

## POSITION DESCRIPTION

# HNELHD - Advanced Trainee - Emergency Medicine

Our CORE values  
Collaboration Openness Respect Empowerment



<b>Organisation</b>	NSW Health
<b>Local Health District / Agency</b>	Hunter New England Local Health District
<b>Position Classification</b>	JMO Advanced Trainee
<b>State Award</b>	Public Hospital Medical Officers (State) Award
<b>Category</b>	Medical Officers   Emergency Medicine
<b>Website</b>	<a href="http://www.hnehealth.nsw.gov.au">www.hnehealth.nsw.gov.au</a>

## PRIMARY PURPOSE

The primary purpose of an Advanced Trainee in Emergency Medicine is to provide high quality medical care under appropriate supervision to undifferentiated patients presenting to the Emergency Department. Trainees undertaking the care of medical patients should ensure that they operate within their own level of expertise within a collaborative clinical care model and to seek consultation with their colleagues when appropriate.

Advanced Trainees work under a level of supervision according to their competence in the following activities:

- Taking a leadership role in coordinating the admission, assessment, management, and discharge planning of patients.
- Communicating assessment and management decisions to other staff involved in the patient's care.
- Communicating with the patient / family regarding the patient's condition and management plans.
- Coordinating diagnostic tests and consultations with other medical specialists.
- Arranging the patient discharge process and liaising with local medical officers and community based care modalities for optimal post discharge care.

Contracts of up to four years duration are offered.

## COVID-19 VACCINATION COMPLIANCY

All NSW Health workers are required to have completed a primary course of a COVID-19 vaccine which has been approved or recognised by the Therapeutics Goods Administration (TGA). Additionally, Category A workers are required to receive a booster dose three months after completing the primary course of COVID-19 vaccinations. New applicants must have completed the vaccination course prior to commencement with NSW Health, or provide an approved medical contraindication certificate (IM011 immunisation medical exemption form) certifying the worker cannot have any approved COVID-19 vaccines available in NSW.

Acceptable proof of vaccination is the Australian Immunisation Register (AIR) Immunisation History Statement or AIR COVID-19 Digital Certificate. Booster doses are highly recommended for all health care workers who have completed the primary course of COVID-19 vaccinations.

For Category A applicants, if dose 3 is not yet due they can sign the undertaking form to confirm they will receive the vaccine within 6 weeks of the dose due date.

## RESPIRATOR USE

NSW Health workers may be required to use a respirator, as part of their appointment with NSW Health. Where a

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respirator is required for use, workers will be instructed in their safe use; including donning, doffing and fit checking. Staff may be required to complete fit testing to selected respirator/s to assess their facial fit/seal.

At all times when a health worker is required to use a respirator, the health worker must not have any facial hair present. Processes are in place to support workers that need to keep facial hair due to religious observance requirements and/ or health conditions.

## ESSENTIAL REQUIREMENTS

- MBBS or equivalent, currently registered or eligible for registration with the Medical Board of Australia in an appropriate registration category
- A minimum of three (3) full years of postgraduate experience, including satisfactory completion of at least twelve (12) months of Provisional Training under the ACEM training program.
- Has qualified as an Advanced Trainee as per ACEM's requirements or expects to have met the criteria by commencement of employment. Demonstrated commitment to and satisfactory progress in the ACEM Training Program.
- This position is subject to an appropriate supervision level which can be supported by the health agency. If the incumbent's registration conditions include supervision requirements, the level of supervision must be able to be supported by the health agency for this role.
- Valid Working with Children Check.
- Cleared National Police Check.
- Aged Care Check for Australian Government funded positions.
- To be employed by NSW Health you are required to provide evidence of vaccination to comply with the NSW Health Occupational Assessment, Screening & Vaccination against Specified Infectious Diseases Policy, this includes any amendments made from time to time

