

# POSITION STATEMENT



**Position Title:** Emergency (ACEM) GP Trainee

**Directorate:** Acute Nursing and Midwifery

**Department:** Emergency Department

**Reporting to:**

- Direct: Emergency Consultant on duty or on call
- Indirect: Director of Emergency Medicine

**Direct Reports:** Junior Medical Staff

**Appointment Terms/Conditions**

- Classification and Code: HM13+
- Award Coverage: Doctors in Training Agreement
- Time Fraction (hrs/wk): Full Time, 76/86 hours a fortnight according to classification

## ORGANISATIONAL INFORMATION

### Vision

Excellence in health care.  
Our patients / Our Staff / Our community

### Mission

Ballarat Health Services' primary role is to deliver quality care to the communities we serve by providing safe, accessible and integrated health services resulting in positive experiences and outcomes.

| Values  |  |
|---|--|
| <b>Teamwork</b><br>We commit to common goals based on open and honest communication while showing concern and support for all.<br><br>We are dedicated to working together for common interests and responsibilities. | <b>Respect</b><br>We acknowledge everyone's unique strengths and values diversity.<br><br>We operate in a spirit of co-operation and honour human dignity. |
| <b>Accountability</b><br>We personally commit to delivering our best, taking responsibility for all of our decisions and actions  | <b>Compassion</b><br>We treat people with kindness and empathy.<br>We care about our patients, our people and our community.                               |

## **POSITION PURPOSE**

### **Develop professional competence in four domains:**

- General medical knowledge and skills (including communication, assessment and investigation, patient management and procedural skills).
- Professional knowledge and behaviours.
- Ethical knowledge and practice.
- Systems and information technology knowledge and skills.

## **KEY ACCOUNTABILITIES**

- Complete a directed comprehensive patient history and perform a thorough directed physical examination of a patients admitted to SSU.
- Manage patient based on diagnoses.
- Accurately interpret the results of investigations ordered and intervene and consult appropriately.
- Develop an understanding of common medical conditions presenting to SSU (see list of topics).
- Design a discharge plan containing clearly identified and attainable goals and addressing strategies for maintaining optimal health.

### **Patient Assessment**

- Complete a directed comprehensive patient history and perform a thorough directed physical examination of a patients admitted to SSU.
- Manage patient based on diagnoses.
- Accurately interpret the results of investigations ordered and intervene and consult appropriately.
- Develop an understanding of common medical conditions presenting to SSU (see list of topics).
- Design a discharge plan containing clearly identified and attainable goals and addressing strategies for maintaining optimal health.

### **Patient Care**

- Maintain management, including pain relief and interventions for patient comfort and safety.
- Formulate a management plan for patients while in SSU.
- Design a discharge plan containing clearly identified and attainable goals and addressing strategies for maintaining optimal health.
- Take responsibility for the patient care of junior medical staff in SSU. This means that they should discuss their patients with you, and that you are entitled to assist in these patients management.
- Ensure high standard of documentation of patient care, including clinical notes, certificates, discharge summaries/letters.

### **Professional and Personal Performance**

- Accept direction and feedback to assist ongoing learning.
- Demonstrate a willingness to learn
- Demonstrate an application to work including punctuality and reliability, and willingness to work extra hours/shifts at times of staff shortage particularly sick leave absences
- Demonstrate time management skills and an ability to prioritise activities. This may also include working in the ED at times when patient workload warrants additional medical resources.
- Demonstrate an ability to work as part of a team, understanding the roles and responsibilities of other health professionals.
- Take responsibility for continuing professional development. Develop a plan for further vocational training.
- Recognise personal limitations with an ability to judge when to seek advice and/or assistance.
- Be aware of the needs of the SSU when organising breaks, acknowledging that during meal breaks the doctor remains on duty and available for consultation and patient care.

- Participate in Departmental Education and Quality Process.
- Take a role in the training of junior medical staff and medical students.
- Participate in audits as required.
- Take opportunities to contribute to medical knowledge through research.

### **Communication Skills**

- Document the clinical history, physical examination and management plan in the hospital unit record as a detailed, accurate and legible record of the patient's status on admission. This record should be completed during the patient's stay in SSU.
- Demonstrate effective communication skills with nursing staff, medical staff and other health professionals.
- Demonstrate an ability to communicate effectively with patients and their relatives, including an ability to explain procedures and/or teach home management care where appropriate.
- Ensure general practitioners and other health providers know of patient's attendance and outcome by providing communication by phone, fax, letter or email for each patient.
- Communicate in a timely fashion with relevant inpatient units.

