

# Austin Health Position Description



## Position Title: Advanced Trainee in General Medicine

Classification:	Registrar
Business Unit/ Department:	Department of General Medicine
Agreement:	Victorian Public Health Sector (AMA Victoria) - Doctors in Training Agreement 2018-2021
Employment Type:	Fixed-Term Full-Time
Hours per week:	43
Reports to:	Director of General Medicine; Manager - Doctors in Training; Chief Medical Officer
Direct Reports:	N/A
Financial management:	Budget: Nil
Date:	July 2021

## About Austin Health

Austin Health is one of Victoria's largest health care providers. Comprising the Austin Hospital, Heidelberg Repatriation Hospital, Royal Talbot Rehabilitation, Hospital in the Home and community based health services; Austin Health is an internationally recognised leader in clinical teaching, training and research, with numerous university and research institute affiliations.

Austin Health employs near 9,000 staff across its sites; including over 1,600 doctors and 3,000 nurses, and delivers a full range of leading edge clinical services, including several state-wide services (liver transplant, spinal cord injury service, respiratory support service, child inpatient mental health service). In total, Austin Health provides over 900 beds, including mental health, aged-care and rehabilitation beds and a range of community and in the home services. The current annual operating budget is in excess of \$960 million.

Austin Health delivers vital state-wide services to all Victorians, including to diverse multicultural and veteran communities. It also provides community and specialty services to the people of Melbourne's north-eastern corridor in a safety-focused, team-oriented and stimulating work environment.

Austin Health's current vision is shaping the future through exceptional care, discovery and learning.

Our values define who we are, shape our culture and the behaviours, practices and mindset of our people. Our values are: Our actions show we care, we bring our best, together we achieve and we shape the future. [www.austin.org.au/about-us](http://www.austin.org.au/about-us)

Austin Health is committed to providing an inclusive culture where all employees can contribute to the best of their ability and strive to develop further. Find more at <http://www.austin.org.au>

## Position Purpose

The successful appointees will be rostered to undertake a variety of rotations such as General Medicine Registrar, Peri-Op Registrar, and Registrar in Sub-specialty Medicine e.g. Cardiology, Intensive Care, Renal, etc. Each of these rotations have specific requirements and specific position descriptions, and may be across the Austin and Northern Health campuses. There are also specific rotations at Mercy Hospital for Women, Warringal Private Hospital and Alice Springs. Every attempt is made to achieve flexible rosters and to meet specific requests is made. Please discuss directly with the Director of Advanced Training.

Advanced Trainees are strongly encouraged to actively participate in the training opportunities available including dedicated advanced training education as well as hospital wide opportunities such as Grand Rounds.

Advanced Trainees in General Medicine are expected to actively participate in the educational activities of candidates for the FRACP exam. The Advanced Trainee will assist the Elizabeth Austin Registrar with organising exams and teaching programs for the candidates and providing feedback to the candidates to assist their development.

Advanced Trainees in General Medicine are also expected to provide education to Basic Physician Trainee, HMOs and medical students. The candidates are required to provide teaching both at the bedside and in formal settings.

Advanced Trainees in General Medicine may be rostered to do additional or separate duties outside of General Medicine that would be compatible with General Medicine Training.

As part of their appointment, Advanced Trainees in General Medicine are expected to complete a research or clinical project.

## About the Department

The Department of General Medicine provides services to in-patients and out-patients of Austin Health. The Department admits patients under the General Medicine bed card and provides outpatient services via outpatient clinics. Service is also provided to ambulatory patients in the Ambulatory Care Centre and in the Emergency Department. The Department also provides a consult service to other units within the hospital. The Department of General Medicine also serves as the training ground for junior doctors who are aspiring to Fellowship of the RACP and for Advanced Training in General Medicine.

The Department of General Medicine has Advanced Trainees in General Medicine who are appointed to rotations ranging from 6 months in Sub-Specialty Medicine, General Medicine or other areas of Medicine that may be of relevance to General Medicine e.g. Obstetric Medicine.

## Purpose and Accountabilities

### Role Specific:

- Supervision of Junior Medical Staff.
- Working in collaboration with the Director, Heads of Units and Unit Consultants to maintain patient flow and excellent quality of care for General Medicine in- and outpatients.
- Participate in hospital medical clinics as directed by the Director of the Department of General Medicine.  
Provide replacement services to in-patient and out-patient medical clinics as gaps in service arise at the direction of the Director of General Medicine.
- Other duties as directed by the Director of The Department of General Medicine.
- Provide appropriate patient care to all in-patients referred for a consult in a timely manner and public outpatient clinics.
- Support the Senior Medical Staff and other relevant Registrars in the care of the Department's patients.
- Participate in an on-call roster as required.
- Provide clinical support for other Registrars where this may be required due to workload or other unforeseen circumstances.
- Facilitate excellent communication and liaison with other staff, General Practitioners and others involved in patient care.
- Ensure that patients and their families are given adequate information upon which to base treatment decisions and follow-up.
- Participate in the relevant divisional/unit quality activities program(s) as requested by the Department Registrar and Senior Medical Staff.
- Be responsive to patient and relative complaints, liaising with appropriate Senior Staff and the Patient Representative where required.
- Notify appropriate personnel in a timely manner of any incident leading to an adverse outcome for a patient or staff member if such an incident occurs and complete a RiskMan incident report if deemed necessary.

### All Employees:

- Comply with Austin Health policies & procedures, as amended from time to time, which can be located on the intranet (The Pulse): [OPPIC](#)
- Report incidents or near misses that have or could have impact on safety - participate in identification and prevention of risks
- Comply with the Code of Conduct

## Selection Criteria

### Essential Knowledge and skills:

- A commitment to Austin Health values.
- Registration as a Medical Practitioner with the Australian Health Practitioner Regulation Agency (AHPRA) - (note - eligible applicants will be assisted through this process if not currently registered).
- Demonstrated commitment to high quality patient care
- Demonstrated teamwork and collaboration
- Demonstrated ability to communicate at all levels
- Satisfactory completion of the FRACP Written Examination +/- the Clinical Examination and are eligible to progress to Provisional Advanced Training

## General Information

### Austin Health is a Child Safe Environment

Austin Health is committed to child safety. We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers. Austin Health has zero tolerance of child abuse, and all allegations and safety concerns will be treated seriously in line with legal obligations and our policies and procedures.

### Equal Opportunity Employer

Applications from Aboriginal and Torres Strait Islanders are encouraged to apply. For more information about working at Austin Health, please follow this link to Austin Health's Aboriginal Employment website: <http://www.austin.org.au/careers/Aborigineemployment/>

## Document Review Agreement

<b>Manager Signature</b>	
<b>Employee Signature</b>	
<b>Date</b>	