

**Position Details**

<b>Position Number</b>	22636
<b>Position Title</b>	Trainee
<b>Centralised Panel Name</b>	
<b>Training Network/Training Rotation</b>	No Training Network / Training Rotation
<b>Local Health District</b>	Western NSW Local Health District
<b>Facility</b>	Dubbo Hospital
<b>Division</b>	Medicine
<b>Location - Geographical</b>	Dubbo
<b>Reports To</b>	Medical Administration Manager Director of Critical Care Director Medical Services
<b>ANZSCO Code</b>	Emergency Medicine Specialist
<b>Specialty</b>	Emergency Medicine
<b>Sub-Specialty</b>	None
<b>Additional Training Focus</b>	Critical Care
<b>Unit</b>	Intensive Care Unit Anaesthetic Department
<b>Award Classification</b>	Resident Medical Officer Registrar
<b>Award Name</b>	Public Hospital Medical Officers (State) Award
<b>Training Network / Training Rotation (which may change from time to time)</b>	

**Position Description**

<b>Main Purpose Of Position (Position Summary)</b>	<p>Due to COVID-19 and the changes to college requirements during the pandemic, NSW Health may make changes to the recruitment process. Formal interviews may be conducted electronically rather than face to face however, candidates will be notified as soon as practical of any changes.</p> <p>This position is an Accredited Emergency Medicine Trainee position with two clinical terms spent in ICU and two clinical terms in Anaesthetics. The position is currently accredited for 6 months ICU Core training. This position is suitable for Junior Medical Officers JMOs (PGY 4 &amp; above) who are ACEM trainees.</p> <p>The main purpose of this position is to provide effective medical services to patients under supervision in a complex clinical environment.</p> <p>Key Accountabilities :</p> <p>Responsibilities include</p> <ul style="list-style-type: none"> <li>• Co-ordinating the admission, management and discharge planning of patients seen in or admitted to the Unit within the Local Health District, and ensuring that the admission and plans are documented in the medical record.</li> <li>• The day-to-day assessment and management of the patients in hisher Unit, communicating with them and their family the nature of their condition and its treatment.</li> <li>• Communicating and co-ordinating care with their team, arranging consultation with other staff when appropriate, then arranging discharge and liaising with local medical officers and other community based care modalities.</li> <li>• All decisions concerning the patient(s) in consultation with their immediate supervisor.</li> </ul> <p>The Trainee will be expected to manage patients in a semi-autonomous manner with supervision from the senior specialists.</p>
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<b>Position Requirements</b>	<p>Document patient care to the minimum medicolegal standard, as set out by DHS policy.</p> <p>Complete appropriate assessment and baseline investigations with minimal support, consulting when necessary.</p> <p>Work 80 hours per fortnight which will include a combination evening, weekend and night shifts.</p> <p>Attend regularly and participate in the Critical Care Department's Continuing Medical Education programme for medical and nursing staff.</p> <p>Provide support/supervision to Resident Medical Officers also working within the Critical Care Unit Department.</p> <p>Contribute to the teaching of University students who are attached to the hospital.</p> <p>Support and contribute to Quality/Clinical Practice Improvement activities within Dubbo Health Service.</p> <p>Contribute to the development and maintenance of care plans for patients.</p> <p>Complete discharge documentation for patients and communicate appropriately with community doctors/health professionals.</p> <p>Liaise appropriately with inpatient teams</p> <p>Review and document investigation results for all patients, including those already discharged from the department.</p> <p>Contribute to projects or committees relevant to Critical Care as requested.</p> <p>Complete requests for medicolegal documentation if requested.</p> <p>At times will be required to give advice to medical and nursing sites at peripheral sites under the supervision of the Consultant.</p>
