limited registration with AHPRA, although it should be possible to add others in retrospect. Each private hospital that you work at will want you to be registered to work with them. To do this you need to contact the executive office of the hospital. They will ask you to complete a questionnaire and have sight of certain documents, such as your passport, visa and evidence of indemnity insurance. This is a relatively quick process but does need to be done in advance of you working there.

## **7. Getting a Tax File Number**

To pay tax and work in Australia you will need one of these. Register at [www.taxfilenumbersaustralia.com.au](http://www.taxfilenumbersaustralia.com.au) there is a fee for setting this up.

## **8. Getting an Australian Business Number**

Technically it is not a legal obligation for you to have an ABN to be self employed (and do private assisting) in Australia, but there are certain health funds that will not pay you without one (especially 'work cover' companies who pay surgeons a premium to encourage them to get their clients back to work quickly). It is a relatively simple process to create an ABN, although the application form is a little complicated. You can read more and apply for a number here <http://www.ato.gov.au/Business/Registration/Register-your-new-business/>

## **9. Private billing**

If you are working in a private hospital, you will not receive any money unless the health funds or the patient receives an invoice. Most consultants will charge a 'gap' on top of the amount that the health fund will usually pay for an operation, this is a fee that the patient must pay. There are certain legalities to go through (called financial consent) if you want to charge a gap as an assistant, but it is the norm for assistants not to charge a gap.

The standard fee for the assistant is 10% of the consultant's fee. Some consultants will do the billing for you and pay you from their account (some may include a gap on your behalf but beware that others may actually be taking some of your fee for themselves). Most will expect you to do your own billing.

The patient labels in the private hospitals should provide you with all the information you need to make an invoice (patient name, address, date of birth, Medicare number, health fund and health fund number), so buy a diary to keep these in. You then have a choice of creating and sending the invoices yourself or using a company to do it for you. You will need to register with each health fund before you put in your first claim with them and one benefit of using a company is that they will highlight this and guide you through the process. A great company to use for billing is Surgeonline ([www.surgeonline.com.au](http://www.surgeonline.com.au)). This is run by a surgeon and they charge a 2% commission from each bill, but it makes it a very easy process and you can usually complete your invoices at the end of each case as you go. Ask to be introduced to the site by a colleague as many surgical assistants use this website and they will get a small reward for introducing you.

## **10. Finding a place to live**

Unfortunately there is very little you can do about where to live until you arrive in Australia. It is illegal for a real estate agent to rent you a property if you have not personally viewed it, so you cannot arrange something from overseas and will have to find other arrangements for when you first arrive. [www.stayz.com.au](http://www.stayz.com.au) is a good website to find short term lets (serviced apartments) prior to arrival.

Rental prices are very high in parts of Australia, particularly in the major cities and especially in Sydney. This is because demand is high, so you need to keep an eye on the market when you arrive. Typically properties are advertised on [www.domain.com.au](http://www.domain.com.au) and have open days on Saturday and sometimes Wednesday mornings, although you can request viewings at other times. Furnished properties are rare, so put some thought into how you will furnish any property that you let. Options include:

- **Ship over your belongings**  
This is probably only worthwhile if you intend to stay for more than a year but be aware that shipping times can be far longer than advertised and there may be significant import taxes when your belongings arrive. Prices are based on volume, usually a number of boxes or percentage of a container.
- **Fly over your belongings**  
A very expensive way of doing it but may be useful for items that you will want immediately after you arrive. Prices are based on weight.
- **Buy everything once you arrive**  
Gumtree and Ebay being good sites to find secondhand furniture. Hospitals usually have places for staff to advertise belongings that they wish to sell.
- **Buy all the belongings from someone leaving Australia**  
Again Gumtree is a good place to look for this as house clearances are relatively common. If you contact the fellow that you are replacing, they may be looking for a way of disposing of all their belongings and may be able to put things into storage for you while you find a place to live. You might also be able to find someone coming back to the UK through social media or simply asking around.

