

International Medical Fellowship and Observership Program

Participant Information Pack

Overview

This document is the official Participant Information Pack for the Monash Health International Medical Fellowship and Observership Program. Its purpose is to guide prospective and confirmed participants through everything they need to know before, during, and after their program.

The document covers:

- your program journey
- program pathways
- participant responsibilities
- application process
- and fees.

About Monash Health

- Victoria's most impactful and integrated health service
- public health services for a community of approximately 1.2 million residents in Melbourne's south-east
- care across the life course from pre-birth to end-of-life
- more than 24,000 employees providing care across more than 40 locations
- and a major academic and translational partner through Monash University and the Monash Health Translation Precinct.

Your program journey

Phase	What happens	Participant action	Monash Health action
1. Apply	Application submitted with supporting documents.	Complete application form and provide required evidence.	Assess suitability, specialty fit and host-unit capacity.
2. Confirm host unit	Host unit and supervisor confirm capacity and dates.	Clarify objectives and preferred specialty exposure.	Seek Head of Department endorsement and supervisor nomination.
3. Compliance clearance	Documentation, checks, payment and agreement finalised.	Complete police checks, induction, visa confirmation, immunisation evidence and declarations.	Review documents, issue relevant agreement/letter and confirm readiness.
4. Commence program	Arrival, orientation and participation.	Attend orientation, wear ID/name tag and remain within approved scope.	Provide program schedule, supervision and escalation support.
5. Complete program	Certificate and optional summary issued.	Participate in debrief and feedback process.	Confirm completion and issue certificate/report where applicable.

Program pathways

Pathway	Duration	Designed for	Activity/Scope
Executive Observership	3-5 days	Chief Medical Officers, clinical directors, heads of department, government or system-level leaders	Curated briefings, site visits, leadership discussions, governance exposure and system benchmarking. Observational only.

Clinical Observership	1-4 weeks	International specialists or senior registrars seeking subspecialty exposure, benchmarking or skills observation.	Supervised shadowing, education sessions, multidisciplinary meetings and specialty exposure. Non-hands-on observation only.
Advanced International Clinical Fellowship	8-52 weeks	Senior clinicians, subspecialty trainees or sponsored fellows undertaking longer capability development.	Structured fellowship activity, potentially including supervised clinical exposure, academic activity, quality improvement or research. Clinical activity only where registration, credentialing, supervision, indemnity and scope approvals are confirmed.

What is included:

- program coordination and administrative onboarding
- structured program schedule aligned to the approved stream
- curated briefings where relevant, including clinical governance, workforce, research, innovation and education
- access to relevant education sessions and multidisciplinary meetings where appropriate.
- supervised shadowing or fellowship activity as approved.
- and completion certificate and, where requested and approved, a program or capability-development summary.

What is not included:

- travel, accommodation, personal expenses or local transport
- visa application support or immigration advice
- personal insurance, professional indemnity or travel insurance unless specifically agreed in writing
- police checks, Working with Children Checks, immunisation costs or other pass-through compliance expenses
- and clinical access or IT access unless explicitly approved for the relevant stream.

Participant responsibilities:

- ensure you hold an appropriate visa or residency status for your visit or fellowship
- provide all required documentation by the stated deadline
- complete Monash Health induction and any local unit orientation before or at commencement
- wear your Monash Health identification/name tag at all times while onsite
- comply with confidentiality, privacy, safety, infection prevention and professional conduct requirements
- remain strictly within the scope of your approved program stream
- and immediately notify Monash Health if any registration, practice, conduct, criminal, insurance or professional matter arises that may affect your participation.

Application process

Step	What happens
1. Submit an enquiry or application	Tell us about your background, preferred specialty, proposed dates, program objectives and sponsoring organisation.
2. Host-unit review	Monash Health will assess whether the requested specialty exposure is appropriate and whether a host unit and supervisor are available.
3. Compliance and documentation	Applicants will be asked to provide required identity, visa, police check, qualification, immunisation, registration or insurance documentation, depending on the approved pathway.
4. Agreement and payment	Where approved, participants will receive the relevant agreement, appointment documentation and fee information.
5. Program commencement	Participants complete induction, attend orientation and commence within the approved scope and schedule.

Documents candidates may be required to provide:

- passport or approved photo identification
- visa or residency evidence
- police clearance, including overseas police clearance where required
- Working with Children Check, where applicable
- immunisation evidence
- medical qualification evidence

- registration evidence, where applicable
- insurance or indemnity evidence, where applicable
- current CV
- sponsoring organisation details
- and learning objectives or statement of purpose.

Fees

Program fees may apply and vary depending on the approved pathway, duration, host-unit requirements and sponsoring organisation arrangements. An application or processing fee may also apply. Confirmed fees will be provided before final approval.

Program stream	Duration	Indicative fee
Executive Observership	3-5 days	AUD \$2,000–\$2,500
Clinical Observership	1-4 weeks	Week 1 AUD \$1,500; additional weeks AUD \$500
Advanced International Clinical Fellowship	8-52 weeks	AUD \$3,000 per month; 26-week and 52-week packages may apply
Application/processing fee	All streams	AUD \$500 non-refundable

Contact

Contact the Monash Doctors Workforce team for more information.

- Address: Monash Medical Centre, Level 2, Block E, 246 Clayton Road, Clayton VIC 3168
- Postal Address: Locked Bag 29, Clayton South, VIC 3169
- Email: MonashDoctors_Operations@monashhealth.org
- Phone: +61 3 8572 5647