

Position Description

POSITION TITLE:	Intern-Emergency
DATE OF EFFECT:	January 2018
TYPE OF EMPLOYMENT:	Full time-76 hours per fortnight
DIVISION:	Medical
ACCOUNTABLE TO:	Director of Medical Services
DIRECT REPORTS:	Director of Emergency/Supervisor of Intern Training, DMS, HMO Manager
LIAISES WITH:	Medical, Nursing, Allied Health and support staff

Northeast Health Wangaratta (NHW) is a busy sub-regional integrated health service of 208 beds and is the major referral facility for the greater part of North East Victoria. NHW provides a wide range of acute specialist medical and surgical services including; an emergency department, critical care unit, obstetrics and gynaecology, paediatrics and specialised aged care, community rehabilitation, and inpatient, community, aged and psycho-geriatric mental health services. There is also a broad range of community health services and NHW auspices a number of other regional services in post acute care, palliative care and infection control.

The duties of this position are to be performed with adherence to the purpose and values of Northeast Health Wangaratta's strategic plan and compliance with the Code of Behaviour for staff of Northeast Health Wangaratta.

Vision

To be recognised leaders in rural healthcare

Our Values

- Caring
- Excellence
- Respect
- Integrity
- Fairness

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CODE OF BEHAVIOUR FOR STAFF AT NORTHEAST HEALTH WANGARATTA

Caring about what we do

We Will:

- Treat people equally
- Honour confidentiality
- Respect and uphold the rights of others

Caring about those we serve

We will:

- Exercise openness and fairness in our dealings with others
- Strive to provide the highest level of service

Demonstrating Professionalism

We will:

- Acknowledge our limitations
- Be willing to seek advice
- Maintain professionalism in all our interactions

Leading by Example

We will:

- Use our knowledge and skills to perform our duties to the best of our ability
- Cultivate and maintain relationships that support the goals of the organisation

Supporting each other

We will:

- Seek to resolve conflict rapidly and constructively
- Foster a safe, healthy and creative environment

Encouraging Innovation

We will:

- Value our interest in entrepreneurial activities
- Channel our creativity into tangible initiatives

Respecting Difference

We will:

- Recognise and tolerate individual differences in others, including gender, spiritual values, sexual preferences, age, disability and culture.

Communicating Openly and Honestly

We will:

- Communicate courteously
- Discuss differences in a clear and calm manner.
- Refrain from using behaviours that are abusive, intimidating or patronising.

KEY SELECTION CRITERIA

Essential

- Provisional Registration as a Medical Practitioner with AHPRA
- Ability to comply with the "Behavioural Outcomes" for this role (listed below)
- A current National Police Check (renewed every 3 years)
- A current Working with Children Check (renewed every 5 years)
- Statutory Declaration for applicable workers who have lived overseas

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ROLE STATEMENT

The primary role of **Emergency Intern** is to consolidate clinical skills in the provision of high quality patient care and develop collaborative relationships with medical and emergency colleagues including nursing, allied health and other support staff.

The **Emergency Intern** assists and promotes these strategies by ensuring duties are performed within legislative /policy / guideline compliance including but not restricted to the NHW policies and procedures and relevant legislation pertaining to the delivery of health care.

Responsibilities (taken from "A guide for Interns in Victoria", Dec 2009, PMCV).

During your emergency rotation you will be expected to;

- Take patient histories
- Perform examinations
- Interpret common investigations including ECG, X-Rays, oximetry and ABGs
- Document the findings
- Develop a management plan and follow up if relevant

Learning Objectives

Clinical Management

- gain experience in the acute presentation of common medical and surgical conditions including altered consciousness and trauma
- gain an understanding of the initial management of a patients presenting complaint as part of there overall management
- become familiar with agreed protocols for the management of emergencies
- perform common procedures for the management of acute conditions (with adequate supervision)
- develop an appreciation of which patients and types of conditions require hospital admission as opposed to those who may be best managed within an outpatient, community and other ambulatory settings
- develop an appreciation of the range of outpatient and community care facilities
- ensure all patients that are seen are discussed with the ED Senior Medical Officer or Consultant prior to disposition

Professionalism;

- Develop time management skills
- Develop an appreciation for sharing knowledge and assisting others in the team to learn
- Make the most of opportunities to become involved in research and educational bodies/committees
- Learn to monitor your own health and welfare for your benefit and the benefit of patients, colleagues and family

Communication

- Develop an appreciation of how to communicate effectively with patients, their relatives, peers, supervising medical staff, nursing and allied health colleagues, departments where investigations are being conducted, referring doctors, medical records staff and switchboard staff
- Become familiar with the requirements for presenting patient case histories and clinical details at the bedside during ward rounds concisely and with appropriate sensitivity to each patients condition, needs and wishes
- Become familiar with the requirements for presenting at unit and other meetings, as well as to other clinical staff whne requesting consultations from or ttransfer to other units

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Organisation Strategic Priorities

- Detail duties under each priority

Quality & Innovation

- Participate in peer review and quality improvement activities and ward based workshops

People, Learning and Research

- Attend weekly Medical staff education and training forum
- Attend monthly medical grand round
- Complete performance appraisal at 5 and 10 weeks with training supervisor, based on the Australian Curriculum Framework for Junior doctors

Organisational Management

- Meet and maintain standards of regulatory compliance for administrative and clinical information records & systems within the Australian Legislation and Regulation, Victorian Legislation and Regulation (ie Public Record Office of Victoria) and Northeast Health Wangaratta Policy and Procedure Framework.??

