

## POSITION DESCRIPTION

# Trainee - Unaccredited Position



Hunter New England  
Local Health District

Our CORE values  
Collaboration Openness Respect Empowerment



Organisation	NSW Health
Local Health District / Agency	Hunter New England Local Health District
Position Classification	JMO Unaccredited Trainee
State Award	Public Hospital Medical Officers (State) Award
Category	Medical Officers   Emergency Medicine
Vaccination Category	A+
Website	<a href="http://www.hnehealth.nsw.gov.au">www.hnehealth.nsw.gov.au</a>

## PRIMARY PURPOSE

The primary purpose of the Unaccredited Trainee in Emergency Medicine is to provide quality medical care under appropriate supervision to patients requiring emergency medical services in a complex clinical environment across multiple sites.

The Unaccredited Trainee will provide consultation to undifferentiated patients in a critical care environment and have responsibilities and opportunities according to their level of competence to evaluate, diagnose and treat the presenting patient under the supervision of Specialist Staff within the Emergency Department.

## RESPIRATOR USE

NSW Health workers may be required to use a respirator, as part of their appointment with NSW Health. Where a respirator is required for use, workers will be instructed in their safe use; including donning, doffing and fit checking. Staff may be required to complete fit testing to selected respirator/s to assess their facial fit/seal.

At all times when a health worker is required to use a respirator, the health worker must not have any facial hair present. Processes are in place to support workers that need to keep facial hair due to religious observance requirements and/ or health conditions.

## ESSENTIAL CRITERIA

- MBBS or equivalent, currently registered or eligible for registration with the Medical Board of Australia.
- At least three years' post graduate experience in public hospital service (or equivalent)
- This position is subject to an appropriate supervision level which can be supported by the health agency. If the incumbent's registration conditions include supervision requirements, the level of supervision must be able to be supported by the health agency for this role.
- Sufficient clinical experience in order to undertake the key accountabilities for this role .
- Valid Working with Children Check.
- Cleared National Police Check.
- Aged Care Check for Australian Government funded positions.
- To be employed by NSW Health you are required to provide evidence of vaccination to comply with the NSW Health Occupational Assessment, Screening & Vaccination against Specified Infectious Diseases Policy, this includes any amendments made from time to time.

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## KEY ACCOUNTABILITIES

- Assist with the management of patients in the emergency department in order to provide high quality, safe, patient-centred care. This includes coordinating admissions, assisting with patient assessments, implementing treatment plans, and organizing referrals, consultations, and diagnostic investigations.
- Perform procedures under instruction and supervision, to assist with patient care and contribute to learning.
- Assist with discharging patients as directed, following all relevant protocols, to ensure effective follow up and continuity of care of patients after discharge.
- Cooperate with other staff to promote timely treatment of patients presenting to the ED and reduce treatment delays.
- Communicate patient-relevant information in a timely and clear manner to patients and their families/carers and all staff involved in the patient's care, to facilitate shared decision-making, timely information transfer, and hence ensuring quality patient care. This includes escalating issues when required, and respecting confidentiality and privacy.
- Prepare and oversee accurate documentation in relation to patient care, maintaining confidentiality and privacy, to ensure timely and efficient communication of patient information, and to ensure patient records are effective and accurate for current and future use. This includes preparing treatment plans, correspondence with other treating practitioners, entry into medical records, referrals, discharge summaries, reports for coroners, death certificates and any other documentation in relation to patient care and management.
- Teach other clinical staff, to ensure an optimal learning environment, promote growth and development of others. Teaching may include running formal education sessions, providing learning experiences on the job, and giving constructive feedback and informal instruction.
- Supervise other clinical staff, to enable them to develop the competence and knowledge required for responsible practice, to ensure quality patient care and treatment, promote team building and a supportive environment, enhance the performance of those being supervised, and monitor their welfare. Supervision includes checking work is conducted to standards, providing constructive feedback, contributing to professional development, assisting to solve problems, and clinical workload management.
- Contribute to research projects to contribute to scholarly knowledge that leads to better patient outcomes and to develop skills and understanding of quality research.
- Participate in quality assurance activities to ensure that appropriate standards are maintained, gaps in meeting safety and quality standards are identified and raised, and to contribute to the continual improvement of self, colleagues, the department and the service provided by the hospital.
- Actively monitor and manage own safety and wellbeing, seeking assistance when needed.
- Create a personal training or development plan, participate in available educational experiences, and actively seek to learn and obtain feedback in order to maintain lifelong learning and continuing professional development, to understand your own skills, knowledge and capability; and therefore to experience professional growth, exercise judgement and know when to seek assistance.

