



Position Descriptions

POSITION DESCRIPTION

M2M INTERN

Position Title:	M2M Intern (PGY1)
Created:	May 2011
Date of Review:	August 2012
Department:	Rotational position
Responsible To:	Director of Clinical Training through GP Supervisor
Type of Employment/Hrs:	Full Time
Award & Classification:	Victorian Public Health Sector (AMA Victoria) – Doctors in Training – Multi Enterprise Agreement 2008-2012 HM11

Site:

Background

Murray to the Mountains (M2M) intern training incorporates six small rural health services:

- Cobram District Health
- Yarrawonga District Health Service
- Nathalia District Hospital
- Mt Beauty campus of Alpine Health
- Benalla Health

This position provides the intern with a position at one of the above sites (20 weeks), Northeast Health Wangaratta (10 weeks medical & 10 weeks surgical) and Wodonga (10 weeks Emergency) for core terms as a condition of employment.

Role Statement

The role of **Intern within the M2M program**, is to consolidate clinical skills in the provision of high quality patient care and develop collaborative relationships with medical and senior medical staff as well as nursing and other support staff. The Australian Curriculum Framework (ACF) for Junior Doctors provides the educational and learning focus for the intern.

This requires:

Key Selection Criteria

- M.B.B.S. Current Registration.
- Provisional registration as a Medical Practitioner with AHPRA.
- Active medical provider and prescriber number.
- Eligible to participate in PMCV computer match.
- Demonstrated appropriate level of experience and skills in the medical assessment and clinical management of patients.
- High level interpersonal and communication skills.
- Evidence of on going professional development to continually update personal medical skills and knowledge.
- Ability to be flexible and work in a changing environment.

- Ability to work as an effective team member as well as independently.
- A current National Police Record Check (if applicable). From 1st March 2007 *all Aged Care employees must undergo a National Police Record Check every 3 years.*
- A current and satisfactory 'Working with Children Check'.

Purpose

- To develop knowledge and understanding of the psychology and sociology of rural communities as this affects health.
- To observe and monitor the differing patterns of health status, morbidity and mortality in rural communities.
- To be a part of the function and structure of health service delivery in the rural setting.
- To ensure the personal and professional aspects of rural clinical practice are maintained.

It is recognised that interns are commencing their medical career. Each intern's performance is closely supervised and monitored to ensure they are entrusted with responsibilities commensurate with their capabilities. General Practitioners are primarily responsible for supervising interns during the small rural health service term and their advice should be actively sought.

Interns undertake duties in accordance with delegated clinical privileges that vary from site to site.

Key Duties

Under the umbrella of M2M, the primary responsibility of an Intern is to provide a high quality clinical service to patients within each of the defined program settings. This involves developing clinical judgement, acquiring procedural skills and establishing clear and effective communication and interpersonal skills in order to achieve the relevant outcomes.

This requires gaining clinical experience, knowledge and expertise in:

- Clinical Management.
- Communication.
- Professionalism.
- Clinical problems and conditions.
- Skills and Procedures.

Key Activities

The primary activity of the Intern is to gain relevant experience in the functional and procedures of the Rural General Practitioner.

This will include:

- Clinical
Active participation in each of the core rotations within the M2M program. The Intern, will under direction, provide appropriate medical care to patients and be responsible for ensuring completion of all clinical components associated with the Postgraduate Medical Council of Victoria (PMCV) framework for junior doctors.
- Teaching
 - Participate in Unit and Hospital meetings, Grand Rounds, Skills Workshops, Clinical Review and Pathology/Radiology meetings.

- Attend intern training lectures on a weekly basis and any designated teaching sessions.
- Other learning opportunities include regional activities such as those run by Bogong Regional Training Network, University of Melbourne and Goulburn Valley Division of General Practice.
- Quality Improvement
 - Participate in peer review and quality improvement activities/seminars.

