

## Information sheet for INFECTIOUS DISEASES and/or MICROBIOLOGY REGISTRAR 2021

|                                  |  |   |
|----------------------------------|--|---|
| <b>Name of Unit / Specialty:</b> | Infectious Diseases                      |   |
| <b>Head of Unit:</b>             | Professor Lindsay Grayson                |   |
| <b>CSU / Department:</b>         | Medical Services Division                |   |
| <b>Contact persons:</b>          | Prof Lindsay Grayson<br>Sharon Hankinson | Lindsay.grayson@austin.org.au<br>Sharon.hankinson@austin.org.au |
| <b>Contact phone number:</b>     | 03 9496 6676                             |   |

---

### Summary of Position/Unit:

The Department of Infectious Diseases is located on Level 7 of the Harold Stokes Building at Austin Health. The department also includes Infection Control and Hand Hygiene Australia. The position will include secondment to the Victorian Department of Health and Human Services (DHHS).

The positions include 6 months clinical infectious diseases at Austin Health and 6 months of public health at DHHS.

The role of the Infectious Diseases registrars include care of infectious diseases inpatients, infectious diseases consults, HITH, antibiotic stewardship, and providing outpatient care through general and specialised (eg. hepatitis, travel) ID clinics. These positions are located at Austin Health.

Also included in these registrar roles is supervision of the ID resident (3<sup>rd</sup> year RMO). Registrars are encouraged to attend and present at local and inter-hospital meetings and attendance at approved national or international conferences (eg. ASID, ASA, ASHM, ICAAC, IDSA, ECCMID, IAS, CROI) is expected and supported by the department. On-call commitments include covering both Infectious Diseases and Microbiology.

The Public Health registrar is based at the Victorian Department of Health and Human Services and includes active involvement in public health outbreak investigations, follow up of notifiable infectious diseases, guideline development, and providing clinical advice to public health officers.

### Pre-requisites/Preferences for Candidates:

#### Essential for performance in the position

1. Registered to practice medicine in Australia (AHPRA)
2. Successful completion of FRACP part 1 or RACP-recognised equivalent (or eligibility to proceed to provisional advanced training in 2021)
3. The position is generally offered to an advanced trainee in infectious diseases ± microbiology. Advanced trainees in general medicine may also be considered.

The Infectious Diseases registrar is encouraged to practice evidence-based medicine and act autonomously commensurate with confidence and experience. Close face-to-face consultant support is

always available as our offices are co-located close to the acute hospital patients, outpatient clinics, and microbiology laboratory.

The applicant must show willingness to learn to competently use our health IT systems which include electronic test ordering, e-prescribing, and laboratory information management.

ID registrars provide on-call cover for both ID and microbiology in the evenings and weekends in a 1:4 shared registrar roster.

The applicant must show willingness to learn to competently use our health IT systems which include electronic test ordering, e-prescribing, and laboratory information management.

The Infectious Diseases registrar is a key person who works closely with all members of staff and must have excellent communication skills.

## **Interviews**

Please refer to the “Victorian Infectious Diseases Training Program 2020” document available from the RACP ID match coordinator Dr Saliya Hewagama (Saliya.hewagama2@nh.org.au).

New applicants to the Victorian Infectious Diseases Training Program in 2021 must enter via the centralised interview. Due to the expected increased number of applicants in 2020, applications will be shortlisted to decide who will attend the central interview – this is unfortunately for logistic considerations as we will only have the capacity to interview at most 25 candidates on the day. The central interview will be conducted via Zoom and will include a Head of Department (HOD) or assigned representative from each hospital participating in the match.

Existing trainees in the Victorian Infectious Diseases Training Program will be invited to attend a ‘speed-dating’ interview. All trainees at the speed-dating will have an accredited job, but the purpose of this interview is to allow a hospital panel (including Microbiology for hospitals offering 6 month ID / 6 month Microbiology positions) to interview all trainees and better allow for selection of preferences for the Electronic Match.

For trainees in Microbiology, please contact RCPA micro match coordinator Dr Marcel Leroi for further information (Marcel.leroi@austin.org.au).

To make an appointment to meet Prof Lindsay Grayson or A/Prof Pat Charles prior to the interviews, please contact Sharon Hankinson (Sharon.hankinson@austin.org.au).

