

# Austin Health Position Description



## Position Title: Paediatric Director of Emergency Medicine Training

Classification:	As per contract
Business Unit/ Department:	Emergency Medicine
Agreement:	AMA Victoria - Victorian Public Health Sector Medical Specialists Enterprise Agreement 2018-2021
Employment Type:	As per contract
Hours per week:	As per contract
Reports to:	Director, Emergency Medicine
Direct Reports:	N/A
Financial management:	Budget: N/A
Date:	September 2022

### 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 to change healthcare for the better through world class research, education and exceptional patient care.

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

Austin Health, as a Major Teaching Hospital, is committed to being at the forefront of education in Emergency Medicine and to promoting the best practice in health professions education in order to ensure the delivery of the highest quality interprofessional and multidisciplinary education possible.

The Paediatric Director of Emergency Medicine Training (DEMT) oversees and manages the delivery of high quality paediatric education for junior medical staff and the training program for ACEM trainees who work in the Emergency Department. Additionally, they ensure trainees have the necessary skills and supervision to deliver high quality care to patients and promote the welfare and wellbeing of all trainees.

More than one DEMT may be appointed in a Co-Director of Emergency Medicine Training model with a shared approach to the duties, roles and responsibilities of the position. This must be in accordance with the most recent ACEM site accreditation requirements (see selection criteria below).

The Paediatric Director of Emergency Medicine Training will have key relationships with the Director of the Emergency Department, the Director of Emergency Medicine Education, The Director of Emergency Medicine Research, the Director of Paediatric Emergency Medicine, members of the Education Directorate, members of the ED Leadership and Management committee, ED Nurse Educators, ED registrars, HMOS and interns, Clinical Education Unit and Simulation Centre staff. The DEMT will report directly to the Director of Emergency Medicine Education.

## About the Department

Austin Health is a tertiary teaching hospital on two campuses in Heidelberg and is associated with the University of Melbourne. The single site Emergency department is located on the Austin Hospital campus.

The Department of Emergency Medicine is a busy tertiary department attending over 17,000 paediatric patient presentations annually and offering a wide range of clinical services. In May 2005 a new purpose-built Department was opened as part of the Redevelopment of Austin with 55 treatment areas, including a six-bed dedicated paediatric area, a Fastrack area and a co-located satellite radiology facility. In 2016 a dedicated 20 bed Short Stay Unit was built and currently admits over 17,000 patients annually. The Department is accredited for two years advanced training with the Australasian College for Emergency Medicine and has recently achieved Paediatric Emergency Medicine training accreditation. There is a funded and accredited medical education registrar role. The Department offers registrar rotations in ICU, anaesthetics, obstetrics and gynaecology, toxicology, general medicine, ambulatory care, psychiatry and paediatrics. The Department is the acute spinal and trauma reception area of

Austin Health and runs a Toxicology service for the ED and the whole of Austin Health. Additionally, the Victorian Poisons Information Centre is co-ordinated through the Austin ED and staffed by Emergency Physicians based at Austin and multiple other health services across the state.

