

<b>Position Title:</b>	Medical Internship
<b>Campus:</b>	Ballarat
<b>Directorate:</b>	Hospitals Directorate
<b>Department:</b>	Junior Medical Workforce
<b>Reporting to:</b>	Clinical Director (Relevant Rotation) – Direct Indirect: Senior & Junior Medical Workforce Manager Supervising Consultant Senior Medical Staff Registrar Chief Medical Officer
<b>Direct Reports:</b>	Nil

### Appointment Terms/Conditions:

<b>Classification and Code:</b>	<b>Hospital Medical Officer Year 1 (Intern) (HM11)</b>
<b>Enterprise Agreement:</b>	Doctors in Training (Victorian Public Health Sector) (AMA Victoria/ASMOF) – (Single Interest Employers) Enterprise Agreement 2022 - 2026

### ORGANISATIONAL INFORMATION

Grampians Health was established on 1 November 2021, bringing together Edenhope and District Memorial Hospital, Stawell Regional Health, Wimmera Health Care Group and Ballarat Health Services as one united health service. More information can be found at [www.grampianshealth.org.au](http://www.grampianshealth.org.au)

Our purpose is to provide high quality and accessible health care services in each of the communities we serve. We currently service the healthcare needs of more than 250,000 Victorians and we employ more than 6,300 people across 21 campuses and sites with an annual operating revenue of over \$700m.

<b>Collaboration</b>	<b>Compassion</b>	<b>Accountability</b>	<b>Respect</b>	<b>Innovation</b>
<i>We are stronger together.</i>	<i>We show that we care.</i>	<i>We do what we say and say what we do.</i>	<i>We appreciate and value all people.</i>	<i>We adapt and innovate to achieve best outcomes.</i>
Recognising and utilising strengths to share knowledge, solve problems, build relationships and deliver the best outcomes possible.	All people deserve to be treated with compassion, kindness and empathy.	Openness, honesty and transparency support us to be courageous, take responsibility for our actions and follow through on our commitments	Our actions and words reflect our commitment to a safe and fair health service for all.	Every day, we apply expertise and integrity to make responsible choices, always striving for continuous improvement.

## **POSITION PURPOSE**

The Internship provides the opportunity to consolidate and build on theoretical knowledge gained as a student and apply it in caring for patients. The Intern year is structured to enable the individual to develop specific skills in the delivery of clinical care to prepare him/her for a future medical career. Consistent with this, the Intern will undertake core rotations in general medicine, surgery, and emergency medicine during this year, with each rotation having defined goals and objectives for the Intern to achieve. In co-operation with medical, nursing and health professional staff, and under the guidance of the Registrar/s and Visiting Medical Officer/s, the Intern is responsible for providing safe, effective and efficient clinical care of a group of patients who are either in-patients, or attending the Emergency Department at Ballarat Health Services. As a member of the Clinical Services team the appointee will contribute to the overall performance of the team consistent with Grampians Health Mission, Vision and Objectives.

## **KEY ACCOUNTABILITIES**

- Help create and maintain an environment which values and promotes quality care, by providing a high standard of service and support to key stakeholders including patients and their families, and internal and external customers.
- Contribute to the development of appropriate policies and procedures, in conjunction with other members of the Clinical Team.
- Participate in relevant committees and meetings, as required.

### **Continuity of Care**

- Practice medical responsibilities in accordance with the ethical requirements of the Medical Practitioners Board of Victoria.
- Perform clinical duties including inpatient and outpatient services as determined by the relevant Unit and Program.
- Provide ongoing support and information to the patient and family (where appropriate).
- Participate in ward rounds where appropriate and document same in notes.
- Communicate with the patient about their management, communicate with relatives concerning the patient's condition after obtaining the patient's consent or with the immediate family if the patient is unconscious or otherwise unable to comprehend.
- Ensure that all arrangements for autopsy, death and cremation certificates are made expeditiously, and provide appropriate support to other staff and family members.