Duties, Roles and Responsibilities for the Rural GP Term

Interns are expected to:

- consult on a wide range of patients under the direction of a qualified general practitioner, using the Parallel consulting model;
- discuss all patient consultations, management plans and prescriptions with the supervising GP;
- maintain practice standards, policies and protocols, ensuring familiarity with the Murray to the Mountains (M2M) Intern Program Policy and Procedure Manual provided;
- follow the practice confidentiality policy;
- accurately document all patient consultations and the arrangements made for their follow-up, on clinical software (Medical Director);
- arrange necessary patient appointments, referrals and investigations;
- ensure up-to-date documentation of patients' past medical history, social history and current medication;
- adhere to the Practice Recall policy as set out in the Practice Manual;
- participate in the acute in-patient ward work with their supervising GP at local District Health Service; liaise with other practice staff and other health workers including nurses, the diabetic educator, local community health providers and associated allied health professionals;
- participate in case conferencing and telehealth meetings
- when necessary, clearly communicate accurate information to the patient's family;
- attend all practice meetings and participate in all the requirements of practice accreditation;
- actively support all immunisation requirements and preventative health strategies undertaken by the practice;
- participate in the provision of medical care to residents in public sector residential aged care in local health service.

Learning Objectives for the Rural GP Term

Interns are strongly encouraged to identify their own learning needs and to plan activities which help them to meet these. While all interns will have their own learning goals, it is expected that at the end of their rotation they will have met the goals outlined below:

Clinical Management

1. Have developed and be able to demonstrate their applied professional knowledge and skills in:
 - knowledge of commonly prescribed drugs, their indications, interactions and use;
 - the ability to take a concise history and perform an appropriate examination;
 - competence in minor procedures such as suturing, skin biopsy, cryotherapy, and performing spirometry and Pap smears;

- competence in diagnosis and management of common general practice presentations;
 - the ability to quickly recognise critically ill patients who need urgent referral for hospital treatment, and to organise safe transfer;
 - skill in deciding which investigations are appropriate;
 - ability to interpret investigation findings;
 - ability to differentiate between illness and disease;
 - coordination of whole patient care with referrals to specialists, allied health personnel and community support services.
2. Be able to demonstrate your understanding of professional and ethical roles including knowledge and application of evidence based practice.

Communication

3. Be familiar with and be able to demonstrate the following skills around communication and the patient/doctor relationship:
- a respectful patient centred approach;
 - skills in whole person care so that the doctor understands the patient, their context and the influence this can have on illness and behaviour;
 - skills in educating patients about their condition, being able to fluently discuss such topics as immunisation, asthma management, diabetes, hypertension and hyperlipidaemia;
 - appropriate communication skills with peers using medical terminology;
 - appropriate communication skills with patients so that the doctor understands the patient's concerns and the patient understands the medical terms and concepts;
 - a sensitivity to discussing topics that may be embarrassing or distressing for the patient;
 - an awareness of patients' needs and vulnerabilities, in a non-judgemental context.
4. Be able to demonstrate an understanding of organisational and legal requirements including efficient use of electronic software such as Medical Director, showing ability to access its resources and to file information.

Professionalism

5. Be able to demonstrate an understanding of population health in the context of general practice including:
- an appreciation of the role of general practice as community primary care;
 - the use of preventative health care measures in the practice and in the community;
 - the ability to educate patients about preventative health measures;
 - delivery of culturally appropriate care, acknowledging individual and social differences;
 - ability to deliver care to whole family throughout their whole life cycle.
6. Be able to demonstrate your understanding of professional and ethical roles including:
- respect for professional boundaries and ethical practice;
 - recognition of need for self care and for seeking help if required;
 - respectful and appropriate actions if a colleague is in difficulty;
 - a commitment to self-directed, life-long learning;

- continuing self-appraisal skills and involvement in peer assessment.
7. Be able to demonstrate an understanding of organisational and legal requirements including:
- understanding the Medicare and the private health care systems;
 - understanding and appropriate use of the PBS;
 - knowledge of the legal requirements of general practice and the ability to fulfil these while respecting the patient's rights and sensitivities;
 - good time management skills.

