

Position Description

POSITION TITLE: Geriatric Medicine Advanced Trainee	DIVISION: Aged Care
REPORTS TO: Operationally - Director Medical Workforce Professionally – Supervising Consultant	DIRECT REPORTS: Nil
ENTERPRISE AGREEMENT: AMA Victoria – Victorian Public Health Sector - Doctors in Training Enterprise Agreement 2018-2021	CLASSIFICATION: HM25-HM30
APPROVED: Clinical Director Aged Care	APPROVAL DATE: May 2021
PRIMARY OBJECTIVE:	
To provide effective supervised day to day clinical management of both ambulatory and admitted patients, whilst fulfilling RACP training requirements.	
BARWON HEALTH VISION – Together with our community we build healthier lives, inspired by world class standards	
PRIORITIES	VALUES
<p>OUR VISION</p> <p><i>BY 2050, EVERYONE IN OUR COMMUNITY ENJOYS THE BEST HEALTH AND WELLBEING IN VICTORIA.</i></p> <p>OUR PURPOSE</p> <p><i>PROVIDE BEST CARE, EVERY PERSON, EVERY DAY, SO THAT EVERYONE FEELS BETTER.</i></p> <p>Strategic Priority 1: Deliver Best Care</p> <p>Strategic Priority 2: Invest to improve</p> <p>Strategic Priority 3: Ensure Our Future</p>	<p>RESPECT We RESPECT the people we connect with</p> <p>COMPASSION We show COMPASSION for the people we care for and work with</p> <p>COMMITMENT We are COMMITTED to quality and excellence in everything we do</p> <p>ACCOUNTABILITY We take ACCOUNTABILITY for what we do</p> <p>INNOVATION We drive INNOVATION for better care</p>



POSITION DIMENSION & DECISION MAKING AUTHORITY:	KEY COMMUNICATION CONTACTS (INFORMED):	
<p>Without referral to Supervising Geriatrician/Manager (RESPONSIBLE)</p> <ul style="list-style-type: none"> To attend to urgent and emergency clinical problems in a timely and prompt manner. To attend to patients of varying acuity and condition and to ensure the assessment and management of these patients is appropriate, timely and clearly documented. To ensure clear, accurate communication with patients, families and other hospital staff. To supervise junior staff when on duty or whenever appropriate at other times To attend scheduled teaching and learning opportunities Perform initial assessments of patients Initiate appropriate immediate management for patient comfort and safety Complete comprehensive geriatric assessment of patients Establish probable and differential diagnosis for presenting patients Accurate interpretation of results from investigations ordered and intervene and consult appropriately Document a detailed and legible clinical history, physical examination and management plan to the medical record and document patient's status on admission Ensure consultation with consultant geriatrician either when patients are critically ill or when the registrar is unsure of most appropriate course of action. To contribute to and assist with the smooth running of department. <p>After Consultation with Supervising Geriatrician or others (CONSULTED)</p> <ul style="list-style-type: none"> Referral to other specialist services <p>Referred to Managers or others (CONSULTED)</p> <ul style="list-style-type: none"> Decisions outside position delegation 	<p>Purpose/Frequency of Contact</p> <p>Daily /multiple times</p> <p>Daily/multiple times</p> <p>Daily/Required</p> <p>When Required</p> <p>When required</p>	<p>Contact/Organisation</p> <p>Supervising consultant, Inpatient medical staff, junior medical staff, Nursing Staff</p> <p>Patients , Families, Carers</p> <p>Medical Services, Directors, Administration staff</p> <p>Medical Care Providers</p> <p>Department of Health</p>