### **Human Resources**

- Contribute opinions and work collaboratively with others to achieve desired outcomes.
- Maintain awareness of administrative and clinical policies and procedures contained in the BHS Policy and Operational Procedure Manuals and the Medical Staff Handbook.
- Be familiar with legislative requirements e.g. Drugs, Poisons and Controlled Substances Act and Regulations, Human Tissue Act, etc
- Actively participate in performance review process in relation to own performance.
- Respond immediately to emergency calls and provide emergency after hours care for patients in association with colleagues and accept duties as allocated according to rosters, notifying the appropriate Clinical Director if unable to assume duty.

### **Information Management**

- Promote and maintain confidentiality and privacy in accordance with policies and procedures.
- Accurately record history examination, management plan, expected date of discharge, investigations, reviews and actions taken in the patient's medical record.
- Ensure effective discharge planning occurs for the patient, the patient's family or care-giver(s) and an adequate and timely discharge summary is provided to those involved in post discharge care, including the General Practitioner and the V.M.O.
- Communicate and liaise with medical, nursing, allied health and other relevant staff in an appropriate and timely manner.

- Ensure appropriate communication is maintained with external agencies such as General Practitioners.
- Provide statutory information in accordance with legal requirements e.g. notifiable diseases, birth and death certificates, medical certificates, police statements, etc.
- Bring to the attention of the Executive Director Medical Services any significant issue of a medico-legal, industrial or public relations nature, or requests for information from the media.

### **Safe Practice**

- Cooperate with and adhere to infection control policies and procedures, in particular handling and disposal of “sharps”, and hand-washing and problems of cross infection.
- Document and report adverse drug reactions.
- Assist in the development of safe working practices and the provision of safe working environments by actively reducing hazards and focusing on accident prevention.

### **Improving Performance**

- Develop and maintain a high standard of knowledge and expertise through attendance at compulsory training, and participation in meetings, courses and related activities.
- Participate in quality improvement activities as required.
- Ensure high professional standards are maintained.

## **KEY SELECTION CRITERIA**

### **Minimum Qualifications •**

- Provisional registration to practice with the Medical Practitioners Board of Victoria

### **Experience**

- MBBS undergraduate as a minimum.

### **Knowledge and Understanding**

- Consistent with that of a recent graduate from an Australian Medical School.

### **Skills**

- Defined for each rotation. Employment in this position is subject to a satisfactory police check.

## **KEY PERFORMANCE MEASURES**

These will be as per the goals and objectives for each rotation and for the Intern Year as a whole. 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.

## **PERFORMANCE EVALUATION**

A performance review will occur at the mid-point and conclusion of each of the five (5) rotations over the twelve (12) month employment period, as per the Australian Medical Council and Medical Board of Australia. This is an opportunity to review performance (individual and team-work), ensure role clarity and for the revision and setting of performance /development objectives and goals.

## **ORGANISATIONAL REQUIREMENTS**

- Grampians Health is committed to a consumer centred approach in the provision of health care and services, consistent with our values, purpose and vision. It is expected that team members demonstrate the core values of consumer centred care in every interaction.
- All team members of Grampians Health are responsible for supporting the safety, participation, wellbeing and empowerment of children.
- Quality care is a strategic and operational priority at Grampians Health, achieved through our Governance Framework.
- Participation in the Grampians Health integrated quality improvement and risk management 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 Grampians Health, 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 Grampians Health.
- All team members must adhere to infection control policies and procedures, together with any State and/or Commonwealth Government Covid19 rules, protocols and orders.
- In accordance with current legislation and organisational policy, employees must be willing to undertake and maintain a police check, working with children check and where necessary an NDIS Worker screening check. Ongoing employment will be dependent on the provision of satisfactory checks.

## **OTHER RELEVANT INFORMATION**

- At Grampians Health 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 Grampians Health employees.
- All Grampians Health employees are required to take reasonable care of their own health and safety in the workplace as well as take reasonable care for the health and safety of others who may be affected their acts or omissions. Persons with delegated management functions have an additional duty to provide and maintain a working environment that is safe and free of risks to health, so far as is reasonably practicable in areas where they have management or control. All employees have a duty to report issues they cannot rectify, follow all existing Grampians Health policies and protocols relating to health, safety, wellbeing and injury management and cooperate with any action taken by Grampians Health to comply with the OHS Act or Regulations.
- 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 annual performance review will occur with your Manager. 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.