1. THE ORGANISATION AND OUR MISSION

St Vincent’s Hospital Melbourne (SVHM) is a leading teaching, research and tertiary health service, which employs more than 5,000 staff across 18 sites throughout Melbourne.

Part of Australia's largest not-for-profit Catholic health and aged care network, St Vincent's Health Australia, SVHM provides a diverse range of adult clinical services including acute medical and surgical services, sub-acute care, medical diagnostics, rehabilitation, allied health, mental health, palliative care, correctional health and community residential care.

SVHM’s mission is to provide high quality and efficient health services to the people of Victoria in accordance with the philosophy of St Vincent’s Health Australia. This mission is based on the values of compassion, justice, integrity and excellence.

2. KEY POSITION DETAILS

| Job Title: | Advanced Trainee in General Medicine |
| Program: | 43 hours per week |
| Reports to: | Director of General Medicine |
| Department: | Director of General Medicine |


3. LOCAL WORK ENVIRONMENT

The Senior Medical Registrar is accountable for the delivery of clinical services to St Vincent’s patients, through providing high quality clinical services, contributing to service evaluation and displaying a commitment to ongoing learning and professional development in general medicine.

4. PURPOSE

To provide effective supervised day to day clinical management of both ambulatory and admitted patients, including but not limited to assessment, management, admission and discharge.

5. POSITION DUTIES

CLINICAL MANAGEMENT

PATIENT ASSESSMENT:

- To effectively elicit patient history, symptoms and signs relevant to a patient’s presenting problem.
- To recognize and utilize clear communication with patients, with awareness of cultural, religious and gender differences.
- To formulate a diagnostic hypothesis relevant to presenting problems using information gained from clinical assessment.
- Generate ranked problems and provisional diagnosis.
- To regularly re-evaluate the patient problem list and diagnosis.
- To identify & understand the investigations relevant to a patient’s presenting problem, using investigation results appropriately to guide patient management.
- To identify the criteria for referral and effectively access other health professionals in the patient assessment phase, seeking help at any time to meet the needs of patient safety.
- To recognize and assess acutely ill, deteriorating or dying patients. Employ principles of medical triage and provide clinical care in order of priority.
• Lead the daily post take ward round in conjunction with the general medical consultant.

• To identify acute illness in patients and assist transfer to critical care services as appropriate.

**CLINICAL SKILLS:**

• To demonstrate competency in basic life support techniques - airway management, ventilatory & circulatory support.

• Demonstrate basic competence in advanced life support techniques, including advanced airway management.

• To safely and competently perform common procedures as required, knowing the indications and contra-indications of these procedures.

• To lead MET calls as required and participate in other codes as directed.

**COMMUNICATION**

• Effective and timely communication with supervisors and all staff involved in the patient’s care, in regard to admission, discharge, management plans, diagnostic requests and consultations.

• Lead the daily clinical handover meeting and ensure that the workload between teams is equitable.

• Timely communication with General Practitioners and other referring health care providers, especially on discharge or death of a patient.

• Provide clear and comprehensive handover information to senior clinicians, colleagues, nurses and allied health Professionals in particular, on very sick patients.

• Employ good communication strategies especially in dealing with difficult or vulnerable patients.

• Treat patients with respect and courtesy, maintaining privacy and confidentiality.

• Provide clear and honest information and respect patient treatment choices.

• Employ empathy & compassion in breaking bad news, with full understanding of the issues of loss and bereavement.

• Adopt behaviours that promote patient health and patient satisfaction with the health care service.

• Employ communication that ensures educated awareness for patients with different cultural and religious backgrounds.

**MANAGING INFORMATION**

• Comply with legal requirements and organisational policies regarding health records and timely and accurate patient documentation.

• Demonstrate high quality written skills – legible, concise, and relevant.

• Prepare timely and relevant discharge summaries.

• Comply with organisational policies regarding electronic information and internet usage.

**PROFESSIONAL BEHAVIOUR**

• Adhere to professional standards in medicine.

• Liaise with legal and statutory authorities, including mandatory reporting where applicable.

• Work within the professional responsibilities of the role.

• Recognise the ethical complexity of medical practice, and follow professional and ethical codes.

• Manage time effectively, organising daily workload through prioritisation, and demonstrate punctuality.
TEAM WORK

- Respect the leadership role and the varied other roles and responsibilities within a team.
- Work effectively with others to minimise and resolve conflict.
- Lead the general medicine morning handover and ensure equity of workload between the 4 teams.

TEACHING & LEARNING

- Employ self-directed learning principles through identifying and addressing learning needs.
- Demonstrate a commitment to continuous learning.
- Participate in Unit and hospital wide meetings and educational sessions.
- Provide supervision and feedback to Junior Members of the Team.
- Fulfil mandatory hospital training requirements.
- Lead Junior medical staff weekly education sessions.
- Successful completion of Advanced Life Support (ALS) Training.
- Receiving feedback - participation in formal end of term performance reviews.
- Provide feedback to Head of Department in relation to Junior Medical Staff performance.

WORKPLACE HEALTH & SAFETY, MINIMISING RISK & SAFE PATIENT CARE

- Provide and maintain, so far as practicable, a working environment that is safe and without risk to your health and that of your patients.
- Employ risk prevention strategies for self and patients.
- Participate in continuous quality improvement, including collection of data for audit purposes.
- Recognise and manage near miss events.
- Practice correct infection control strategies at all times.
- Ensure good self-care practices including utilization of a GP for own health.