## KEY ACCOUNTABILITIES

- Oversee the clinical team providing diagnosis and management of patients presenting to the Emergency Department in order to provide high quality, safe, patient-centred care. This includes, patient assessments, formulating and implementing management plans, and organising appropriate diagnostic investigations, referrals, consultations, and admissions.
- Perform procedures as approved and/or supervised, to contribute to patient care and training objectives.
- Oversee patient discharge, ensuring that all relevant protocols are followed and liaison with clinical care providers in community settings, so there is effective continuity of care of patients after discharge.
- Manage workload volumes cooperatively with other staff to promote timely treatment of patients presenting to the ED and reduce treatment delays.
- Communicate patient-relevant information in a timely and clear manner to patients and their families/carers and everyone involved in the patient's care, to ensure shared decision-making, and timely information transfer. This includes escalating issues to supervisors when required.
- Prepare and oversee accurate documentation in relation to patient care, whilst maintaining confidentiality and privacy, to ensure efficient communication of patient information, and to ensure patient records are effective and accurate for current and future use. This includes preparing treatment plans, correspondence with other treating practitioners, entry into medical records, referrals, reports for coroners, death certificates and any other documentation in relation to patient care and management.
- Teach other clinical staff to ensure an optimal learning environment, promote growth and development of others, and to develop skills in teaching. Teaching may include leading formal education sessions, providing learning experiences on the job, bedside teaching, case presentations, giving constructive feedback and informal instruction.
- Supervise other clinical staff, to enable supervisees to develop the competence and knowledge required for responsible practice, promote a supportive environment, enhance the performance of those being

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supervised, monitor their welfare, and contribute to own development as a supervisor. Supervision includes checking work is conducted to standards, providing constructive feedback and guidance, assisting to solve problems, and clinical workload management.

- Lead and contribute to research projects to contribute to scholarly knowledge and to develop skills and understanding of the quality research.
- Manage and participate in the Department's quality assurance activities to ensure that appropriate standards are maintained, gaps in meeting standards are identified, and to contribute to the continual improvement of the service. This includes audit activities, morbidity and mortality meetings, quality improvement programs, peer review, relevant committee participation, root cause analyses, infection control reporting, complaints investigations and development of new models of care.
- Actively monitor and manage own safety and wellbeing, seeking assistance when needed.
- Meet College training program requirements and actively seek to learn and obtain feedback in order to develop and understand own skills, knowledge and capability; and to exercise judgement and know when to seek assistance.

## KEY CHALLENGES

- Balancing college and hospital mandated training and education requirements with the delivery of high level medical care and services in a challenging, demanding and varying regional environment.
- Use effective, sensitive and empathic communication skills, including the ability to adapt messages to suit a wider range of clinical and non-clinical professional settings, as well as recognising challenging and conflicting communication and working with senior clinicians on management strategies to promote positive outcomes.
- Lead other medical staff and multidisciplinary teams to ensure the efficient management of patients presenting for assessment and management, with a view to enabling appropriate access for all presenting patients and comply with facility and district performance benchmarks, budgets and financial targets.

## KEY RELATIONSHIPS

Who	Why
Patients / Consumers / Families / carers / guardians accompanying a patient.	To communicate information regarding hospitalisation, treatment, and progress in a sensitive, timely, and clear nature as essential for optimal patient care and experience.
Consultants providing clinical supervision / Head of Emergency Department / consultants overseeing training programs (e.g. Directors of Emergency Medicine, Directors of Emergency Medicine Training).	To enable positive working relationships whilst under direct supervision to facilitate professional development and learning in line with training requirements for advanced training in Emergency Medicine.
Community based health professionals and services. Inpatient (ward) teams, including other clinical staff/streams/divisions across medical, nursing and allied health.	To promote best clinical practice through collaborative efforts between primary care providers and hospital providers, including General Practitioners and emergency services such as Police and Ambulance. To co-ordinate patient care and follow up as part of a multi-disciplinary team and across other supporting teams that is timely, progressive and positive for each clinical care episode.

