

## POSITION DESCRIPTION

# Advanced Trainee

Our CORE values  
Collaboration Openness Respect Empowerment



Organisation	NSW Health
Local Health District / Agency	Northern NSW Local Health District
Position Classification	JMO Advanced Trainee
State Award	Public Hospital Medical Officers (State) Award
Category	Medical Officers   Emergency Medicine
Vaccination Category	Category A
Website	<a href="http://www.nnswlhd.health.nsw.gov.au/">www.nnswlhd.health.nsw.gov.au/</a>

## PRIMARY PURPOSE

Providing high quality critical care to acutely ill and injured patients, both in the prehospital environment and during inter-hospital transfers with the Retrieval Service.

Ensuring clear and effective communication among the aeromedical crew, the Aeromedical Control Centre and the referring and receiving medical staff.

## RESPIRATOR USE

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

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

MBBS or equivalent, currently registered or eligible for registration with the Medical Board of Australia.

Valid unrestricted drivers' licence for use in NSW/Australia.

Valid Working with Children Check

Responsibilities under WHS - Non-Supervisor

You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing.

To be employed by NSW Health you are required to provide evidence of vaccination to comply with the NSW Health Occupational Assessment, Screening and Vaccination against Specified Infectious Diseases Policy, this includes any amendments made from time to time.

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## KEY ACCOUNTABILITIES

Provide high quality critical care to the acutely ill and injured patients, both in the pre hospital environment and during transfer with the Retrieval Service to achieve optimal patient outcomes utilising evidence based best practice and relevant standards.

Consult with hospital, Aeromedical Operations and NSW Ambulance staff regarding clinical management of patients and transport related issues in order to provide high quality, safe, patient centered care.

Coordinate patient management in accordance with the best interests of the patient, both prior to and during transport and ensure an appropriate handover of patients which includes relevant legible, concise clinical information.

Attend and participate in training, teaching and quality assurance programs to promote growth and development.

Undertake a research project in consultation with the Research Lead to contribute to scholarly knowledge and to develop skills and understanding of the quality research.

Manage, monitor and report on key performance indicators as they relate to the position to ensure goals are met and strategies implemented.

Maintain and support effective professional standards and relationships with staff in Aeromedical Operations and other professional staff and services to ensure service deliveries and optimal patient outcomes are met.

Aviation and clinical currencies must be maintained in order to remain operational.

Participate in a 24/7 roster and may be rostered to day, evening or night shifts across a seven day roster; participate in an after-hours roster including nights and weekends.

## KEY CHALLENGES

- Making timely decisions using all the available information, gathering further information to assist with the process as required. It is necessary to be self-sufficient with regard to resuscitative procedures as there may be little or no back up available on site.
- Problem solving, using initiative to find solutions and evaluating the need for change and constantly explore better ways of doing things.

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## KEY RELATIONSHIPS

Who	Why
Manager	Collaborate, consult and provide guidance, direction and feedback in relation to the delivery of quality care. Professional and operational leadership and management. Bring to the attention any matter that may affect patient care or patient and staff safety.
Medical administration and senior management	Collaborate over service deliver, administrative, contractual, remuneration and other matters to assist with the provision of efficient and effective clinical services.
Key internal stakeholders	Collaborate regarding patient care to enable delivery of best practice care and success for the team.
Patients, families and relevant parties	Provide appropriate, high quality, patient centred care which meets needs and expectations in line with CORE values.
Key external stakeholders, including Aeromedical Control Centre, NSW Ambulance and other healthcare professionals	Liaise with, and exchange information to ensure effective operational and patient management.

## SELECTION CRITERIA

1. MBBS or equivalent, currently registered or eligible for registration with the Medical Board of Australia
2. 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. Please demonstrate experience.
3. Demonstrated ability to competently care for critically ill and injured patients in the prehospital and out-of-hospital environment with minimal resources and backup
4. Proven ability to perform duties competently, both physically and psychologically, in the prehospital and interhospital environments, including helicopter winching
5. Proven ability to safely adapt clinical practice to the environment
6. Demonstrated superior verbal and written communication skills with the ability to communicate concisely, diplomatically and effectively with a variety of health and non-health professionals
7. Proven ability to comply with organisational policy and procedures, especially those related clinical governance and to safety
8. Valid unrestricted drivers' licence for use in NSW/Australia and willingness to travel in the course of employment and willingness and capacity to participate in a 24/7 roster and may be rostered to day, evening or night shifts across a seven day roster; participate in an after-hours roster including nights and weekends.

## OTHER REQUIREMENTS

### Professional Behaviour and Communication

All employees are required to achieve, uphold and model a high standard of professional behaviour and communication.

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- Any conduct on your part, whether during or outside business hours, which has the capacity to affect or damage the professional reputation of NSW Health, or your ability to uphold that reputation or image, could lead to disciplinary action, including dismissal
- Appropriate professional behaviour incorporates all levels of interpersonal behaviour, including formal and informal communication with colleagues, patients and carers

All employees are responsible for:

- Complying with all current NSW Health and NNSWLHD policies, including the NSW Health Code of Conduct
- Complying with profession-specific Code of Ethics/Code of Professional Conduct and Scope of Practice

### Workplace Culture

Your workplace behaviours and practices are expected to:

- Proactively contribute to a positive, productive and safe workplace culture
- Adhere to the CORE values of Collaboration, Openness, Respect and Empowerment identified in the NSW Health Workplace Culture Framework

### Privacy

All employees are expected to comply with personal information protection principles and health privacy principles as per the NSW Health Privacy Manual for Health Information, NSW Health and NNSWLHD privacy policies and procedures, and relevant legislation:

- Privacy and Personal Information Protection Act 1998 (NSW)
- Health Records and Information Privacy Act 2002 (NSW)

### Performance

All employees will:

- Have a performance agreement with their manager, linking individual performance objectives and role requirements to corporate objectives
- Participate in an annual performance appraisal
- Be responsible, with the support of their managers, for proactively developing their own performance to meet expectations and achieve objectives
- Actively contribute to their performance management by having open and honest conversations with managers and colleagues and providing and receiving constructive feedback

### Quality Improvement

NNSWLHD complies with the National Safety and Quality Health Service Standards. All employees are expected to:

- Be aware of and comply with their responsibilities under the Standards
- Actively participate in quality improvement initiatives within their teams
- Participate in organisation-wide quality improvement activities as required

### Workplace Health & Safety

All employees have responsibilities under the Workplace Health & Safety Act of 2011. Signing this Position Description confirms you understand the responsibilities relevant to your role.

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### Risk Management

All employees are expected to notify into the incident management system any incidents and patient complaints which occur in your own area (both clinical and corporate incidents).

All employees will:

- Identify and manage risks in your own area, and report risks to your manager which are beyond your capacity or authority to manage