

Eastern Health

POSITION DESCRIPTION

Position Title:	General Medicine Advanced Trainee
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

Responsibility, under the supervision of the Consultant Physician, for assessment, planning, ongoing treatment and discharge of general medical patients or designated speciality medical patients at Eastern Health.

Responsibility for the daily supervision of relevant Interns or HMOs.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

- Trainees will be rotated to either core General Medicine or sub-specialties accredited for training. These include senior medical registrar, General Medicine, Acute Medical Liaison, Perioperative medicine, Infectious Diseases, Intensive Care, Hospital in the Home, Orthogeriatrics, Neurology/Stroke, Cardiology and Endocrinology.
- Trainees will be directly responsible to the unit directors whilst on rotation, and will be supervised by a primary and secondary supervisor as per RACP requirements.
- Responsible, under supervision of a consultant, for the initial assessment, ongoing management of patients admitted under a particular unit
- Key responsibilities:
 - Assessing patients from Emergency Department in a timely manner
 - Initiating diagnosis and treatment plan
 - Conducting daily ward rounds in accordance with clinical standards and unit protocols
 - Organisation of investigations including follow up and actioning within an appropriate timeframe
 - Ensuring good communication with consultants, junior staff, nursing and allied health staff
 - Timely updates with patients and/or their carers regarding their clinical progress
 - Appropriate escalation in accordance to Eastern Health's escalation guidelines
 - Attendance at unit multidisciplinary meetings, with a focus on discharge planning
 - Timely review of referrals from other units
 - Attendance at outpatient clinics where required
 - Supervision of junior medical staff (including interns, HMOs) within designated unit, including assistance with ward work such as discharge summaries, scripts, ordering of investigations
 - Adequate documentation in accordance with Clinical Documentation Standard
 - Participate in Unit Educational activities, including journal clubs, audits or mortality/morbidity meetings
 - Participate in performance review
- Embracing values of Eastern Health
- Perform other duties as directed by Medical Workforce, in covering other junior medical staff leave, illnesses or unplanned absences

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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Essential

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

Must be a Member of the College of Physicians and have successfully completed Basic Physician Training including examinations.

Desirable

Australian Citizenship or Permanent Residency

ATTACHMENT 2

Key Result Areas / Key Performance Indicators

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1. Development of skills in the assessment and management of acutely ill medical patients.
2. Increase in knowledge of and expertise in using all the available discharge and transfer options for patients.
3. Developments of supervisory skills to ensure you provide Interns with appropriate and accessible supervision at all times.
4. Development of communication skills with Patients, Families, and Nursing and Allied Health staff is so good that you teach Interns by example.
5. Participation in research and presentation of results at appropriate meetings.
6. Any other requirements mandated by the College of Physicians for Advanced Training in General Medicine.

ATTACHMENT 3

Eastern Health / Department Information

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Department / Specialty Area	General Medicine
Campus / Physical Location	All Eastern Health sites and rotational hospitals

SPECIALTY SPECIFIC INFORMATION

Organisational Context

Advanced Trainees will be required to rotate throughout Eastern Health and Epworth Eastern.