

13th March 2024

Dr Deva Subasic De Azevedo
deva.subasic.de.azevedo@gmail.com

Dear Deva,

CONTRACT OF OBSERVERSHIP

As a result of your recent interview with the West Gippsland Healthcare Group, I have the pleasure of offering you a place in our Observership program with the Emergency Department.

Please Note: This offer is for observership ONLY and does not constitute an offer of employment or a paid position with our organisation.

Location: West Gippsland Hospital, 41 Landsborough Street, Warragul
This will be your primary observer location; however staff may be offered the opportunity to observe in other units of the hospital from time to time.

Commencement Date: 8th April 2024

Cessation Date: 5th May 2024

Base Hours: Hours will be 38 hours per week as indicated in your online roster (for further information see below).

Special Conditions: Your offer is conditional of meeting a number of requirements that must be completed prior to your commencement:

- Evidence of your Covid 19 vaccination evidence (must have had three vaccinations minimum),
- A current National Criminal History Check
- A current Working With Children check
- A certified copy of your passport
- A certified copy of another form of photo ID (including translation to English if required)
- Review and sending back a signed copy of the Child Safe Code of Conduct Form (attached)
- Review and sending back a signed copy of the Confidentiality Compliance Statement (attached)

By signing this contract, you also agree to the following conditions of your observership:

- As you are not registered with the Australian Health Practitioner Regulation Agency, you are not legally permitted to work as a Doctor. Therefore, you agree to not to deliver any direct patient care under any circumstances. Failure to comply to this condition will result in you being removed from site immediately, your observer program being cancelled, and your name being flagged for any potential employment opportunities in the future.
- You agree to complete and comply with any online or practical training competencies you are asked to complete as part of your observership.
- You agree to wear the lanyard that will be supplied to you at all times whilst on site. Once your observership is finished, you agree to return your lanyard and your security pass to Medical Workforce in a timely fashion.

- You agree to make yourself available and undertake the Orientation session that is scheduled for you,
- You understand that while accommodation may be provided for you during your period of observership, you will not be permitted to remain in that accommodation after your observership ends. You also understand that accommodation will not be made available, or included as part of your offer, for any family members or friends that intend on staying in the Warragul area.
- You agree to undergo an assessment program with the senior medical staff of the unit you are observing in. This involves assessment of patients under supervision. You may be assigned a QR code that your assessor will scan so that your assessment can be completed.

Additional important information for Observers

Hitting The Ground Running training program.

While not a mandatory requirement, it is highly recommended that those completing an observership program who have not worked in the Australian hospital system as a medical practitioner previously complete the 'Hitting The Ground Running' training session delivered by the Postgraduate Medical Council of Victoria. Please note that the individual will be responsible for payment of this training session.

Further information on this program can be found at www.pmcv.com.au

Roster information

Your roster will be published in advance on the FindMyShift website. This will be emailed to you after you have agreed to the above conditions and send back your signed copy of your contract. Should you be unable to work any of your scheduled shifts, you will be required to notify your department as soon as you are aware of the issue.

Confidentiality:

It is essential as a staff member to observe the utmost discretion with regard to your duties. As per the Confidentiality Compliance Statement you have signed, under no circumstances should patient (client) affairs be discussed or any records or information be improperly disclosed within or outside the organisation. A breach of trust in this regard will be viewed seriously and will result in your observership program being cancelled immediately.

Media statements:

Under no circumstances may any unauthorised statement be made to the press, radio and or television without prior approval of the Chief Executive Officer.

Entitlement to work within Australia:

You agree that you have a legal entitlement to attend this Observership program within Australia and that should your circumstances change, that you will immediately notify the Chief Medical Officer and the Human Resources Department in writing.

Ethics:

You agree to comply with and observe the Policies & Procedures and Code of Conduct of the West Gippsland Healthcare Group, updated from time to time.

Police and Working with Children Checks:

As noted under Special Conditions, it is a requirement of your employment that you provide evidence of or undergo National Criminal History Checks and a current Working with Children Check. Should there be any change to your status in regards these items, you are required to immediately notify the Chief Medical Officer and the Human Resources department in writing.

Congratulations on your offer of observership with the West Gippsland Healthcare Group.

Regards



Ms Hannah Downey

Medical Workforce Operations Manager

I hereby accept the Observership contract as per the conditions detailed above.

Signed: Deva Subasic De Azevedo

Date: _____ / _____ / 20____

Attachments & Schedules:

- a) Child Safe Code Of Conduct
- b) Confidentiality Compliance Statement



WEST GIPPSLAND HEALTHCARE GROUP

CHILD SAFE CODE OF CONDUCT

Name: _____

Department: _____

Position: _____

All board members, staff and volunteers of the West Gippsland Healthcare Group are required to observe child safe principles and expectations for appropriate behaviour by adults towards and in the company of children and young people, as noted below.

