

POSITION DESCRIPTION

Position Title:	International Medical Graduate (IMG) Transition to Practice Program
Business Unit/Division:	Northern Doctors Education
Award Agreement:	NA
Classification:	NA
Employment Type:	6-week clinical placement / educational program
Reports to:	IMG Supervisors: Dr Georgie Van Der Vliet & Dr Alison Giles, Director of Northern Doctors Services: Dr Kim Jeffs
Date Prepared/Updated:	Updated 4 th September 2025
General Role Statement:	The IMG Clinical Observer program offers an opportunity for an IMG to gain an orientation and familiarity with the Australian Healthcare system.

ORGANISATIONAL OVERVIEW

Introduction

Northern Health is a vibrant, fast-paced workplace located in the rapidly growing northern suburbs. This is driving us to think innovatively about the needs of the population and what the health system of the future might need to look like to meet those needs. We take care of our community by providing a wide range of health services at multiple locations including:

- Northern Hospital Epping
- Broadmeadows Hospital
- Craigieburn Centre
- Bundoora Centre
- Merri-bek Community Team
- Broadmeadows Community Care Unit
- Broadmeadows Prevention and Recovery Care
- Hotham Street Community Mental Health Clinic
- Northern Prevention and Recovery Care
- Northern Community Care Unit and,
- Noogal Clinic
- Kilmore District Health
- Women's Health Hub

We also collaborate with our partners to help expand the range of health care services offered to our culturally rich and diverse community.

As an organisation, we are shifting our focus from illness to putting a spotlight on supporting our community in 'staying well'. In order to achieve this, we are developing strong relationships with other health service providers and the community across the region, to help us think differently about the future.

Northern Health provides a dynamic working environment, with a strong culture of teamwork, safety and respect. Northern Health is proud to be an inclusive employer and aims to ensure our workforce is representative of the community.

Our Vision:

Creating a healthier future by working together, innovating and delivering great care.

Our Values:

- Safe – We provide safe, trusted care for our patients. We are inclusive, culturally safe, celebrating the diversity of our staff and community.
- Kind – We treat everyone with kindness, respect and empathy. We provide patient-centred and compassionate care.
- Together – We work together with our staff, patients, consumers and health system partners.

Our Priorities:

Northern Health has determined six strategic directions. The directions are focused on addressing priorities for safety, sustainability, growth and innovation. They reflect our best assessment of opportunities and challenges in our current and future environment.

- Collaborate to deliver safe, efficient, effective and sustainable care in all our services
- Demonstrate our commitment to the wellbeing of our valued workforce
- Renew and strengthen our infrastructure, systems, tools and processes for financial sustainability and growth
- Innovate to shape the future of health care in Victoria
- Partner to keep people well and deliver the best possible care locally
- Drive research and education to deliver excellent care and develop the next generation of clinicians and health care leaders

These priorities are inter-related in that success in one area is dependent on success in another. Detailed plans have been developed to support each of the priority areas.

All Northern Health employees will contribute to improving patient safety by being familiar with, and applying the National Safety and Quality Standards and criteria.

Safety, Quality and Clinical Governance at Northern Health

Northern Health is dedicated to providing the highest quality of care in the safest possible environment for every patient every time. We are focused on strengthening the safety and quality of care across the continuum, with a focus on saving lives, reducing harm and improving the patient experience.

Northern Health's safety and quality improvement activities focus on delivering the Strategic Plan and Operational Business Plans, and are supported by the Northern Health Clinical Governance and Risk Frameworks, and the Northern Health Quality Improvement Methodology.

The Northern Health Quality Management System brings together the core elements that underpin how:

- Quality and Clinical Governance is determined.
- Quality services are delivered.
- Risk is managed.
- Audit – what matters is monitored.
- Our committees monitor performance of controls put in place to ensure safe patient care.

Commitment to Child Safety at Northern Health

- We are committed to the safety, participation and empowerment of all children
- We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and /or linguistically diverse backgrounds and to providing a safe environment for children with a disability.
- We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures
- We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow vigorously

Family Violence and Child Safety Statement:

Northern Health is a child safe environment and is committed to protecting children from harm and abuse, in accordance with our legal obligations and the Child Safe Standards. Northern Health aims to identify and respond individuals who are at risk of child abuse and family violence and we encourage victim survivors to disclose to their health professional to seek support and safety. Northern Health has zero tolerance of child abuse and family violence, and all disclosures and safety concerns will be treated sensitively in accordance with our policies and procedures.