<b>Local Background and Environment</b>	<p>An outstanding opportunity is available for a suitably qualified Medical Officer to service Dubbo Health Service (DHS) and the Western NSW Local Health District (WNSWLHD).</p> <p>There is wide and varied Emergency and Intensive Care Training experience at Dubbo Health Service. Dubbo Health Service is the area's major referral centre, serving a population of approx 160,000 people. There are some 40,000 ED presentations per year with 17,985 admissions. Dubbo Health Service provides specialist services in Emergency Medicine, Anaesthetics, General Medicine, Renal medicine, General Surgery, ENT, Urology, Ophthalmology, Orthopaedics, Dentistry, Obstetrics &amp; Gynaecology, Paediatrics and Psychiatry.</p> <p>There is an on-site Intensive Care, Coronary Care, High Dependency, emergency medicine, ambulatory care, renal dialysis, oncology and day surgery units as well as comprehensive 24/7 onsite pathology and medical imaging (including CT) services. The Royal Flying doctor services in based in Dubbo. Outreach services are provided by Dubbo Health Service to townships within the western district.</p> <p>The hospital is well staffed with Resident Medical Officers and Trainees. There are active Resident and Trainee Training programs, as well as weekly Grand Rounds.</p> <p>A state of the art theatre complex with 6 theatres was opened in January 2015 with a new surgical ward opened in 2018. The Hospital is currently undergoing a major redevelopment for stages 3 and 4 that includes the recently opened Emergency Department and Short Stay Unit, Medical Imaging Unit and a new Renal Dialysis Unit. Currently under redevelopment is -</p> <ul style="list-style-type: none"> <li>• A new Critical Care Floor comprising of: <ul style="list-style-type: none"> <li>- Coronary Care/ Stroke Unit</li> <li>- Intensive Care Unit</li> <li>- Cardiac Catheter Laboratory (and Angiography Laboratory space)</li> </ul> </li> <li>• A new Ambulatory Care Unit</li> <li>• A new front of house entry and drop off zone</li> <li>• Expansion to Oncology</li> <li>• A new Front of House entry and drop of zone</li> <li>• Upgrade of Women's and Children's Community Health; and</li> <li>• Additional car parking on campus</li> </ul>
<b>Key Internal and External Relationships</b>	<p>Clinical streams</p> <p>Multidisciplinary teams</p> <p>Consumers/Carers</p> <p>Other Clinical Divisions</p> <p>JMO Management</p> <p>The doctor will be expected to work with other doctors, nurses, allied and clerical staff as part of his/her role. Quality assurance, peer review, education would be via medical team meetings.</p> <p>Multidisciplinary meetings are held and the incumbent would work with a multidisciplinary team with acute care work.</p>
<b>Supervision Arrangements</b>	<p>The Trainee will be directly supervised by the senior medical officers and specialists on duty. The doctor will be expected to supervise the ICU SRMO, as well as teaching medical students.</p>
<b>Challenges/Problem Solving</b>	<p>Working in a complex environment where there are competing priorities and strict deadlines.</p> <ul style="list-style-type: none"> <li>• Developing strong working relationships with a multidisciplinary workforce.</li> <li>• Understands and is committed to organisational mission and goals.</li> <li>• Demonstrating initiative to resolve issues.</li> <li>• Sharing information and learning experiences with colleagues.</li> <li>• Developing and exhibiting good communication skills.</li> <li>• Demonstrating a commitment to personal development as a professional.</li> <li>• Completing a comprehensive patient history by obtaining the history from the patient and from other relevant sources (eg medical record, family, nursing home, general practitioner, ambulance transfers sheet etc).</li> <li>• Documenting the full history and physical examination within progress notes even if a covering doctor admits the</li> </ul>

patient. • Legible, accurate and signed progress notes must be written every day and particularly after every ward round. • Formulating a management plan for every patient in consultation with more senior medical staff. • Ensuring that appropriate investigations are ordered and followed up and that the management plan is altered necessarily. • Showing a commitment to the effective handover of patients. • Designing then communicating a discharge plan containing an accurate history of their admission and a clearly identified and attainable management plan. • Being first on call for the assessment and treatment of patients of any acute problems during the day. • Appropriate liaison for advice/help with supervising medical staff. • The completion of death certificates, cremation certificates, medical certificates and discharge scripts.

