TARGET AUDIENCE
This guideline is any Alfred Health Staff involved in the appointment of Honorary medical staff, medical students or medical observers.

PURPOSE
From time to time medical practitioners who are not employees of Alfred Health are invited or apply to attend Alfred Health to observe or participate in patient management for a defined period.

This guideline describes the definitions, required credentials, application process, delineation of scope of clinical practice, and other requirements for such persons, who may be defined as Medical Visitors, Medical Observers, (non-Monash University) Medical Students undertaking electives or Temporary Honorary Appointees.

This guideline should be read in conjunction with the Alfred Health Credentialing and Delineation of the Scope of Clinical Practice for Senior Medical Staff Guideline.

DEFINITIONS
- **Medical Visitor**:
  - a person who is medically trained with an MBBS (or equivalent) AND
  - is proposing to visit Alfred Health for a meeting or similar only.
  - will not be able to participate in any clinical activities (including observing in clinical areas)
  - may or may not be registrable within Victoria

- **Medical Observer**
  - a person who is medically trained with an MBBS (or equivalent). They may or may not have completed postgraduate medical specialty training AND
  - is seeking observation status within Alfred Health (see delineation of clinical practice responsibilities)
  - may or may not be registrable within Victoria

- **Temporary Honorary Appointee**
  - a person who is medically trained and registrable within Victoria AND
  - is seeking clinical practice responsibilities without payment.
  - temporary honorary appointees are usually specialists or experts in a particular clinical area, may be overseas trained doctors seeking unpaid clinical experience or may be local trainees on rotation as part of their training (eg. Dermatology trainees).

- **Medical Student electives (non Monash University)**
  - a person enrolled in an MBBS course with a recognised Medical School (which may or may not be in Australia) AND
  - who is seeking a period of supervised experience which forms part of their MBBS or equivalent. A medical student (non Monash) elective appointment may be for up to 8 weeks.

- **Exclusions**
  - Non-medical personnel are not covered under these guidelines.
Monash University medical students are not covered under this guideline; Monash University medical students undertaking electives within Alfred Health are managed through Monash University and associated Clinical School processes.

PROCEDURE

DELINEATION OF CLINICAL PRACTICE RESPONSIBILITIES

The table below summarises available clinical practice responsibilities for the different groups. Use this table to determine the appropriate appointment for any visiting medical practitioners.

<table>
<thead>
<tr>
<th>Clinical Practice Responsibilities</th>
<th>Medical Visitor</th>
<th>Medical Observer</th>
<th>Honorary appointee</th>
<th>Medical Student Elective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attend meetings</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Participate in research under the direction of a member of Alfred Health SMS</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Attend ward rounds / case discussions</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Review patient histories, patient charts and results on clinical information systems</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Participate in clinical discussion with members of the unit</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Observe procedures</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Observe surgery (not scrubbed)</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Direct participation in patient care: history taking, clinical examination</td>
<td></td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Undertake or assist procedures or surgery</td>
<td></td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Consulting -To attend inpatients or outpatients under the care of another member of Alfred Health Senior Medical Staff, at the invitation of that doctor. This encompasses the right to offer advice and where appropriate, to participate in management.</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Teaching:</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>To interact with students, trainees and patients in the context of teaching.</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Research:</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>To interact with patients in the context of research under the direction of a member of Alfred Health Senior Medical Staff.</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>
NOTES RE CLINICAL PRACTICE RESPONSIBILITIES

1. Clinical research
   a. Participation in clinical research requires the prior approval of the Alfred Human Research Ethics Committee.

2. Once appointed as per the process described below, all temporary appointees are indemnified by the Alfred Health Insurer.

3. All staff must abide by the Alfred Health Code of Conduct. Any unsatisfactory clinical or other performance will result in immediate termination of employment.

4. Non-Monash University Medical students
   a. Non Monash University students, when appropriately appointed to undertake an elective have the same clinical practice responsibilities and are able to participate in patient management to the same extent as Monash University medical students.

