

Information sheet for Medical Registrar (Advanced Trainee)

Name of Specialty:	General and Acute Care Medicine	
Head of Unit:	Chris Lemoh	
CSU / Department:	General Medicine	
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Summary of Position/Unit:

Western Health offers a comprehensive program for advanced trainees in General and Acute Care Medicine, including those undertaking dual training with another medical subspecialty. Rotations are available in core general medicine, general medicine-related and core sub-specialties, including high acuity roles. We also offer short-term training in general medicine for international medical graduates and top-up training and peer review for overseas-trained general physicians. The program is coordinated by the Head of General Medicine.

A senior medical registrar is based at both Sunshine and Footscray Hospital. These roles support the General Medicine teams at each site and provide an inpatient consultation service. The Sunshine senior medical registrar also supports the Obstetric Medicine Service. The senior medical registrars work closely with the Director of Physician Education to organise preparation for the RACP written and clinical examinations and coordinate Western Health as a site for the RACP clinical examination. The senior medical registrars work closely with the Head of Unit for General Medicine to ensure an efficient and high-quality service and to supervise and support junior medical staff.

Six-month rotations are offered in the following areas, accredited for advanced training in GACM:

Senior Medical Registrar – Footscray Hospital (General Medicine-related)

Senior Medical Registrar – Sunshine Hospital (including obstetric medicine) (General Medicine-related)

Emergency Department Liaison Registrar - Sunshine Hospital (General Medicine-related, Acute)

Ward Advanced Trainee - Footscray and Sunshine Hospitals (Core General Medicine)

Chronic and Complex Care - supporting rapid review clinic, Hospital in the Home and community-based complex care services - Sunshine Hospital (General Medicine-related)

Neurology - Sunshine Hospital (Specialty)

Infectious Diseases - Footscray and Sunshine Hospitals (Specialty)

Respiratory Medicine - Footscray and Sunshine Hospital (Specialty)

Hospital in the Home - Footscray and Sunshine Hospitals (General Medicine-related)

Obstetric Medicine - Sunshine Hospital (SOMANZ-accredited) (General Medicine-related)

Nephrology - Sunshine Hospital (Specialty)

Intensive Care - Footscray and Sunshine Hospital (General Medicine-related, Acute)

These rotations span four Divisions:

- Aged, General Medicine & Subacute Services
- Western@Home
- Emergency Medicine and Intensive Care Services
- Cancer Services, Cardiology and Specialty Medicine

General Medicine provides acute complex multidisciplinary inpatient care, with four teams at Footscray and six at Sunshine Hospital. The unit sees approximately 2800 admissions per year at Footscray and 4800 at Sunshine. There is great diversity in age, cultural and linguistic background. Most patients need input from allied health, and many require at least one consulting specialty team. General Medicine works closely with the Acute Aged Care and Subacute services as well as Mental Health and Addiction Medicine. General Medicine provides an inpatient consult service to medical, surgical, and mental health services. The General Medicine outpatient clinic, based at Footscray Hospital, sees patients referred from primary care, inpatient care and supports transition from adolescent to adult care for patients from Royal Children's Hospital who have complex medical problems and disabilities. General Medicine provides junior medical staffing for the Aboriginal and Torres Strait Islander outpatient clinic at Sunshine Hospital.

Western@Home supports the continuation of care from the inpatient setting, ensuring referrals are made for services following discharge and provision of these services to support care at home, reducing their requirement for hospital readmission. Services include Nephrology, Endocrinology, Hospital in the Home, and the Medical Ambulatory Day Unit. Where Western@Home is unable to provide these services, referrals are either brokered to partner agencies or diverted to alternate care settings such as Community Health.

The 14-bed intensive Care Unit provides supportive therapies to critically ill patients 24 hours a day, seven days a week. The unit incorporates high dependency beds utilised as either HDU or ICU depending on demand. This service covers both Sunshine and Footscray campuses. An ICU Nurse Liaison service operates at Footscray and Sunshine campuses.

The role of the Medical Registrar (AT) is to provide leadership to the Junior Medical Staff and assist in the coordination of education and training, and the dissemination of information, in addition to his or her clinical duties; to represent JMS on appropriate hospital committees e.g., Medication Safety Committee; and to participate in recruitment and interviewing of intern applicants for the following year.

This position provides accredited advanced physician training in General and Acute Care Medicine (GACM).

At Western Health our vision for quality care and services is that each of our patients receives 'Best Care' with us, every time.

To enable 'Best Care' all employees are required to:

- Scan for and act on opportunities to create Best Care
- Model positive and proactive attitudes and behaviours that support the dimensions of Best Care
- Collaborate on achieving the goals for Best Care with other employees and patients/consumers.

