

# MONASH DOCTORS

## Diploma of Obstetrics FAQs

### How many Diploma of Obstetric positions does Monash Health have?

In 2018 Monash Health is expected to have approx. 14 X six month positions; four positions at Monash Medical centre Clayton/Moorabin, six positions at Dandenong Hospital, and four positions at Casey Hospital.

### How do I apply for a Diploma of Obstetric position?

The application process for Diploma of Obstetrics posts is separate to the HMO application process. You should apply to the O&G Provisional HMO & Diploma of Obstetrics position advert. Diploma of Obstetrics posts are 6 month posts only. In the online application process, you will be asked which post you are applying for or if you are applying for both. Historically the same candidates apply to both positions so we feel this is a better way to seek applications. One application makes it easier for you to apply and easier for us to shortlist!

### To whom do I address my application?

Applications should be addressed to Dr Peter Neil, Training Coordinator for Obstetrics & Gynaecology.

### What if my document file size is too large for e recruit?

If any of your files are too large and you have problems loading them into your application, use a file shrinking website such <http://shrinkpictures.com/> or <http://shrinkpdf.com/> to reduce the file size.

### How do I apply for a 12 month position, incorporating a 6 month Diploma of Obstetrics position & a 6 month HMO General post?

HMO2's wishing to complete a 12 month position incorporating the 6 month Diploma and 6 month HMO2 General post should enter the PMCV HMO2 match.

Note: If matched you must undertake the 12 month position. HMO2's wishing to complete a 6 month Diploma of Obstetrics post should apply outside the PMCV HMO2 match (mention this specifically in your cover letter)

HMO2's will be notified before the PMCV HMO2 match if they were successful to the position, which will enable them to re rank Monash Health highly (should they choose to accept), in order to be matched to Monash Health.

HMO3+'s wishing to complete a 12 month position incorporating the 6 month Diploma and 6 month HMO3 General post must apply to both positions (mention this specifically in your cover letter).

HMO3's wishing to complete a 6 month Diploma of Obstetrics post only, are required to only apply to the Diploma of Obstetrics position.

HMO3's will be emailed if successful for a Diploma of Obstetrics position at the same time as the notification of the HMO3 general position (if applied to both).

### What if I am unsuccessful for the Diploma of Obstetrics position but still want to work at Monash Health?

You should also apply for other HMO positions at Monash Health indicating on your cover letter that your first preference is for a Dip Obs position, but should you not be successful your second preference is that position.

### If I am not successful for a Diploma of Obstetric Position how many Obstetric & Gynaecology rotations are available in the General stream?

Currently we have 20 x 13 week rotations in Obstetric & Gynaecology within the General stream.

### What criteria does Monash Health use for selecting HMOs?

All applications will only be accepted on-line via the Monash Health on-line recruitment system. Diploma of Obstetrics positions are not matched (unless you are a HMO2) and candidates must apply direct to Monash Health recruitment website to be eligible for consideration.

The following information should be attached to your electronic application:

- Curriculum Vitae
- Cover letter
- Photograph
- Fit2work consent form (non MH employees only)
- Copy of 100 points of certified Identification (non MH employees only)
- Current employee Working with Childrens Check
- Copy of Primary Qualification (If you are successful you will be required to provide an original certified copy to MDW)
- 3 references; when you apply through the Monash Health electronic recruitment system you will be required to list 3 referees details. The electronic system will request your referee to complete an online reference. Which once completed will be attached to your application.



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### Does Monash Health interview all applicants?

No, Monash Health interviews only a limited number of shortlisted candidates for positions. Unfortunately we do not have the resources to interview all candidates. As a general rule, three candidates are interviewed for each position. You will be notified if you are shortlisted for an interview.

Applications for the Diploma of Obstetric position are shortlisted and interviewed by the O&G department directly.

Note: You will be interviewed only once should you submit application for both a Diploma of Obstetrics position and HMO general position

### If successful, when do you suggest I contact RANZCOG regarding my successful application?

You should contact the college at least six weeks before you commence the Diploma.

### Will I be able to take annual leave?

Candidates who undertake six month posts are generally not allocated annual leave. However if there is a known reason of taking Annual Leave in a particular six month rotation, it should be indicated in both cover letters. In the event that annual leave is not taken, the entitlement will be paid out upon termination.

If you are appointed to a 12 month post you will be allocated 5 weeks annual leave. Annual leave preferences are requested as part of your rotation preferences and we do our best to try to accommodate all requests, dependent upon cover availability.

### What is the orientation like?

The HMO & Registrar Orientation Program runs on the first Monday of the HMO year and half yearly, e.g. planned to be Monday 5 February 2018. Attendance is compulsory if you are new to Monash Health or have been away for longer than 12 months. All of the orientation time is paid.

The Program involves some plenary sessions in Monash Health specific employee issues such as payroll, fire safety, OH&S, human resource issues and clinical issues relevant to Monash Health staff. It is also a great opportunity to meet and network with old and new friends, as well as meeting the Monash Health staff with whom you will be involved.

The O&G Unit you are allocated to will also conduct a Unit specific Orientation when you commence.

### Am I paid under an award?

The current Award which covers Junior Medical Staff (Interns through to Specialty Registrars) is commonly known as the "Victorian Public Health Sector (AMA Victoria) – Doctors in Training (Single Interest Employers) Enterprise Agreement 2013". All of our junior medical staff is employed according to the current/relevant Agreement.

### Can I access salary packaging?

Salary packaging is available to all Monash Health staff. Maxxia is the provider used by Monash Health, further information is available via [www.maxxia.com.au](http://www.maxxia.com.au)

### Any other questions?

The Obstetrics & Gynaecology Unit will be represented at the Monash Doctors Careers Expo held at Monash Medical Centre, Clayton on Saturday 30 May 2015 from 11am-1pm. Come along and meet the team. Feel free to ask any questions you have!

Alternatively email us at [medrecruit@monashhealth.org](mailto:medrecruit@monashhealth.org) and put "Diploma of Obstetrics HMO application query" in the subject line.

Further information is available via [www.monashdoctors.org](http://www.monashdoctors.org) or like us on facebook!



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