Learning Activities for the Rural GP Term

- Liaison with all members of the community and hospital health care team to facilitate effective and efficient patient management.
- Attending practice meetings, ward rounds and educational and feedback sessions.
- Managing your patients in the community and as inpatients as necessary.
- Assessing and managing a variety of common medical problems.
- Participating in the resuscitation and management of acute presentations.
- Performing procedures.
- Interpreting common radiology and pathology tests.
- Communicating with patients and their relatives.
- Accessing both relevant and current literature to assist with understanding clinical problems and for formulating the best possible management plans.
- Organising and maintaining follow-up patient care in the community.

Safe Environment

The following information is provided in relation to this position:

- Work Environment
 - Infection control practices required in all areas of the M2M program.
 - Compliance with OH&S policies and procedures.
 - Manage demanding and changing workloads and competing priorities (on a daily basis).
 - Work rostered shifts with the possibility of extended hours and participate as rostered within each facility across the M2M spectrum one Saturday morning in four, plus one evening per week.
 - Work in a team environment and at times independently (regular daily basis).
 - Wear personal protective equipment (e.g., rubber gloves, protective eye wear) (occasionally).
 - Work in locations geographically separated from management (occasionally).
- Manual Handling
 - Undertake manual handling of equipment (e.g., lifting, pulling, pushing, moving, transferring, twisting) on a daily basis.
 - Undertake correct use of various medical equipment and apparatus.
- People Contact
 - Interact with clients who may have an intellectual or physical disability (occasionally).
 - Interact with clients from differing ethnical backgrounds.
 - Interact with aggressive clients and relatives (occasionally).

- Administrative Tasks
 - Undertake administrative tasks.
 - Participate in meetings.
 - Concentrating for long periods of time (regular daily basis).
 - Use technology including photocopiers, telephones including mobiles, fax, overhead projectors, televisions, video, electronic whiteboards on a regular/daily basis.

Outcomes

These are measurable results derived from the above key duties.

These are measurable results derived from the key activities.

- Able to carry out clinical procedures within limits of capabilities.
- Able to confidently participate in, and actively contribute to, related meetings.
- Able to participate in quality activities.
- All interns are encouraged to seek direction from the GP Supervisors and Director of Clinical Training in the middle of the term as to your progress.
- At the completion of your rotation you will be assessed according to the ACF criteria. This will form part of your annual performance appraisal.

The general areas of assessment include:

- Thorough history and examination.
- Understanding of the clinical situation, decision making processes including evidence base and literature searches.
- Clear documentation within the medical record.
- Clear communication as a member of the multidisciplinary clinical team.
- Clear communication with the patient and carers.
- Writing a clear and concise discharge summary.
- Performance of simple procedural skills (venipuncture, IV cannulation, ABG sampling, ECGs, insertion of IDC and nasogastric tube).

Orientation, Feedback, Assessment and Education

- At the start of their clinical training year Interns receive a detailed orientation to M2M. In addition, at the commencement of each rotation a specific orientation is provided to ensure Interns are aware of required duties, rosters, clinical privileges and other relevant issues.
- Interns receive a mid and end of term performance appraisal for each rotation. Feedback is based upon achievement of rotation learning objectives. Interns are required to undertake core terms in emergency medicine, general surgery and general medicine in addition to completing one years supervised practice before the recommendation can be made to the Medical Practitioners Board of Victoria for general registration
- Interns will participate in the active education program offered by M2M.

Generic Position Requirements

Murray to Mountains health services are known and respected for their high level of professionalism and take pride in their work, their image and approach in the way they relate to the people they interact with. Our approach is to be respectful, friendly and helpful with all internal and external contacts. We aim to be positive and willing to do whatever is required and are careful not to respond negatively or defensively to customer complaints or problems.

Code of Conduct

The Victorian Government's Code of Conduct is binding on all Murray to Mountain health service employees. Contravention of a provision in the code may constitute misconduct and/or be regarded as a breach of the employee's employment agreement.

Policies and Procedures

Murray to Mountains health service policies and procedures are fully set out in its clinical and managerial policy manuals. All employees are required to comply with policies, procedures and standard ways of work practices.

