

INFORMATION ABOUT HONORARY MEDICAL APPOINTMENTS

(One month to three years)

Description

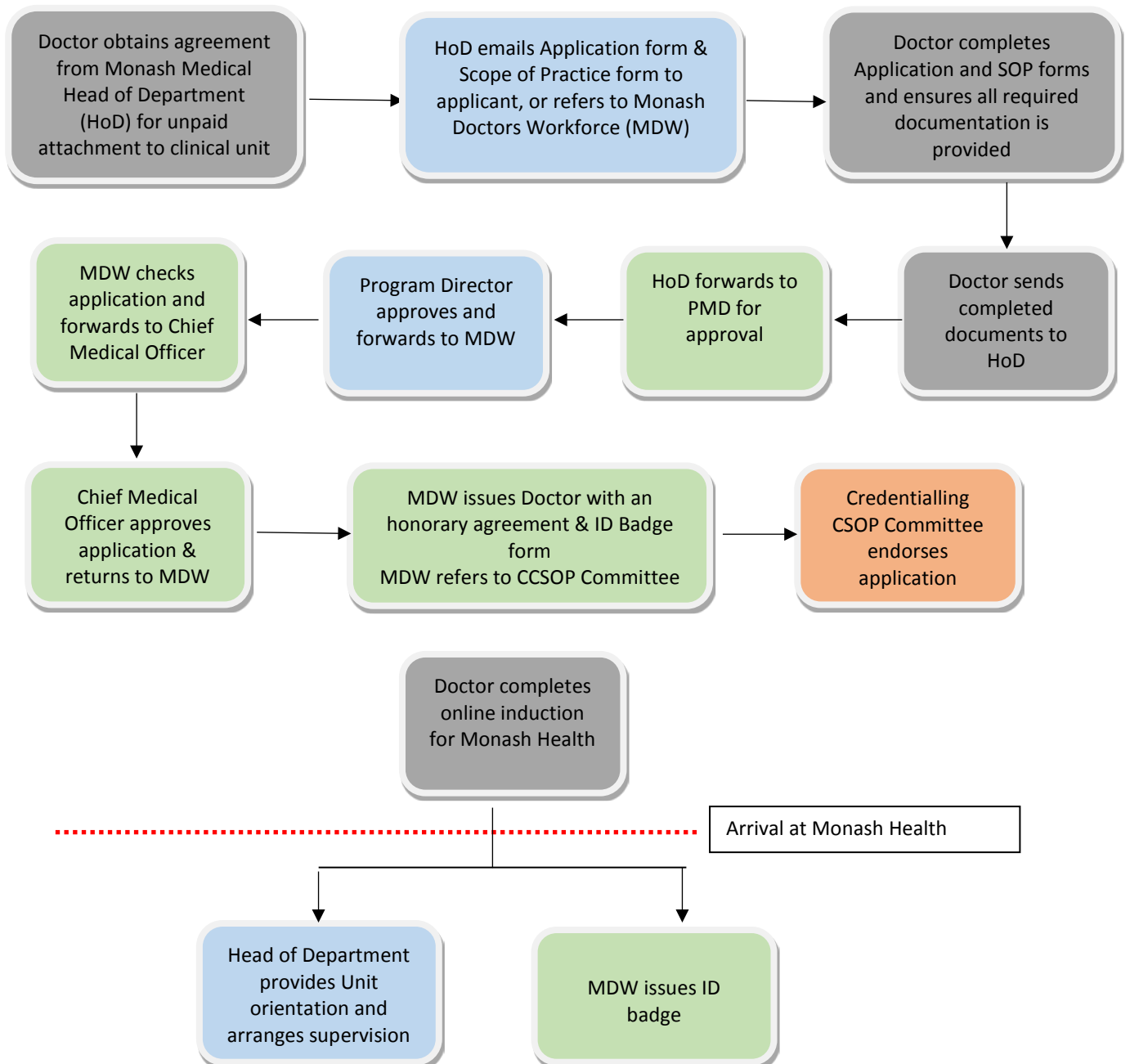
An Honorary appointment provides **full clinical access privileges** to an **unpaid** medical officer for a period of up to three years. For periods of less than one month an Access appointment should be used.

