

POSITION DESCRIPTION

Position Title	Unaccredited Trainee – Medicine
Facility	Northern Beaches Hospital
Hours of Work:	As per contract of employment
Award	Medical Practitioners Award 2020 / Resident Medical Practitioner
Reports to	Clinical Director of Medicine for clinical matters Medical Workforce Unit Manager for administrative matters
Position Summary	<p>The Unaccredited Trainee - Medicine position is suitable for applicants wishing to obtain further experience in preparation for a career in General Medicine or General Practice. Northern Beaches Hospital has a strong commitment to vocational training and career support.</p> <p>This position offers an opportunity for further General Medicine training and experience for a candidate considering a Medicine or General Practice career in a contemporary setting supported by the latest equipment at a brand new state of the art Level 5 facility.</p> <p>The Medicine Unaccredited Trainee clinical year consists of clinical rotations in Medicine and Relief. Medicine allocations will be based on the requirements of the Division of Medicine, but a preference allocation system will be employed with two opportunities for terms in Cardiology, Geriatrics and Medical Assessment Unit.</p> <p>Relief allocations will include Evenings, Nights and Medicine Leave Relief with opportunities for exposure in Gastroenterology, Neurology, Endocrinology, Renal Medicine, Infectious Diseases, Oncology, Haematology, Respiratory and Rheumatology.</p> <p>There is an expectation that this position will contribute to the after-hours rosters. During relief term it is expected to provide leave relief and provision of Night cover in the Division of Medicine as per service needs.</p> <p>The primary role of the Unaccredited Trainee is to provide medical care in conjunction with the various specialists and admitting medical officers for patients in Medicine and other areas within the hospital to secure optimum health outcomes.</p> <p>The Unaccredited Trainees will be supervised by senior medical staff to ensure their responsibilities are commensurate with their clinical experience. The Clinical Director or their delegate will conduct the mid-term and end-of-term assessments and provide feedback where appropriate.</p>
Professional Practice Requirements	<ul style="list-style-type: none"> • Evidence of current BLS and ALS training • Working with Children Check and National Police Certificate • Medical Indemnity Insurance • Practices at all times in a manner that is consistent with Northern Beaches Hospital's policies and procedures. • Complies with Infection Control Policies and Procedures at all times • Complies with Workplace Discrimination and Harassment Policy • Complies with Healthscope and Medical Board Code of Conduct • Complies with all policies related to privacy and confidentiality

	Respects the rights of individuals, their beliefs, cultural values and dignity
Essential Criteria: Qualifications & Professional Attributes	<ul style="list-style-type: none"> • MBBS or equivalent. Currently registered or eligible for registration with the Medical Board of Australia. • Demonstrated a minimum two years' post graduate clinical practice in the last three years. • Demonstrated progress towards career goals in Medicine or General Practice. • Demonstrated clinical competency and an ability to work independently within a supervised complex clinical environment utilising excellent clinical skills, judgment and expertise. • Demonstrated excellent written and verbal communication skills, time management and problem solving skills in the clinical setting as part of a multidisciplinary team. • Demonstrated commitment to quality improvement, patient safety and risk management and evidence of sound working knowledge of legal and ethical obligations governing medical practice. • A professional attitude and flexibility in work role with a preparedness and ability to participate in after-hours overtime and on-call rosters.
Key Responsibility 1	Clinical duties/ performance
Performance Criteria 1	<p>Medicine:</p> <p>The Unaccredited Trainee will be allocated to a General Medicine and/or subspecialty team as part of their rotation. This will be based on the requirements of the Division of Medicine, but a preference allocation system will be employed with potential opportunities for terms in Cardiology, Gastroenterology, Neurology, Endocrinology, Renal Medicine, Infectious Diseases, Oncology, Haematology, Geriatrics, Medical Assessment Unit and Rheumatology. Rotations also include participation in relief rotation to backfill leave and provide general and subspecialty ward cover.</p> <p>General roles and responsibilities include:</p> <ul style="list-style-type: none"> • Coordinating and documenting the admission, management and discharge planning of patients seen in or admitted under the team and ensuring that the admission and plans are documented in the medical record. • The day to day assessment and management of the patients in the wards, communicating with them and their family the nature of their condition and its treatment. • Management of all patients under the team's care including daily reviews, ward rounds, organizing appropriate investigations and ensuring that all microbiology, haematology, radiology and biochemistry results are checked daily. Any significant or abnormal results for any patients are communicated directly to the relevant senior medical officer. • Ward Rounds: <ul style="list-style-type: none"> - Notification to the appropriate VMO / Staff Specialist of patients requiring acute admission to hospital under their care; - Organisation of admissions and discharges (including discharge summaries) - Organisation of waiting lists and theatre lists;