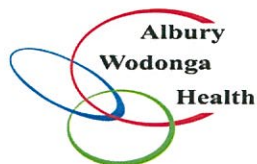
Confidentiality

All information concerning Murray to Mountains health services,, its patients, clients, residents and employees is strictly confidential and any unauthorised disclosure of such information may result in disciplinary action and/or dismissal.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Murray to Mountains health services discretion and activities may be added, removed or amended at any time.

Name: (please print)

Signature: Date:



Position Description

EMERGENCY DEPARTMENT HOSPITAL MEDICAL OFFICER – YEAR ONE

Designation: EMERGENCY DEPARTMENT HOSPITAL MEDICAL OFFICER

Level: Year One

Program: Medical

1. Purpose of Position:

- 1.1 To support the provision of care to public patients attending the Albury Wodonga Health – Wodonga Campus Emergency Department (ED).
- 1.2 To assist the ED SMP and Medical and Surgical HMOs provide care.

2. Position Objectives

At the end of your core emergency medicine rotation you should have:

- 2.1 gained experience in the acute presentation of common medical and surgical conditions including altered consciousness and trauma
- 2.2 gained an understanding of the initial management of a patient's presenting complaint as part of their overall management
- 2.3 become familiar with agreed protocols for the management of emergencies
- 2.4 with adequate supervision, have performed common procedures for the management of acute conditions
- 2.5 developed an appreciation of which patients and types of conditions require hospital admission versus those which may best be managed within an outpatient, community and other ambulatory settings
- 2.6 developed an appreciation of the range of outpatient and community care facilities.

3. Primary Responsibilities:

- 3.1 To undertake the following components of medical care:
- 3.2 the completion of the ED medical record for each public patient.
- 3.3 the completion of documentation required for the medical component of admission of ED patient.
- 3.4 liaison with ED Nursing Staff and the Supervising ED SMP during the admission of a patient within the ED.
- 3.5 To ensure adequate and appropriate records are maintained of the medical care provided to each public patient including the provision of documentation to facilitate their post-discharge care and the provision of data on the episode of care to Department Human Services.
- 3.6 To respond to all Code Blue's at Wodonga Campus during rostered hours of duty.
- 3.7 To provide cover for other HMO's Yr1 when that person is rostered off duty.
- 3.8 To maintain registration with the Medical Practitioners' Board of Victoria and, if considered appropriate, medical indemnity insurance protection.
- 3.9 Attend formal and informal training and education opportunities
- 3.10 Adhere at all times to Albury Wodonga Health – Wodonga Campus Occupational Health and safety policies and procedures and comply with "Employee" responsibilities as identified in the Victorian Occupational Health and safety Act 1985. (As Amended)
- 3.11 Participate in quality improvement activities and regularly review own work practices to ensure continuous improvement in meeting customer expectations and requirements.



3.12 All employees are expected to participate in mandatory education as it relates to their specific roles and responsibilities. These include:

- Fire and Evacuation.
- Manual Handling.
- Minimal/No Lift (As appropriate).
- CPR (As appropriate).
- Infection Control.

3.13 Commitment to principles and practices of infection control as they relate to the employees designated area of work

4 Constraints:

4.9 The Medical HMO Yr1 is not expected to manage complex medical problems without support

4.10 The ED HMO Yr1 is to work in association with a SMP (with full registration and a minimum of 3 years experience in Australian Hospitals) during the first two weeks of an intern's first two rotations.

4.11 The ED HMO Yr1 is only to work in the ED by themselves when appropriate SMP/VMP back up is available within 5 minutes.

4.12 The ED HMO Yr1 is not permitted to provide care to any patient admitted to the Obstetric/Neonatal and Children's Unit areas

4.13 The ED HMO Yr1 is not permitted to be rostered on duty in the Albury Wodonga Health – Wodonga Campus ED at night during the first and second rotations in each Intern Training Year.

4.14 The ED HMO Yr1 is only to perform those procedures in which experience and clinical proficiency has been gained either at the parent hospital or Albury Wodonga Health – Wodonga Campus.

