

Date Implemented:	August 2011
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Approved By:	M2M Management Committee
Date Reviewed:	3 rd June 2014
Approval Authority (Sign & Date):	
References:	Australian Curriculum Framework for Junior Doctors (ACF); National Intern Training Framework Standards Health Services Standard 5 & GP Function 1 & 5; PMCV Performance Assessment and Feedback Guidelines; AMC and MBA “Intern Training – Intern outcome statements”; AMC document “Intern training – Assessing and certifying completion.

Context

Interns through the Murray to the Mountains (M2M) Intern Program will perform and conduct themselves in their role in an appropriate and professional manner at all times. This policy relates to instances where interns are not performing or conducting themselves appropriately and the intern will receive disciplinary action.

Any conduct that contravenes the Policy procedures of the M2M Program and the Host Employers within the M2M Program will receive disciplinary action.

The intern will be informed and have the opportunity to respond to any issues or incidents in a fair and appropriate manner that is procedurally fair. Procedural fairness includes providing an intern with verbal and/or written warnings, conducting a proper investigation, and giving the employee the opportunity to put their side of the case forward for consideration prior to any decision being made.

Scope

This policy outlines how M2M Intern performance will be monitored, assessed and the process in which disciplinary action will be taken if required. This Policy relates to all interns, supervisors and Program staff within the M2M program.

Policy Statements

1. All performance management activity within the M2M program is based on procedurally fair processes enabling all parties’ equitable opportunity to have the situation reviewed appropriately.
2. All instances of improper conduct by an intern will be investigated by their supervisor and if deemed relevant referred to Director of Clinical Training and Manager Murray to the Mountains Intern Program
3. All instances of improper conduct by an M2M Program employee will be investigated by the Numurkah District Health Service (NDHS) CEO. The M2M Management Committee will be advised of any improper behaviour and the required action.
4. Disciplinary procedures involve a formal mechanism, which may lead up to and include dismissal.
5. In the case of Interns, disciplinary procedures will be based on the policies and procedures of the Host Employer.
6. In the case of M2M program staff disciplinary procedures will be based on the policies and procedures of NDHS.
7. Disciplinary measures are considered in the event of acts of misconduct, unsatisfactory work performance or conduct, or incapacity to fulfil duties to the required standard.
8. At all stages of the disciplinary procedure the intern or program employee concerned is able to have the union or other representative present.

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9. The interns and program staff are given the opportunity to defend any allegations before action is taken. At least 24 hours notice is given for a response.
10. Interns who are disciplined three times within a twelve month period for unsatisfactory performance or conduct may be dismissed.
11. Program staff who are disciplined three times for unsatisfactory performance or conduct may be dismissed.
12. Interns and Program Employees are given the right to appeal against disciplinary action by using the M2M Grievance Procedure.

Definitions

PMCV – Postgraduate Medical Council of Victoria actively seeks to improve the educational and training opportunities available to support the welfare and career development of doctors who have recently graduated or commenced work in the Victorian health system.

Host Employer – Interns will work in a number of different Health Services, these include Numurkah, Cobram, Yarrawonga, Benalla and Alpine Health Services and GP Clinics within these locations. Interns will also undertake three out of their 5 rotations at Albury Wodonga Health and/or North East Health Wangaratta. Each intern will be required to follow the policies and procedures of their host employer, to be outlined at orientation.

Intern – A doctor registered by the PMCV and AHPRA Medical Board of Australia as a general registrant with Internship conditions.

Serious misconduct – actions such as theft, being intoxicated or under the influence of substances whilst at work, refusal to carry out a lawful or reasonable instruction that is consistent with the employee's contract or position description, assault on another person, neglect of duty or negligence, conduct that causes risk to the health or safety of a person, or the reputation, viability or profitability of M2M or the Host Employer.

Disciplinary procedures – involve formal mechanisms such as interviews and written warnings, which may lead up to and include dismissal.