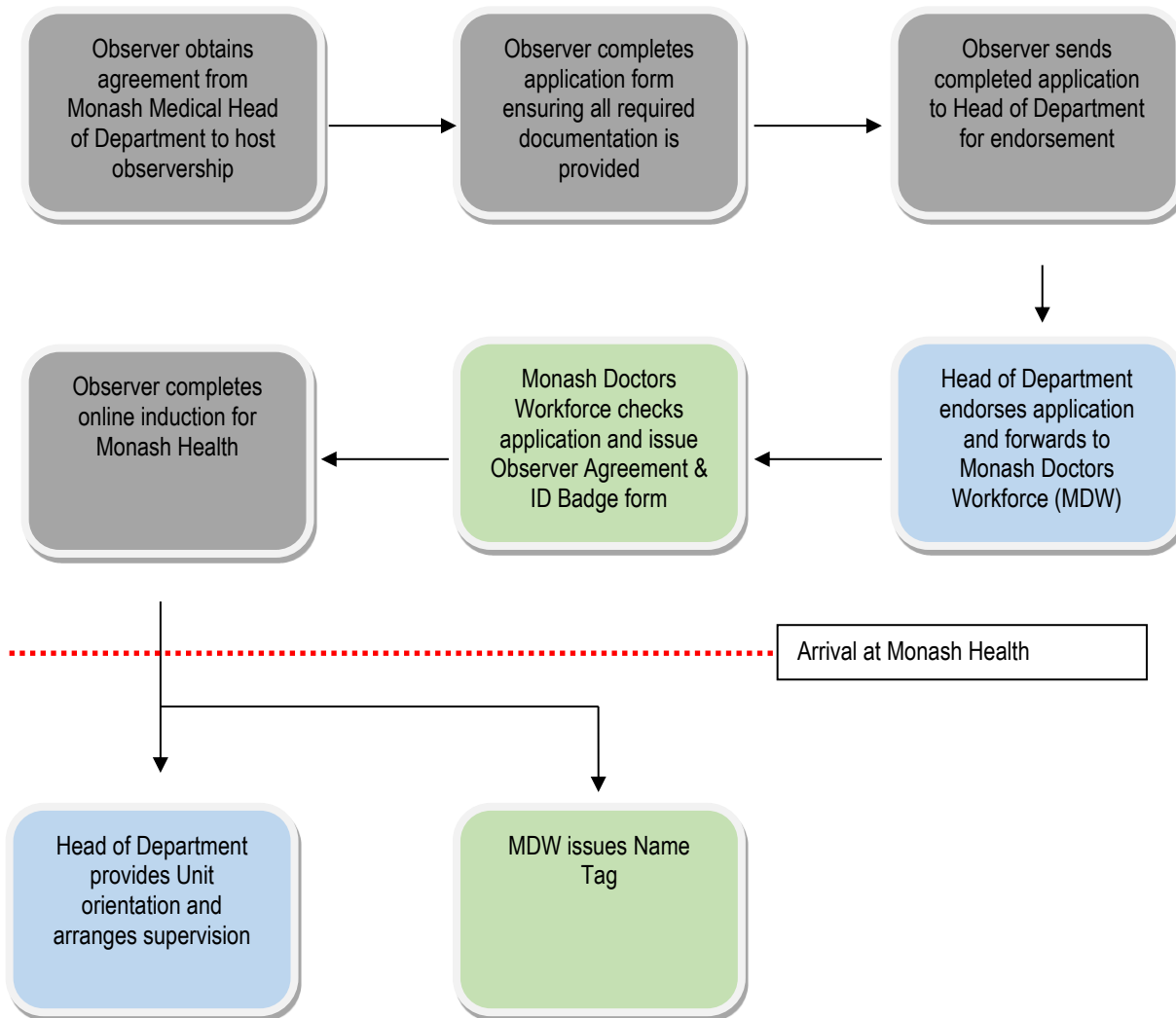


## INFORMATION FOR MEDICAL OBSERVERS

The process for obtaining a Monash Health observer agreement is outlined below:



### General Conditions

- Observer appointments are on an unpaid basis and do not constitute employment or deemed employment for any purpose whatsoever, including under relevant workers compensation legislation.
- An Observer is not permitted to examine, treat, undertake any procedures, or otherwise interact with any patients at Monash Health. This includes making entries into the medical records etc.
- Applicants are only allowed one medical observership appointment only. If applicant has already completed an observership with Monash Health in the past, they will no longer be allowed to apply for another one. Special exemption will need to be sought if needing to go beyond the cap.
- Observers do not have any insurance coverage through Monash Health to examine, treat, undertake any procedures, or otherwise interact with any patients at Monash Health.
- Observers must remain under the strict supervision of a specific member of the Senior Medical Staff at all times.
- Observers must only watch their Supervisor at work and must, at all times, abide by any instruction issued to them by the Supervisor.
- Observers must not discuss clinical information with patients, their carers/family or with Monash Health staff in any way that may influence patient care.
- The responsibility of having an appropriate current visa lies with the Observer.
- Approved Medical Students on placements to Monash Health are covered for accidents under the Group Accident policy.

**Police Clearance**

- Please be aware that you will not be provided with an Observer agreement until Monash Doctors Workforce (MDW) has received a satisfactory Police Check and you have completed a statutory declaration.

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

- It is a requirement of your Observer role with Monash Health that you obtain a current police clearance from all countries that you have lived in for the past three years. The police check from your most recent country of residence must be dated no more than 3 months prior to your start date. It is your responsibility to obtain this and forward to the Monash Doctors Workforce.

**Monash Health Induction/Orientation**

- Observers 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.

**Name Tag**

You will be provided with a name tag that you are required to wear at all times.

**System and IT Access**

- Medical Observers are not permitted to have access to any computer or IT systems.

**Staff Car Parking**

- Staff car parking is not available to Observers. 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 Observer role. This will be facilitated during your orientation to your clinical unit.

**Clinical Qualification**

- Monash Health needs to receive a certified copy of your medical qualification, or sight the original document to verify that you are clinically qualified and have a legitimate reason to witness clinical care. You will not receive an Observer Agreement until this has been provided.

**Patient Confidentiality**

- As an Observer 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 an Observer 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**

- Observers 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 2547 or email [MonashDoctors\\_Recruitment@monashhealth.org](mailto:MonashDoctors_Recruitment@monashhealth.org)

**Fees**

- The fee for an observership must be paid before an observer agreement will be issued. The fee for processing an observer application are:
  - Observership of five days or less AU\$200
  - Observership of six to fourteen days duration AU\$600
  - Observership of more than two weeks and maximum of four weeks duration AU\$1200

Payment is required prior to application being approved.

Updated February 2026