

What to expect when using a recruitment agency

When you need to source a medical practitioner for a locum placement, contract position or permanent role, using a recruitment agency can expedite the process.

Choosing a recruitment agency

Before choosing a recruitment agency, do some research and ensure the company has:

- an understanding of the medical recruitment requirements and regulations in Australia
- an understanding of immigration requirements in Australia, if required
- processes to conduct thorough candidate screening, clinical interviews and reference checks
- a high standard of ethics and professional conduct
- a confidentiality and privacy policy
- systems for regular communication and follow up
- a clear list of terms, conditions and fees
- an employment agent licence.

Understand the terms and conditions

To avoid any surprises during the recruitment process, make sure you have a clear understanding of the agency's terms and conditions in relation to:

- screening guarantees and preliminary checks to assess the suitability of the candidates
- fees, which are usually based on a percentage of the candidate's gross income for the first 12 months of the placement or pro rata for a fixed term of less than 12 months
- due date of fees, which may involve a split payment at acceptance of the candidate and then at commencement of the placement
- late payment fees
- costs for immigration and medical board fees
- introduction fees, which may apply if the agency introduces a candidate and your practice engages the person within a specified period
- replacement guarantees, refunds or credits if the successful candidate does not commence work or stay for the term of the agreement.

Clarify what services are included

You should clarify with the agency what services are included in the fees and your level of involvement in the recruitment process.

Your practice may incur additional charges if the recruitment agency has to arrange:

- medical board registrations
- Medicare provider numbers
- hospital credentialing requirements from the WA Country Health Service (WACHS)
- submissions for an Area of Need or District of Workforce Shortage
- immigration forms and submissions
- medical indemnity cover
- private health insurance
- clinical and cultural orientation
- travel and accommodation.

Your practice's responsibilities

As the employer, it's your practice's responsibility to assess the suitability of the successful candidate and:

- review the medical practitioner's curriculum vitae and previous experience
- conduct a clinical and personal interview
- clarify whether the medical practitioner has or will have any practice conditions or restrictions, such as an Area of Need, District of Workforce Shortage or supervision requirements
- provide a detailed job description including practice and after hours requirements
- provide a detailed and comprehensive employment contract or agreement
- provide practice policies and procedures
- maintain accurate records of immigration details, visa and sponsorship approvals, medical board registration dates, conditions of practice, Medicare provider number/s and Area of Need status.