

20 April 2018

# EXAMPLE ONLY

To Whom It May Concern,

Re: Dr [REDACTED] DOB: [REDACTED]

Dr [REDACTED] employed with Monash Health from 09/01/2013 and is contracted until 03/02/2019.

This is to certify that Dr [REDACTED] completed the following rotations during his time at Monash Health.

## **2013 – INTERN – Full Time 38 hours per week**

14/01/2013 - 24/03/2013 General Medicine Intern - Dandenong Hospital (10 weeks)  
25/03/2013 - 02/06/2013 General Surgery Intern - West Gippsland Hospital (10 weeks)  
03/06/2013 - 14/07/2013 Emergency Intern - Monash Medical Centre, Clayton (6 weeks)  
15/07/2013 - 11/08/2013 Annual Leave (2 weeks)  
12/08/2013 - 20/10/2013 Orthopaedics Intern - Latrobe Regional Hospital (10 weeks)  
21/10/2013 - 12/01/2014 General Medicine Intern - Dandenong Hospital (12 weeks)  
13/01/2014 - 02/02/2014 Annual leave (3 weeks)

## **2014 – HMO (BPT1) Medicine – Full Time 38 hours per week**

03/02/2014 - 13/04/2014 General Medicine Nights HMO - Monash Medical Centre, Clayton (10 weeks)  
14/04/2014 - 09/05/2014 Annual Leave (5 weeks)  
10/05/2014 - 22/06/2014 Geriatrics HMO - Kingston Centre (5 weeks)  
23/06/2014 - 31/08/2014 Gastroenterology HMO - Monash Medical Centre, Clayton (10 weeks)  
01/09/2014 - 09/11/2014 Cardiology (MONASHHEART) HMO - Monash Medical Centre, Clayton (10 weeks)  
10/11/2014 - 01/02/2015 Gastroenterology HMO - Monash Medical Centre, Clayton (12 weeks)

## **2015 – HMO (BPT2) Medicine – Full Time 38 hours per week**

02/02/2015 - 08/03/2015 Annual Leave (5 weeks)  
09/03/2015 - 12/04/2015 General Medicine REGISTRAR (AH) – Casey Hospital (5 weeks)  
13/04/2015 - 21/06/2015 General Medicine REGISTRAR (DAYS) - Casey Hospital (10 weeks)  
22/06/2015 - 30/08/2015 Oncology HMO – Dandenong Hospital (10 weeks)  
31/08/2015 - 08/11/2015 Intensive Care HMO - Dandenong Hospital (10 weeks)  
09/11/2015 - 22/11/2015 General Medicine REGISTRAR - Dandenong Hospital (2 weeks)  
23/11/2015 - 06/12/2015 Course Leave (2 weeks)  
07/12/2015 - 20/12/2015 General Medicine REGISTRAR - Dandenong Hospital (2 weeks)  
21/12/2015 - 31/01/2016 CARDIOLOGY (MONASHHEART) HMO - Monash Medical Centre, Clayton (6 weeks)

**2016 – REGISTRAR (BPT3) Medicine – Full Time 43 hours per week**

01/02/2016 - 14/02/2016 Geriatrics & Rehab REGISTRAR (2 weeks)  
15/02/2016 - 21/02/2016 Personal leave (1 week)  
22/02/2016 - 10/04/2016 Geriatrics & Rehab REGISTRAR (7 weeks)  
11/04/2016 - 24/04/2016 General Medicine REGISTRAR – Monash Medical Centre, Clayton (2 weeks)  
25/04/2016 - 15/05/2016 Annual Leave (3 weeks)  
16/05/2016 - 19/06/2016 General Medicine REGISTRAR (NIGHTS) – Dandenong Hospital (5 weeks)  
20/06/2016 - 21/08/2016 General Medicine REGISTRAR - Dandenong Hospital (9 weeks)  
22/08/2016 - 04/09/2016 Annual Leave (2 weeks)  
05/09/2016 - 09/10/2016 General Medicine REGISTRAR - Dandenong Hospital (5 weeks)  
10/10/2016 - 13/11/2016 General Medicine REGISTRAR (NIGHTS) - Dandenong Hospital (4 weeks)  
14/11/2016 - 25/12/2016 General Medicine REGISTRAR - Monash Medical Centre, Clayton (4 weeks)  
26/12/2016 - 05/02/2017 General Medicine REGISTRAR (NIGHTS) - Monash Medical Centre, Clayton (6 weeks)

**2017 – REGISTRAR (BPT3) Medicine – Part Time 0.5 FTE (52 weeks: Job Share 5 weeks on / 5 Weeks Off)**

06/02/2017	12/03/2017	General Medicine REGISTRAR (NIGHTS) - Dandenong Hospital (5 weeks)
13/03/2017	16/04/2017	Annual Leave (5 weeks)
17/04/2017	25/06/2017	General Medicine REGISTRAR - Monash Medical Centre, Clayton (10 weeks)
26/06/2017	03/09/2017	General Medicine REGISTRAR (NIGHTS) - Dandenong Hospital (10 weeks)
04/09/2017	12/11/2017	Geriatrics & Rehab REGISTRAR Monash Medical Centre, Clayton (10 weeks)
13/11/2017	19/11/2017	Gastro Advanced Trainee COVER (1 week)
20/11/2017	26/11/2017	General Medicine REGISTRAR - Monash Medical Centre, Clayton (1 week)
27/11/2017	03/12/2017	Neurology/Stroke Advanced Trainee (1 week)
04/12/2017	07/01/2018	Respiratory Advanced Trainee (5 weeks)
08/01/2018	21/01/2018	Palliative Care Advanced Trainee (2 weeks)
22/01/2018	28/01/2018	Reliever (1 week)
29/01/2018	04/02/2018	General Medicine REGISTRAR - Monash Medical Centre, Clayton (1 week)

The following are Dr [REDACTED] rotations for the remainder for the year and may be subject to change.

**2018 – Gen HMO3+Dip OBS– Full Time 38 hours per week**

05/02/2018	06/05/2018	Emergency Paediatric HMO - Monash Medical Centre, Clayton (13 weeks)
07/05/2018	27/05/2018	Annual Leave (3 weeks)
28/05/2018	05/08/2018	Urology HMO – Moorabbin Hospital (10 weeks)
06/08/2018	03/02/2019	DIP OBS 2 <sup>nd</sup> 6 Months of the year (19 weeks)

Should you have any further enquiries, please do not hesitate to contact the Monash Doctors Workforce on 03 9594 2750.

Yours sincerely,



**Sonya Steve**  
Manager, Operations  
Monash Doctors Workforce