<b>Decision Making</b>	The Doctor will be required • To exercise independent judgement, initiative and problem solving skills, but this should be exercised in consultation with supervising medical staff. • To ensure appropriate input from key decision makers and achieve consensus when possible. • To appropriately allocate teaching time according to evidence of learning need. • To deal with matters in a confidential manner. • To respect the professional values of staff								
<b>Communication</b>	The doctor is a key person who works closely with all members of staff and must • Work as part of, and contribute to a multi-disciplinary team. • Deal with matters of an urgent or sensitive nature. • Must have the ability to exercise discretion, sensitivity and maintain confidentiality. • Works co-operatively within a team environment and actively contributes to team activities including pro-actively participates in team meetings and decision making processes.								
<b>Performance Monitoring</b>	In addition to the core competency standards, the doctor is expected to comply with legislative, policy/protocol requirements as they relate to: <ul style="list-style-type: none"> <li>- The supervision requirements as set out by the Medical Board of Australia;</li> <li>- The Western NSW Local Health District Performance Management Policy;</li> <li>- Work Health and Safety requirements as an employee;</li> <li>- The Western NSW Local Health District Code of Conduct.</li> </ul>								
<b>Additional Information</b>	<a href="http://www.dubbohospitalcareers.com.au/wpcontent/uploads/2019/07/DHS_Prospectus_2019_digital_V6_web.pdf">http://www.dubbohospitalcareers.com.au/wpcontent/uploads/2019/07/DHS_Prospectus_2019_digital_V6_web.pdf</a> <a href="http://www.dubbohospitalcareers.com.au/">http://www.dubbohospitalcareers.com.au/</a> <a href="http://www.dubbohospitalredevelopment.health.nsw.gov.au/home">http://www.dubbohospitalredevelopment.health.nsw.gov.au/home</a>								
<b>College</b>	Australasian College for Emergency Medicine								
<b>Orientation</b>	Dubbo Hospital								
<b>Orientation Date</b>	01/02/2021								
<b>Orientation Venue</b>	Ian Locke Building Dubbo Hospital								
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#### Contact Details

<b>Contact Name</b>	Courtney Bayada
<b>Phone Number</b>	0268098508

## Job Demands Checklist

### Job Demands

#### Frequency Definitions

The following details are displayed for information purposes:

- **Infrequent** - intermittent activity exists for a short time on a very infrequent basis
- **Occasional** - Activity exists up to 1/3 of the time when performing the task
- **Frequent** - Activity exists between 1/3 and 2/3 of the time when performing the task
- **Constant** - Activity exists more than 2/3 of the time when performing the task
- **Repetitive** - Activity involves repetitive movements
- **Not Applicable** - activity is not required to perform the job