- Assessment and formulation of a management plan for patients presenting for care;
- Communication of assessment and management decisions to appropriate VMO / Staff Specialist, junior medical staff and other staff involved in the patients' care;
- Communication with the patient, or with immediate family where appropriate, about the patient's condition and management;
- Ensuring that accurate and relevant patient documentation exists;
- Communicating and coordinating effectively with other health professionals in regard to management plans, diagnostic requests and consultations;
- Regular review of patient progress and communication of any significant changes in the patient's condition to the VMO / Staff Specialist and nursing staff;
- Initiation of change to the management plan within limitations set out by agreement with the VMO / Staff Specialist;
- Management of unstable patients and ensuring an adequate handover to after-hours medical staff;
- Supervision and teaching of students and junior medical officers attached to the department;
- Undertake regular rounds of their patients during a shift.

- Under direction and supervision to perform the initial medical assessment of the patient in the Emergency Department and co-ordinate and facilitate diagnosis, management and early appropriate patient management.
- Manage a wide range of clinical presentations in adults and provide medical care, consistent with level of experience and under supervision of senior medical specialists.
- The duties will be dependent on the level of seniority and are allocated across specific ward/level designations for cover. Responsibilities include but are not limited to carrying the rapid response pager, participating in rapid responses and managing overnight clinical reviews and ward patients with medical conditions/issues.

Mandatory Clinical Handovers:

Clinical handover involves the transfer of information, accountability and responsibility for a patient or group of patients. Clinical handover happens within and between Medical, Surgical, Emergency, Paediatric and Critical Care teams to ensure that we are following the ISBAR protocol, National Australian Standards and providing the best care and safety to all of our patients.

Hospital at Night Ward cover:

- The Hospital at Night handover occurs at 08:00h in the Northern Beaches Hospital Education center. The handover is Consultant led and includes 15 minutes for handover and 15 minutes for a focused teaching session and review of clinical cases.

General Duties:

- Liaises and consults with senior medical staff (being consultants, visiting medical officers, career medical practitioners/officers and other service providers) concerning overall patient management.
- Ensure the treating specialist is apprised of all significant changes in any patient under their care.

	<ul style="list-style-type: none"> • Support the development of an evidence-based medicine (EBM) approach to all patients. • Attending and actively participate in service meetings, departmental quality assurance meetings and clinical audit activities when organised by Heads of Departments or Clinical Directors. • Proactively deal with Patient Safety; Clinical Risk (including involvement in Mortality Review), Quality Improvement, customer/ patient relations and Infection Control measures as they relate to patients under their care; including the specific notification of all incidents or near-misses relating to patients under their care. • Manages patients in emergency, outpatient and inpatient settings in accordance with policies and procedures of Northern Beaches Hospital and on the instruction of senior medical staff. • Liaises with patients, family and other representatives as required to facilitate patient management. • Supports nursing staff and other health professionals in the performance of their clinical duties
Key Responsibility 2	Administration & Communication
Performance Criteria 2	<ul style="list-style-type: none"> • The clinical well-being of patients is assured at all times, and care is delivered in a sensitive and timely manner, respecting patients' confidentiality, privacy, autonomy, diversity including gender, age religion and culture. • Maintain quality patient medical records according to health service protocols and the policies of Northern Beaches Hospital. • Accurately convey relevant information and explanations to patients, families, colleagues and other health care professionals. • Following discussion and agreement with senior medical staff, discuss relevant information with patients and their families in a manner which encourages their participation in informed decision-making • Maintain effective interpersonal relationships with all members of the multidisciplinary team. • Review any patient, if specifically requested by senior medical staff or After Hours Manager, should there be any concerns regarding the condition or well-being of the patient. • If senior medical staff are unable to attend work through unforeseen circumstances (such as sickness) the Unaccredited Trainee may need to assist with cover until a locum can be obtained, if possible. • Attend Morbidity and Mortality meetings and prepare /analyse/collate data within rostered hours.
Key Responsibility 3	Health Advocacy
Performance Criteria 3	<ul style="list-style-type: none"> • Identify the health needs of an individual patient. • Promote health maintenance of self and colleagues. • Take responsibility to ensure that when they are on duty, or on call, that they are at optimal level of performance.

