

Medical Observer appointment request

First name: _____ **Surname:** _____

Email address: _____

Department: _____

Commencement date: _____ / _____ / _____

End date: _____ / _____ / _____ *(Not more than 3 months from start date)*

Name of Observer's Supervisor: _____

Position of Supervisor: _____

Activities to be observed - please tick all relevant boxes, and provide details where requested.			
Ward Rounds <input type="checkbox"/>	Department Meetings <input type="checkbox"/>	Outpatient Clinics <input type="checkbox"/>	Theatre* <input type="checkbox"/>
Other: (specify) <input type="checkbox"/>		Other: (specify) <input type="checkbox"/>	
Other: (specify) <input type="checkbox"/>		Other: (specify) <input type="checkbox"/>	
<i>* Requires endorsement by Theatre Manager</i>			
Name of Theatre Manager		Signature	

Cost (IMG Observers only)			
The Medical Workforce Unit charges \$300 to process an application for an IMG Observer Appointment			
Special Purpose Fund		Subjective	
Operational Cost Centre*			

*Finance Department approval required. Management Accountant approval _____

Form Completed by:	Approved by Head of Department:
Name: _____	Name: _____
Contact extension: _____	Signature: _____
Date: _____	Date: _____

This form must be authorised by the Head of Department prior to forwarding to the Medical Workforce Unit.

Medical Observer Appointment Checklist

Checklist of attachments from practitioner seeking Observership

- CV
 - Application letter
 - Certified copy of Basic Medical Degree (translated into English)
 - Certified copy of National Police Clearance Certificate (if resides in Australia), or if International Medical Graduate, Police Check Certificate from home country (certified translation in English) not older than 3 months at time of arrival at RCH.
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Medical Workforce Unit Use Only

- Checklist complete and all above documents attached
- Information Sheet sent to Observer
- Observer Letter emailed
- Working with Children Check
- Copy of short stay business visa provided (IMG only)
- Health Check confirmation provided (IMG only)
- Copy of passport and bio-data page provided (IMG only)
- Reimbursement Form completed and taken to finance (IMG only)
- Observer ID Badge Issued