KEY ACCOUNTABILITIES:		
Key Result Area	Major Activities	Performance Measures
Patient Assessment	<ul style="list-style-type: none"> To attend to patients of varying acuity and condition and to ensure the assessment and management of these patients is appropriate, timely and clearly documented. Involve supervising consultant as appropriate to ensure quality patient care is attained and maintained. 	<ul style="list-style-type: none"> Feedback Professional development review. Patient satisfaction Clinical unit audits – sanctioned by consultant staff Quarterly assessment of performance
Patient Management	<ul style="list-style-type: none"> Prioritise treatment of multiple patients simultaneously according to urgency of conditions Formulate and execute an appropriate management plan for patients Recognise personal limitations with an ability to judge when to seek advice and/or assistance Involve supervising consultant as appropriate to ensure quality patient care is attained and maintained. 	<ul style="list-style-type: none"> Feedback and professional development review. Client (patient) satisfaction Demonstration of effective management plans Clinical unit audits – sanctioned by consultant staff Quarterly assessment of performance
Professional and personal competence	<ul style="list-style-type: none"> Participate in continuing medical education activities in the organisation Participate in educational activities provided through the Victorian Geriatric Medicine Training Program and the Western Training Alliance Recognise personal limitations with an ability to judge when to seek advice and/or assistance Develop an understanding of common medical conditions and practical skills relevant to the practice of geriatric medicine Accept direction and feedback to assist in ongoing learning Demonstrate an ability to work as part of a team, understanding the roles and responsibilities of other health professionals Demonstrate professional and ethical behaviour Show self-evaluation skills in relation to professional performance 	<ul style="list-style-type: none"> Demonstrated attendance and participation at 5 hour protected teaching time each week Organisational feedback and professional development review Clinical unit audits – sanctioned by consultant staff Quarterly assessment of performance Evidence of implemented education & development program.
Communication	<ul style="list-style-type: none"> Demonstrate effective timely communication skills with nursing staff, medical staff and other health professionals Develop professional rapport with patients and their relatives/carers Demonstrate an ability to communicate effectively with patients and their relatives including an ability to explain procedures and/or teach home management where appropriate Ensure general practitioners and other health providers know of patient's admission/attendance and outcome 	<ul style="list-style-type: none"> Feedback and professional development review.



	by providing communication by phone and/or letter /discharge summary for each patient	
Information Technology Skills	<ul style="list-style-type: none"> • Use information technology by completing the computerised medical record, as an adjunct to or instead of the written record where this is available • Use information technology to access information for patients and illnesses. • Access both relevant and current literature to assist with understanding clinical problems and formulating the best possible management plans 	<ul style="list-style-type: none"> • Demonstrated effective use of required technologies. • Feedback • Performance Development Review
Legislation / Regulations	<ul style="list-style-type: none"> • Provision of clinical care is practiced in line with relevant and applicable legislation/regulations • Provide legible, concise, accurate and signed clinical notes as per national and relevant professional college standards, associated with all patient contact. • Follow local guidelines/policies to assist with delivery of efficient/effective healthcare 	<ul style="list-style-type: none"> • Evidence of documentation • Demonstrated adherence to Barwon Health policy and procedures and other applicable regulation/ legislation. • Clinical unit audits – sanctioned by consultant staff • Quarterly assessment of performance
Information Management	<ul style="list-style-type: none"> • Displays and promotes correct documentation techniques and initiates regular documentation auditing to ensure legal, professional and organisational standards are met and maintained • Abide by the Organisation's requirements pertaining to appropriate Information Security and Information Management regulations and report an accidental or malicious breach of these regulations to the appropriate department • Ensure patient information is accurate and only released in line with the Health Records Act requirements 	<ul style="list-style-type: none"> • Documentation audits
Occupational Health and Safety (OHS)	<ul style="list-style-type: none"> • Be familiar with and ensure that all appropriate actions are taken to implement OHS policies and procedures and that legislative requirements are met within the service • Report any incidents or potential hazards in accordance with Barwon Health policies and procedures including effective reporting via RiskMan • Assist in the planning, development and implementation of OHS measures • Demonstrates a commitment to health and safety in line with Barwon Health OHS policies and procedures, training requirements and legislative/regulatory requirements • Ensures that mandatory OHS training is kept up to date 	<ul style="list-style-type: none"> • Evidence of compliance with OHS policies and procedures • Participation in team meetings where key OHS issues are discussed and resolved • Evidence of hazard and incident reporting using RiskMan • Maintains compliance with mandatory OHS training requirements



Other Duties

- Exhibits a commitment to the Barwon Health's values including team based above and below the line behaviours
- Undertake special projects or reports required by the Manager on a wide range of issues
- Report all incidents through the incident management system
- Practice in accordance with the relevant health care or industry standards
- Demonstrate an understanding of appropriate behaviours when engaging with children
- Complete mandatory training and education
- Comply with relevant Barwon Health policies and procedures
- Participate in quality improvement activities
- Perform all other duties as directed within the limits of skill, competence and training to maximise flexibility and effectiveness

- Barwon Health values modelled at all times
- Professional Development Review
- Demonstrated use of incident management system
- Adherence to applicable health care or industry standards
- Demonstrated completion of mandatory training
- Adherence with Barwon Health policies and procedures
- Adherence with Child Safe Standards
- Active participation in required quality improvement activities