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## SELECTION CRITERIA

1. Qualifications and experience commensurate with the Essential Requirements for the role.
2. Demonstrated ability to work with appropriate independence, commensurate with a level of a Specialist Trainee, within a supervised complex clinical environment.
3. Demonstrated ability to work effectively as part of a multi-disciplinary team in the planning, delivery and coordination of patient care.
4. Demonstrated high level written and verbal communication skills and ability to communicate effectively and respectfully with patients, family members and others members of the health care team.
5. Demonstrated good organisational and time management skills and ability to manage competing priorities in a complex environment.
6. Demonstrated commitment to quality improvement, patient safety and risk management.
7. Evidence of continuing professional development and commitment to self education.
8. Previous experience in and willingness to deliver undergraduate and postgraduate medical education and training.

## OTHER REQUIREMENTS

- Model the NSW Health CORE Values of Collaboration, Openness, Respect and Empowerment.
- Participate in a 24/7 roster and may be rostered to day, evening and night shifts across a seven day roster.
- Move between services and geographical locations to deliver patient care.
- Participate in ward rounds and clinical handover, to transfer information, accountability and responsibility for a patient or group of patients, following the ISBAR protocol, National Australian Standards.
- Complete mandatory training as required by the hospital, local health district or specialty network, and NSW Health.
- Attend all applicable organization-wide, hospital, department and role orientation sessions.
- Abide by all conditions/provisions of employment as outlined in the relevant Award.
- Conduct all required responsibilities and tasks of the role in a manner that is consistent with legislation, local and state-wide delegations, procedures, policies and manuals, which include but are not limited to the following areas:
  - NSW Health Code of Conduct
  - performance management and development
  - work, health and safety
  - records management
  - confidentiality and privacy
- All staff are expected to take reasonable care that their acts and omissions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given to them and with any policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers.
- Comply with ACEM's training and examination requirements.
- Act as role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees.
- Comply with supervision requirements as set out by the Australian Health Practitioner Regulation Agency.

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**Job Demands for: HNELHD - Advanced Trainee - Emergency Medicine**

<b>Physical Demands</b>	
<p><b>Respirator use</b> - Wearing of a respirator, to ensure protection against exposure to respiratory pathogens/ hazardous materials</p> <p>Frequent</p>	<p><b>Sitting</b> - remaining in a seated position to perform tasks</p> <p>Frequent</p>
<p><b>Standing</b> - remaining standing without moving about to perform tasks</p> <p>Frequent</p>	<p><b>Walking</b> - floor type: even/uneven/slippery, indoors/outdoors, slopes</p> <p>Frequent</p>
<p><b>Running</b> - floor type: even/uneven/slippery, indoors/outdoors, slopes</p> <p>Infrequent</p>	<p><b>Bend/Lean Forward from Waist</b> - forward bending from the waist to perform tasks</p> <p>Frequent</p>
<p><b>Trunk Twisting</b> - turning from the waist while sitting or standing to perform tasks</p> <p>Frequent</p>	<p><b>Kneeling</b> - remaining in a kneeling posture to perform tasks</p> <p>Infrequent</p>
<p><b>Squatting/Crouching</b> - adopting a squatting or crouching posture to perform tasks</p> <p>Frequent</p>	<p><b>Leg/Foot Movement</b> - use of leg and/or foot to operate machinery</p> <p>Occasional</p>