### **Information Technology Skills**

- Complete the computerised medical record, as an adjunct to/or instead of the written record during the course of the patient's stay
- Use information technology to access information for patients and illnesses, including use of electronic
- MIMS, digital radiology, digital images and self-tests.
- Access relevant and current literature to improve understanding of clinical problems and formulate the best possible management plans.

### **Medical Knowledge**

- Develop an understanding of the clinical features and management of common medical conditions presenting to the ED that may also warrant SSU admission.
- Causes of collapse including:
  - cardiac
  - neurological
  - anaphylaxis
  - metabolic/endocrine
  - sepsis
  - electrolyte disturbances
  - drug related
  - trauma/blood loss/hypovolaemia
  - environmental causes
- Acute abdominal emergencies.
- Respiratory distress.
- Acute confusional states.
- Toxicological emergencies.
- Emergencies due to loss of function in the elderly.
- Gynaecological emergencies.
- Psychiatric presentations.
- Head injury.
- Acute ear, nose and throat problems.

- Acute eye problems.
- Acute dental problems.
- Genito-urinary emergencies.
- Common fractures and dislocations.
- Burns.
- Soft tissue injuries.
- Spinal injuries.
- Acute rheumatological conditions.
- Emergency analgesia.

### **Practical Skills**

- Demonstrate practical skills relevant to SSU/ED rotation, which may include:
- venepuncture
- arterial puncture
- IV insertion
- blood cultures
- airway maintenance by position and suction
- insertion of oropharyngeal and nasopharyngeal
- airways
- use of bag and mask
- assisting during endotracheal intubation
- cardiac massage (using mannequin)
- fluid administration for the shocked patient
- nebuliser administration
- insertion of nasogastric tub
- male and female urinary catheterisation
- fracture splintage, application of traction devices
- plastering for Colles, scaphoid, below knee
- backslabs
- use of local anaesthetic
- digital nerve blocks
- incision and drainage of abscesses
- assisting during local anaesthetic, manipulation and plasters (Biers block)
- use of slit lamp
- nasal packing for epistaxis
- aspiration of pleural effusion
- aspiration of joints
- insertion of intercostals catheter
- abdominal paracentesis

### **Compliance with all BHS Policies and Procedures.**

- Adherence to infection control policies and procedures as identified in the Ballarat Health Services Infection Control Manuals.
- Participation in the BHS integrated risk management and quality improvement systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleague
- You must ensure that the affairs of Ballarat Health Services, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Ballarat Health Services.
- At BHS we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst BHS employees.
- BHS is committed to a patient/client centred approach in the provision of health care and services, consistent with the BHS values, mission and vision. It is expected that you demonstrate the core values of patient centred care in every interaction with patients, carers and colleagues.

### **KEY SELECTION CRITERIA**

- MBBS or equivalent degree enabling registration with the Medical Board of Victoria
- Minimum 3 years post graduate experience
- Eligible for General Registration with the Australian Medical Board
- ACEM Trainee or minimum of two years emergency medicine experience

### **OCCUPATIONAL HEALTH, SAFETY AND QUALITY RESPONSIBILITIES**

#### **Responsibilities and Accountabilities**

All Ballarat Health Services employees share responsibility for occupational health and safety, (OH&S) with specific responsibilities and accountabilities allocated to positions within the organisational structure.

Employees also have a responsibility to the National Safety and Quality Standards (NSQHS) in ensuring the effective and safe delivery of healthcare services.

Any employee who fails to meet his/her obligations concerning health and safety may, depending on the circumstances, face disciplinary action up to, and including, dismissal.

#### **Employees**

Employees have a responsibility to comply with all relevant BHS OH&S management system Policies, Procedures and programs. This includes the BHS Injury Management Program.

Employees have a responsibility to take all reasonable care to prevent incident or injury to themselves or to others in the workplace. Employees are expected to learn and follow approved standards and Procedures that apply to their activities and check with their Manager when they have any doubts concerning potential hazards.

Employees have a responsibility for:

- Looking after their own health and safety and those of others in the workplace;
- Follow safe work practices and use personal protective equipment as required;
- Participate in OH&S consultation and OH&S training initiatives;
- Report any accidents, incidents, injuries “near misses”, safety hazards and dangerous occurrences, assist with any investigations and the identification of corrective actions;
- Cooperate with managers and supervisors so that they can meet their OH&S responsibilities;
- Don't wilfully interfere with or misuse anything provided in the interest of health and safety or wilfully put anyone at risk;
- Performing only those tasks for which they have received appropriate training and instruction;
- Ensuring that they understand and comply with those responsibilities which apply to them while performing their duties at the workplace;
- Participate in emergency evacuation exercises.