## Purpose and Accountabilities

### Role Specific:

- Undertake responsibility for the coordination of the ACEM Training Program and management of trainees in consultation and collaboration with the Director of Emergency Medicine Education and other ED SMS.
- Ensure trainees are orientated to the ED and keep the orientation manual up to date.
- Support and contribute to the delivery of exam specific content for ACEM primary and fellowship exam candidates.
- Ensure program requirements meet the ACEM accreditation requirements.
- Collaborate with the local WBA coordinator to ensure trainees have access to WBAs and are compliant with WBA requirements.
- Collaborate with the site mentor to ensure trainees have access to and opportunities for mentorship.
- Maintain attendance records of trainees at the teaching program.
- Oversee the orientation process of new ED trainees.
- Utilise suitable processes (e.g. MSF) to obtain feedback from all groups in the department with respect to trainee performance.
- Supporting trainees to develop in all domains of the ACEM Curriculum Framework.
- Complete and submit In-Training Assessments to a high quality standard at the end of each term with their allocated trainees.
- Complete and submit Structured References for Provisional trainees as required.
- Approve and complete trainee logbook entries as required.
- Assist with supervision of ED candidates completing the EMC and EMD program.
- Supervise and complete assessments for other specialist trainees rotating through the ED, such as RACP PEM and RACGP trainees.
- Provide feedback on performance issues to trainees when required, and support the wellbeing and welfare of trainees in a non-judgmental manner.
- Complete a Learning Development Plan with trainees as required, especially those needing additional training time or with identified performance gaps or learning goals.
- Utilises internal trainee feedback processes concerning clinical supervision and education to inform continuous quality improvement of the training program.
- Liaise with non-ED supervisors as necessary when trainees are on non-ED rotations.
- The DEMENT will act to ensure there is complete recruitment and high-level retention of EM trainees, with the aim of attracting and retaining high calibre candidates
- Prepare and complete, in collaboration with the DEM and Director of EM Education, the information for the annual ACEM census.
- Prepare and complete, in collaboration with the DEM, PDEM and Director of EM Education, the necessary documentation for the ACEM accreditation assessment.
- Participate in the allocation of rotations to trainees to ensure training requirements are met and rotations are allocated fairly.

- Support the deputy director(s) in the recruitment process for new ED registrars and HMOs.
- Participate and assist with ACEM or sector educational collaboratives, such as trial exams and regional teaching.

Additionally, the Paediatric Director of Emergency Medicine Training will:

- Assist and support the Director of Emergency Medicine Education as required
- Work closely with other members of the Education Directorate and allocate roles and responsibilities.
- Provide input regarding membership of the Education Directorate.

The successful candidate is expected to familiarize themselves with the Department's Vision and Mission Statement and uphold the sentiments expressed in these documents.

### **Teaching, Training and Research:**

- Contribute to the supervision, education and training of junior medical, nursing and other clinical staff, including participating in their performance appraisal and feedback processes.
- Participate in both undergraduate and postgraduate teaching activities.
- Commitment to facilitate, conduct and participate in clinical and/or basic research.
- Participate in the auditing and review of clinical practices to improve clinical outcomes.

### **All Employees:**

- Comply with Austin Health policies & procedures, as amended from time to time, which can be located on the intranet (The Hub): <http://eppic/>
- 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

### **People Management Roles:**

- Ensure clear accountability for quality and safety within the department
- Ensure incident management systems are applied and a response to local issues and performance improvement occurs; ensure the risk management system is functional
- Be aware of and comply with the core education, training and development policy.

## Credentialing and Scope of Clinical Practice

**Core Scope of Clinical Practice** – Procedures, therapies and competencies that a Fellow from the respective specialist medical college would be competent in practicing. This only applies to practice at Austin Health and its campuses.

Have proven clinical experience at a senior level with the management of paediatric patients.

Competent in the following procedures as they pertain to the paediatric age group:

- Arterial line insertion, CVC cannulation, Pulmonary artery catheter flotation, Epidural insertion/anaesthesia, Spinal anaesthesia, Fiberoptic intubation, Brachial plexus blockade and Specific nerve blocks
- Intubation
- Basic and Advanced Life Support for all ages
- Chest drain - thoracostomy
- Surgical/needle cricothyroidotomy or Percutaneous Tracheostomy
- Airway procedures - Indirect laryngoscopy
- Airway procedures - Laryngeal mask insertion
- Conscious/Procedural sedation
- Foreign body removal - ENT
- Foreign body removal - Eye
- Gastroenterology procedures - Insertion of nasogastric tube
- Lumbar puncture
- Nasal packing for epistaxis - anterior and/or posterior
- Nerve block - Biers block
- Nerve block - femoral nerve block
- Orthopaedic procedures - Application of Plaster-of-Paris
- Orthopaedic procedures - Arthrocentesis
- Orthopaedic procedures - Reduction of fractures
- Orthopaedic procedures - Reduction of major joint subluxation or dislocation
- Surgical procedures - Incision and drainage - of abscess
- Surgical procedures - Incision and drainage - of subchondral haematoma
- Suturing - simple skin closure
- Thoracocentesis - Micro-catheter aspiration/drainage of pneumothorax
- Thoracocentesis - Needle aspiration of pneumothorax
- Urinary catheterization - urethral
- Urinary catheterization - Suprapubic aspiration (paediatric bladder tap)
- Vascular access - Arterial access
- Vascular access - Central venous
- Vascular access - Intraosseous
- Vascular access - Large bore intravenous :  $\geq 16G$
- Vascular access - Paediatric venous access : age  $< 2$  yo
- Vascular access - Venous cutdown

