

## INFORMATION ABOUT MEDICAL ACCESS APPOINTMENTS (Access for less than one month)

### Description

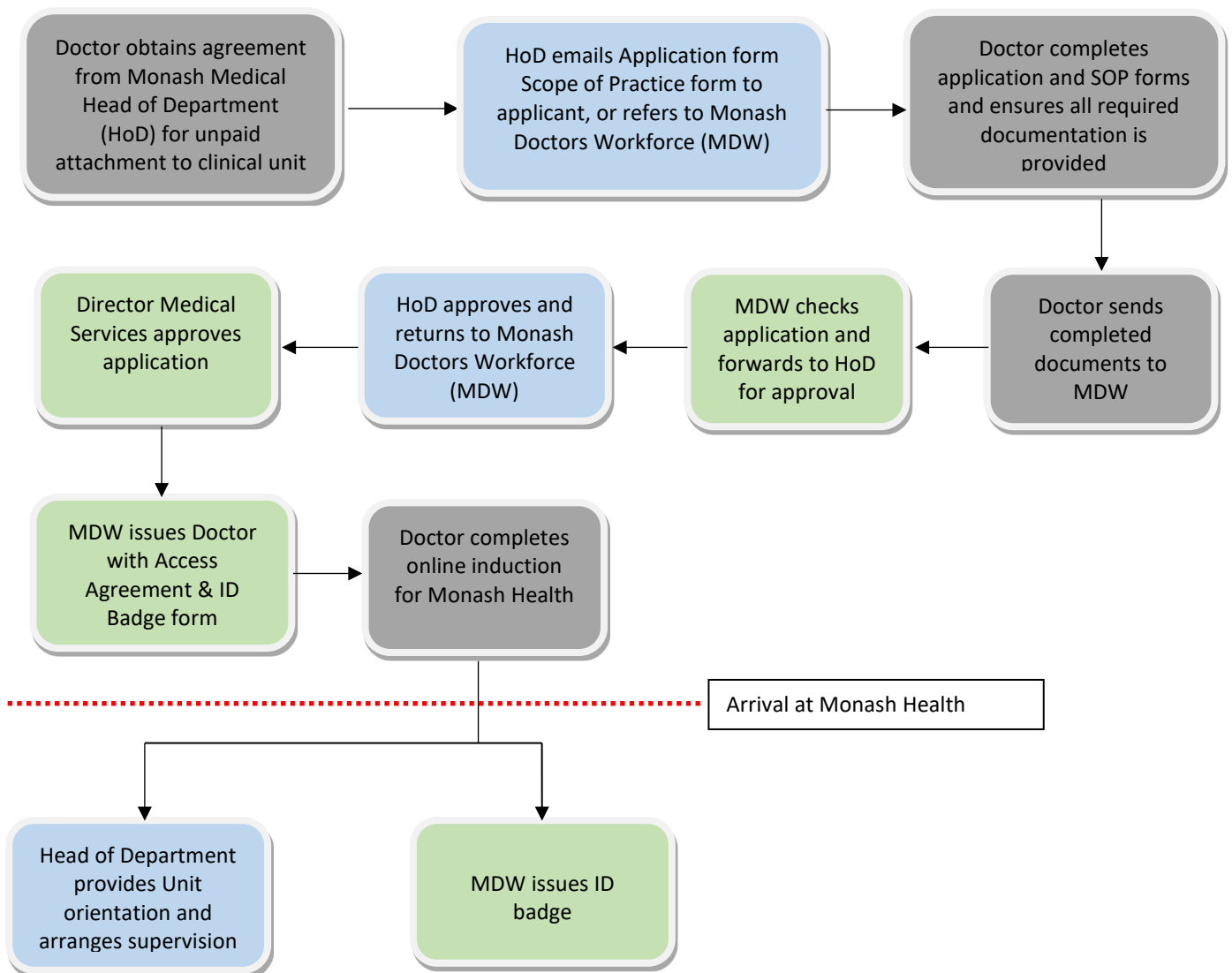
An access appointment provides **full clinical access privileges** to an **unpaid** medical officer for a period of **less than one month**

### Process

This appointment will for example be utilised for:

- Visiting specialists instructing Monash Health medical staff in new procedures
- Visiting doctors doing a refresher or update course
- Overseas doctors visiting to gain specific clinical experience

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



### General Conditions

Medical Access appointments are on an unpaid basis and do not constitute employment for any purpose. Doctors with medical access appointments must be under the supervision of a member of the Senior Medical Staff at all times. The responsibility of having an appropriate current visa lies with the Doctor. For medical officers who wish to have clinical access to Monash Health for longer than one month an Honorary Appointment should be used.

### **Police Checks**

Please be aware that you will not be provided with a Medical Access appointment until Monash Doctors Workforce (MDW) has received a satisfactory Police Check and you have completed a statutory declaration. However for access appointments of seven days or less Monash Health will accept a completed statutory declaration in lieu of a formal Police Check

### **Overseas Police Check (applicable if currently living outside of Australia)**

It is a requirement of your Medical Access 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 the Monash Doctors Workforce.

### **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 Access 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.

### **Registrations and Visas**

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

If you have any queries you would like to discuss, please feel free to contact the Monash Doctors Workforce on 9594 2750 or email [medsupport@monashhealth.org](mailto:medsupport@monashhealth.org)

### **Fees**

There is no fee for obtaining an Access Appointment