4.15 The ED HMO Yr1 is not permitted to be rostered on duty for in excess of an average of 50 hours per week in the three week intern roster cycle.

5 Supervision:

5.9 The ED SMP having responsibility for a public patient also carries responsibility for directing the clinical activities of the ED HMO Yr1. The ED HMO Yr1 is to be directly supervised when providing care to either obstetric patients or children under the age of 2.

5.10 The Executive Director Medical Services is responsible for ensuring the ED HMO Yr1 understands and is able to discharge the allocated roles and responsibilities.

6 General Responsibility:

In undertaking clinical activity at Albury Wodonga Health – Wodonga Campus the ED HMO Yr1 is required:

6.9 to be readily available and/or contactable when rostered on duty.

6.10 to maintain emergency resuscitation skills including intravenous cannulation, endotracheal intubation and cardiopulmonary resuscitation.

6.11 to implement Hospital policy and protocols in respect of medical service provision.

6.12 to participate, as appropriate, in the Hospital's Medical Quality Assurance Program.

7 Performance Appraisal:

7.9 Performance evaluation will be undertaken prior to completion of probationary period and then annually thereafter.

7.10 Performance Appraisal will be performed using the parent hospital's intern performance assessment form. The form will be completed by the Supervising ED SMP. The EDMS and Executive Secretary will coordinate the assessment process.

Position Description

POSITION TITLE:	Intern –Orthopaedic Surgery
DATE OF EFFECT:	As per roster
TYPE OF EMPLOYMENT:	Full time
DIVISION:	Medical
DEPARTMENT:	Orthopaedic Surgery
ACCOUNTABLE TO:	Orthopaedic resident, Orthopaedic Registrars, Consultant Orthopaedic Surgeons
DIRECT REPORTS:	
LIAISES WITH:	Medical, Nursing and Allied Health staff and treating General Practitioners

Northeast Health Wangaratta (NHW) is a busy sub-regional integrated health service of 228 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.

Our Purpose

To provide appropriate and sustainable health services for our community

Our Values

Integrity
Compassion
Excellence
Respect

Position Description

KEY SELECTION CRITERIA

Essential

- Qualifications M.B.,B.S or equivalent
- Current registration with AHPRA Medical Board of Australia
- A current National Police Check
- A current Working with Children Check.
- Ability to comply with the "Behavioural Outcomes" for this role

ROLE STATEMENT

- The primary role of the Intern –Orthopaedic Surgery is to develop, consolidate and enhance clinical skills in the provision of high quality patient care and develop collaborative relationships with medical staff as well as nursing and other support staff. This involves developing clinical judgment, acquiring procedural skills and establishing clear and effective communication and interpersonal skills in order to achieve the relevant outcomes.

KEY DUTIES:

Communication skills

- Be able to take a comprehensive history with specific reference prior medical conditions / surgical treatments.
- Recognise the effect of language, cultural differences and socio-economic status on communication
- Work effectively with trained and untrained interpreters
- Promote full patient participation in decisions affecting their future
- Develop an understanding of the requirements for informed consent and be able to obtain informed consent
- Receive and make appropriate referrals
- Develop advanced communication skills in areas such as delivering bad news.
- Be able to document precisely and accurately, information related to patient care.
- Provide safe and effective handover utilising current hospital programs and policies.

Assessment and Investigation

- Perform a complete and accurate physical examination
- Identify and prioritise the issues/problems relevant to the patient's presentation and future well-being in both the elective and emergency setting
- Perform a comprehensive full body survey that accurately identifies deviations from the normal.
- Perform pathology ordering and investigation based on evidenced based practice.
- Demonstrate competence and knowledge in orthopaedic conditions and treatments.
- Order appropriate tests and be able to correctly interpret the results
- Make effective use of medical technology in the diagnosis and care of patients
- Develop a differential diagnosis, formulate an appropriate management plan and implement it

Procedural skills

- Assist with operative procedures as required .
- Abide by infection control practices and standards.
- Practice within the bounds of ones own competency level.
- Participate in Orthopaedic outpatient clinics

Position Description

Patient management skills

- Make appropriate decisions about what should be treated in hospital and what should be treated elsewhere
- Increase the patient's capacity for self-care
- Demonstrate competence in the post-operative management of common orthopaedic conditions
- Demonstrate competence in the management of orthopaedic follow up procedures.