All managers and senior clinicians will:

- Be responsible for Best Care in their service
- Model and reward the behaviours and actions outlined in the Western Health vision for Best Care
- Clarify specific employee roles and behaviours for creating Best Care and support employees to fulfil their roles

- Implement and maintain systems, materials, education and training that ensure employees deliver best care
- Support the establishment of partnerships with patients and carers when designing, implementing and maintaining systems
- Understand and address key local quality, safety and patient experience issues and the broader organisational goals and prioritised actions for Best Care

Other role accountabilities include:

- Demonstrate a commitment to the patient 'Charter of Healthcare Rights'
- Comply with the expected standards of performance in the role as described by the relevant professional bodies/industry standards and leadership capability frameworks
- Work within scope of practice
- Maintain registration and report any changes or limitations on practice
- Hold accountability for own actions and seek guidance and support from appropriate employees when limited by own skills and experience
- Comply with confidentiality obligations with regard to patients, consumers and colleagues
- Comply with all Western Health policies and procedures
- Participate in on-going assessment of competencies via college assessment forms
- Work under the supervision and support of the Head of Unit or Receiving Consultant to further develop general clinical and decision-making skills
- Perform unit duties as delegated by the Unit Head or receiving consultant in accordance with Western Health policies and procedures and relevant legislation
- Ensure notification to the appropriate consultant of patients referred to the Department, and provision of initial assessment of referred patients
- Ensure quality patient care via clinical assessment, admissions and development of management plans
- Provide day to day clinical management of patients and ensure attendance at ward rounds
- Assume responsibility for patient care in accordance with the care model of the ward/unit, ensuring that required clinical procedures are performed with appropriate training and supervision
- Initiate and provide interpretation of clinical investigations
- Accurately reflect the patient's requirements, outcomes or events within prescribed Western Health documentation, ensuring all legal requirements are met in regard to legibility of content and identity of reporter in accordance with Western Health policies and procedures
- Participate in the development of discharge plans that reflects the needs of patients and their significant others and demonstrates understanding of the role of community providers. Assume responsibility for communication with community providers
- Provide supervision for the clinical activities of the junior medical staff on the unit, according to the level of experience of the individual
- Provide clinical handovers to covering registrars

The Registrar will perform unit duties as delegated by the Unit Head or Receiving Consultant. Such duties may include, but are not limited to:

- Participate in the after-hours Clinical Lead roster and on-call medical registrar roster
- Quality patient care via clinical assessment, admissions and development of management plans
- Day to day management of patients as well as a role in initial assessment of patients referred by other units,
- The initiation and interpretation of clinical investigations
- Performance of required clinical procedures with appropriate training and supervision
- Liaison with other team members, and communication with patients and their relatives as required
- Attendance at ward rounds
- Notification to the appropriate consultant in a timely way of patients admitted and referred to the Department, and initial assessment of referred patients
- Participation in the discharge planning process and responsibility for communication with community providers

- Clinical handovers to covering registrars.
- The covering of other Units as part of the afterhours roster or as requested by the HMO Management Unit

In addition to the duties relevant to their specific position there are several duties which all the advanced trainees in will be expected to perform. These will form an important part of their 5 hours a week of dedicated education time.

- Statewide Victorian Internal Medicine Group Advanced Trainee Teaching – one hour per fortnight every second Tuesday 1:00 pm – 2:00 pm. Advanced trainees will be expected to have a major role in these presentations/case-based discussions
- Attendance at Medical Grand Rounds – Wednesday 12:00pm-1:00pm
- Journal club participation – one hour per week every Wednesday 1:00pm – 2:00pm.
- Advanced Trainee Teaching – one hour per fortnight every second Thursday 12:30 – 1:30 pm. Advanced trainees will be expected to have a major role in these presentations/case-based discussions.
- Research project – to be finalized with educational supervisor and Research Lead on an individual basis. It is envisaged that these will be presented during research week as well as at a conference and will satisfy RACP requirements.
- Teaching of Medical students, interns and BPTs on the units to which the advanced trainee is attached.
- Administrative roles – attendance at committees such as CPR, Medication Safety Committee, adverse outcomes. One advanced trainee to be assigned to each committee.
- To attend one conference a year e.g., IMSANZ, RACP and to submit an abstract for this conference and aim to have this accepted for an oral presentation or poster.
- Where applicable completion of RACP requirements.
- Assistance with FRACP exams including:
 - Commitment to short case sessions
 - Assisting with Saturday morning clinical sessions
 - Assisting with mock exams
- Assistance with hosting the FRACP exams

Key working relationships:

- Head of Unit, General Medicine
- Heads of Unit for specialty rotations
- Clinical staff including medical, nursing, and allied health
- Patient support and administrative staff
- Best Care (quality) staff
- Medical Workforce Unit
- Medical Education Unit

Pre-requisites/Preferences for Candidates:

- Medical qualification
- Current medical registration
- One of the following:
 - a) Successful completion of Royal Australasian College of Physicians Basic Physician Training and Adult Divisional Written and Clinical Examination
 - b) Equivalent qualification assessed as comparable by the RACP
 - c) Completion of RACP written examination and sitting clinical examination during the year of appointment

Selection Tips

Successful candidates will demonstrate clinical competence, ability to work well in teams, conduct themselves in a professional manner at all times, demonstrate commitment to safe, person-centred care and create a climate of cultural and psychological safety for staff, patients and carers.



Interviews

Interviews will be coordinated by Medical Workforce and the General Medicine Head of Unit.

