

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	www.nnswlhd.health.nsw.gov.au/

PRIMARY PURPOSE

The primary purpose of the Advanced Trainee (AT) in Emergency Medicine is to provide high quality medical care under appropriate supervision to undifferentiated patients presenting to the Emergency Department (ED), supporting services in ED with medical input under the guidance of Emergency Physicians and other Senior Medical Officers on call.

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

The ED Advanced Trainee position will be based in NNSWLHD Emergency Medicine departments, with potential opportunities to rotate through terms in ICU, Paediatrics, Medicine, Retrieval and Anaesthetics as part of the ED training program and dependent on location within the LHD.

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.

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ESSENTIAL CRITERIA

- MBBS or equivalent, currently registered or eligible for registration with the Medical Board of Australia in an appropriate registration category.
- International Medical Graduates see advice here
<https://www.health.nsw.gov.au/careers/Pages/medical.aspx>
- 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.
- Membership with the Australasian College for Emergency Medicine (ACEM).
- Trainees must have passed both the ACEM Primary Written and Primary Viva examinations and be eligible for progression into Advanced Training.
- Competent in the following procedures:
 - Paracentesis, pleurocentesis, lumbar punctures and joint aspiration and injection.
 - Safe and appropriate use of IV drugs, blood products and IV and subcutaneous fluids.
 - Venepuncture and insertion of intravenous cannula.
 - Blood sampling for arterial blood gas analysis
 - Insertion of a NG tube/or gastric tube
 - Insertion of indwelling catheters
 - Application of plaster
 - Suturing
 - Removal of foreign bodies from the eye
- 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 admissions, patient assessments, implementing and initiating changes to treatment plans as directed, and organizing referrals, consultations, and diagnostic investigations.
- 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,

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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 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/or hospital mandated training and education requirements with the delivery of high level medical care and services in a challenging, demanding and varying environment.
- 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 the National Emergency Access Target
- Lead difficult and critical conversations with colleagues, patients, families, clients and carers.

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
Inpatient (ward) teams, including other clinical staff/streams/divisions across medical, nursing and allied health	To co-coordinate 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
Community based health professionals and services, including General Practitioners and emergency services such as Police and Ambulance	To promote best clinical practice through collaborative efforts between primary care providers and hospital providers

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SELECTION CRITERIA

1. Qualifications and experience commensurate with the Essential Requirements for the role (please address these in your response).
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 or 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. Clinical handover happens within and between Medical, Surgical, Emergency, Paediatric and Critical Care teams.
- 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.
- For accredited training roles, comply with the relevant specialist medical college'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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