*This will be assumed if the Emergency Physician has a Fellowship of the Australasian College for Emergency Medicine or Royal College for Physicians (Paediatrics) or equivalent and an ongoing continuous practice in this specialty.*

**Extended Scope of Clinical Practice** – Procedures, therapies and competencies that a Fellow from the respective specialist medical college would be competent in practicing after additional training, qualifications and experience as determined by the Head of Unit\* has been completed. This only applies to practice at Austin Health and its campuses. \*The Head of Unit is expected to apply guidelines from the respective specialist medical college and appropriate state, national and international guidelines.

1. Diagnostic or procedural ultrasound

**Emergency/Life threatening situation** – In a medical emergency situation, any medical staff member who is credentialed at Austin Health is permitted to provide necessary patient care, as best able, and outside their defined scope of clinical practice in order to provide life-saving measures and/or to prevent serious harm.

**Please note** – Recognising the dynamic and rapidly advancing nature of medical practice, if you believe a novel competence, practice or procedure should be included within your specialty's scope of clinical practice, please speak to your Head of Unit and refer to the 'Introduction of a New Technology / Clinical Practice' policy on the HUB (<http://eppic//Document/1193>).

**For general accreditation the following need to be satisfied**

- Demonstrated continuing professional development
- Regular attendance at audit
- Participation in one or more of the following
  - Teaching or research
  - Organising audit
  - Clinical governance
  - Other role within Austin Health but outside of the unit/specialty
  - College role

**For each area where special expertise** needs to be demonstrated

Some or all of the following criteria will be used to assess accreditation

- Specialist training or a specific fellowship
- Significant accumulated total experience in the field
- Recent experience (adequate number of cases per year in previous years)
- Satisfactory completion of an acceptable outside organisations credentialing requirements.

## Selection Criteria

### Essential Knowledge and skills:

- A commitment to Austin Health values.
- Must be a registered Medical Practitioner in Australia with the Australian Health Practitioner Regulation Agency (AHPRA).
- Hold a Fellowship of the Australasian College for Emergency Medicine or Australasian College for Physicians (Paediatrics) or equivalent.
- Have appropriate training and experience applicable to the field of Paediatric Emergency Medicine.
- Appointment as a Paediatric Emergency Physician in the Austin Health Emergency Department (0.5 FTE or greater).
- Clinical support component of the position is 50% of total FTE or minimum 10 hours per week), in order to meet ACEM accreditation requirements.
- An understanding of the requirements of the FACEM Training Program.
- Engagement in education activities within the emergency department in which they work.
- Experience in the delivery of clinical education programs at postgraduate level.
- Capacity to meet all required ACEM assessment and feedback deadlines.
- Prior experience with mentoring, supervising and/or assessing junior doctors, including the provision of honest, appropriate and timely feedback.
- Have demonstrated ability to communicate effectively at all levels.
- Have demonstrated understanding of, and commitment to Clinical Governance.
- Satisfactory Working with Children Check.

### ACEM requirements for DEMENT role:

- Currently have an appointment 0.5 FTE or greater and work clinically at least 0.25 FTE or a minimum of one (1) clinical shift per week within that Emergency Department.
- At least 3 years post-Fellowship, unless working in a Co-DEMENT model with another SMS who is 3 years post-Fellowship.
- In Good Standing with ACEM (i.e. financial and CPD compliant with ACEM).
- Not the sole DEM, Local WBA Coordinator or Mentoring Coordinator at the relevant site.
- Have completed the required ACEM Assessing Cultural Competency Modules.
- Have completed the ACEM Core Values Module.
- Attend an initial DEMENT workshop within 12 months of the date of appointment as a DEMENT and subsequently to attend a DEMENT refresher workshop at least once every three years.