All board members, staff and volunteers of West Gippsland Healthcare Group are responsible for supporting and promoting the safety, participation, wellbeing and empowerment of children and young people by:

- Adhering to the West Gippsland Healthcare Group's child safe policy at all times
- Upholding West Gippsland Healthcare Group's statement of commitment to child safety at all times
- Taking all reasonable steps to protect children and young people from abuse and harm.
- Listening and responding to the views and concerns of children and young people, particularly if they have stated that they or another child have been abused and/or are worried about their safety or the safety of another child
- Treating everyone with dignity and respect
- Communicating clearly with children, young people and parents when physical contact is required in the context of the child's care.
- Promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children and young people
- Promoting the cultural safety, participation and empowerment of children and young people with culturally and/or linguistically diverse backgrounds
- Promoting the safety, participation and empowerment of children and young people with a disability
- Modelling appropriate adult behaviour in an open and transparent way
- Respecting the privacy of parents, children and young people by only disclosing personal information when necessary
- Where child abuse is suspected, ensuring that children and young people are safe and protected from harm as quickly as possible
- Reporting any allegations of child abuse as per the Vulnerable Children at Risk of Harm policy, ensuring any allegations are reported to the appropriate authority and in accordance with the Victorian Reportable Conduct Scheme Policy where applicable.
- Understanding and complying with all reporting and/or disclosure obligations, including Mandatory Reporting, Failure to Disclose, Failure to Protect and Reportable Conduct
- Encouraging children and young people to 'have a say', be involved and participate in all relevant organisational activities, procedures and decision making where possible and where appropriate, especially on issues that involve the child or young person themselves and on issues which are important to them

Board members, staff and volunteers must not:

- Develop any 'special' relationships with children that may be seen as favouritism or amount to 'grooming' behaviour including through the provision of gifts, benefits or inappropriate attention
- Have any contact (including online (social media) or via telephone) with a child, young person or their family outside of the organisation without the knowledge and consent of West Gippsland Healthcare Group.
- Must not take photographs of children without appropriate consent and in line with WGHG Policy "Clinical Images (Photographs & audio-visual recordings) – Policy".
- Exhibit behaviours or engage in activities with children that may be construed as unnecessarily physical
- Put children at risk of abuse / harm
- Do things of a personal nature that a child or young person can do for themselves, such as toileting or changing clothes
- Engage in open discussions of a mature or adult nature in the presence of children and young people.
- Use inappropriate language in the presence of children and young people
- Express personal views on cultures, race or sexuality in the presence of children and young people
- Discriminate against any child or young person, including on the basis of age, gender, sexuality, race, cultural or disability
- Ignore or disregard any concerns, suspicions or disclosures of child abuse

The above does not refer to your own child or a friend of the family. It refers to any child that is either under the direct care of West Gippsland Healthcare Group or any child visiting with family and friends on site.

By observing these standards, you acknowledge your responsibility to immediately report any breach of this code of conduct to West Gippsland Healthcare Group HR Manager, Child Safe Project Manager or line manager. Failure to comply with this code of conduct will be investigated by the West Gippsland Healthcare Group and may result in disciplinary action, included termination under the Grievance & Disciplinary Policy.

If you believe a child is at immediate risk of abuse, call 000 and request Police

Acknowledgement - 'Child Safe Code of Conduct'

I have read and been informed about the content, requirements, and expectations of the **Child Safe Code of Conduct**. I have received a copy and agree to abide by this as a condition of my engagement with the West Gippsland Healthcare Group.

I understand that if I have questions, at any time, regarding this I will consult with my immediate supervisor or my Human Resources staff members.

*Please read the **Child Safe Code of Conduct** carefully to ensure that you understand the policy before signing this document.*

Employee _____

Employee Printed Name: _____

Date: _____



CONFIDENTIALITY COMPLIANCE STATEMENT

Confidentiality is a right that shall be strictly enforced. This includes all information regarding patients, staff and the hospital.

An employee of, or an official visitor to West Gippsland Healthcare Group shall not breach this right in any way – written, verbal, electronic or any other means.

Disciplinary action may result for any employee who breaches this right, which may include dismissal.

I acknowledge that I have read and understood the above statement of Confidentiality and the accompanying hospital policies relating to confidentiality.

I acknowledge and understand that breach of confidentiality may result in disciplinary proceedings including dismissal from my position at the hospital.

STAFF DECLARATION

Employee Name:	
Signature:	
Position:	
Date:	