## **Application Stages**

### **Application Instructions / Selection Information:**

There are 3 steps to the application process:

1. Notify Ms Sharon Hankinson (see Key Contact) of intention to apply
2. Apply via PMCV advanced training selection and matching website (<https://allocations.pmcv.com.au/>)
3. Apply via Austin Health website (<http://www.austin.org.au/medical-careers/registrars>)

NB. Applicants MUST apply via both PMCV and Austin Health to be considered

## 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 2015** – 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.

## Important Dates To Remember:

|                                     |  |
|-------------------------------------|--|
| Wed 1 July 2020                     | Online applications open via PMCV                                |
| Sat 18 July 2020                    | Information day via Zoom   |
| Mon 27 July 2020                    | Online applications close  |
| Mon 3 Aug 2020                      | Applicants to be notified if shortlisted for interview           |
| Fri 7 Aug 2020                      | Central interview for new applicants to the Victorian ID program |
| Thurs 20 Aug and<br>Fri 21 Aug 2020 | Speed date interview (new + existing trainees)                   |
| Tues 25 Aug 2020                    | Trainee preferencing closes                                      |
| Wed 26 Aug 2020                     | Hospital ranking closes  |
| Tues 1 Sep 2020                     | PMCV match   |
| Wed 2 Sep 2020                      | PMCV match results on website                                    |

## VICTORIAN PUBLIC HOSPITALS - REFERENCE FORM

Fill in your details, the referee's details as much as you know, where you want the references sent and your preferred contact (see page 2) before emailing or providing a hard copy to your referee

|                   |                    |
|-------------------|--------------------|
| <b>First Name</b> | <b>Family Name</b> |
|-------------------|--------------------|

**Position Applied for**

|  |
|--|
|  |
|--|

### Referee's Details

|   |                              |
|---|------------------------------|
| <b>Name</b>                             | <b>Qualifications</b>        |
| <b>Organisation</b>                     | <b>Position</b>              |
| <b>Contact Phone</b>                    | (Required)                   |
| <b>Email</b>                            | (Required)                   |
| <b>When did applicant work with you</b> | <b>For how long (months)</b> |

Please rate the applicant below from 1-5 using x, where 1 is poor and 5 is exceptional. Performance levels are a normal distribution. **Most** applicants will be a 3 with 90% between 2 and 4. If an item is not applicable or you cannot comment, select N. Refer to page 2 for guidance

| <u>Academic</u>                                 | 1 | 2 | 3 | 4 | 5 | NA |
|---|---|---|---|---|---|----|
| <b>Factual Knowledge</b>                        |   |   |   |   |   |    |
| <b>Understanding</b>                            |   |   |   |   |   |    |
| <b>Information Gathering &amp; Presentation</b> |   |   |   |   |   |    |
| <b>Organization</b>                             |   |   |   |   |   |    |
| <b>Ability to Pass Exams</b>                    |   |   |   |   |   |    |
| <u>Clinical Skills</u>                          | 1 | 2 | 3 | 4 | 5 | NA |
| <b>Information Gathering and Presentation</b>   |   |   |   |   |   |    |
| <b>Decision Making</b>                          |   |   |   |   |   |    |
| <b>Organization</b>                             |   |   |   |   |   |    |
| <b>Procedural Skills</b>                        |   |   |   |   |   |    |
| <b>Situational Awareness</b>                    |   |   |   |   |   |    |
| <b>Documentation</b>                            |   |   |   |   |   |    |
| <u>Interpersonal Skills</u>                     | 1 | 2 | 3 | 4 | 5 | NA |
| <b>Guidance Seeking</b>                         |   |   |   |   |   |    |
| <b>Empathy</b>                                  |   |   |   |   |   |    |
| <b>Communication</b>                            |   |   |   |   |   |    |
| <b>Teamwork</b>                                 |   |   |   |   |   |    |
| <b>Interaction with: Senior Medical Staff</b>   |   |   |   |   |   |    |
| <b>Other Health Care Staff</b>                  |   |   |   |   |   |    |
| <b>Patients and Family</b>                      |   |   |   |   |   |    |
| <u>Professional Attributes</u>                  | 1 | 2 | 3 | 4 | 5 | NA |
| <b>Ethical Practice</b>                         |   |   |   |   |   |    |
| <b>Initiative</b>                               |   |   |   |   |   |    |
| <b>Integrity</b>                                |   |   |   |   |   |    |
| <b>Leadership</b>                               |   |   |   |   |   |    |
| <b>Quality Assurance</b>                        |   |   |   |   |   |    |
| <b>Teaching</b>                                 |   |   |   |   |   |    |

General Comments:

|  |
|--|
|  |
|--|

|   | YES | NO |
|---|-----|----|
| I certify this opinion is based on my own personal knowledge of the applicant and is free from bias |     |    |
| I recommend that the applicant be considered for or continue, training as an Anaesthetic Registrar  |     |    |
| I would be happy to have the applicant work in my department/unit in the future                     |     |    |

You may submit this reference either by printing it and faxing or saving it and attaching it as an email. Please send from your own email address. If saving it, save as the applicants Family name space first name. You may be contacted to verify authenticity. See page 2 for addresses.

|             |                          |
|-------------|--------------------------|
| <b>Date</b> | <b>Signed (if faxed)</b> |
|-------------|--------------------------|

| <b>Submission Details</b> | <b>Email</b> | <b>Fax</b> | <b>Send</b> |
|---------------------------|--------------|------------|-------------|
| <b>Austin Health</b>      | XXXXXXXXXX   | XXXXXXXXXX |             |

Please let the applicant know when you have sent the reference.

