

Sir Charles Gairdner Hospital

**Junior Medical Officers’  
Leave Application Guide 2021**

**Interns, Resident Medical Officers  
(RMO) and Registrars**

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## General Leave Information

- All forms must be submitted electronically. Photo of forms, scanned copies or hard copy forms will no longer be accepted.
- Leave entitlements can be found on the bottom of your pay slip or by contacting Health Support Services Payroll on 13 44 77 to ensure adequate leave is available to you.
- Please do not book flights, accommodation or conferences/exams until you have received a formal leave approval via email from SCGH Medical Workforce. SCGOPHCG is unable to refund you any cost applicable if you do not wait for approval.
- Only 1 L1 Leave form is to be used for each period of leave, please do not group all leave periods requested on one application.
- All reasons for leave are taken into consideration so please include any supporting information in an accompanying email to SCGH Medical Workforce.
- Any leave taken without the correct approval by the authorised delegated authority may be subject to further action.

## Annual Leave Application Process – All JMOs

- You will need to submit a completed electronic L1 Leave form to SCGH Medical Workforce via email [SCGH.JMOLeave@health.wa.gov.au](mailto:SCGH.JMOLeave@health.wa.gov.au)
- All annual leave applications should be sent at least 8 weeks prior to intended leave.
- If approved, Medical Workforce will confirm via return email with the dates of approved leave. Please ensure you check these dates upon receipt of email.
- If Medical Workforce is unable to approve your leave request, your request will be placed on a Waitlist or alternative date will be provided.
- If you wish to cancel your approved leave, please submit a completed electronic L18 Leave Cancellation Form to [SCGH.JMOLeave@health.wa.gov.au](mailto:SCGH.JMOLeave@health.wa.gov.au) as soon as possible.

## Professional Development Leave (PDL) Application Process – RMOs & Registrars

**Resident Medical Officers & Registrars:** email electronic copy to [SCGH.JMOLeave@health.wa.gov.au](mailto:SCGH.JMOLeave@health.wa.gov.au) at least 8 weeks prior to the intended leave date. Your application will be reviewed for endorsement by Medical Workforce.

- If approved, Medical Workforce will confirm via return email with the dates of approved leave. Please ensure you check these dates upon receipt of email.
- If Medical Workforce is unable to approve your leave request, your request will be placed on a Waitlist or alternative dates will be provided if the course run more than once.
- If you wish to cancel your approved leave, please submit a completed electronic L18 Leave Cancellation Form to [SCGH.JMOLeave@health.wa.gov.au](mailto:SCGH.JMOLeave@health.wa.gov.au) as soon as possible.
- Please find below some examples of PDL applications which may be appropriate:
  1. Attendance at conferences, workshops or seminars
  2. Clinical placements e.g. Observerships
  3. Online courses which are supported by training colleges and allocated CME points

## Professional Development Leave (PDL) Application Process – Interns

Your professional development leave application can only be accepted and processed if you provide both of the following documents in one email:

- 1. Professional Development Leave application pack:**
- 2. Supporting Documentation:** Such as a course/conference program or registration confirmation to allow assessment of the educational value and relevance for the period of leave requested

**Interns:** email electronic copy to [SCGH.InternPDL@health.wa.gov.au](mailto:SCGH.InternPDL@health.wa.gov.au) at least 8 weeks prior to the intended leave date.

Your application will be reviewed for endorsement by Post Graduate Medical Education. Once endorsed, your request will be sent to Medical Workforce for consideration.

Requests to change annual leave to PD leave are required to have PGME's endorsement before the request can be approved.

## Professional Development Leave (PDL) Guidelines – Interns

The Medical Board of Australia sets the broad structure for intern training in its Registration standard. The total duration of internship is 47 weeks (full-time equivalent), which excludes annual leave, sick leave and personal leave but may include 2 weeks of professional development leave.

The 47 weeks includes three core terms of 10 weeks “general” medicine (GM), 10 weeks “general” surgery (GS), and 8 weeks emergency medicine (ED).

