

# MONASH DOCTORS

## HMO3 General FAQs

### How many HMO3 General positions does Monash Health have?

In 2018 Monash Health will have approx 55 HMO3 General Positions.

### 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. HMO3+ General positions are not matched 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.

Further information is available in the application guidelines.

### To whom should I address my application?

Applications should be addressed to Amy Zuscak, Team Leader Recruitment & Credentialing, Monash Doctors Workforce.

### 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.

### Does Monash Health interview all applicants?

No, Monash Health interviews only a limited number of shortlisted candidates for HMO and Registrar 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.

### Which rural hospitals are affiliated with Monash Health?

Latrobe Regional Hospital (Traralgon);  
West Gippsland Health Group (Warragul);  
Mildura Base Hospital.

### What is the length of my contract?

All posts are advertised as 12 month full-time positions. Applicants seeking job-share, part-time or part-year HMO posts should highlight this in your cover letter. Monash Health supports a healthy work/life balance for all of our Junior Medical Staff members.

### What rotations will I complete as a HMO?

For a complete list of the Units that you can rotate to please refer to the position description.

### Will I do night duty?

All HMOs at Monash Health participate in night duty across their rostered year either within rotating rosters or as a specific rotation which is usually rostered as 7 nights on/7 nights off.

### How do I apply for a 6 month Diploma of Obstetrics position?

The application process for Diploma of Obstetrics posts are separate to the HMO3 General application process.

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. Please mention this specifically in your cover letter and by answering the relevant question during the application process.

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

See the FAQ's for the Diploma of Obstetrics position for further information.

### How do I apply for a 6 month Dermatology HMO Position (part time post)?

The application process for the Dermatology HMO Position posts are separate to the HMO3 General application process. This position is part time, approximately 38 hours per fortnight.

HMO3+'s wishing to complete a 12 month position incorporating the 6 month Dermatology HMO and 6 month HMO3 General post must apply to both positions. Please



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mention this specifically in your cover letter and by answering the relevant question during the application process.

HMO3's wishing to only compete 6 month Dermatology HMO post, are required to apply to the Dermatology HMO vacancy only.

### **How do I apply for a full year of Critical Care training in the HMO General Stream?**

Candidates should apply to the HMO3+ General Position and state both in their cover letter and respond to the relevant question during the application process.

For further information please see the 'HMO3 critical care FAQs'.

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

Five weeks annual leave is rostered across your 52 week rotation allocation plan. 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.

Candidates who undertake six month posts are generally not allocated annual leave. In the event that annual leave is not taken, the entitlement will be paid out upon termination.

### **How are the annual rotation allocation plans determined?**

Each year all HMOs are given a preference form that asks for a variety of details – everything from annual leave, rotation preferences and other information which may help make the best fit for everyone. The annual rotation allocation plans are created new each year. Once finalised the allocation plan will not be changed without discussion with you. The annual rotation allocation plans are published in December.

### **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.

### **What education is available?**

At each site (three rural and four at Monash Health) mandatory weekly education sessions are held. These are normally at lunchtime with lunch provided, and you will be expected to ask your registrar or HMO in your unit to answer your pager for the duration of the session so that you are not interrupted. Topics range from practical skill sessions to updates on pharmacy and coroner's court issues and everything in between. In addition there are Grand Rounds for Medicine and Surgery, individual department meetings and other specific sessions.

There are dedicated sessions for surgical and physician trainees, as well as more broadly based education topics applicable to all HMO streams.

### **What supervision and support can I expect to receive?**

Each term has a nominated supervisor. Each site has a Director of Clinical Training (DCT) who is responsible for education on that site, who works in conjunction with our Monash Doctors Education Unit. The Monash Doctors Workforce team including our Monash Doctors Wellbeing Officer will be available for support, as will a plethora of NUMs and ANUMs, HMOs, Registrars, Consultants and just about everyone else.

### **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 are 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/salary-packaging](http://www.maxxia.com.au/salary-packaging)

### **Any other questions?**

Email us at [medrecruit@monashhealth.org](mailto:medrecruit@monashhealth.org) and put "HMO3 General 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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