NB: Interviews will be conducted via Zoom or Microsoft Teams.

CVs

Your CV should include as **minimum**:

- **Passport-sized photo** on the front page of your CV – photocopy or black and white digital photo acceptable.
- **Name of University for medical degree and date of graduation.**
- **Full chronological working history since graduation**, including gaps in employment.
- **List of referees:** please ensure your referees provide your references by the closing date for applications.
- **Your referees must relate to work completed since 2022** – to include dates worked, date of reference, and contact details of referee. Pro forma is preferred but written are acceptable.
- **Evidence of academic achievements:** academic transcript from university, publications in peer reviewed journals, certificates for courses completed.

References

- 1.
- 2.
- 3.

Important Dates To Remember:

Closing Date for applicants	03/06/2024
References due	03/06/2024
Interviews/ Selection Process:	TBA



VICTORIAN PUBLIC HOSPITALS – REFEREE ASSESSMENT FORM – 2024

NON COMPUTER MATCHED HMO & REGISTRAR POSITIONS

INSTRUCTIONS TO APPLICANT:

1. **Three (3)** Referee Assessments are required. At least two (2) should be from Consultants. Registrars possible for one (1) only.
2. **Complete the Applicant and Referee details** prior to forwarding to your Referee, to ensure that this assessment is successfully matched to your application/s at the Hospitals.
3. Tick on the back page, the Health Services to whom you are applying and to whom the assessment is to reach.
4. Your Referee will send the completed Referee Form directly to the Hospital/s nominated by you on page 2.
5. **DO NOT USE** this form for COMPUTER MATCHING POSITIONS.

Applicant's Details

Name: _____

Position(s) Applying For: Medical Registrar (Advanced Trainee _____

(i.e. HMO3/Registrar, and Speciality/Stream e.g. surgical/ED/ICU)

Current Hospital: _____

Referee's Details (completed by Applicant)

Title & Name: _____

Position Held: _____

Hospital: _____

Phone: _____

INSTRUCTIONS TO REFEREE:

1. **Complete** the details below, rating the applicant according to the criteria by ticking the appropriate box, mindful of the ability expected at the applicant's particular level of training.
2. **Retain the original** assessment until the end of the year (in the event of miss faxing or additional requests).
3. **Fax/E-mail a copy of the FRONT PAGE ONLY** to the Health Services nominated by the Applicant on page 3.



In what capacity did this person work with you? (Eg surgical resident, medical registrar)

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Relationship to Candidate (E.g. Supervisor)

.....

Length of time you have known the candidate (E.g. Oct – Dec 2016).....

Would you employ the candidate if the opportunity arose? Yes No
 (If No then please indicate in the comments section below.)

Provide an overall comment regarding the candidate:

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.....

This Referee Assessment Form is confidential; however, it will be available to the appropriate Hospital Committees considering the appointment of the candidate. It may also be accessed by the candidate under the Privacy Act 1988 (Cth) and the Australian Privacy Principles.

Please tick (✓) the appropriate areas.	Requires substantial assistance (5% of population)	Requires further development	Performance just adequate	Consistent with level of appointment	Performance better than expected	Performance exceptional (5% of population)	N/A Unable to assess
CLINICAL COMPETENCY							
Knowledge base. Demonstrates adequate knowledge of basic and clinical sciences.							
Clinical skills. Elicits and records accurate, complete history and clinical examination findings							
Clinical judgement / Decision making. Organises, synthesises and acts appropriately on information; applies sound knowledge.							
Self-awareness. Recognises limits of own skills & knowledge, and actively seeks feedback & assistance to continuously improve.							
Procedural skills. Performs procedures competently							
Research and presentation skills. Standard of research, publications and presentation skills.							
Provide an overall comment regarding the clinical competency of the candidate:							
VERBAL & WRITTEN COMMUNICATION SKILLS							
Colleagues, patients and /or family. Interacts effectively, respectfully and sensitively toward colleagues, patients and families / carers.							
Verbal and written. Conveys clear and timely information to colleagues and patients and maintains comprehensive and accurate records.							
Provide an overall comment regarding the communication skills of the candidate:							

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Please tick (✓) the appropriate areas.	Requires substantial assistance (5% of population)	Requires further development	Performance just adequate	Consistent with level of appointment	Performance better than expected	Performance exceptional (5% of population)	N/A Unable to assess
PERSONAL AND PROFESSIONAL CONDUCT							
Professional responsibility. Demonstrates ethical behaviours and professional values including integrity, reliability, honesty, compassion, empathy and respect for all patients, society and the profession.							
Insight. Aware of professional and personal boundaries.							
Initiative. Ability to exercise appropriate initiative.							
Teaching. Proactive in teaching other healthcare professionals, patients and/or care providers.							
Education and Training. Proactive in taking advantage of learning opportunities and commitment to professional development.							
Time management skills. Is punctual and organises and prioritises tasks effectively.							
Teamwork and colleagues Maintains positive relationships. Works with and contributes effectively in a team.							
Provide an overall comment regarding the conduct of the candidate:							
Overall rating of candidate in relation to their cohort.							

Signature of Referee: _____

Date: __/__/____