

Eastern Health

POSITION DESCRIPTION

Position Title:	ICU Transition Year Fellow
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 – HEALTHIER TOGETHER

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 Transition Year (TY) Fellow position at Eastern Health is a role between that of a registrar and consultant, designed to provide a trainee at the end of their training a year of gradually increasing clinical autonomy and responsibility, as well as development of skills in the non clinical aspects of intensive care practice. The TY fellow will be supervised by the SOTs, and feedback will be sought weekly from the consultant group through the EH Trainee Feedback platform. We will meet for formal feedback sessions every three months to discuss the trainees progress and work with the trainee to formulate goals for the following 3 months. These meetings, and review of the feedback, will also enable us to provide the appropriate level of support to the trainee, and ensure they are progressing towards the clinical autonomy required upon completion of their transition year.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

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

Clinical Roles and Responsibilities of the TY Fellow

- Lead morning handover meeting and receive handover from overnight registrar
- Lead the morning and afternoon ICU ward round, including assessment of patients, review of pertinent investigations and formulation of management plan
- Be available to provide advice and assistance to the junior medical staff in performing their clinical duties (including review of ward round notes, assessment of new admissions, preparation of discharge documentation)
- Be available to oversee safe transport of intubated or unstable patients within the hospital
- Attend Code Blues and be available for assistance at MET calls if required
- Assist in timely review of patients referred from the Emergency Department and wards
- Participate in the consultant on call roster with appropriate consultant support

Non Clinical roles of the TY Fellow

An important aspect of the TY Fellow year is to provide an introduction to the non clinical tasks required as an intensive care specialist. As such there will be 10 hours dedicated non clinical time available to the TY Fellow per fortnight. The specific responsibilities of the TY Fellow will be decided by the CICM SOT in discussion with the trainee, and where possible will be tailored to the interests of the trainee.

These may include (but are not limited to)

- Teaching
 - Assist in organizing and teaching at the twice yearly BASIC course
 - Coordinate the weekly education sessions, including journal club
 - Coordinate the 3 monthly combined ED/anaesthesia/ICU teaching days
 - Involvement in orientation for junior staff at term rotation
 - Involvement in CICM exam related teaching, including primary exam preparation, hot cases and mock exams
- Administration
 - Involvement in junior registrar roster planning
 - Attendance at senior staff meetings
 - Involvement in ICU junior staff recruitment process
- Research
 - Participate in own research project

- Participation in current EH research activities
- Quality Assurance
 - Coordinate morbidity and mortality meetings
 - Involvement in adverse event assessment
 - Involvement in patient experience working group
- College activities
 - Attendance at CICM hospital inspections in the region
 - Attend the CICM ASM and other regional events

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. EASTERN HEALTH'S PROMISE

Our promise to our communities, patients, consumers and staff is that we will be **HEALTHIER TOGETHER**. Bolder than a vision for the future, our promise calls us to action. We know that working together is the only way we can achieve what is necessary for a healthier future.

Our values are ones in action and are the behaviours that matter most.

- Respect for all
- Safe always
- Partnering in care
- Learning and improving everyday

Learning from the challenges of the past and looking to the future, we understand that we are building towards a more engaged, more reliable, always safe health service in partnership with our people to improve every day.

10. ATTACHMENTS

- Attachment 1 Key Selection Criteria

11. 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

Position Title:	
Award Classification:	
Award / Agreement Name:	
Position Reports to:	

Essential

- MBBS or equivalent
- AHPRA registration to practice as a Medical Practitioner
- CICM trainee who has completed required training as per CICM document 'Objectives of training: The transition year' document:
 - Satisfactory completion of the required clinical training time and assessments for the core intensive care medicine, anaesthesia and medicine years
 - Satisfactory completion of the Second Part Examination
 - Satisfactory completion of all prescribed courses, learning packages and WBA
 - Submission of a Formal Project in the format prescribed in the guideline
 - Satisfactory exposure to two out of the three sub-specialties in:
 - Cardiothoracic surgery intensive care
 - Neurological/neurosurgery intensive care
 - Trauma intensive care

Additional requirements:

- Excellent communication and teamwork skills
- Possess the ability to make timely and thorough assessments of critically ill patients, and provide appropriate and safe life supporting therapies

Possess the knowledge and ability to supervise and teach junior medical staff and students, and ensure provision of the highest quality of care

Desirable

Aboriginal & Torres Strait Islander Candidates

Eastern Health's Aboriginal Workforce Plan 2023 – 2026 has recently been released. With a strong focus on cultural safety and belonging, actions included in the Workforce Plan provide practical supports for all Aboriginal and/or Torres Strait Islander staff.

An Aboriginal Employment Coordinator is available to ensure each person has culturally safe and positive employee experiences which foster belonging and access to diverse experiences and career pathways.

Should you require further information regarding this position or support to complete an application, please contact the Recruitment Manager for this position or Eastern Health's Aboriginal Employment Coordinator at Aboriginal.Workforce@easternhealth.org.au