

POSITION DESCRIPTION

Trainee - Unaccredited Position

Organisation	NSW Health
Local Health District / Agency	Murrumbidgee Local Health District
Position Classification	JMO Unaccredited Trainee
State Award	Public Hospital Medical Officers (State) Award
Category	Medical Officers General Surgery
Vaccination Category	A+
Website	www.mlhd.health.nsw.gov.au

PRIMARY PURPOSE

Trainee - Unaccredited Position The primary purpose of the role is to provide effective clinical management of surgical patients, under appropriate supervision, whilst developing expertise in medical practice, in a complex clinical environment. The unaccredited trainee is the key person who works closely with all members of a multi-disciplinary team and deals with matters of an urgent or sensitive nature, whilst exercising discretion, sensitivity and maintaining confidentiality.

Decision making and supervision will be at the appropriate level according to the unaccredited trainee's skills, knowledge and experience. They will be expected to adopt a progressively more independent approach to patient management according to their experience, under the guidance of and at the discretion of the appropriate Attending Medical Officer (AMO). All patients managed within the hospitals of the health service are under the direct care of a specialist medical practitioner. All decisions regarding a patient's care are to be clearly communicated with the specialist responsible for that care.

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 with the Medical Board of Australia

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.

Valid Working with Children Check

Cleared National Police Check

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

- The trainee is accountable for care of surgical patients, as a delegate of the specialist medical officer involved in the management of the patient, as part of a multidisciplinary team. The trainee will have supervision appropriate to their level of experience. The duties include but are not limited to:
 - Organise admissions
 - Emergency basic life support
 - Undertake patient assessments
 - Formulate management plans for patients presenting for care, and initiate change to the management plan within limitations set out by agreement with the AMO
 - Arrange diagnostic investigations and consultations with other departments
 - Prescribe appropriate medication and arranging operative treatment or referral for consultation where required
 - Regularly review patient progress and communication of any significant changes in the patients' conditions to the AMO
 - Participate in outpatient services in a variety of ambulatory care settings
 - Participate in ward rounds and patient handover processes at the beginning and end of shifts
 - Oversee discharge planning, being responsible for uncomplicated discharge planning
 - Manage transfer of care of patients to community-based providers of medical care
- Communicate patient-relevant information in a timely and clear manner to patients and their families/carers, the AMO, and all staff involved in the patient's care, to facilitate shared decision making and timely information transfer.
- Ensure accurate documentation in relation to patient care, with confidentiality and privacy, to ensure timely and efficient communication, and that 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, certificates and any other documentation in relation to patient care and management.
- Teach and supervise other more junior clinical staff and medical students within the department to ensure an optimal learning environment, monitor their welfare, enable them to develop the competence and knowledge required for responsible practice and to develop skills in teaching and supervision.
- Lead or participate in research projects within the Department to contribute to scholarly knowledge that leads to better patient outcomes and to develop skills and understanding of quality research.
- Participate in the Department's quality assurance activities including but not limited to morbidity and mortality reviews, incident reporting and audits of clinical outcomes, to ensure that standards are maintained, gaps in safety and quality standards are identified, and to contribute to the continual improvement of the department and the service provided by the hospital.
- Monitor and manage own wellbeing, seeking assistance when needed.
- Prepare a professional development plan in conjunction with designated supervisor, actively seek to learn and obtain feedback in order to develop and understand your own skills, knowledge and capability, and therefore to exercise judgement and know when to seek assistance.

KEY CHALLENGES

- Manage competing priorities and delegate/escalate appropriately within a complex clinical environment; including determining bed status to allow management of elective admissions and smooth running of the operating list.
- Balancing mandated training and education requirements with service provision, within the limitations of a busy public health service.

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- Participate in difficult and critical conversations with colleagues, patients, families, clients and carers.

KEY RELATIONSHIPS

Who	Why
Consultants providing clinical supervision, Head of Department and consultants overseeing training programs.	For direct supervision and day to day operational matters; for professional development and learning.
Other clinical staff (medical, nursing, allied health) within the unit and in other units.	To promote positive relationships between professional groups and support and maintain the need for a cooperative and harmonious multidisciplinary working environment.
Administrative staff members for example JMO management, admissions, bed management and patient flow department.	To ensure patient care is maximised by involvement of non-clinical staff.
Patients and their families/carers.	Essential for patient care.

SELECTION CRITERIA

1. MBBS or equivalent, currently registered with the Medical Board of Australia
2. Demonstrated ability to work independently within a supervised complex clinical environment utilising excellent clinical skills, judgement and expertise
3. Ability to work effectively as part of a multidisciplinary team
4. High level communication skills, both written and verbal
5. Skills in time management, prioritisation and problem solving
6. Commitment to own continuing professional development and self-education
7. Commitment to quality improvement and patient safety
8. At least three years' post graduate experience in public hospital service (or equivalent)

OTHER REQUIREMENTS

- Each employee is required to work towards the priorities as outlined in the MLHD Strategic Plan. The role and responsibilities are to be carried out in a manner that is consistent with delegations, policies, procedures and operations systems of Murrumbidgee LHD, and in line with the NSW Health Code of Conduct.
- Model the NSW Health CORE Values of Collaboration, Openness, Respect and Empowerment.
- Participate in after-hours rosters including nights and weekends and/or 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.
- Attend all applicable organisation-wide, hospital, department and role orientation sessions.
- Abide by all conditions/provisions of employment as outlined in the relevant Award.

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- 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
 - Child protection
- 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.
- Participate in performance review processes.
- 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 Medical Board of Australia.