Facilities & Environment

- Understand and comply with the general principles of the Occupational Health and Safety Act
- Hospital provided accommodation is respected and any maintenance or faults are reported to engineering or medical workforce ASAP

Community & Partnerships

- Develop relationships and communicate effectively with General Practitioners in a timely manner
- Activate appropriate referrals, in consultation with ED senior to hospital or community agencies

BEHAVIOURAL OUTCOMES

- Team player
 - Cooperates and works well with others in the pursuit of team goals
 - Collaborates and shares information
 - Shows consideration, concern and respect for the feelings and ideas of others
 - Accommodates and works well with the different working styles of others
 - Encourages resolution of conflict within the team
- Demonstrated ability to withstand conflicting priorities
 - Perseveres to achieve goals, even in the face of obstacles
 - Copes effectively with setbacks and disappointments
 - Remains calm and in control under pressure
 - Accepts constructive criticism in an objective manner
- Able to build relationships
 - Establishes and maintains relationships at all levels
 - Promotes harmony and consensus through diplomatic handling of disagreements
 - Forges useful partnerships with people across departments and services
 - Builds trust through consistent actions, values and communication

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- Possesses appropriate communication, consultation and interpersonal skills
 - Collaborates and shares information
 - Ensures good working relationships exist with internal and external customers, external health providers, government departments and all stakeholders
- Customer service
 - Respects the cultural needs of others
 - Communicates effectively
 - Treats patient's family and visitors with respect at all times
 - Abides by all NHW values of integrity, compassion, excellence and respect

Employee Obligations- Medication Safety

It is an expectation of NHW that all Medical staff actively participate in initiatives to improve medication usage and safety, and will do everything possible to ensure safe and effective medication prescribing, administration and usage. This includes clear completion of the National Inpatient Medication Chart for all inpatients, and clear and where possible PBS compliant prescribing for all patients consistent with the restrictions listed in the NHW medication formulary.

Appraisal and Individual Development Work Plan

This will be completed during the 5th week of rotation and at the commencement of the 10 week of the rotation, both with the training supervisor. Copies of this will be kept by the Intern, training supervisor, medical workforce at NHW and the parent hospital.

The position description will be reviewed annually.

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RISK ASSESSMENT / JOB ANALYSIS

Northeast Health Wangaratta provides a safe working environment for staff as part of the process Risk Assessments have been carried out and this position could include some or all of the following.

(Please mark (eg X or ✓) to those that apply to this position)

Aspects of Normal Workplace	Frequency		
	Occasionally	Regularly	Continual
<u>Work Environment</u>			
• Work with the possibility of extended hours	X		
• Work in locations geographically separated from main facility	X		
• Working off site which may include clients homes	NA		
• Clinical areas			X
• Traveling or Driving in cars on a regular basis	NA		
<u>Work Activity</u>			
• Manage demanding and changing workloads and competing priorities		X	
• Undertake administrative tasks including intensive computer keyboarding work, filing, writing, concentrating for long periods of time		X	
• Sitting at the computer for extended periods of time		X	
• Sitting in meetings for extended periods of time	X		
• Use of technology including photocopiers, telephones		X	
• Undertake manual handling of equipment		X	
• Patient Handling (<i>No Lift Program operates throughout NHW</i>)		X	
• Exposure to Substances (<i>Protective equipment & procedures in place to prevent contact</i>)		X	
<u>Work relationships</u>			
• Work in a team environment and at times independently			X
• Interaction with staff from other disciplines and departments			X
• Interacts with: <ul style="list-style-type: none"> • colleagues and other hospital staff, • members of the public • Patients and relatives 			X
<u>Training (Training completed at other hospital is recognised-please advise HMO Manager)</u>			
• Workplace Health & Safety for Employees	Annually (via E3 Learning)		
• Emergency Procedures	Annually (via E3 Learning)		
• Manual Handling	Annually (via E3 Learning)		
• Fire Extinguisher Training	Annually (via E3 Learning)		
• Hand Hygiene	Annually (via E3 Learning)		
• Basic Life Support (can include ALS, EMST or equivalent)	Annually (via E3 Learning)		
• Aseptic Non Touch Technique (ANTT)	Annually (via E3 Learning)		

As the occupant of this position, I have read and I understand the above position description.

Name: [please print]

Signature: **Date:**

Ref: Postgraduate Medical Council of Victoria. A guide for Interns in Victoria, Dec 2009.