Sir Charles Gardiner Hospital provides each intern with the three core terms required; however Interns may have more than three core terms. It is the Interns’ responsibility to ensure they complete the required time within the three core terms as outlined above. A list of core terms is maintained the Postgraduate Medical Council of WA. Please find below the core rotations for Interns at Sir Charles Gairdner Hospital:

### Core rotations to be listed here

It is strongly recommended that Interns do not take leave in their core terms because the Medical Board is likely to delay their internship until Interns have completed the core time requirement. Please note:

1. The weeks in core terms need not be continuous e.g. leave taken in a medical core term may be made up by equivalent time in another medical core term.
2. Up to 2 weeks professional development leave in total may count in the minimum 47 weeks, however this will not be allowed as "core" medical and/or surgical time unless a specific application for it to be deemed equivalent experience to "core" time has been prospectively approved by PGME. PD leave cannot count toward the 8 weeks core ED term.

### PDL meeting the 47 week requirement

Please find below some examples of PDL applications which may be counted towards the 47 weeks:

1. Attendance at conferences, workshops or seminars - The educational value will be assessed by PGME. Supporting documentation must include a copy of the conference, seminar or workshop program, including dates and topics and travel itinerary. A copy of the registration receipt is to be emailed to PGME within 7 days of returning from PDL.
2. Clinical placement e.g. Observership – Learning objectives appropriate to the intern level of training and achievable in the timeframe must be completed in conjunction with the supervisor supporting the placement and are to be attached to the PDL application along



with a letter from the supervisor confirming the placement with them. Upon completion of the PDL, a reflection based on the learning outcomes outlined for the professional development clinical placement needs to be submitted to PGME within 7 days of completion. For interns unable to source an appropriate supervisor, feel free to contact PGME for assistance as we have a wide network of potential supervisors.

3. Online courses (eLearning) which are supported by training colleges and allocated CME points, with the exception that only 1 week of eLearning PDL will be counted. A copy of the certificate of completion for the modules is to be emailed to PGME immediately after completing the eLearning PDL. Any PDL approved for online learning is expected to be done within that time frame (i.e. the same week that it was approved for). If evidence is not provided that the PDL was completed within the timeframe stipulated on the leave form then the week of PDL will not count towards your 47 weeks.

4. Face to Face PDL applications will be prioritised for approval over online course (eLearning).

**Registration receipt for attendance at conferences, reflection from observership and certificate of completion for e-learning are to be emailed to SCGH, [InternPDL@health.wa.gov.au](mailto:InternPDL@health.wa.gov.au)**

All requests will be considered on a case by case basis by the Director of Post Graduate Medical Education with any that are unclear taken to the PGME departmental senior staff meeting.

## Intern Core Rotations

### SCGH

Emergency Medicine  
 Cardiovascular Medicine  
 General Medicine/Medical  
 Assessment Unit  
 Rehab & Aged Care  
 Renal  
 Respiratory Medicine  
 General Surgery Unit 2 (colorectal)  
 General Surgery Unit 3 (upper GI)  
 General Surgery Unit 4 (breast)  
 General Surgery Unit 5 (liver  
 transplant)  
 Orthopaedics  
 Plastic Surgery  
 Vascular Surgery

### Joondalup Hospital

Emergency Medicine  
 General Medicine  
 General Surgery  
 Orthopaedics  
 Rehab & Aged Care

### Hollywood Private Hospital

General Medicine  
 General Surgery

### Port Hedland

General Medicine

### Geraldton Hospital

General Medicine



General Surgery

Orthopaedics

## Leave Without Pay (LWOP)

- You will need to submit a complete electronic L1 Leave form with supporting documentation, identifying the purpose of the requested period to [SCGH.JMOLeave@health.wa.gov.au](mailto:SCGH.JMOLeave@health.wa.gov.au)
- LWOP will only be considered by the Area Director Clinical Services on a case by case basis once all annual and PD leave entitlements have been cleared.
- Emergency leave must be discussed with SCGH Medical Workforce.

## Busy Leave Periods

- Term 3 (June-August)
- Exam periods (GSSE, ALS2, Delta Med, BPT Clinical & Written Exams)
- Christmas and New Year Period

Special leave (as detailed below) will take priority for approval during these periods.

## Special Leave

Is defined as leave for any of the following:

- own wedding
- member of wedding party (groomsman, bridesmaid, etc)
- parental leave (maternity or paternity)

Annual, Professional Development and Parental leave entitles can be used for the above 'special leave' requests.

