Eastern Health

POSITION DESCRIPTION

Position Title:	Basic Physician Training Year 1
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 Director Physician Education and Manger Physician Education 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

This position is clinically responsible to the Registrar and Consultants of the Unit.
The Basic Physician Trainee Year 1 (BPT1) is responsible for coordinating and documenting the admission, management and discharge planning of patients admitted to their ward. You will also participate in the Basic Physician Training Program and complete the requirements of the Royal Australian College of Physicians.

PLEASE NOTE – Eastern Health is happy to accept applicants from future PGY2 candidates however our training program does NOT meet the requirements of the Australian Medical Council (AMC) PGY2 training requirements, and you will not be issued a certificate of completion after BPT1. A certificate of completion from the AMC is not required for the FRACP qualification but, should you leave physician training, you will need to complete another general year before commencing other training programs.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

The duties in this position description require applications to have, or be eligible for, APHRA general registration. A BPT1 works as a resident medical officer under the supervision and direction of the Registrar and Consultants of the Unit.

The HMO is responsible for:

Assessment and Investigation

- Obtaining a comprehensive patient history from the patient and/or other relevant sources (eg family, medical record, general practitioner, ambulance transfer sheet). It is important to distinguish between factual and presumed information, and to verify presumed past diagnoses.
- Documenting the patient's full history, performing a physical examination and completing progress notes, which are legible, accurate and signed, particularly after every ward round.
- Formulating a management plan for each patient.
- Escalating clinical concerns to senior medical staff.
- Ensuring appropriate investigation are ordered and checked daily, which may mean altering the management plan, if necessary.
- Referral to appropriate Specialist and Allied Health professionals.
- Designing discharge plans which contain diagnosis and inpatient management plans, investigations performed with results, changes to medication/s, investigations for follow up, Outpatient appointments, etc.

Care Management

- The HMO is responsible, in conjunction with the Registrar and Consultants, for the continuing care of all patients within their unit and for ensuring that patients are reviewed daily with medical progress notes, particularly after every ward round, documented in the medical record.
- Document inpatient management plans, and effectively coordinate patient care, including referral to Specialist and Allied Health professionals and followed up.
- Demonstrate knowledge of common therapeutic agents, uses, dosages, adverse effects and potential drug interactions.
- Ensure investigations are performed with results, changes to medication/s, investigations for follow up, Outpatient appointments, etc documented and discussed with the patient's GP during admission and at discharge.

Write a concise discharge summary for each patient, ensuring that it is forwarded to the GP before the patient leaves the hospital.

Clinical Procedures

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

Organisation

- Prioritise work, ensuring that sickest patients are seen first. Check important test results of the day and make certain that decisions made earlier in the day have been carried out.
- Hand over information about unwell patients to the covering HMO.
- Do a daily ward round of all patients with the Registrar, who is the first contact for any patient issues you have. Notify the Registrar and appropriate consultant/s of any serious change in a patient's condition or a patient's death.
- Ensure that all drug charts, IV orders and pathology test slips are completed and not left for later shifts.
- Ensure that discharge medication is written up the day before discharge and the discharge summary the day of discharge. Make certain that the discharge summary is forwarded to the patient's GP and any other doctors/hospitals/health professionals involved in the patient's previous or subsequent care.
- The HMO is required to be aware of and work in accordance with the Hospital's Admission and Discharge Policy.

Communication

- The HMO is responsible for developing and maintaining good lines of communication with medical colleagues, Nursing and Allied Health staff, as well as each patient's GP.
- The HMO should be especially aware of the need for culturally sensitive communication with patients, families and other care providers. Ensure patient relatives are aware of the patient's condition, bearing in mind any privacy issues.
- At the commencement of a shift, the HMO coming on will consult with the outgoing HMO and similarly **handover** to the covering HMO when going off duty.
- Patients who are unwell should be handed over directly to the HMO covering the unit on afternoon's off.
- Where possible, within rostered hours, attendance at unit ward meetings is expected.

