

Eastern Health

POSITION DESCRIPTION

Position Title:	General HMO3
Award Classification:	As per AMA / DIT Award
Award / Agreement Name:	Victorian Public Health Sector (AMA Vic) – Doctors in Training – Multi-Enterprise Agreement 2022 -2026 (Commonly known as “AMA Victoria DIT Agreement”)
Position Reports to:	Chief Medical Officer, Eastern Health. Director Medical Services, Workforce & Wellbeing. Heads of Unit / Consultants / Registrars.

EASTERN HEALTH – GREAT CARE, EVERYWHERE, EVERY TIME

Eastern Health is one of Melbourne’s largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and statewide services to people and communities that are diverse in culture, age and socio-economic status, population and healthcare needs



1. POSITION PURPOSE

The HMO is responsible for:

- Coordinating and documenting the admission, management and discharge planning of patients admitted to his/her unit
- The day-to-day assessment and management of the patients in his/her unit
- Discharge planning, including preparation of a discharge summary and other components of handover to a general practitioner/subacute/chronic care facility

Decisions concerning the patients should be executed through the intern

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

The duties in this position description cannot be fulfilled by practitioners with Level 1 supervision.

Assessment & Investigation

- Obtain and document a comprehensive history from the patient, and from other relevant sources, e.g. medical record, family, nursing home, general practitioner, ambulance transfer sheet. [It is important to distinguish between factual and presumed information, and to verify presumed past diagnoses. Many patients have chronic illnesses or functional problems which impact on their social situation, so it is important to gain a full social and psychological history].
- Conduct and document a thorough physical examination.
- Request, follow up and interpret appropriate investigations revising management plan as necessary.

Care Management

- Formulate a management plan for each patient and play an active role in the multidisciplinary health care team looking after the patient by coordinating care, referral and follow-up. Communicate with the patient's GP when necessary during admission.
- Formulate an appropriate strategy for investigation and be able to interpret results of commonly used investigations. Develop knowledge of the common therapeutic agents, their clinical uses and dosages, adverse effects and potential drug interactions, as applied to each of the patients. Be able to demonstrate safe prescribing of medications, with particular emphasis on anti-coagulants, sedatives and hypoglycaemic agents.
- Legible, accurate and signed progress notes must be written every day, and particularly after every ward round, identifying changes in clinical problems, results of investigations, and procedures performed and their interpretation.

Clinical Procedures

- Practice and improve procedural skills relevant and appropriate to rotation.

Organisation

- Prioritise your work, ensuring that the sickest patients are seen first. Familiarise yourself with the SOS classification for your patients. Check results of important tests of the day and ensure that decisions made earlier in the day have been carried out. Hand over information about very sick patients to the covering intern/HMO.
- Do a daily ward round of all patients with the registrar. The registrar is the first contact for any patient issues you have. Notify the registrar of any serious change in a patient's condition or a patient's death.
- Whilst realising that ward responsibilities take precedence, it is important that a surgical intern attends operating theatre sessions as much as possible. If unable to attend on time, he/she should ensure that the consultant surgeon is aware of the reason for non-attendance.

- Ensure that discharge medication is written up the day before discharge and the discharge summary on the day of discharge. Ensure that the discharge summary is sent to the patient's GP and any other doctors/hospitals involved in the patient's previous or subsequent care.
- Ensure that death, death audit certificates and a discharge summary is completed as soon as possible for patients who die.

Communication

- Communicate clearly and concisely with your professional colleagues including the patient's GP.
- Communicate effectively, (respectfully and with the ability to listen), to patients and their families, using an interpreter where necessary and contact the Patient Relations Advisor on 9091 8820 if you feel their presence would enhance patient and family meetings.
- Write a concise and timely discharge summary containing pertinent information for the patient's GP, which includes how the patient has been managed, investigations done, changes to medication, Outpatient appointments, future follow up, etc.
- Develop and maintain good communication with nursing and allied health staff. Be especially aware of the need for culturally sensitive communication with patients, families and other care providers. Show sensitivity to the special needs of individual patients, and be aware of palliative care needs, emotional distress, psychosocial disorders and communication difficulties/ethnic beliefs. Ensure that the patient's relatives are aware of the patient's condition, bearing in mind any privacy issues.
- All adverse events must be reported to Clinical Services Medical.