### **OTHER RELEVANT INFORMATION**

- Appointment is subject to a satisfactory Staff Immunisation clearance and a satisfactory current Police Record Check.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An interim performance development and review discussion will occur with your Manager three months from your commencement date and annually thereafter. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.

## HOW TO APPLY

### Your application should include:

- Clearly state the **Job No.** specified on the advertisement for this position.
- A statement addressing each “**Key Selection Criteria**” clearly demonstrating your ability to meet the objectives of the role. **Note:** Read the Position Description carefully so you have a good understanding of what is required and remember to address what skills, knowledge and attributes you have.
- General resume
- Copies of any formal qualifications. **Note:** If emailing your application note that hard copies of your qualifications will need to be produced at interview.
- Two (2) professional referees

Apply on-line at: [www.bhs.org.au](http://www.bhs.org.au)

## AUTHORISATIONS

|                                    |                          |
|------------------------------------|--------------------------|
| Employee                           |                          |
| Department Manager                 |                          |
| Director / Chief Executive Officer |                          |
| Date Written:                      | Date Revised: 29/10/2019 |

## Information Sheet

If you currently provide, or are intending to provide, Emergency Medicine services to rural communities, this GP Emergency Medicine Procedural Training Program or Rural Generalist Emergency Medicine Training Program could be for you. Participants will be trained to take on senior responsibilities including overseeing the management of complex emergency presentations, the supervision of junior residents, teaching and research. You will gain a minimum of six months of valuable Emergency Medicine experience through exposure to critically ill patients, major trauma and a vast array of medical, orthopaedic, surgical, paediatric and gynaecological conditions. Procedural Posts are available in each state.

*There are three pathways for applying and completing procedural training in Emergency Medicine outlined below.*

### **Pathway 1 - As a component of the FARGP**

The Fellowship in Advanced Rural General Practice (FARGP) is the qualification awarded by the RACGP beyond the vocational Fellowship. It caters for both GP Registrars and practising GPs. A core requirement of the FARGP is the completion of 12-months of Advanced Rural Skills Training (ARST) in an accredited training post. You are free to choose which advanced skill or skills you wish to concentrate on although the RACGP recommends that the needs of the community should also be taken into account when making the choice. If you complete a relevant ARST before enrolling in the FARGP you can apply to have your training recognised.

The ARST in Emergency Medicine is accredited by a Joint Consultative Committee in Emergency Medicine (JCCEM), a bipartite committee of the RACGP and ACEM.

MCCC offers training posts in Emergency Medicine accredited by the JCCEM. These can be completed in 6-months or 12-month posts, depending on your requirements.

Click on this link to examine the RACGP training curriculum statement for Emergency Medicine:

[‘Emergency Medicine, Advanced Rural Skills Training Curriculum Statement’ \(2010\)](#)

### **Pathway 2 - As a component of the FACRRM**

If you are undertaking your Fellowship of the Australian College of Rural and Remote Medicine (FACRRM) you may complete your procedural training in Emergency Medicine through Advanced Skills Training (AST). The minimum period required to complete an AST in Emergency Medicine is 12-month full time or part time equivalent. Training may be undertaken in two or more blocks, by approval of the ACRRM censor.

MCCC offers training posts in Emergency Medicine accredited by the Australian College of Rural and Remote Medicine.

Click on this link to examine the ACRRM training curriculum statement for emergency medicine:

[‘Emergency Medicine, Advanced Specialised Training Curriculum Statement’ \(2016\)](#)

### **Pathway 3 - Through the Australasian College of Emergency Medicine (ACEM)**

You may also complete procedural training in Emergency Medicine through ACEM. Two training courses are available through ACEM.

Firstly, the Emergency Medicine Certificate (EMC) is a stand-alone qualification, and in some circumstances may be credited toward a FARGP. The EMC in Emergency Medicine is accredited by ACEM. The minimum period required to complete the EMC is 6-months full time or part time equivalent.

Secondly, the Emergency Medicine Diploma (EMD) is also a stand-alone qualification and takes 18 months to complete. Due to the length of training time, it is currently not supported by MCCC’s procedural training program. However eligible candidates, who have completed the EMC and wish to undertake the EMD, are advised to contact MCCC.

#### **Eligibility**

You must be due to enter your PGY3 year or above at the commencement of the training year. General Registration is preferred however doctors with Limited Registration are eligible to apply, if they can demonstrate the ability to obtain appropriate registration for the training term and subsequent work as a Visiting Medical Officer at a rural health service.

A commitment to rural or remote medical practice is essential as well as specialist registration as a GP, or alternatively enrolment in a pathway to fellowship.