## KEY CHALLENGES

- Balancing training and education requirements to develop clinical/procedural expertise and skillset with the delivery of high level medical care and services in a challenging, demanding and varying environment.
- Maintain composure during emergency situations and devising appropriate management plans, with consultation, in a short time frame to effectively manage emergency situations.
- Use effective, sensitive and empathic communication skills, including the ability to adapt messages to suit a wider range of clinical and non-clinical professional settings, as well as recognising challenging and conflicting communication and working with senior clinicians on management strategies to promote positive outcomes.

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## KEY RELATIONSHIPS

Who	Why
Patients/Consumers/Families/carers/guardians accompanying a patient.	To communicate information regarding hospitalisation, treatment, and progress in a sensitive, timely, and clear nature as essential for optimal patient care and experience.
Consultants providing clinical supervision.	To enable positive working relationships whilst under direct supervision to facilitate professional development and learning. To participate in discussion and decisions, escalate issues, propose solutions, receive guidance, and provide regular updates regarding patients and their management
Inpatient (ward) teams, including other clinical staff/streams/divisions across medical, nursing and allied health.	To co-coordinate patient care and follow up as part of a multi-disciplinary team and across other supporting teams that is timely, progressive and positive for each clinical care episode. To promote positive working relationships between inpatient professional groups
Community based health professionals and services, including General Practitioners and emergency services such as Police and Ambulance. Community based health professionals and services, includin	To maintain continuity of high level health care in the transition to home and local based care.

## SELECTION CRITERIA

1. Qualifications and experience commensurate with the Essential Requirements for the role.
2. Demonstrated ability to work collaboratively within multi-disciplinary teams, including the sharing of appropriate information internally and externally with key persons or services.
3. Demonstrated ability to work independently within a supervised complex clinical environment utilising excellent clinical skills, judgment and expertise.
4. Demonstrated verbal, written and interpersonal skills, with the capacity to vary communication style in line with the understanding of the needs of diverse audiences.
5. Demonstrated ability to prioritise workloads and display a flexible approach to meet changing situations in a demanding and unpredictable Emergency Medicine clinical environment .
6. Ability to work at the facilities within the Network to deliver patient care and preparedness and ability to participate in a 24 hrs shift work roster.
7. Demonstrated commitment to quality improvement, patient safety and risk management.
8. At least three years' post graduate experience in public hospital service (or equivalent)

## OTHER REQUIREMENTS

- Model the NSW Health CORE Values of Collaboration, Openness, Respect and Empowerment.
- Participate in a 24/7 roster and may be rostered to day, evening or night shifts across a seven day roster.
- Move between services and geographical locations to deliver patient care.
- Participate in ward rounds and clinical handover, to transfer information, accountability and responsibility for a patient or group of patients, following the ISBAR protocol, National Australian Standards.
- Complete mandatory training as required by the hospital, local health district or specialty network, and NSW Health.

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- Attend all applicable organization-wide, hospital, department and role orientation sessions.
- Abide by all conditions/provisions of employment as outlined in the relevant Award.
- Conduct all required responsibilities and tasks of the role in a manner that is consistent with legislation, local and state-wide delegations, procedures, policies and manuals, which include but are not limited to the following areas:
  - NSW Health Code of Conduct
  - Performance management and development
  - Work, health and safety
  - Records management
  - Confidentiality and privacy
- All staff are expected to take reasonable care that their acts and omissions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given to them and with any policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers.
- Act as role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees.
- Comply with supervision requirements as set out by the Australian Health Practitioner Regulation Agency.