6. INCUMBENT OBLIGATIONS

General

- Perform duties of the position to best of their ability and to a standard acceptable to SVHM.
- Comply with all SVHM policies, procedures, by laws and directions.
- Treat others with respect and always behave professionally and in accordance with the SVHM Code of Conduct.
- Only access confidential information held by SVHM when this is necessary for business purposes, maintaining the confidentiality of that information once accessed.
- Participate in the SVHM performance review process.
Display adaptability and flexibility to meet the changing operational needs of the business

- Comply with applicable Enterprise Bargaining Agreement provisions
- Display a willingness to develop self and seek to improve performance

**Clinical Quality and Safety**

- Attend clinical orientation upon commencement
- Maintain clinical registration and any required indemnity cover
- Always work within approved scope of practice under supervision by more senior clinical staff as appropriate.
- Take personal responsibility for the quality and safety of work undertaken
- Take all necessary care and precautions when undertaking clinical procedures
- Complete annual clinical competencies
- Maintain skills and knowledge necessary to safely and skilfully undertake clinical work
- Consult with peers and other experts and refer to other healthcare workers when appropriate and in a timely manner
- Collaborate and clearly communicate with patients/clients and the healthcare team
- Participate in clinical risk management and continuous quality improvement activities as part of day-to-day work
- Participate in relevant unit and hospital committee’s as requested by HOU.

**Person Centred Care**

- Ensure consumers receive information in an appropriate and accessible format
- Actively support consumers to make informed decisions about their treatment and ongoing care
- Ensure consumers are aware of their rights responsibilities and how to provide feedback

**Health and Safety**

- Protect the health and safety of self and others, complying with all health and safety related policies, procedures and directions
- Complete required Fire and Emergency Training annually
- Complete required Workplace Culture and Equity Training annually
- Attend general hospital orientation within 3 months of commencement
7. **INCUMBENT CAPABILITY REQUIREMENTS (Level 2)**

The incumbent of this position will be expected to possess the following core capabilities:

<table>
<thead>
<tr>
<th>Capability</th>
<th>Demonstrated behaviour</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personal</strong></td>
<td></td>
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<tr>
<td>Personal effectiveness</td>
<td>Takes responsibility for accurate, timely work results</td>
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<tr>
<td><strong>Learning Agility</strong></td>
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<tr>
<td></td>
<td>Identifies personal development needs and seeks information from a range of sources</td>
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<tr>
<td><strong>Outcomes</strong></td>
<td></td>
</tr>
<tr>
<td>Patient/Resident/client centred</td>
<td>Strives to meet and exceed expectations, demonstrating sound judgement</td>
</tr>
<tr>
<td>Innovation and improvement</td>
<td>Contributes to improvement by reviewing strengths and weaknesses of current processes</td>
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<tr>
<td><strong>Strategy</strong></td>
<td></td>
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<tr>
<td>Driving Results</td>
<td>Manages own work load to deliver results</td>
</tr>
<tr>
<td>Organisational Acumen</td>
<td>Understands the interdependencies between units/departments</td>
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<tr>
<td><strong>People</strong></td>
<td></td>
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<tr>
<td>Working with and Managing others</td>
<td>Takes responsibility for ensuring productive, efficient teamwork</td>
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<tr>
<td>Collaboration</td>
<td>Works collaboratively within and outside the team</td>
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8. **SELECTION CRITERIA**

8.1 **ESSENTIAL REGISTRATION, LICENSE OR QUALIFICATION REQUIREMENTS**

- Experience: Satisfactory completion of Internship
- Formal Education: Bachelor Medicine, Bachelor Surgery
- Professional Registration: Registration, Medical Practitioners’ Board of Victoria

8.2 **OTHER ESSENTIAL REQUIREMENTS**

Skills and competencies which the incumbent must possess:

- Commitment to the Values and Health Care Philosophy of St. Vincent’s Hospital.
- Commitment to the Hospital Code of Conduct.
- Clinical competence, appropriate to level of training.
- Ability to contribute in a multidisciplinary team.
- Demonstrated organisational skills.
- Excellent written and verbal communication skills.
- Commitment to the principles of the Patient Care Model.
- Knowledge of and commitment to Continuous Quality Improvement.
- Demonstrated understanding of professional medical issues.

9. **PRE-EXISTING INJURY**

Prior to any person being appointed to this position it will be required that they disclose full details of any pre-existing injuries or disease that might be affected by employment in this position.
10. AGREEMENT

General:

I have read, understood and agree to comply with the responsibilities and accountabilities of this position description. I agree to comply with all SVHM requirements, policies, procedures, by laws and directions.

National Police Check:

I understand that it is a condition of my employment to provide SVHM with a current National Police Certificate PRIOR TO COMMENCING WORK and this is at my own cost.

I understand that regardless of the frequency, if I am working and or visiting in a designated 'high risk area’ of SVHM (as defined in the SVHA Pre-employment/Appointment Safety Checks Policy) I will be subject to periodic Police Checks every three years at my own cost.

Name: 

________________________________________

Signature: 

________________________________________

Date: 

________________________________________