KEY SELECTION CRITERIA – LEADERSHIP CAPABILITY FRAMEWORK: [Leadership Capabilities - Leading Others](#)

AWARENESS OF SELF	COMMUNICATE	RELATIONSHIPS	RESULTS
<p>Builds and maintains resilience:</p> <ul style="list-style-type: none"> • Persists and focuses on achieving objectives, even in difficult circumstances • Encourages others to take a resilient and optimistic approach at work 	<p>Communicates clearly:</p> <ul style="list-style-type: none"> • Uses non-threatening language to address and defuse challenging situations before they escalate • Provides rationale for decisions • Shares information and keeps others informed and up-to-date about what is happening • Explains complex information using language appropriate for the audience 	<p>Works in teams:</p> <ul style="list-style-type: none"> • Gains trust and support of others • Implements formal and informal team-building activities • Fosters teamwork and rewards cooperative and collaborative behaviour • Resolves team conflict using appropriate and respectful strategies 	<p>Supports a shared purpose and direction:</p> <ul style="list-style-type: none"> • Shows personal commitment to the mission, vision and values of Barwon Health • Provides direction to others regarding the purpose and importance of their work aligned with the mission, vision and values of Barwon Health
<p>Demonstrates commitment to personal development:</p> <ul style="list-style-type: none"> • Critically analyses own performance • Is open to feedback and is responsive in adjusting behaviour 	<p>Listens, understands and adapt to others:</p> <ul style="list-style-type: none"> • Assesses the emotions of others and then adapts words, tone, and gestures accordingly • Encourages others to share their view point and ideas 	<p>Develops others:</p> <ul style="list-style-type: none"> • Takes time to understand the career objectives of team members • Provides coaching, training opportunities for team members • Promptly identifies and constructively addresses under-performance • Attracts and selects new staff that live the Barwon Health Values 	<p>Displays openness to change:</p> <ul style="list-style-type: none"> • Encourages others to be flexible and understand the impact of and benefits of change • Recognises and reinforces the behaviours of those who embrace change
<p>Exemplifies personal integrity and professionalism:</p> <ul style="list-style-type: none"> • Models the Barwon Health Values and Code of Conduct, • Confronts and deals with inappropriate behaviours in alignment with the Barwon Health Values and Code of Conduct • Demonstrates consistency between words and actions 	<p>Influences positive outcomes:</p> <ul style="list-style-type: none"> • Establishes credibility • Listens to and evaluates differing ideas • Discusses issues credibly and thoughtfully • Promotes awareness and support staff to implement health literacy principles in practice aligning with the Health Literacy Strategy 	<p>Values individual differences and diversity:</p> <ul style="list-style-type: none"> • Encourages the exploration of diverse views • Creates inclusive teams in which a diversity of people feel they are valued and respected • Discerns the differing and preferred working styles of individuals and uses this information to enhance the operation of teams 	<p>Takes accountability for achieving quality and excellence:</p> <ul style="list-style-type: none"> • Challenges self and the team to achieve high quality results aligned with <u>mission, vision and values of Barwon Health</u> • Looks for new or better ways of doing things and takes action



KEY SELECTION CRITERIA - SPECIALIST KNOWLEDGE:

Appointment to this position requires proof of qualification and/or registration with the appropriate registration authority, including any necessary endorsements, to be provided prior to commencement of duty.

QUALIFICATIONS AND EXPERIENCE:

ESSENTIAL:

- Completion of a Bachelor of Medicine/Bachelor of Surgery (or equivalent) either in Australia or if at an overseas university, completed both parts of the Australian Medical Council (AMC) exams.
- Applicants must be registered or eligible to be registered as a medical practitioner with the Australian Health Practitioner Regulatory Agency (AHPRA).
- Completion of RACP Basic Physician Training and be eligible to enter advanced training in Geriatric Medicine.
- Register with RACP advanced training in Geriatric Medicine matching service - Barwon Health is participating in the Centralised Match for Advanced Training in Victoria.
- An intention to train to become a Consultant Geriatrician.

DESIRABLE:

- Postgraduate experience in an environment where geriatric medicine is practised. Applicant with previous rotation/experience to Geriatric Medicine is highly desirable.
- Working knowledge of electronic references, digital radiology, digital images and bedside tests available.