5. Temporary Honorary Appointees:
   a. Senior Medical staff temporary honorary appointees must have clinical practice responsibilities and scope of practice documented on the relevant unit(s) Senior Medical Staff Scope of Practice Form.
   b. Junior medical staff temporary honorary appointees have clinical practice responsibilities and scope of practice as per the relevant junior staff position description which includes clearly specified duties and supervision processes.
      i. if the scope of practice includes procedures, capability must be assessed and the Junior Staff Credentialing Form completed as per the broader Credentialling of Procedural Trainees Guideline.

APPLICATION PROCESS ES

1. Medical visitors
   a. Medical visitors must complete the Alfred Health Visitor form (available from Human Resources).

2. Medical observer
   a. An application for a Medical Observer should be made at least 4 weeks before the proposed commencement. The following information is required:
      i. Letter from Unit Head or delegate outlining proposed observership / honorary appointment stating:
          1. its purpose, timeframe and dates;
          2. proposed activities to be undertaken (eg clinical areas to be included, inclusion in ward rounds, unit meetings, including a proposed timetable if relevant). If appropriate, a Position Description should be attached;
          3. clinical practice responsibilities requested (approved by Unit Head on respective form if applicable);
4. nominated Supervisor, who must be a permanent member of Alfred Health Senior Medical Staff.

   ii. Curriculum vitae, including evidence of competency in English (IELTS). If the observer is from a non-English speaking country and has not satisfactorily completed the IELTS test then the Unit Head letter must also vouch for their English language capacity.

   iii. Relevant checks:

       1. All medical observers must agree to undergo a Police Check or complete a Statutory Declaration.
       2. If relevant a Working With Children and/or Working With the Aged Check must also be consented to.
       3. Health check. If the observer is coming from a TB-endemic area, they must provide a recent chest X-ray to exclude active TB.
       4. Proof of identity (Photographic Identification)
       5. Other Alfred Health requirements which may vary from time to time

3. Temporary honorary appointee

   a. An application as a Temporary Honorary Appointee should be made at least 6 weeks before the proposed commencement for someone already registered with AHPRA. Units should allow at least 6 months for honorary appointees not already registered with AHPRA

   b. Temporary honorary appointees are processed by the Medical Workforce Unit as per normal medical appointments:

       i. A PageUp must be created and completed
       ii. Application Form (Senior Medical Staff or HMO/Registrar)
       iii. Curriculum Vitae
       iv. Evidence of MBBS or equivalent overseas qualification
       v. Registration by the Australian Health Practitioners Registration Agency
       vi. Fellowship Certification (if applicable)
       vii. Certificate of Good Standing from relevant Medical Board (if not from Australia)
       viii. Referee checks must be completed by the nominated supervisor (at least two written and confirmed)
       ix. Overseas qualified temporary honorary appointee applicants must also provide an ECFMG/EICS verification application directly to the Australian Medical Council (with a copy to Alfred Health MWU), completed AHPRA application, completed Visa application and evidence of completion of IELTS language assessment if required.
4. Once the above are complete, the Medical Workforce Unit will ensure:

   a. Provision of Identity Badge on commencement (includes Emergency Codes and needle stick incident cards).

   b. Orientation information relevant to the hospital, appropriate to the duration of period of observation. The relevant unit is required to provide unit orientation information. Such information may include relevant codes of conduct, confidentiality policies, information on incident reporting and on the availability of policies on the intranet, and on the obligation to be familiar with all relevant policies.

5. For temporary Honorary Appointees relevant performance review/appraisal must be completed depending on the period of time of the appointment. In the case of overseas doctors, this will include a formal Work Performance Report for AHPRA with a copy to be provided to the Medical Workforce Unit. For temporary Honorary Appointees in the Junior Medical Staff category, a period of close supervision will be required of between 1 and 3 months initially to determine if the level of skills (clinical and language) and experience allow the doctor to meet the requirements of the Position Description. For those in procedural areas, completion of a Credentialing Form will also be required.

