

# TRAINEE INTERN CHECKLIST

**When considering union membership, seek out independent advice and ensure you understand its impact on your contract. It's not easy to change your T&C's, so it's important to think about your career now and in the future.**



## Kiwisaver/ Superannuation

As an RMO you are entitled to a match of your KiwiSaver/Superannuation contributions up to 6%.

You need to have at least 3% of this directed to Kiwisaver but the other 3% can be directed to a separate superannuation scheme if you wish (or of course you can have the full 6% to Kiwisaver).

**ACE** Do you know what you need for your ACE application? It pays to be prepared and organise what you need early! As well as the ACE website [rmo.acenz.net.nz](http://rmo.acenz.net.nz) you can also check out some handy hints and top tips on our [website](#).

## Interviews\*

Not all Hospitals do interviews as a part of the ACE process however some do.

\*Click [here](#) for some key interview tips for you.



## Indemnity Insurance

Your Hospitals will require you to have personal indemnity insurance. Under the STONZ SECA you will be reimbursed the cost of MPS indemnity insurance. You can check out MPS [here](#)

## Employment Contract

Know your contract! It's so important to read your contract (including the small print), and understand what you are signing. Make sure you seek independent advice if you have questions, even if it's just talking it through with friends and family.

And you can always seek advice from STONZ too if you're a member.



## Wellbeing

Starting work full time can be a big change, especially working long days and nights. Often working full time can have a big impact on social activities like team sports and hobbies. Maintaining a work/life balance can be difficult, so we encourage you to think about how you're going to work towards finding the right balance for you once you start working and training full-time.

**Insurance** Any time you are making a big change, like starting a new career it pays to check in on if your insurances are sorted and if your needs have changed.

**Finances** Now is a good time to check in with a financial advisor like MAS.

**Research STONZ** as a union have committed a percentage of membership income to ensuring that trainee interns (TIs) and resident medical officers (RMOs) working and training environments are evidence based. We are looking to fund novel and local research to ensure recent literature is available to help us advocate for positive change. If you're planning a research project, you can read more about funding opportunities.



## Leave Planning

It's a good idea to plan ahead and have a plan to take leave throughout the year. Even if it's a day or two at home to tick off some 'life admin' or catch-up on some rest and read a book. Leave can be difficult to get, so plan ahead and book some breaks throughout the year – even if you don't have set plans yet.

**Social Media** A lot of RMOs have set up local Facebook pages or similar, which can be a great place to find local rentals, social events and other advice about moving/living and working in your new region.

**Relocating?** If you incur expenses moving to your first House Officer job, make sure you check out the SECA to see what you're entitled to claim back from the Hospital!

**Relationships** Work life is always easier if you make positive relationships with colleagues, SMOs and the RMO Unit. Don't be afraid to drop into the RMO Unit and introduce yourself or ask a question! Even as a TI, it's never too early to start building these relationships.

[stonz.co.nz](http://stonz.co.nz)



**Your future career** It's important to think ahead about what you can do now, or during your House Officer years to support your application to training Colleges. If you've got a particular specialty in mind, make sure you know the pre-requisites required including any courses, conferences and any particular 'Run Allocation' that you'll need as a House Officer in order to progress. To help with this process STONZ has developed a 'Career Plan' to help you plan your career with your supervisors and mentors.