When you find a property that you like you will need to complete an application form to request the tenancy. This needs to be submitted with proof of identification (passport, driving licence, credit card, etc), references and proof of employment for **all adults** living at the property. This is something that needs to be considered in advance, especially the references, as you may lose the property if you don't have them immediately available. If your application is approved you will typically have to pay a bond (equivalent to four weeks rent) and two weeks rent up front. The bond is kept by a central organisation that acts as a mediator if there is a conflict between landlord and tenant at the end of the tenancy and you should expect to see most of it back when you leave.

Registering with amenities is very similar to the UK. The real estate agents will probably offer to set these up for you, but it is cheaper to shop around and arrange these yourself. Most properties have a water meter and it is normal for the agents to pay these fees and invoice you in retrospect.

For telephones, internet and television services a two year contract is the norm. If you are only staying for a year there will be hefty fees for terminating these early. It is therefore worth being very straight with the companies at the beginning so that you get a contract that allows you to end it when you want to. This may mean paying more each month, but will avoid the large fee when you leave.

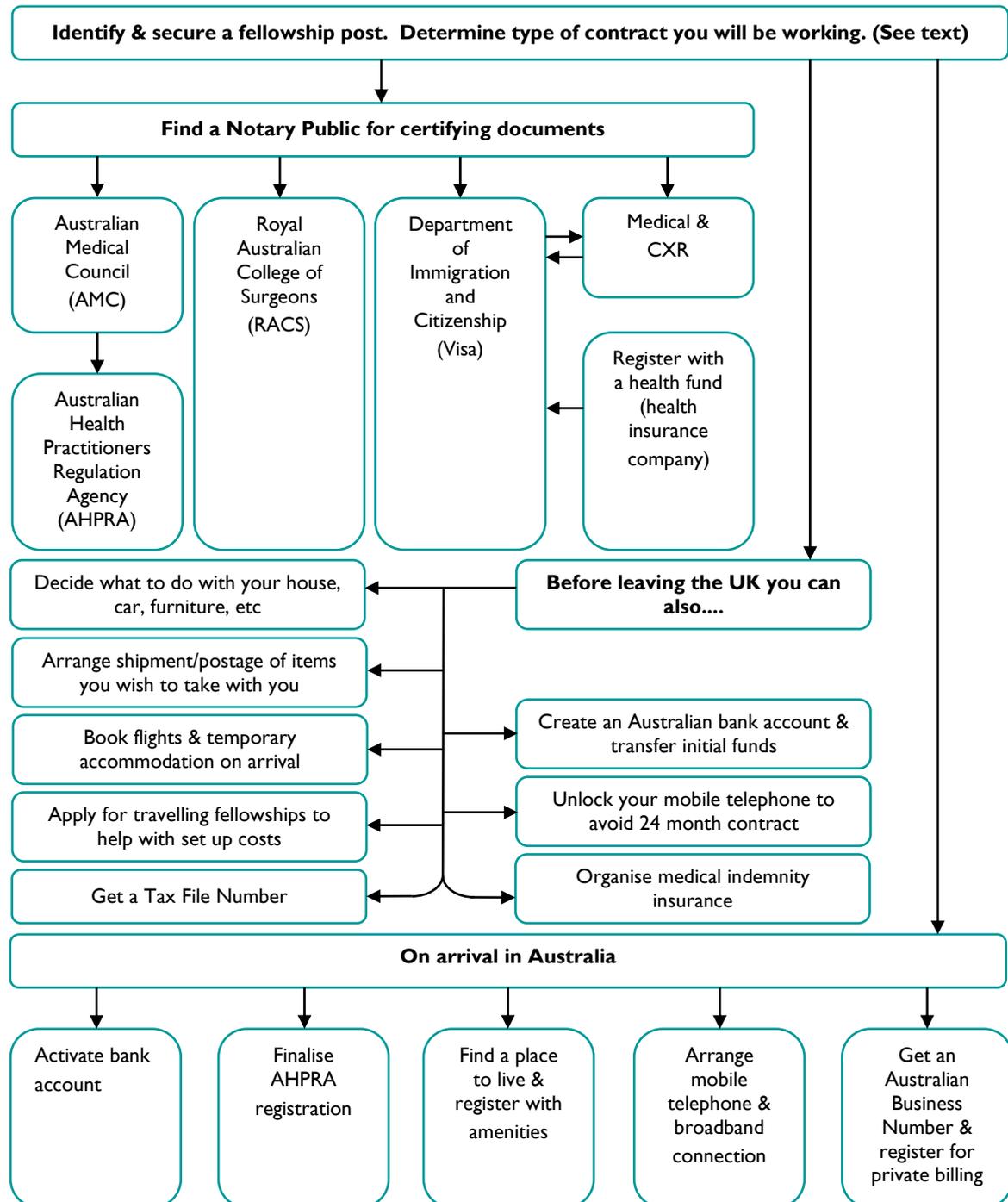
For mobile telephones, which will be important for your job, it is best to choose some sort of Pay as you Go option, unless you are staying for two years or more. Unless you plan to buy a phone in Australia, remember to get your mobile unlocked in the UK before you go. Telephone calls made for work purposes can be offset against tax. To do this you can choose a random week in the year and make a log of all calls made to and from your telephone (number of calls rather than length of calls). From this you can determine what percentage of calls are work related and claim this percentage of all mobile telephone costs for the year against tax. You can do a similar thing with laptops, etc.

