

# MONASH DOCTORS

## HMO3/HMO4+ & Provisional Registrar Surgical Stream FAQs

### How many HMO3/4 & Provisional Registrar Surgical positions does Monash Health have?

In 2018 Monash Health will have approx 36 HMO3/4 & Provisional Registrar Surgical positions.

### What criteria does Monash Health use for selecting candidates for the surgical stream?

Applications will only be accepted on-line via the Monash Health on-line recruitment system and are directly appointed through Monash Health.

The following information should be attached to your electronic application:

- Curriculum Vitae
- Cover letter
- Photograph
- Fit2work consent form
- Copy of 100 points of certified Identification
- Copy of Primary Qualification (If you are successful you will be required to provide an original certified copy to MDW)
- Current employee Working with Children Check (if you have one)
- On-line reference forms will be sent to your referees via the Monash Health on-line recruitment system when you apply.

### 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.

### Will 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 and external hospitals are affiliated with Monash Health?

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

Frankston Hospital (Peninsula Health)

### 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 positions should highlight this on 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 surgical HMO3/HMO4+?

A full list of rotations is can be viewed on the position description related to this application.

HMO4+'s and provisional registrars will predominantly move through registrar rotations including registrar nights and SET cover however they may be required to undertake HMO rotations.

### What rotations will I complete as provisional surgical registrar?

A full list of rotations is can be viewed on the position description related to this application. Provisional registrars will work in registrar roles.

### What is available if I am interested in the General Surgery pathway?

There will be a limited number of positions set aside for those interested in General Surgery training. There will be support available to assist you with your career aspirations and gain the necessary experience required to enter General Surgery training.

### What is the Anatomy School rotation through Monash University?

There is an opportunity for HMO's applying for the surgical stream to complete an Anatomy school rotation through Monash University. This is not a secondment from Monash Health but a separate appointment. Monash Health will endeavour to support a limited number of HMO's by granting leave without pay to complete anatomy school (subject to approval).

For more information or to apply you will need to contact Monash University directly.

### 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.



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Provisional registrars are likely to undertake up to 20 weeks of nights.

### 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 and Provisional Registrars 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.

### 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 and all of the orientation time is paid.

The Program involves some plenary sessions in Monash Health specific to 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 supervision and support can I expect to receive?

Each term has a nominated supervisor. Each site has a Director of Clinical Training (DCT) and Director of Surgical Training (DST) who are responsible for education on that site, who works in conjunction with our Monash Doctors Education Unit. In addition one of Monash Health's DCTs has special responsibility for interns, and another for International Medical Graduates (IMGs). 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 "HMO Surgical 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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