

MiPreP MEDICAL STAFF HONORARY AGREEMENT

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UNIT: Monash Doctors Education
PROGRAM: MiPreP – Intake 1
STATUS: Honorary (unpaid)
CLINICAL ROLE: Hospital Medical Officer
PROGRAM DATES: 07 April 2025 – 27 June 2025
AHPRA CONDITIONS: Commencement of clinical attachment is subject to appropriate AHPRA registration. Should AHPRA registration not be finalised your clinical attachment will default to the next available program
VACCINATION: Your appointment is conditional upon you being fully vaccinated against COVID-19 (including the third dose (booster) and your agreement to comply with reasonable directions given by your employer in accordance with mandatory vaccination laws as they apply from time to time.

Purpose:

The purpose of this honorary appointment period is to enable you to familiarise yourself with the local health care system in a way that is not possible as an observer, with the aim of enabling you to reach and demonstrate a standard of practice suitable for employment in Victorian Health Services.

You will be able to do clinical assessments (taking histories, performing physical examinations), writing in medical records, and initiating management of real patients in a real clinical environment, with appropriate supervision by clinicians who are responsible for patient care.

This document confirms that you are able to attend Monash Health facilities during the dates above as a Medical Officer performing the role above in the clinical unit and program detailed above.

In your application you acknowledged that you understand that as a Medical Officer:

You may examine and participate in the clinical care of patients in any Monash Health facility under the supervision of your supervisor, or clinicians designated by your supervisor; always working within your approved clinical scope of practice

You will not disclose any information you witness or obtain whilst a Medical Officer to any person who is not a Monash Health employee.

You agree to abide by all By-Laws, Safety Rules Policies and Procedures of Monash Health as they apply to your Medical Officer role.

You agree to use/wear any safety equipment and apparel provided to you by Monash Health

You agree to commence and maintain private health or travel insurance for the duration of your Medical Officer role with Monash Health if you are not eligible to publicly funded healthcare

You agree to adhere to all conditions of your visa/residency requirements

You agree to advise Monash Health in writing as soon as practicable of any changes that may impact on your performance or ability to undertake the role in which you have been appointed.

General Conditions

- MiPreP Medical Officer Honorary Appointments are on an unpaid basis and do not constitute employment for any purpose.
- Medical Officers must remain under the supervision of a specific member of the Senior Medical Staff at all times.
- The responsibility of having an appropriate current visa lies with the Medical Officer.
- Monash Health indemnifies you in relation to your treatment of public and private patients at Monash Health.

- You must hold and maintain suitable Medical Registration for the duration of this program (regulated by the Health Practitioner Regulation National Law Act 2009 via AHPRA).
- This offer is subject to a clear and current national police certificate (via Monash Health)
- This offer is subject to a current Victorian Working with Childrens check

Confidentiality

Confidential Information means:

- all information whether oral, graphic, written or in any other form (Information) regarding the current or future business interests, methodology, proposals, policies, processes, activities or affairs of Monash Health;
- all Information that is by its nature confidential, or is designated by Monash Health as confidential, or which you know or ought reasonably to be expected to know is confidential;
- any Information which has been disclosed to you by any third party (including patients) in the course of your employment;
- Information regarding patients and lists of patients;
- Information regarding referring doctors and lists of referring doctors; and
- all other Information belonging or relating to Monash Health

Acknowledgment

You acknowledge that through the course of your MiPreP Honorary Appointment or otherwise, you may obtain access to, or become aware of, Confidential Information which is of commercial value to Monash Health and which is owned by and will at all times remain the property of Monash Health. You must:

- only use the Confidential Information for the purposes of performing, and to the extent necessary to perform, your role;
- keep in the strictest confidence all Confidential Information and not disclose to any person any Confidential Information without the consent of Monash Health;
- comply with all Commonwealth, State and Territory privacy, health records or similar legislation and regulations, including but not limited to the Health Services Act 1988 (Vic), the Information Privacy Act 2000 (Vic) and the Health Records Act 2001 (Vic).
- not use, or modify any Confidential Information for your own use or benefit or the use or benefit of any third party; and on termination of your Access Appointment or at the request of Monash Health at any time, promptly disclose and deliver up to Monash Health, all Confidential Information including copies in your possession, custody or control.

Unauthorised disclosure

You must take all reasonable precautions to prevent any unauthorised disclosure of Confidential Information, including the following precautions:

- you must at all times store all Confidential Information safely and securely;
- except with the prior written authority of Monash Health, you must not remove any Confidential Information from the premises at which it is stored except where it is necessary to do so for the sole purpose of performing your role under this Agreement;
- you must immediately notify Monash Health in writing of any actual, threatened or suspected unauthorised disclosure of any Confidential Information; and
- you must take all reasonable measures to minimise any unauthorised dissemination of any Confidential Information which is in any way related to or resulting from an act or failure to act by you.

Monash Health Induction

MiPreP trainee Medical Officers should access the Monash Health Learning Management System 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 available to MiPreP honorary appointments. Should you require parking it will be at no cost to you. When attending Security to collect your ID badge, please produce a copy of this agreement and this clause.

Policies and Procedures

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

Patient Confidentiality

As a MiPreP honorary medical officer 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 a Medical Officer 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;
- 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 9594 2750 or email monashdoctors_recruitment@monashhealth.org


Signed.....

Dr Zhong Qing (Jason) Goh
Director of Medical Services
Monash Health

19/03/2025
(Date)

PLEASE RETAIN THIS COPY FOR YOUR RECORDS