As mentioned above, it is definitely worth finding an accountant to help guide you through the complexities of the Australian Tax Office procedures.

## Summary

The flowchart below summarises most of the process required to go through to allow you to work in Australia. This is relatively straightforward but it can be slow and frustrating at times, so do allow plenty of time for this to happen.

Ultimately, it is what every Australian international surgical fellow will have to go through and the experience once they get there is usually a very positive one with both professional and personal benefits that will continue on their return to the UK.



## **Appendix A**

Australia and New Zealand Gastric & Oesophageal Surgery Association

<http://www.anzgosa.org/>

Australian and New Zealand Head & Neck Society <http://www.anzhns.org/>

Australian and New Zealand Hepatic, Pancreatic & Biliary Association

<http://www.anzhpba.com/>

Australian Endocrine Surgeons <http://www.endocrinesurgeons.org.au/>

Australian Society for Breast Disease <http://www.asbd.org.au/>

Australian Society of Otolaryngology Head and Neck Surgery <http://www.asohns.org.au/>

Australian Society of Plastic Surgeons <http://www.plasticsurgery.org.au/>

Breast Surgeons of Australia & New Zealand <http://www.breastsurganz.com/>

Colorectal Surgical Society of Australia and New Zealand <http://www.cssanz.org/>

General Surgeons Australia <http://www.generalsurgeonsaustralia.com.au/>

Obesity Surgery Society of Australia and New Zealand <http://www.ossanz.com.au/>

Royal Australian College of Surgeons <http://www.surgeons.org/>

Transplantation Society of Australia and New Zealand <http://www.tsanz.com.au/>

## **Appendix B**

See next two pages

Commonwealth of Australia  
STATUTORY DECLARATION  
*Statutory Declarations Act 1959*

1 *Insert the name, address and occupation of person making the declaration*

I, <sup>1</sup> INSERT NAME, of INSERT INTERNATIONAL ADDRESS, a doctor make the following declaration under the *Statutory Declarations Act 1959*:

2 *Set out matter declared to in numbered paragraphs*

2

1. I completed my Pre-Registration House Officer year, equivalent to “internship” and now called “Foundation Year programme”, in the United Kingdom, from INSERT DATE to INSERT DATE.

2. The first six months, from INSERT DATE to INSERT DATE, was as a House Surgeon in the Departments of General Surgery at INSERT HOSPITAL United Kingdom (now known as INSERT CURRENT NAME).

3. This was a full-time post involving the elective and emergency management of general surgical and urology patients. I was on the surgical on call rota and was a member of the cardiac arrest team.

4. The second six months, from INSERT DATE to INSERT DATE, was as a House Physician in the Department of Adult Medicine at INSERT HOSPITAL, United Kingdom (now known as INSERT CURRENT NAME).

5. This was a full-time post involving the elective and emergency management of general medical patients. I was on the general medical on call rota and was a member of the cardiac arrest team.

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*, and I believe that the statements in this declaration are true in every particular.