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<p><b>Climbing (stairs/ladders)</b> - ascend/descend stairs, ladders, steps</p> <p>Frequent</p>	<p><b>Lifting/Carrying</b> - light lifting and carrying (0 to 9 kg)</p> <p>Frequent</p>
<p><b>Lifting/Carrying</b> - moderate lifting and carrying (10 to 15 kg)</p> <p>Infrequent</p>	<p><b>Lifting/Carrying</b> - heavy lifting and carrying (16kg and above)</p> <p>Infrequent</p>
<p><b>Reaching</b> - arms fully extended forward or raised above shoulder</p> <p>Infrequent</p>	<p><b>Pushing/Pulling/Restraining</b> - using force to hold/restrain or move objects toward or away from the body</p> <p>Occasional</p>
<p><b>Head/Neck Postures</b> - holding head in a position other than neutral (facing forward)</p> <p>Occasional</p>	<p><b>Hand and Arm Movements</b> - repetitive movements of hands and arms</p> <p>Occasional</p>
<p><b>Grasping/Fine Manipulation</b> - gripping, holding, clasping with fingers or hands</p> <p>Frequent</p>	<p><b>Work at Heights</b> - using ladders, footstools, scaffolding, or other objects to perform work</p> <p>Not Applicable</p>
<p><b>Driving</b> - Operating any motor powered vehicle</p> <p>Infrequent</p>	

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<b>Sensory Demands</b>	
<p><b>Sight</b> - use of sight is an integral part of work performance (e.g. viewing of X-Rays, computer screens)</p> <p>Frequent</p>	<p><b>Hearing</b> - use of hearing is an integral part of work performance (e.g. Telephone enquiries)</p> <p>Frequent</p>
<p><b>Smell</b> - use of smell is an integral part of work performance (e.g. working with chemicals)</p> <p>Occasional</p>	<p><b>Taste</b> - use of taste is an integral part of work performance (e.g. food preparation)</p> <p>Not Applicable</p>
<p><b>Touch</b> - use of touch is an integral part of work performance</p> <p>Constant</p>	

<b>Psychosocial Demands</b>	
<p><b>Distressed People</b> - e.g. emergency or grief situations</p> <p>Frequent</p>	<p><b>Aggressive and Uncooperative People</b> - e.g. drug/alcohol, dementia, mental illness</p> <p>Frequent</p>
<p><b>Unpredictable People</b> - e.g. dementia, mental illness, head injuries</p> <p>Frequent</p>	<p><b>Restraining</b> - involvement in physical containment of patients/clients</p> <p>Occasional</p>

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<p><b>Exposure to Distressing Situations</b> - e.g. child abuse, viewing dead/mutilated bodies</p> <p>Frequent</p>	
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<b>Environmental Demands</b>	
<p><b>Dust</b> - exposure to atmospheric dust</p> <p>Not Applicable</p>	<p><b>Gases</b> - working with explosive or flammable gases requiring precautionary measures</p> <p>Frequent</p>
<p><b>Fumes</b> - exposure to noxious or toxic fumes</p> <p>Infrequent</p>	<p><b>Liquids</b> - working with corrosive, toxic or poisonous liquids or chemicals requiring PPE</p> <p>Infrequent</p>
<p><b>Hazardous Substances</b> - e.g. dry chemicals, glues</p> <p>Not Applicable</p>	<p><b>Noise</b> - environmental/background noise necessitates people raise their voice to be heard</p> <p>Infrequent</p>
<p><b>Inadequate Lighting</b> - risk of trips, falls or eyestrain</p> <p>Infrequent</p>	<p><b>Sunlight</b> - risk of sunburn exists from spending more than 10 minutes per day in sunlight</p> <p>Not Applicable</p>
<p><b>Extreme Temperatures</b> - environmental temperatures are less than 15°C or more than 35°C</p> <p>Infrequent</p>	<p><b>Confined Spaces</b> - areas where only one egress (escape route) exists</p> <p>Not Applicable</p>



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<p><b>Slippery or Uneven Surfaces - greasy or wet floor surfaces, ramps, uneven ground</b></p> <p>Not Applicable</p>	<p><b>Inadequate Housekeeping - obstructions to walkways and work areas cause trips and falls</b></p> <p>Occasional</p>
<p><b>Working At Heights - ladders/stepladders/scaffolding are required to perform tasks</b></p> <p>Not Applicable</p>	<p><b>Biological Hazards - exposure to body fluids, bacteria, infectious diseases</b></p> <p>Frequent</p>