### Physical Demands

<b>Sitting</b> - remaining in a seated position to perform tasks.	Frequent
<b>Standing</b> - remaining standing without moving about to perform tasks.	Frequent
<b>Walking</b> - Floor type: even / uneven / slippery, indoors / outdoors, slopes.	Frequent
<b>Running</b> - Floor type: even / uneven / slippery, indoors / outdoors, slopes.	Infrequent
<b>Bend/Lean Forward from Waist</b> - Forward bending from the waist to perform tasks.	Frequent
<b>Trunk Twisting</b> - Turning from the waist while sitting or standing to perform tasks.	Frequent
<b>Kneeling</b> - Remaining in a kneeling posture to perform tasks.	Infrequent
<b>Squatting / Crouching</b> - Adopting a squatting or crouching posture to perform tasks.	Frequent
<b>Leg / Foot Movement</b> - Tasks involve use of the leg and or foot to operate machinery.	Occasional
<b>Climbing (stairs/ladders)</b> - Ascend / descend stairs, ladders, and steps.	Frequent
<b>Lifting / Carrying</b> - Light lifting & carrying: 0 - 9 kg.	Frequent
<b>Lifting / Carrying</b> - Moderate lifting & carrying: 10 - 15 kg.	Infrequent
<b>Lifting / Carrying</b> - Heavy lifting & carrying: 16kg & above.	Infrequent
<b>Reaching</b> - Arms fully extended forward or raised above shoulder.	Infrequent
<b>Pushing / Pulling / Restraining</b> - Using force to hold / restrain or move objects toward or away from the body.	Occasional
<b>Head / Neck Postures</b> - Holding head in a position other than neutral (facing forward).	Occasional
<b>Hand/Arm Movement</b> - Repetitive movements of hands and arms.	Occasional
<b>Grasping / Fine Manipulation</b> - Gripping, holding, clasping with fingers or hands.	Frequent
<b>Work At Heights</b> - Using ladders, footstools, scaffolding, or other objects to perform work.	Not Applicable
<b>Driving</b> - Tasks involve operating any motor powered vehicle.	Occasional

### Sensory Demands

<b>Sight</b> - Use of sight is an integral part of work performance e.g. Viewing of X-Rays, computer screens.	Frequent
<b>Hearing</b> - Use of hearing is an integral part of work performance e.g. Telephone enquiries.	Frequent
<b>Smell</b> - Use of smell is an integral part of work performance e.g. Working with chemicals.	Occasional
<b>Taste</b> - Use of taste is an integral part of work performance e.g. Food preparation.	Not Applicable
<b>Touch</b> - Use of touch is an integral part of work performance.	Constant

### Psychosocial Demands

<b>Distressed People</b> - E.g. Emergency or grief situations.	Frequent
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<b>Aggressive &amp; Uncooperative People</b> - E.g. drug / alcohol, dementia, mental illness.	Frequent
<b>Unpredictable People</b> - E.g. Dementia, mental illness, head injuries.	Frequent
<b>Restraining</b> - Involvement in physical containment of patients / clients.	Occasional
<b>Exposure to Distressing Situations</b> - E.g. Child abuse, viewing dead / mutilated bodies.	Frequent

Environmental Demands	
<b>Dust</b> - Exposure to atmospheric dust.	Not Applicable
<b>Gases</b> - Working with explosive or flammable gases requiring precautionary measures.	Frequent
<b>Fumes</b> - Exposure to noxious or toxic fumes.	Infrequent
<b>Liquids</b> - Tasks involve working with liquids which may cause skin irritations if contact is made with skin - e.g. dermatitis.	Infrequent
<b>Hazardous Substances</b> - E.g. Dry chemicals, glues.	Not Applicable
<b>Noise</b> - Environmental / background noise necessitates people raise their voice to be heard.	Infrequent
<b>Inadequate Lighting</b> - Risk of trips, falls or eyestrain.	Infrequent
<b>Sunlight</b> - Risk of sunburn exists from spending more than 10 minutes per day in sunlight.	Not Applicable
<b>Extreme Temperatures</b> - Environmental temperatures are less than 15C or more than 35C.	Infrequent
<b>Confined Spaces</b> - areas where only one egress (escape route) exists.	Not Applicable
<b>Slippery or Uneven Surfaces</b> - Tasks involve working on slippery or uneven surfaces.	Not Applicable
<b>Inadequate Housekeeping</b> - Obstructions to walkways and work areas cause trips and falls.	Occasional
<b>Working At Heights</b> - Ladders / stepladders / scaffolding are required to perform tasks.	Not Applicable
<b>Biological Hazards</b> - E.g. exposure to body fluids, bacteria, infectious diseases.	Frequent

**Please write a statement summarising significant physical/other demands required to perform this job, e.g. the job will involve frequent hand/arm movements and prolonged sitting.**

**PRIMARY SUPERVISOR**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_\_\_

**POSITION HOLDER**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_\_\_