Professional knowledge and behaviours

-
- Develop a clear understanding of the medico-legal responsibilities and indemnity issues as appropriate to rural practice.
- Demonstrate a commitment to the principles of co-ordination of care and the provision of continuity of care
- Work as a member of a team of professionals, understanding the role and expertise of each member of the team.
- Be able to interface with the Community networks and the treating GPs
- Participate in audit activities
- Participate in clinical meetings and journal clubs
- Enhance time management skills
- Monitor personal health and competence for the well-being of self, patients, colleagues and family

Ethical knowledge and practice

-
- Appreciate the particular need and difficulty in maintaining confidentiality in rural/remote communities
- Demonstrate an awareness of the differing client needs with regards to resource availability especially in rural/remote communities
- Demonstrate respect for patients , their families and carers
- Demonstrate an awareness of cultural, ethical and religious beliefs as they may impact on patient's and their families' wishes
-

Systems and IT knowledge and skills

- Utilise available IT systems effectively
- Use clinical information systems to deliver appropriate patient management in both in-patient and out-patient settings
- Demonstrate an understanding of the interface between hospitals, health professionals working outside the hospital and the broader community

Position Description

OUTCOMES:

- Able to carry out clinical procedures within limits of capabilities
- Able to confidently participate in, and actively contribute to, hospital meetings
- Able to participate in quality activities

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
- 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

Position Description

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.

Aspects of Normal Workplace	Frequency		
	Occasionally	Regularly	Continual
Work Environment			
• Work with the possibility of extended hours		✓	
• Work in locations geographically separated from main facility			
• Working off site which may include clients homes			
• Clinical areas		✓	
• Traveling or Driving in cars on a regular basis			
Work Activity			
• Manage demanding and changing workloads and competing priorities			✓
• Undertake administrative tasks including intensive computer keyboarding work, filing, writing, concentrating for long periods of time			✓
• Sitting at the computer for extended periods of time		✓	
• Sitting in meetings for extended periods of time			
• Use of technology including photocopiers, telephones			
• Undertake manual handling of equipment	✓		
• Patient Handling (<i>No Lift Program operates throughout NHW</i>)	✓		
• Exposure to Substances (<i>Protective equipment & procedures in place to prevent contact</i>)		✓	
Work relationships			
• Work in a team environment and at times independently			✓
• Interaction with staff from other disciplines and departments			✓
• Interacts with:			✓
• colleagues and other hospital staff,			✓
• members of the public			✓
• Patients and relatives			✓
Training			
• Emergency Procedures	✓		
• Fire & Evacuation	✓		
• Manual Handling & No lift	✓		
• BLS Basic Life Support	✓		

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

Name: [please print]

Signature: _____ Date: _____

Position Description

POSITION TITLE:	Intern –General Medicine
DATE OF EFFECT:	As per roster
TYPE OF EMPLOYMENT:	Full time
DIVISION:	Medical
DEPARTMENT:	Internal Medicine
ACCOUNTABLE TO:	Medical Registrar, Consultant physicians
DIRECT REPORTS:	
LIAISES WITH:	Medical, Nursing and Allied Health staff and treating General Practitioners

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- Current registration with AHPRA Medical Board of Australia
- A current National Police Check
- A current Working with Children Check.
- Ability to comply with the "Behavioural Outcomes" for this role

ROLE STATEMENT

- The primary role of the Intern –General Medicine is to develop, consolidate and enhance clinical skills in the provision of high quality patient care and develop collaborative relationships with medical staff as well as nursing and other support staff. This involves developing clinical judgment, acquiring procedural skills and establishing clear and effective communication and interpersonal skills in order to achieve the relevant outcomes.

