

## Welcome to RCH!

### A brief guide for new senior medical staff

Welcome – we hope this information will help as you start your journey at RCH. Please feel free to contact Amanda Moody ([amanda.moody@rch.org.au](mailto:amanda.moody@rch.org.au), NICU, Medical Staff Association (MSA) Chair), Mark Oliver ([mark.oliver@rch.org.au](mailto:mark.oliver@rch.org.au), Gastroenterology, MSA Deputy Chair), Jane Munro ([msa.secretary@rch.org.au](mailto:msa.secretary@rch.org.au), Rheumatology, MSA Secretary/Treasurer) or any of the MSA Executive members.

Here some practical tips to getting started at RCH.

### Medical staff association

**Join the MSA** - go to [www.rch.org.au/msa/](http://www.rch.org.au/msa/) and download the form; for \$10 per fortnight you can be an active part of the MSA. The MSA represents and supports the senior medical staff (SMS) at RCH – we aim to provide practical support as well as industrial representation.

**Contribute to MSA meetings** - MSA general meetings are held every second month from February to November, the last meeting of the year is the annual general meeting. We welcome and encourage all SMS to attend when possible.

**Come to the MSA dinners** - The social highlights are two MSA-subsidised dinners, a smaller, relaxed mid-year dinner and a more formal end of year dinner where we acknowledge departing members of the SMS and award the peer-nominated Elizabeth Turner Medal to an outstanding RCH clinician.

### Email lists

**Sign up to relevant RCH email lists, including the SMS email list** – see [Mike South's list site](#) for details. The SMS group emails will update you about MSA activities, meetings, social events and issues affecting SMS.

### Melbourne Children's

[Melbourne Children's](#) brings together RCH, the Murdoch Children's Research Institute, the University of Melbourne Department of Paediatrics, and the RCH Foundation. If you are interested in research, teaching or an academic appointment, please consider engaging with the Campus partners, and speak with your Head of Department about appropriate contacts within these institutions.

### RCH Compact

The RCH Executive and senior medical staff signed a clinician compact in early 2016, committing to creating an open culture of trust and mutual goodwill. The Compact is now hospital wide. For further information, please see the [Compact website](#).

## **Education**

The campus has an extensive medical education program, and an extensive program of weekly meetings - from Departmental to Campus combined level. Upcoming meetings are advertised on the intranet, and the [Medical Education Department](#) provides a calendar. Grand Rounds are held at 12:30pm on Wednesdays in the Ella Latham theatre (entry from level 1 HELP precinct).

## **Continuing Medical Education**

SMS are entitled to claim up to \$26,604 pro rata for expenses relating to continuing medical education (CME) and they are entitled to 2 weeks CME leave annually (in addition to other leave). CME is claimed through the RCH 'MyDNA' portal. Approval for portable electronic devices (e.g. laptops) needs to be obtained prospectively (form 27a on the [Human Resources website](#)) Per diem reimbursement for conferences can now be claimed either prospectively or retrospectively, all CME claims use a reimbursement system. Rita Jia is currently our HR partner for CME ([rita.jia@rch.org.au](mailto:rita.jia@rch.org.au)), and [tip sheets for CME claims are available on the HR website](#).

## **Outpatient billings**

Many clinics at RCH derive revenue from Medicare billings, which is then retained by the hospital. Please check the arrangements within your Department. If these arrangements are in place (i.e. patients are Medicare billed under your provider number), you will be asked to sign a 'private practice agreement' when you commence at RCH, and you should receive quarterly billing statements from the hospital finance department providing detail of billing. These billings should be declared as income on your tax return and reconciled as a work-related donation – please check details with your Department, and with your own financial adviser prior to submitting your tax return.

## **Gifts, benefits, hospitality, conflict of interest**

Gifts, benefits, and hospitality for RCH staff fall under the provisions of the [Victorian Public Sector Commission Guidelines](#). RCH has a policy, and a gifts registry for any gifts/payments that are \$50 or greater. The MSA is advocating for improvements to process, but for now if you wish to accept funding from industry to speak at a conference, join an advisory board and so on, please check the [relevant RCH policy](#) and declare as appropriate – email [gift.register@rch.org.au](mailto:gift.register@rch.org.au). Please note all offers with a value of \$50 or greater should be declared, even if you do not accept them.

## **Other**

**Cycling** - There is a locked bike shed on lower ground floor (swipe card entry), the entry is at the West side of the building on Flemington Rd (just inside the Western driveway). Change rooms (with showers) are located just inside the passage from the bike shed to the hospital entrance. Lockers are, in theory, available, although the waiting list is long. Rumour has it the male change room has more lockers available than the female changeroom.

If you have any issues relating to your experience as a member of the RCH SMS team, please contact either Amanda Moody ([amanda.moody@rch.org.au](mailto:amanda.moody@rch.org.au), NICU, Medical Staff Association (MSA) Chair), Mark Oliver ([mark.oliver@rch.org.au](mailto:mark.oliver@rch.org.au), Gastroenterology, MSA Deputy Chair), Jane Munro ([msa.secretary@rch.org.au](mailto:msa.secretary@rch.org.au), Rheumatology, MSA Secretary/Treasurer) We wish you all the best for your role at RCH and hope to meet soon!

Cheers,

Amanda, Mark and Jane

On behalf of the MSA