6. Non-Monash University elective medical students

   a. Non Monash medical student electives are managed by the Central Clinical School on behalf of Alfred Health

   They must complete the relevant Monash University forms which include information regarding own contact and emergency contact details, elective activity, name of own Medical School, evidence of Police Check, proof of immunisation and a recent Chest X-ray for those students living in a TB endemic area.

RELATED DOCUMENTATION

Application pack for medical observers / temporary honorary appointments

Alfred Health Credentialing and Delineation of the Scope of Clinical Practice for Senior Medical Staff Guideline

Alfred Health Senior Medical Staff Application for Scope of Clinical Practice Form

Junior Staff Credentialing Form

REFERENCES

Charter of Human Rights and Responsibilities Act 2006 (Vic)
AUTHOR / CONTRIBUTORS

*denotes key contact

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Service / Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Dr Lee Hamley</td>
<td>Chief Medical Officer</td>
<td>Alfred Health</td>
</tr>
<tr>
<td>Dr Cate Kelly/Dr Susan Sdrinis</td>
<td>Director Medical Services</td>
<td>Alfred Health</td>
</tr>
<tr>
<td>Mr Bill O’Shea</td>
<td>General Counsel</td>
<td>Alfred Health</td>
</tr>
<tr>
<td>Dr Allen Cheng</td>
<td>Head, Infection Prevention</td>
<td>Alfred Health</td>
</tr>
</tbody>
</table>

Endorsed by: Dr Susan Sdrinis
Name/Title: Acting Director, Medical Services
Date: 8th May 2013

Approved by: Dr Lee Hamley
Name/Title: Chief Medical Officer
Date: 20th May 2013

Disclaimer: This procedure has been developed within the context of Alfred Health service delivery. Alfred Health shall not be responsible for the use of any information contained in this document by another organisation outside of Alfred Health.
APPENDIX A – DEFINITIONS

Credentials. The qualifications, professional training, clinical experience and training and experience in leadership, research, education, communication and teamwork that contribute to a medical practitioner’s competence, performance and professional suitability to provide safe, high quality care. A medical practitioner’s history of and current status with respect to professional registration, disciplinary actions, indemnity insurance and criminal record are also regarded as relevant to their credentials.

Credentialing refers to the formal processes used to verify the qualifications, experience, professional standing and other relevant attributes for the purpose of forming a view about their competence and professional suitability to provide safe, high quality care within specific organisational environments.

Defining the Scope of Practice (Privileges) follows on from credentialing and involves delineating the scope of an individual practitioner’s clinical practice within a particular setting, based on the individual’s credentials, competence, performance and professional suitability and the needs/capability of the organisation to support the medical practitioner’s scope of practice.

Scope of practice represent the authorised extent of an individual’s clinical practice within a particular clinical setting and therefore scope of practice will always be campus/service specific. At Alfred Health, scope of practice is defined with respect to the clinical discipline and campus to which the practitioner is appointed, according to the agreed core/ usual and any special scope of practice appropriate for that discipline/campus.
APPENDIX B – CLINICAL PRACTICE RESPONSIBILITIES

The practitioner is given the rights to the following:

Admitting:
To admit a patient under their own name, therefore taking ultimate responsibility for the care of that patient.

On-call:
To participate in an on-call roster within the appropriate speciality.

Consulting:
To attend inpatients or outpatients under the care of another member of the senior medical staff, at the invitation of that doctor. This encompasses the right to offer advice and where appropriate, to participate in management.

Clinics:
To attend relevant clinics, therefore taking final responsibility for the care of patients they see at the clinics.

Diagnostic Reporting:
To report on diagnostic investigations performed on either inpatients or non-inpatients.

Operating Theatre:
To open a theatre and operate on appropriately referred patients.

Teaching:
To interact with students, trainees and patients in the context of teaching.

Research:
To interact with patients in the context of research.