



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 Medical 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 D & E)*

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

In recognition of prior long and distinguished service to Monash Health **with clinical care work involved** *(Do not complete Section D)*

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 of more than 30 days)

Other grounds as approved by the Program Medical Director - to be approved by Credentialling 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

Term of Appointment - SMS Honorary appointment should be no more than 3 years in line with SOP Section C

New: Initial Honorary (12 months)

Other

Date From

Date to

Locations/sites

Casey

Clayton

Cranbourne

Dandenong

Moorabbin

Kingston

Victorian Heart Hospital

Required documentation to support application (must be included) Section D

Documentation to be sent with application form:

2 x Written References (these can be by Monash Health medical staff)

Curriculum Vitae

National Police Check (obtained within the last three months)

Evidence of immunisations / immunity testing (as per [Monash Health Staff Immunisation Status Form](#))

Credentialling Section E

Once this application has been approved, you will be sent a link to complete your credentialling and Scope of Practice via Cgov. You will be required to provide the following documentation:

- Right to work (i.e. Passport , Visa)
- **Certified** copy of primary and specialist qualifications
- AHPRA Certificate
- **Victorian Employee** Working with Children's Check
- Current Professional Indemnity Insurance Certificate
- Most recent CPD certificate


***** As Non Clinical appointments will not require credentialling, the above documents must be included when submitting the application (excluding CPD & indemnity insurance).*****

Applicant Signature - Proposed Honorary Medical Practitioner Section F

Applicant Name - Please print

Signature

Date

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

Endorsement / Approval (**Head of Unit to complete**)

Section H

As endorser of appointment, I have reviewed Curriculum Vitae and References.

Tick if IT Access is required Type of IT Access & Why:

Head of Unit Name


Signature

Date

Program Medical Director Name

Signature

Date

 Forward fully completed form for review and processing to: MonashDoctors_Recruitment@monashhealth.org



*** Expected processing timeframe for appointment**

* Four 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.

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)

Bailiff 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