	<ul style="list-style-type: none"> Be aware of Australian Medical Association “safe working hours” documents and ensure they present themselves to work both mentally and physically capable of doing their job.
Key Responsibility 4	Training and Education
Performance Criteria 4	<ul style="list-style-type: none"> The Unaccredited Trainee is required to maintain annual basic life support skills and bi-annual certification in advanced cardiac life support and provide evidence of its completion. The Unaccredited Trainee must attend hospital orientation, all mandatory training sessions provided by the hospital, be familiar with emergency and evacuation procedures, comply with Work Health and Safety requirements and comply with hospital objectives to prevent and minimise infection in every aspect of their work. The Unaccredited Trainee must provide documentation of their participation in ongoing professional development activities on a regular basis. The Unaccredited Trainee maintains an up-to-date knowledge of current treatments and work practices in treating critically unwell patients. Complete all mandatory training by the identified due date
Key Responsibility 5	Performance Appraisal
Performance Criteria 5	<ul style="list-style-type: none"> A term appraisal will occur every 3 months. An end-of-term, appraisal will occur no later than 14 days prior to the end of the assignment. Appraisals will include assessment against the measures outlined in this position description and the performance appraisal form. The Unaccredited Trainee will participate in continuing medical education (CME) activities. Regular meetings and consultation with Supervisor of Training / Clinical Director Division of Medicine / Medical Workforce Unit Management.
Key Responsibility 6	Workplace Health & Safety
Performance Criteria 6	<ul style="list-style-type: none"> Implement measures to maintain the safety of staff, visitors and self by Ensuring all staff comply with organisation WHS policy, infection control standards and policy and procedures Ensuring a safe working environment and safe systems of work, Maintain equipment and material safety data sheets for all solutions, chemicals used within department. Ensure staff attend mandatory training Organise or provide information / instruction / training and supervision to ensure staff are safe from injury and risks to health Identify, investigate and report onto Riskman all hazards and incidents immediately

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	<ul style="list-style-type: none"> Complete all workplace inspections as per schedule including identifications and actions for improvements Ensure staff who suffer a work related injury or illness are referred to the WHS Manager and RTW Coordinator for the Early Intervention Management Program so that a current return to work program is documented in consultation with the worker, and rehabilitation provider Report any staff injuries, hazards to the Chief Executive Officer / Deputy Director of Nursing immediately in liaison with the WHS Coordinator Participates in waste management programs for the reduction and recycling of rubbish in order to support environmental sustainability
Key Responsibility 7	Service Excellence
Performance Criteria 7	<ul style="list-style-type: none"> Support the hospital in maintaining a high degree of service excellence: Demonstrate an overall commitment to customer satisfaction by delivering exceptional care and service to patients, patient families, doctors, staff, third party providers and all visitors attending the hospital Integrate the highest standard of care and service excellence in daily activities Demonstrating a total commitment to customer satisfaction and deliver excellent service at all times, participating in the philosophy and actions of the Patient-Centred Care model Provide prompt, friendly and professional assistance in accordance with our core values, code of conduct and hospital policies

Note: Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.

Position Description authorised by		
CMO/COO	CMO/COO	Date
Signature	Print Name	
	A/Prof Peter Thomas	
JMO Unit Unit Manager	MWUM	Date
Signature	Print Name	
	Nicole Franzen	
Employee Acknowledgement		
I hereby acknowledge that I have received a copy of my Position Description and have read and agree with the duties and responsibilities that have been outlined.		
Unaccredited Trainee- Signature	Unaccredited Trainee - Print Name	Date