KEY DUTIES:

Communication skills

- Be able to take a comprehensive history with specific reference prior medical conditions / surgical treatments.
- Recognise the effect of language, cultural differences and socio-economic status on communication
- Work effectively with trained and untrained interpreters
- Promote full patient participation in decisions affecting their future
- Develop an understanding of the requirements for informed consent and be able to obtain informed consent
- Receive and make appropriate referrals
- Develop advanced communication skills in areas such as delivering bad news.
- Be able to document precisely and accurately, information related to patient care.
- Provide safe and effective handover utilising current hospital programs and policies.

Assessment and Investigation

- Perform a complete and accurate physical examination
- Identify and prioritise the issues/problems relevant to the patient's presentation and future well-being
- Perform comprehensive full body surveys that accurately identifies deviations from the normal.
- Perform pathology ordering and investigation based on evidenced based practice.
- Demonstrate competence and knowledge of medical conditions and treatments.
- Order appropriate tests and be able to correctly interpret the results
- Make effective use of medical technology in the diagnosis and care of patients
- Develop a differential diagnosis, formulate an appropriate management plan and implement it

Procedural skills

- Able to record and interpret a 12 lead ECG
- Apply oxygen therapy appropriately
- Abide by infection control practices and standards.
- Practice within the bounds of ones own competency level.

Position Description

Patient management skills

- Make appropriate decisions about what should be treated in hospital and what should be treated elsewhere
- Increase the patient's capacity for self-care

Professional knowledge and behaviours

- Develop a clear understanding of the medico-legal responsibilities and indemnity issues as appropriate to rural practice.
- Demonstrate a commitment to the principles of co-ordination of care and the provision of continuity of care
- Work as a member of a team of professionals, understanding the role and expertise of each member of the team.
- Be able to interface with the Community networks and the treating GPs
- Participate in audit activities
- Participate in clinical meetings and journal clubs
- Enhance time management skills
- Monitor personal health and competence for the well-being of self, patients, colleagues and family

Ethical knowledge and practice

- Appreciate the particular need and difficulty in maintaining confidentiality in rural/remote communities
- Demonstrate an awareness of the differing client needs with regards to resource availability especially in rural/remote communities
- Demonstrate respect for patients , their families and carers
- Demonstrate an awareness of cultural, ethical and religious beliefs as they may impact on patient's and their families' wishes

Systems and IT knowledge and skills

- Utilise available IT systems effectively
- Use clinical information systems to deliver appropriate patient management in both in-patient and out-patient settings
- Demonstrate an understanding of the interface between hospitals, health professionals working outside the hospital and the broader community

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OUTCOMES:

- Able to confidently participate in, and actively contribute to, hospital meetings
- Able to participate in quality activities

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
- 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

Position Description

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.

Aspects of Normal Workplace	Frequency		
	Occasionally	Regularly	Continual
Work Environment			
• Work with the possibility of extended hours		✓	
• Work in locations geographically separated from main facility			
• Working off site which may include clients homes			
• Clinical areas		✓	
• Traveling or Driving in cars on a regular basis			
Work Activity			
• Manage demanding and changing workloads and competing priorities			✓
• Undertake administrative tasks including intensive computer keyboarding work, filing, writing, concentrating for long periods of time			✓
• Sitting at the computer for extended periods of time		✓	
• Sitting in meetings for extended periods of time			
• Use of technology including photocopiers, telephones			
• Undertake manual handling of equipment	✓		
• Patient Handling (<i>No Lift Program operates throughout NHW</i>)	✓		
• Exposure to Substances (<i>Protective equipment & procedures in place to prevent contact</i>)		✓	
Work relationships			
• Work in a team environment and at times independently			✓
• Interaction with staff from other disciplines and departments			✓
• Interacts with:			✓
• colleagues and other hospital staff,			✓
• members of the public			✓
• Patients and relatives			✓
Training			
• Emergency Procedures	✓		
• Fire & Evacuation	✓		
• Manual Handling & No lift	✓		
• BLS Basic Life Support	✓		

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

Name: [please print]

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Signature: _____ Date: _____

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