Professional Practice and Education

- The HMO should, where possible (within constraints of clinical duties and roster), attend educational meetings and unit education sessions.
- The HMO needs to develop an understanding of their role in multidisciplinary health care and develop a learning plan for the rotation, which includes technical skill development and management of specific conditions.
- The HMO should be able to describe the management of common conditions seen during respective rotations.
- The HMO will attend all formal rounds, outpatient and theatre sessions as rostered.
- The HMO needs to recognize the need for confidentially in all aspects of medical practice, and realize that any information obtained in the course of employment is confidential and must not

be used for any purpose other than the performance of duties for which the HMO was employed.

- The HMO will participate in the Performance Appraisal process with the Head of Unit mid- term, and at the end of rotation.
- The HMO will assist in the development of safe working practices and the provision of a safe working environment by actively reducing hazards and focusing on accident prevention. HMOs should inform Clinical Services (Medical) and your consultant of any issues related to patient care or general hospital organisation about which they have concerns.
- The HMO will support staff adherence to infection control policies and procedures as documented in the infection control manual and support the Infectious Diseases and Infection Control Unit in their role by ensuring quality care for patients at Eastern Health.
- The HMO will ensure they complete all workplace mandatory training.

Other Duties:

- Take part in the after-hours and weekend rosters.
- May include covering ill or absent colleagues, as directed by the Director of Clinical Services (Medical).
- Participate in tutorials and teaching activities and requirements of the RACP

BASIC PHYSICIAN TRAINING

As a first year trainee it is expected that you will register with the Royal Australian College of Physicians and that you will actively participate in training activities as well as sit the written and clinical Exams in BPT3.

It is also expected that you will satisfactorily complete the training requirements of the RACP.

You will be supported throughout your training by an Educational Supervisor as well as the Director of Physician Education and will be able to access a range of in-house resources to assist with your exam preparation.

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 centred 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.

We support flexible working arrangements. These will be considered on a case by case basis and need to be discussed and confirmed prior to the PMCV match.

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

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:	Basic Physician Training Year 1
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- Incumbents must be eligible for General Registration with the Australian Health Practitioners Regulatory Authority.
- Incumbents are expected to enrol in the Royal Australasian College of Physicians and be preparing for the RACP written and clinical examinations.
- Incumbents will be required to participate in rotations across Eastern Health and rural rotational hospitals.
- Incumbents will be required to participate in teaching activities and tutorials.

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.

Specific Learning Objectives

An HMO completing this rotation will:

1. Provide care for patients under the overall supervision of the specialist medical staff.
2. Ensure that all patients are assessed in accordance with Hospital policy on presentation.
3. Attend patients according to clinical priority, making sure seriously ill patients are seen in an appropriate time frame.
4. Communicate regularly with the supervising consultant if covering the Registrar, advising them of critically ill patients and new admissions. Consultant staff should be notified of any serious change in patient's condition/or patient's death.
5. Ensure that the care of the patient is accurately and appropriately documented in the hospital Medical Record.
6. 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.
7. 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.
8. 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.

9. 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.
10. Care of in-patients should be handed over to covering registrars - particularly with the sickest patients.
11. Attend Outpatient sessions as rostered.
12. Liaise with Hospital in the Home as required. This will include reviewing patients and results in addition to telephoning patients.
13. Learn procedures and techniques relevant to the rotation, eg lumbar puncture and rotation specific testing, within the scope of Hospital policy on HMO supervision.
14. 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.
15. Facilitate the smooth running of the General Medical Service and the efficient utilisation of Hospital resources.
16. Develop and maintain good communication with the nursing and paramedical staff.
17. Bearing in mind any privacy considerations, ensure that relatives are aware of patient's condition.
18. 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.
19. Take part in quality improvement activities relevant to the unit and present findings to appropriate meetings.
20. Attend and take an active part in unit and hospital educational activities.
21. Inform Clinical Services Administration of any issues related to patient care or general hospital organisation about which the registrar has concerns.
22. Work closely with the registrar and medical record administrators to ensure accuracy of the discharge diagnosis and discharge coding.
23. Other duties as directed by the Head of Unit or Director of Medical Services or Director of Physician Education.

HMOs should download and consult the Australian Curriculum Framework for Junior Doctors located at: http://www.cpmec.org.au/Page/acfjd-project 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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Incumbents will work within the Curriculum and requirements of the Royal Australian College of Physicians.

Aboriginal & Torres Strait Islander Candidates

Eastern Health's Aboriginal Workforce Plan 2023 – 2026 was released in February 2023. 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