

Please submit this completed form to Monash Doctors Workforce with associated supporting documentation and other information relevant to the proposed appointment. Further information can be sought by contacting Monash Doctors Workforce team. Ensure the application is completed by the Unit/Department Head (or delegate) prior to appointment. It must be reviewed by Program Director.



No appointment can be confirmed until this application has been approved by the Program Director & Chief Medical Officer



If this form is not completed and submitted, a contract cannot be generated by Monash Doctors Workforce, and the appointee will not be indemnified under Monash Health.

Type of Honorary Appointment

Section A

In recognition of prior long and distinguished service to Monash Health **with no clinical care work involved** *(Do not complete Section C)*

Senior Medical Alumnus appointment **with no clinical care work involved** *(Do not complete Section C)*

In recognition of prior long and distinguished service to Monash Health **with clinical care work involved**

Clinicians employed at other public health services which offer services to Monash Health

Clinicians attending Monash Health to perform or demonstrate procedures or techniques (time specific appointments)

Other grounds as approved by the Program Director - to be approved by Credentialing Committee

Please specify: _____

Applicant Details of the Proposed Honorary Appointment

Section B

Name of Honorary Medical Practitioner

Contact email

AHPRA Medical Registration

Contact phone number

Unit / Department

Program

Cost Centre

Credentialing & Defining Scope of Practice

Section C



Complete for honorary specialists and fellows that provide clinical care (including medical advice) on Monash Health patients

Completed Scope of practice template (SMS & Fellow)

Copy of TCPC Approval letter (if appointee undertaking new procedure/clinical practice not currently practiced at Monash Health)

Two structured references checks or obtained two written references (these can be by Monash Health medical staff)

Copy of AHPRA Medical Registration Certificate

Copy of primary qualification, specialist qualification, College Fellowship letter or equivalent

Curriculum Vitae

Copy of Victorian Employee Working with Children's Check

Clear Police Check (valid within 3 months of commencement)

Copy of Professional Indemnity Certificate (SMS Only)

Copy of Immunisation Record / immunity testing

Term of Appointment - SMS Honorary appointment should be more more than 3 years in line with SoP

Section D

Temporary / Fixed term appointment

Date From

Date to

Expected hours
per week

Locations/sites

Clayton

Dandenong

Casey

Moorabbin

Kingston

Cranbourne

Applicant Signature - Proposed Honorary Medical Practitioner


Applicant Name - Please print

Signature

Date

Tick if IT Access
required

Type of Access & Why:

 List the benefits in the section to Monash Health - **To be completed by Unit Head**

Endorsement / Approval

Section F

Unit Head Name

Signature

Date

Program Director Name

Signature

Date

Notes

Notes



Once application form is completed with all approvals, ensure all supporting documentation outlined above attached and forward to Monash Doctors Workforce for processing MonashDoctors_Recruitment@monashhealth.org



* Expected processing timeframe for appointment

* Three months if the incumbent is an International Medical Graduate and does not hold general medical registration, and/or requires Monash Health sponsorship for visa/immigration.

* One month (4 weeks) if the incumbent holds general registration and is an Australian Citizen or hold permanent residency.

NB. These time frames are based on receipt of completed application with supporting documentation and an authorised Honorary Appointment form.

Commonwealth of Australia
STATUTORY DECLARATION
Statutory Declaration Act 1959

1. I, _____ of:
medical practitioner, make the following declaration under the statutory Declarations Act 1959:
2. I declare that (place a tick or cross in applicable box):
Since turning 16 years of age, I have been a citizen or permanent resident of a country/countries other than Australia
since turning 16 years of age, I have never been a citizen or permanent resident of a country/countries other than Australia
3. I declare that I have never been:
convicted of murder or sexual assault; or
convicted of, and sentenced to imprisonment for, any other form of assault.

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the Statutory Declarations Act 1959, and I believe that the statements in this declaration are true in every particular.

4. Signed by:
Place Day Month and Year
Declared at
Before me,

Signature of person before whom the declaration is made (see below)

Full name, qualification and address of person before whom the declaration is made (in printed letters)

Note 1 A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years — see section 11 of the Statutory Declarations Act 1959.

Note 2 Chapter 2 of the Criminal Code applies to all offences against the Statutory Declarations Act 1959 — see section 5A of the Statutory Declarations Act 1959.

A statutory declaration under the Statutory Declarations Act 1959 may be made before—

(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

5. Chiropractor	Dentist	Legal practitioner	Medical practitioner	Nurse	Optometrist
Patent attorney	Pharmacist	Physiotherapist	Psychologist	Trade marks attorney	Veterinary surgeon

(2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

(3) a person who is in the following list:

Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)
Bailliff Bank officer with 5 or more continuous years of service Building society officer with 5 or more years of continuous service
Chief executive officer of a Commonwealth court Clerk of a court Commissioner for Affidavits
Commissioner for Declarations Credit union officer with 5 or more years of continuous service
Employee of the Australian Trade Commission who is:
(a) in a country or place outside Australia; and
(b) authorised under paragraph 3 (d) of the Consular Fees Act 1955; and
(c) exercising his or her function in that place
Employee of the Commonwealth who is:
(a) in a country or place outside Australia; and
(b) authorised under paragraph 3 (c) of the Consular Fees Act 1955; and
(c) exercising his or her function in that place
Fellow of the National Tax Accountants' Association
Finance company officer with 5 or more years of continuous service
Holder of a statutory office not specified in another item in this list:
Judge of a court
Justice of the Peace
Magistrate
Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961
Master of a court
Member of Chartered Secretaries Australia
Member of Engineers Australia, other than at the grade of student
Member of the Association of Taxation and Management Accountants
Member of the Australasian Institute of Mining and Metallurgy
Member of the Australian Defence Force who is:
(a) an officer; or
(b) a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with 5 or more years of continuous service; or
(c) a warrant officer within the meaning of that Act
Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
Member of:
(a) the Parliament of the Commonwealth; or
(b) the Parliament of a State; or
(c) a Territory legislature; or
(d) a local government authority of a State or Territory
Minister of religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961
Notary public
Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public
Permanent employee of:
(a) the Commonwealth or a Commonwealth authority; or
(b) a State or Territory or a State or Territory authority; or
(c) a local government authority;
with 5 or more years of continuous service who is not specified in another item in this list

1. Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made

Police officer

Registrar, or Deputy Registrar, of a court

Senior Executive Service employee of:

(a) the Commonwealth or a Commonwealth authority; or

(b) a State or Territory or a State or Territory authority

Sheriff

Sheriff's officer

Teacher employed on a full-time basis at a school or tertiary education institution