### Desirable but not essential:

- A postgraduate qualification (PhD, Masters or Graduate Diploma/Certificate level) in health professions education, or equivalent is desirable.
- Teaching honours or awards.

- Membership(s) of ACEM CoE entity (e.g. Court of examiner, TPR panel, local WBA coordinator, DEMT).
- A sound understanding of information technology including clinical systems. |

## 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/Aboriginalemployment/>

## Document Review Agreement

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

## Appendix A

<u>Clinical</u>	<u>Non Clinical</u>
<ul style="list-style-type: none"><li>• Provide extended clinical coverage and supervision of the Emergency Department: 0800-2300</li><li>• Assume overall responsibility for the clinical activities of the Department</li><li>• Supervise junior staff in assessment, resuscitation, investigation, performance of procedures, treating and continuing care/disposition as they pertain to patients</li><li>• Supervise emergency medicine trainees</li><li>• One-on-one teaching medical students and supervise critical care nurses</li><li>• Assessment, resuscitation, investigation and management of patients in ED</li><li>• Manage sickest patients either "hands on" or by direct supervision</li><li>• Discuss and liaise with inpatient personnel</li><li>• Supervise patient flow within the area with NUM/ANUM.</li><li>• Deal with medical staffing issues in conjunction with the Supervising Emergency Physician</li><li>• Ensure that patients are seen within appropriate time</li><li>• Monitor patient movement</li><li>• Ensure there are no unnecessary delays in:-<ul style="list-style-type: none"><li>a. assessment</li><li>b. treatment/investigation</li><li>c. disposition of patients</li></ul></li><li>• Deal with equipment/facility difficulties</li><li>• Liaise with Bed Coordinator regularly</li><li>• Respond to patients/staff conflicts/complaints</li><li>• Supervise or perform inter-hospital transfers of critically ill/unstable patients</li><li>• Respond to "real time" critical incidents</li><li>• Communicate/negotiate with inpatient units and diagnostic services to ensure patients are afforded best care. Level of communication appropriate to problem solving, but ensure Consultant to Consultant communication occurs when necessary.</li><li>• Maintain knowledge and be prepared to act upon disaster plans/internal or external</li></ul>	<ul style="list-style-type: none"><li>• Provide leadership and direction in the development of emergency medicine</li><li>• Promote the awareness of key performance indicators within the department and assist the Director in achieving these.</li><li>• Identify, implement and evaluate strategies to improve emergency care</li><li>• Undertake tasks and or projects pertaining to the practice of Emergency Medicine as requested by the Director.</li><li>• Assist in the development and implementation of policy within the department.</li><li>• Promote Education</li><li>• Participate in weekly Consultants meeting to advise Director/Manager on clinical issues that need to be addressed or promoted within the ED/ Austin Health</li><li>• Promote research</li><li>• Contribute to discussion and planning of security and OH&amp;S standards</li><li>• Maintain compliance and accuracy of the computer database</li><li>• Participate on committees within the ED to provide the Director/Manager with information on issues as identified by the Director</li><li>• Respond to inquiries from Administration</li><li>• Maintain billing practice for compensable patients where appropriate</li><li>• Assist the Director and Manager in meeting budgetary and financial targets.</li><li>• Participate in hospital wide activities as necessary or through committee representation</li><li>• Participate in the Health Services Disaster Plan.</li><li>• Provide the Health Service instruction in ACLS, APLS</li><li>• Identify, implement and evaluate strategies to improve clinical links between general practitioners, inpatient services, and relevant service at Mercy Hospital for Women</li><li>• Work with ED Q&amp;A to develop regular clinical audit of relevant conditions, assist in guideline development.</li></ul>