

Information sheet for Clinical Pharmacology Registrar

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|----------------------------------|---|
| Name of Unit / Specialty: | Clinical Pharmacology |
| Head of Unit: | Professor Albert Frauman |
| Division: | Medical Services, Austin Health |
| Key Contacts : | Prof Albert Frauman albertf@unimelb.edu.au 03) 9496 5486 |
| Contact phone number: | Ms Allyson Manley Allyson.manley@austin.org.au (03) 9496 5843 |

Summary of Position/Unit:

The Department of Clinical Pharmacology & Therapeutics is located on Level 5 of the Lance Townsend Building at Austin Health. The department also contains the Clinical Pharmacology Unit of the University of Melbourne, as part of the Dept. of Medicine, Austin Health and has a significant number of higher degree students (Ph.D. and MD) as well as significant clinical responsibilities in the hospital.

The Department of Clinical Pharmacology provides clinical care to inpatients at Austin Health in the Blood Pressure Clinic where it also performs research into a variety of medical conditions including hypertension, cardiac failure, insulin resistance/diabetes, obesity, hypercholesterolaemia and dementia. Amongst other services that the department provides are the 24-hour ambulatory blood pressure monitoring and an outpatient service for patients with hypotension, hypertension or other cardiovascular risk factors. The Department performs clinical and physiological research on patients and normal volunteers and also studies the behaviour of drugs including new drugs.

Details of any pre-requisites/preferences for applicants: Essential for Performance in the Position

- A commitment to Austin Health values.
- Registered as a Medical Practitioner in Australia
- Minimum two years' teaching experience post-graduation in a teaching hospital or equivalent recognised and accepted by the RACP
- Demonstrated commitment to high-quality patient care
- Demonstrated capability and interest in research
- Demonstrated commitment to teaching
- Demonstrated ability to communicate at all levels
- Demonstrated understanding of Clinical Governance
- Demonstrated teamwork and collaboration
- Completed a satisfactory Victoria Police record check
- Ability to participate in the roster for after hours and weekend cover as required.

Application Instructions / Selection Information:

To apply for this position, it is important that you follow these instructions.

You will be directed to sign in/register through the Austin Health Careers Site. Complete the registration process as prompted. Please also download three copies of the referee report, and have your referees complete and send the referee reports back via email or fax prior to the closing date of Friday June 22 2018.

Please note: You will be required to attach copies of the following to your online application:

- Cover letter
- Current Curriculum Vitae (CV)
- Employment History Datasheet Template (upload as Selection Criteria Response)

Interviews:

Interviews will be held: 31 August 2020 – 11 September 2020

Important Dates to Remember:

Applications close: 28 September 2020

Please ensure your references reach Jenni Caulfield (jacaul@unimelb.edu.au) before the closing date; **two** referee reports at least must be received.

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

| | |
|-----------------------------|-------------------------------|
| First Name | Family Name |
| Position Applied for | Pharmacology Registrar |

Referee's Details

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

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

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 training as a Pharmacology 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.

| | |
|-------------|--------------------------|
| Date | Signed (if faxed) |
|-------------|--------------------------|

| Submission Details | Email | Fax | Send |
|---------------------------|--|------------|-------------|
| Austin Health | jacaul@unimelb.edu.au | NA | |

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.