Professional Practice and Education

- Attend weekly intern education meetings and unit education sessions and play an active role in the multidisciplinary health care team.
- Develop a learning plan for the rotation, covering technical skills development and management of specific conditions.
- Take an evidence based approach to clinical care and access relevant and current literature to assist with understanding clinical problems, and help in formulating the best possible management plans.
- Be able to describe the management of common conditions seen on this rotation.
- Develop the ability to cope with uncertainty whilst recognising limitations of your practice.
- Show an understanding of relevant medico-legal and privacy issues.
- Be involved in teaching and supervising medical students on the unit.
- Inform Clinical Services (Medical) and your consultant of any issues related to patient care or general hospital organisation about which you have concerns. Consider completing an incident report so that the situation or event can be monitored.

Clinical Procedures

At the completion of the core medical rotation, it is expected that you will have had the opportunity to perform, under appropriate supervision, the following procedures and demonstrate competency:

- Insertion of IV cannulae
- Insertion of nasogastric tube
- Insertion of urinary catheter (male)
- Performance of venipuncture; and
- Taking of arterial blood gases

[The performance of lumbar puncture, paracentesis and the insertion of intercostal catheters or diagnostic needles, while likely to occur in the rural setting, are not expected to be performed by all interns; these are not essential skills to acquire but are nevertheless desirable.]

Other Duties

- Take part in the after-hours and weekend rosters.
- Other duties, including covering ill or absent colleagues, as directed by the Director of Clinical Services (Medical).

3. SAFE PRACTICE AND ENVIRONMENT

Occupational Health and Safety

Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensations (WIRC) Act 2013.

4. TRAINING AND DEVELOPMENT

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

5. QUALITY

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centered care.

6. CONFIDENTIALITY

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2001.

7. EQUAL EMPLOYMENT OPPORTUNITY

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

8. PERFORMANCE DEVELOPMENT

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

9. ATTACHMENTS

- Attachment 1 Key Selection Criteria
- Attachment 2 Key Result Areas /Key Performance Indicators
- Attachment 3 Eastern Health /Department Information

10. 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.

Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.

Vaccination against infectious disease is a mandatory requirement of this role. An offer of employment is conditional on you providing evidence that you are currently vaccinated against COVID-19, prior to commencing employment.

Signed: _____ Date: / / _____

Manager

INCUMBENT STATEMENT

I _____ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.

Signed: _____ Date: / / _____

ATTACHMENT 1

KEY SELECTION CRITERIA

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Must hold a MBBS or equivalent degree and be eligible to be registered as a Medical Practitioner with the Australian Health Practitioner Regulation Agency (AHPRA)

Desirable

Experience in the Australian Hospital system is highly desirable.

Australian Citizenship or Permanent Residency is also desirable.

ATTACHMENT 2

Key Result Areas / Key Performance Indicators

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LEARNING OBJECTIVES

The intern is expected to take an active part in defining his/her education needs and to obtain help in meeting them.

Particular objectives for Medicine are:

1. Develop good time management and be able to prioritise tasks.
2. Develop your ability to perform and document a problem oriented history and examination.
3. Improve your ability to provide a concise summary of a patient’s illness and management for the consultant ward rounds.
4. Increase your clinical perspective; develop an understanding of which conditions or symptoms require urgent management, and which are less urgent.
5. Develop good communication skills with patients, families, nursing and allied health staff.
6. Develop your knowledge of the common medications used in this rotation, including their interactions.

Particular objectives for Surgery are:

1. Develop clinical evaluation, assessment and management skills for urgent general surgical cases
2. Develop good communication skills with patients, families, nursing and allied health staff
3. Increase your clinical perspective, develop an understanding of which conditions or symptoms require urgent management and which are less urgent
4. Develop an understanding of basic peri-operative management
5. Develop an understanding of consent, including a discussion of the risks and complications of common surgical procedures

Particular objectives for Emergency are:

- Perform a rapid initial assessment of patients to determine if urgent intervention is required.
- Systems issues e.g. discharge planning, care coordination, intra and extra hospital liaison.

HMOs should download and consult the Australian Curriculum Framework for Junior Doctors located at: <http://www.cpmec.org.au/curriculum> to ascertain if they have met all the competencies for clinical management, communication, professionalism and skills / procedures as stipulated in the document for this rotation.

ATTACHMENT 3

Eastern Health / Department Information

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All Junior Medical Staff will undertake rotating rosters and night duty during their HMO year.