

# Eastern Health

## POSITION DESCRIPTION

<b>Position Title:</b>	HMO3 Surgery
<b>Award Classification:</b>	As per AMA / DIT Award
<b>Award / Agreement Name:</b>	Victorian Public Health Sector (AMA Vic) – Doctors in Training – Multi-Enterprise Agreement 2022 -2026 (Commonly known as “AMA Victoria DIT Agreement”)
<b>Position Reports to:</b>	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

- These positions are part of the Eastern Health Junior Doctor Program.
- Doctors will participate in a rotational roster.
- Doctors may be rotated to any Eastern Health site or rotational Health Service
- It is expected that doctors will be rotated across Eastern Health sites or rotational Health Service during the term of contract.

## 2. MAJOR DUTIES AND/OR RESPONSIBILITIES

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

### 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.
- After a patient's death, ensure that death, death audit certificates and a discharge summary is completed as soon as possible.

### 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 Manager on ext. 3116 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 or 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.

## 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 Compensation (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 & 2 Key Selection Criteria

**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 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 highly.

#### Organisational Context

- These positions will include rotations throughout Eastern Health and other hospitals aligned with Eastern Health.
- Rotations may include Night Duty, Critical Care and relieving.

## ATTACHMENT 2

### Key Result Areas / Key Performance Indicators

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### LEARNING OBJECTIVES

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

Particular objectives for Surgery are:

- Develop clinical evaluation, assessment and management skills for urgent general surgical cases.
- Develop good communication skills with Patients, Families, Nursing and Allied Health staff.
- Increase your clinical perspective; develop an understanding of which conditions or symptoms require urgent management and which are less urgent.
- Develop an understanding of basic peri-operative management.
- Develop an understanding of consent, including a discussion of the risks and complications of common surgical procedures.

An HMO completing this rotation will:

- Provide care for patients under the overall supervision of the Specialist Medical staff.
- Ensure that all patients are assessed in accordance with Hospital policy on presentation.
- Attend patients according to clinical priority, making sure seriously ill patients are seen in an appropriate time frame.
- Communicate regularly with the supervising Consultant if covering the Registrar, advising him/her of critically ill patients and new admissions. Consultant staff should be notified of any serious change in patient's condition/or patient's death.
- Ensure that the care of the patient is accurately and appropriately documented in the hospital Medical Record.
- With the Registrar organise efficient daily ward rounds. Ensure that results of X-rays and other relevant investigations are in wards prior to consultant rounds.
- Ensure that decisions made have actually been implemented in a timely manner and ensure that results of important tests of day on in-patients and outpatients are checked.
- If covering the Registrar, assess patients referred by other units (consults) as requested and liaise with the ward service Physician regarding their management. This will require a detailed history (from all relevant sources eg family, medical record, general practitioner, ambulance

transfer sheet, operation notes). It is important to distinguish between factual and presumed information, and to verify presumed past diagnoses. Detailed examination and review of investigations must also be performed. This review must be documented in the medical record.

- If covering the Registrar, assess patients in the Emergency Department in a timely manner when requested. Stable patients not seen within 2 hours of request will be admitted directly to an inpatient ward in accordance with Hospital policy.
- Care of in-patients should be handed over to covering Registrars - particularly with the sickest patients.
- Attend Outpatient sessions as rostered.
- Liaise with Hospital in the Home as required. This will include reviewing patients and results in addition to telephoning patients.
- Learn procedures and techniques relevant to the rotation, eg lumbar puncture and rotation specific testing, within the scope of Hospital policy on HMO supervision.
- Write discharge summaries encompassing relevant information, and ensure that these are completed on the day of patient's discharge from hospital, signed and forwarded to the LMO.
- Facilitate the smooth running of the General Medical Service and the efficient utilisation of Hospital resources.
- Develop and maintain good communication with the Nursing and Paramedical staff.
- Bearing in mind any privacy considerations, ensure that relatives are aware of patient's condition.
- Communicate with local doctors; especially in relation to discharge plans and post discharge follow up. This includes patients seen in outpatients. A letter must be dictated or handwritten for every outpatient consultation.
- Take part in quality improvement activities relevant to the unit and present findings to appropriate meetings.
- Attend and take an active part in unit and hospital educational activities.
- Inform Clinical Services Administration of any issues related to patient care or general hospital organisation about which the registrar has concerns.
- Work closely with the Registrar and medical record administrators to ensure accuracy of the discharge diagnosis and discharge coding.
- Other duties as directed by the Head of Unit or Director of Medical Services.

HMOs should download and consult the Australian Curriculum Framework for Junior Doctors located at: <http://www.cpmec.org.au/Page/australian-curriculum-framework-for-junior-doctors-acf-menu> 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.