Process

This appointment will for example be utilised for:

- Visiting specialists from other Victorian hospitals who on occasions visit to provide specialist services or procedures at a Monash Health facility
- Semi-retired doctors who are no longer employees but continue to be involved in clinical care or multidisciplinary meetings
- Semi-retired doctors who are no longer employees and are not involved in clinical care or multidisciplinary meetings but continue to be involved in hospital activities or hospital governance (non-clinical honorary appointment)
- External doctors such as general practitioners attending Monash Health facilities periodically for professional development and keeping up to date.

The process for obtaining a Monash Health medical honorary appointment is outlined below:



General Conditions

Medical honorary appointments are on an unpaid basis and do not constitute employment for any purpose.

Doctors with medical honorary appointments must be under the supervision of a member of the Senior Medical Staff at all times.

For medical officers who wish to have clinical access to Monash Health for less than one month an access appointment should be used.

Police Checks

Please be aware that you will not be provided with a medical honorary appointment until Monash Doctors Workforce (MDW) has received a satisfactory Police Check (3 months prior to start date) and you have completed a statutory declaration.

Overseas Police check (applicable if currently living outside of Australia)

It is a requirement of your medical honorary appointment role with Monash Health that you obtain a current police clearance from all countries that you have lived in for the past three years. It is your responsibility to obtain this and forward to Monash Doctors Workforce. If the documents are not in English, please make sure to submit a translated copy.

Registrations and Visas

Doctors must ensure that they have an appropriate Visa or residency. MDW does not assist with immigration issues for Honorary Appointments.

Monash Health Induction

Doctors can access the Monash Health Learning Management System without an employee number by hitting the right hand button on the LMS page, which brings up this: <https://learning.monashhealth.org/login/signup.php>. Many sites/programs also provide further induction specific to their area, please contact your Unit prior to commencement to obtain details of dates and locations. Departmental role orientation is the responsibility of your Unit who will discuss this with you on your first day.

Identification Card

You will be provided with an ID badge that you are required to wear at all times. This will provide you with the necessary access required for your role.

Staff Car Parking

Staff car parking is not available to honorary appointments. Parking will be at your own cost in the public car park or by other arrangements.

Policies and Procedures

Monash Health expects that you familiarise yourself with policies and procedures relating to your role. This will be facilitated during your orientation to your clinical unit.

Patient Confidentiality

You will be in a privileged position to witness confidential information about patients in Monash Health facilities. You may not disclose any information you witness whilst working at Monash Health to any person who is not a Monash Health employee.

Professional Responsibilities

It is a requirement of your employment that you immediately advise Monash Health in writing if any of the following circumstances occur and provide Monash Health all available information to you in relation to any such circumstance:

- there is any withdrawal or limitation, condition or restriction placed on your registrations;
- you become the subject of any investigation by a registration body or other authority, including insurers;
- there is any investigation, withdrawal or limitation on the scope of your clinical practice instituted by another one of your employers or service providers;
- you are the subject of any claim, writ, summons, proceeding, impending prosecution or inquest in respect of, or relating to, treatment rendered by you;
- you are charged with a criminal offence that brings or is likely to bring you or Monash Health into disrepute;
- you become aware of any other matter, situation or potential situation that may place you, a patient, a staff member or Monash Health at risk or lead to a claim against Monash Health's medical indemnity insurance;
- Any changes that may impact on your performance or your ability to undertake the role in which you are appointed.

If you have any queries you would like to discuss, please feel free to contact the Monash Doctors Workforce on 03 9594 2547 or email MonashDoctors_Recruitment@monashhealth.org

Fees - There is no fee for obtaining an honorary appointment