## Leave cover provided by Medical Workforce via the Leave Relief Pool – All JMO's

Leave relief cover is provided by a pool of RMOs and Service Registrars employed by the Sir Charles Gairdner Osborne Park Health Care Group. RMOs in the leave relief pool provide cover to the majority of departments at Sir Charles Gairdner Hospital and at secondment sites, where SCGOPHCG is the primary employer.

The sites that SCGH Medical Workforce will provide cover to are:

- Osborne Park Hospital
- Hollywood Private Hospital
- Joondalup Health Campus
- Graylands Hospital
- St John of God Hospital (Subiaco)

## Leave cover managed by department or site - **Interns & RMOs**

Sites/allocations that are required to manage their own leave-relief and are not included in the SCGH leave-relief pool roster include;

- Rural GP, WACHS
- Community Residency Program (CRP)
- Service Improvement Program
- Peri-Op (Anaesthesia) - SCGH
- Silverchain
- Peak Period – Emergency Medicine - SCGH
- Linear Clinical Research
- Geraldton Hospital
- Port Hedland Health Campus
- Karratha Health Campus
- Albany Hospital

## Leave cover managed by department or site - **Registrars**

Sites/allocations that are required to manage their own leave-relief and are not included in the SCGH leave-relief pool roster include;

- Emergency Department
- Radiology
- Anaesthesia
- ICU
- Respiratory
- Cardiology
- Pain Management
- Orthopaedics
- ENT
- Ophthalmology
- Rheumatology
- Dermatology
- Pulmonary Physiology





## SCGH – JMO Leave Entitlements

Type	Entitlement	Comments
<b>Annual Leave</b>	4 weeks per annum. The entitlement accrues pro rata on a weekly basis. If you work part time your leave will accrue at the part time hours.	Send electronic L1 Leave form to <a href="mailto:SCGH.JMOLeave@health.wa.gov.au">SCGH.JMOLeave@health.wa.gov.au</a> (in Health WA global email address list)
<b>Professional Development Leave</b>	2 weeks (non- accruing) 1 week (accruing)	Send electronic Professional Development Application Pack & Supporting documentation to <a href="mailto:SCGH.InternPDL@health.wa.gov.au">SCGH.InternPDL@health.wa.gov.au</a> if Intern, or to <a href="mailto:SCGH.JMOLeave@health.wa.gov.au">SCGH.JMOLeave@health.wa.gov.au</a> if RMO.
<b>Leave Without Pay</b>	Please refer to Clause 43 of the 2016 AMA Agreement	Granting Leave Without Pay (LWOP) is at the discretion of the Area Director Clinical Services (ADCS). Email a completed L1 Leave Form, with supporting documentation identifying the requested period and purpose, to <a href="mailto:SCGH.JMOLeave@health.wa.gov.au">SCGH.JMOLeave@health.wa.gov.au</a>  LWOP can only be considered if you have utilized all your other leave entitlements and there is available relief to cover the period you have requested. Exceptions will be considered following consultation with the ADCS.
<b>Sick Leave</b>	80 hours paid sick leave per year	Sick leave exceeding two consecutive working days requires a medical certificate.  If you are unable to attend work please contact Medical Workforce <b>and</b> the Department where you are working the shift.  On return from sick leave/personal leave, an electronic L1 Leave form is to be completed and emailed to <a href="mailto:SCGH.JMOLeave@health.wa.gov.au">SCGH.JMOLeave@health.wa.gov.au</a> with a scanned copy of a medical certificate if applicable.
<b>Paid Parental Leave</b>	14 weeks if you have completed 12 months continuous service  *Must be the primary care giver	Is included in the 52-week parental leave entitlement  A pregnant employee can commence the period of paid parental leave any time six weeks before the expected date of birth.
<b>Parental Leave</b>	52 weeks in relation to birth or adoption of your child following completion of 12 months continuous service  *Must be the primary care giver	An employee who has advised of their intention to take parental leave can commence leave up to 6 weeks before the expected date of birth unless an obstetrician has certified that the employee is fit to continue working during this 6-week period.  *Please note: Can only be taken by one public sector employee parent at a time except for 1 week at time of birth/adoption of child.