Applicant, best method ( provide both, X one) of contact is:

|  |              |  |
|--|--------------|--|
|  | Email        |  |
|  | Mobile (SMS) |  |

#### Academic

**Factual Knowledge** 1=Very poor for level of experience 3=What you would reasonably expect 5=Exceptional. What you would expect from someone many years' senior

**Understanding** 1=No understanding of basic concepts 3=What you would expect 5=Understands complex concepts and their clinical applications

**Information Gathering & Presentation** 1=Unaware of basic resources 3=What you would expect 5=Aware of the resources and how to use them. Efficient and perceptive in gathering and presenting information

**Organization** 1=Procrastinates, can't commit and has no strategy 3=Fairly well organised 5=Highly committed to study, has a well formulated plan, follows through and efficiently uses time

**Ability to Pass Exams** 1=unlikely to pass specialist exams 3=Will probably pass 5=Likely prize winner

#### Clinical Skills

**Information Gathering and Presentation** 1=Unable to collate clinical facts 3=Thorough history and examination. Misses the odd fact. Reasonable synthesis of data 5=Thorough, efficient, accurate. Excellent synthesis, prioritisation and presentation of important facts and complex issues

**Decision Making** 1=Unable to make basic decisions 3=Reasonable for level of experience 5=Makes logical and appropriate decisions. Supports with multiple reasons. Advanced for years of experience

**Organization** 1=Unable to plan or prioritise. Very unreliable 3=What you would expect 5=Plans well ahead. Ensures has enough time for required tasks. Thoughtful and ordered set-up of environment

**Procedural Skills** Struggles with basic procedures and is difficult to teach 3=Good technique and reasonable success for level of experience 5=Picks up skills easily and is aware of the broader issues

**Situational Awareness** 1=Unaware of what is going on 3=What you would expect 5=Highly vigilant. Aware of all aspects of their environment. Aware of potential hazards and has made appropriate preparations and plans

**Documentation** 1=Insufficient information, poor legibility, verbosity 3=Legible and complete 5=Efficiently provides all the relevant information. Set out logically. No unnecessary data

#### Interpersonal Skills

**Guidance Seeking** 1=Never seeks advice when required or seeks constantly when not. Is highly defensive and cannot accept constructive suggestions 3=Appropriate 80% of the time 5=Appropriate all the time

**Empathy** 1=No capacity to appreciate others perspective 3=Manages this well most of the time 5=Is highly skilled in this area

**Communication** 1=Cannot get their message across verbally 3=Manages well most of the time 5=Highly skilled and effective

**Teamwork** 1=Cannot work as part of a team 3=Manages well most of the time 5=Understands the role of other members, can assess others competency, can take on leadership and respond to others leadership as required

**Interaction with: Senior Medical and Other Health Care Staff** 1=Seems to aggravate everybody, avoids contact 3=Manages well most of the time 5=Highly regarded by most, engages constructively and involved collaboratively in projects

**Interaction with Patients and Family** 1=Appears not to care, aloof and abrupt 3=Comprehensively explains issues but is not necessarily overs-killed at addressing concerns and managing challenging behaviours 5=Highly skilled in this area

#### Professional Attributes

**Ethical practice** 1=Consistently behaves unethically 3=Acts ethically 5=Also has a highly developed framework and rationale for dealing with complex ethical issues

**Initiative** 1=Will not do anything unless told 3=Shows a reasonable amount of initiative 5=Is a self starter. Has the capacity to see what needs to be done and gets on with it

**Integrity** 1 Consistently late, leaves early without communication. Blames other and never acknowledges personal responsibility 3= Appropriate most of the time 5=Exemplary

**Leadership** 1=Can only follow, will not take on responsibility, cannot coordinate others when required 3=Appropriate for level of experience 5=Deserves respect, highly effective

**Quality Assurance** 1=Shows no interest and never turns up to QA meetings 3=Reasonably involved 5=Runs projects and frequently presents. Always attends meetings when able

**Teaching** 1=Shows no interest or aptitude 3 Does some teaching consistent with level of training 5=Enthusiastic, engaging and affective. Aware of educational theories

- Please Fax / Mail a copy of your Assessment (FRONT PAGE) to the following Health Services / Hospitals, selected by the Applicant.
- Please retain the original Assessment until the end of the year in the event of miss faxing or additional requests.