3 *Signature of person making the declaration*

3

4 *Place*  
5 *Day*  
6 *Month and year*

Declared at <sup>4</sup> \_\_\_\_\_ on <sup>5</sup> \_\_\_\_\_ of <sup>6</sup> \_\_\_\_\_

Before me,

7 *Signature of person before whom the declaration is made (see over)*

7

8 *Full name, qualification and address of person before whom the declaration is made (in printed letters)*

8

*Note 1* A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years — see section 11 of the *Statutory Declarations Act 1959*.

*Note 2* Chapter 2 of the *Criminal Code* applies to all offences against the *Statutory Declarations Act 1959* — see section 5A of the *Statutory Declarations Act 1959*.

**A statutory declaration under the *Statutory Declarations Act 1959* may be made before—**

(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

Chiropractor	Dentist	Legal practitioner
Medical practitioner	Nurse	Optometrist
Patent attorney	Pharmacist	Physiotherapist
Psychologist	Trade marks attorney	Veterinary surgeon

(2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

(3) a person who is in the following list:

Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public  
Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)

Bailiff

Bank officer with 5 or more continuous years of service

Building society officer with 5 or more years of continuous service

Chief executive officer of a Commonwealth court

Clerk of a court

Commissioner for Affidavits

Commissioner for Declarations

Credit union officer with 5 or more years of continuous service

Employee of the Australian Trade Commission who is:

(a) in a country or place outside Australia; and

(b) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and

(c) exercising his or her function in that place

Employee of the Commonwealth who is:

(a) in a country or place outside Australia; and

(b) authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and

(c) exercising his or her function in that place

Fellow of the National Tax Accountants' Association

Finance company officer with 5 or more years of continuous service

Holder of a statutory office not specified in another item in this list

Judge of a court

Justice of the Peace

Magistrate

Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*

Master of a court

Member of Chartered Secretaries Australia

Member of Engineers Australia, other than at the grade of student

Member of the Association of Taxation and Management Accountants

Member of the Australasian Institute of Mining and Metallurgy

Member of the Australian Defence Force who is:

(a) an officer; or

(b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service; or

(c) a warrant officer within the meaning of that Act

Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants

Member of:

(a) the Parliament of the Commonwealth; or

(b) the Parliament of a State; or

(c) a Territory legislature; or

(d) a local government authority of a State or Territory

Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*

Notary public

Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public

Permanent employee of:

(a) the Commonwealth or a Commonwealth authority; or

(b) a State or Territory or a State or Territory authority; or

(c) a local government authority;

with 5 or more years of continuous service who is not specified in another item in this list

Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made

Police officer

Registrar, or Deputy Registrar, of a court

Senior Executive Service employee of:

(a) the Commonwealth or a Commonwealth authority; or

(b) a State or Territory or a State or Territory authority

Sheriff

Sheriff's officer

Teacher employed on a full-time basis at a school or tertiary education institution

## Appendix C

# Curriculum Vitae

## Your name & qualifications

### Personal information

Date of birth

Address

Home telephone

Mobile telephone

Email

### Qualifications

Dates and institutions of degrees and professional qualifications

### Registration History

Dates and authorities providing your professional registration, for example:

<b>Xth Xxxx 20XX</b>	Certificate of Advanced Standing from the Australian Medical Council (Ref no. XXXXXX, EICS no. XXXXXXXX)
<b>20XX</b>	UK General Medical Council Specialist Register (GMC No. XXXXXXXX)
<b>20XX</b>	Full registration with the UK General Medical Council (GMC No. XXXXXXXX)

### Prizes

### Employment History

List your entire employment history, stating whether each was full or part time

### Clinical/Procedural Skills

Describe your level of expertise in a format appropriate to your training, this may include listing the key items in your logbook relevant to the fellowship that you are applying for.

### Publications

List your publications in the standard fashion

## **References**

List two referees including full address, email addresses and telephone numbers (with international dialling codes).

## **Declaration**

I declare that the information contained within this Curriculum Vitae is true and correct as at *insert today's date*

*SIGN*

Your name

*SIGN*

Your current employer/consultant