Northern Health actively promotes the safety and wellbeing of all individuals. We recognize and respect individual rights, identities, relationships and cultures. Our aim is to foster a trauma-informed, culturally safe and child safe environment.

Northern Health is an Information Sharing Entity (ISE) and is prescribed to the Family Violence Multi-Agency Risk Assessment & Management (MARAM) Framework and the Information Sharing Schemes. Family violence and child safety training is mandatory for our staff members and volunteers.

ROLE STATEMENT

The IMG Transition to Practice program offers an opportunity for an IMG to gain an orientation and familiarity with the Australian Healthcare system.

This is not a paid employment position. It is an educational program that involves:

- A 6-week clinical observership. A typical but not guaranteed placement includes three weeks in a medical unit and three weeks in the emergency department.
- An orientation to Northern Health by the IMG Supervisor either the week prior /or week commencing
- A portfolio of activities to guide self-directed learning
- Feedback from the IMG Supervisor during the placement

Attendance and participation:

- at intern or HMO orientations or access to the showcase of past recordings
- at weekly Intern, HMO and IMG hospital education sessions (as well as unit specific education sessions where available)

The IMG is NOT a registered medical practitioner. The IMG must NOT

- Give any medical advice to a patient
- Prescribe treatment or medication
- Perform or assist with ANY medical or surgical procedures
- Undertake ANY intimate or invasive examination
- Order, or report on the results of ANY tests or investigations

An offer or participation in the IMG Transition to Practice program is not an offer of employment and does not guarantee an offer of employment

A fee of \$2540 will be invoiced and must be paid completely prior to commencement of the IMG Transition to Practice program.

All employees:

Quality, Safety, Risk and Continuous Improvement

- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives.
- Follow organisational safety, quality & risk policies and procedures
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Maintain an understanding of individual responsibility for patient safety, quality & risk as outlined in Northern Health [Clinical Governance & Patient Experience - Trusted Care](#).
- Contribute to organisational quality and safety initiatives.
- Escalate concerns regarding safety, quality & risk to appropriate staff members, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with principles of Patient Centred Care.
- Comply with Northern Health's commitment to Child Safety
- Comply with Northern Health mandatory continuing professional development requirements.
- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.
- All employees of Northern Health must comply with the health service's Staff Health / Workforce Immunisation procedure (as amended from time to time) together with any relevant State

Government and Departmental directives. This requires all employees to be vaccinated for various diseases such as, but not limited to influenza.

KEY RESULT AREAS AND MAJOR RESPONSIBILITIES

The IMG will become a part of the team that manages acute and chronic medical problems. The expected learning outcomes align with [Intern Outcome Statements](#) - these outcome statements are not a curriculum, but state the broad and significant outcomes that an IMG can achieve by the end of program.

The IMG will:

- Gain insight into the day-to-day operations of clinical care at Northern Health.
- Enhance history taking, assessment and diagnostic skills in a hospital setting.
- Opportunity to attend and participate in the weekly intern, HMO and IMG education sessions, ward rounds and other clinical and education opportunities

SELECTION CRITERIA

Qualifications, Registrations and Qualities

Essential

- Completed Medical Degree
- Completed Internship
- Passed Australian Medical Council MCQ examination (Part 1)
- Australian Citizenship or permanent resident
- IELTS Test Pass (average of 7 or above overall) or OET Pass (B or above each category)
- Current National Police and Working with Children History Check.
- The Staff Immunisation Questionnaire must be completed by all new employees as part of the mandatory on-boarding process. New employees are not permitted to undertake any activity that requires patient contact prior to clearance by the Staff Immunisation Nurses; this also includes evidence of having the Flu vaccination on a yearly basis. New employees with contra-indications to vaccinations or who decline vaccination are required to attend a face to face consultation with the Immunisation Nurses for appropriate documentation of their contraindications or declination. This must be completed PRIOR to commencing any work with Northern Health.

Highly Desirable / Experience

- Passed Australian Medical Council Clinical Examination (Part 2)
- Experience of clinical practice within the last two years
- Previously practiced medicine for more than 2 years

Additional considerations:

- The applicant:
- Will not be currently employed as a medical practitioner in the Australian Healthcare system
- Has not worked in Australia as a medical practitioner
- Does not have current registration, but is eligible for limited or provisional registration

If successful at interview, prior to commencement of the program, you will be required to provide details of two referees

Employee Declaration

I have read, understood and accept the above Position Description.
(Please print name)

Signature: Date:

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