

**TERM DESCRIPTION**

*Version 4.2 – May 2016*

**TERM DESCRIPTION TEMPLATE**

Term descriptions are designed to provide important information to prevocational trainee medical officers (TMOs) regarding a particular rotation. They are best regarded as a clinical job description and should contain information regarding the:

* Casemix and workload
* Roles & Responsibilities
* Supervision arrangements
* Contact Details
* Weekly timetable
* Learning objectives

The term description may be supplemented by additional information such as Clinical Protocols which are term specific. Term supervisors should have considerable input into the content of the term description and they are responsible for approving the content. In determining learning objectives, supervisors should refer to the Australian Curriculum Framework for Junior Doctors (ACFJD). The term description is a crucial component of orientation to the term, however it should also be referred to during the mid-term appraisal and end-of-term assessment processes with the TMO.

|  |
| --- |
| **FACILITY NAME:**  |
| **TERM NAME:**  |
| **TERM SUPERVISOR NAME AND POSITION:**  |
| **CLINICAL TEAM:***Include the names and contact details of consultants, registrars and other clinical staff on unit.*  | **CONSULTANTS:** |
| **REGISTRARS:** |
| **OTHER CLINICAL STAFF (PGY2+, INTERNS):** |
| **ACCREDITED TERM FOR :** |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Number** | **Core/Elective** | **Duration** |
| **PGY1** |  |  |  |
| **PGY2+** |  |  |  |

 |
| **OVERVIEW OF UNIT OR SERVICE***Provide a short overview of the role of the unit, the range of clinical services provided including general information such as bed capacity, casemix and patient catchment area* |  |

|  |  |
| --- | --- |
| **REQUIREMENTS FOR COMMENCING THE TERM:***Identify the knowledge or skills required by the TMO* ***before*** *commencing the term and how the term supervisor will determine competency.**If there are separate requirements for PGY1 and PGY2, these must be clearly distinguished.* |  |
| **ORIENTATION:***Detail specific arrangements for orientation to the term. Who is responsible for providing orientation and any additional resource documents such as clinical policies and guidelines required as reference material for the TMO.* |  |
| **TMOs CLINICAL RESPONSIBILITIES AND TASKS:***Detail the routine duties and clinical responsibilities that the TMOs will be required to undertake during the term, including clinical handover.* |  |
| **SUPERVISION:***Indicate how the supervision of the TMO is being provided and by whom. In order to develop competencies required for the sustained care of patients, as well as for episodes of acute care, the TMO must be supervised by a more senior clinician who is responsible for the progress of the patient’s care. The term supervisor must still have sufficient contact with the TMO to assess their progress across the activities of the term.**Please identify staff members with responsibility for TMO supervision and the mechanisms for contacting them, including after hours.* | **IN HOURS:**  |
| **AFTER HOURS:**  |
| **STANDARD TERM OBJECTIVES:**The term supervisor should identify the knowledge, skills and experience that the TMO should expect to acquire during the term in relations to clinical management, communication and professionalism training aspects. This should include reference to the ACFJD. The term objectives should be used as a basis of the mid and end of term assessments. |
| **CLINICAL MANAGEMENT:***Common conditions, procedures and routine work the TMO will be exposed to during the term.* |  |

|  |  |
| --- | --- |
| **COMMUNICATION:***Patient interaction, patient information note taking, liaising with patient family members, working as member of a team, communicating with senior consultants, communicating with other health care professionals regarding longer term patient management.* |  |
| **PROFESSIONALISM:***Communicate and participate effectively in a multidisciplinary clinical team. Develop skills in the setting of personal learning goals and achievements through self-directed medical education and supervised practice. Develop skills in information technology, collection and interpretation of clinical data and understanding the principles of evidence-based practice of medicine and clinical quality assurance techniques. Develop increased understanding of medical ethics and confidentiality, and of the medico-political and medico-legal environment.* |  |
| **TIMETABLE:**The timetable below should be completed to include term specific education opportunities, facility wide education opportunities. For example include, TMO education sessions, ward rounds, theatre sessions (where relevant), in-patient time, outpatient clinic. It is not intended to be a roster but rather a guide to the activities that the TMO should participate in during the week.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **AM** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **PM** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

 |

|  |  |
| --- | --- |
| **PATIENT LOAD:***Facilities should indicate how many patients a TMO is expected to manage each day and specify the patient load for the unit as a whole. It is also useful to provide an indication of patient complexity and turnover as this is considered when determining the optimal patient load to support education and training.* |  |
| **AVERAGE PATIENTS:***Specifically, the average number of patients per day that the TMO is responsible for.* |  |
| **OVERTIME:** | **AVERAGE HOURS PER WEEK:**  |  |
| **ROSTERED HOURS:**  |  |
| **UNROSTERED HOURS:**  |  |
| **EDUCATION:***Detail education opportunities and resources available to the TMO during the term. Formal education opportunities should also be included in the unit timetable.* |  |
| **ASSESSMENT AND FEEDBACK:**Details the formal mid and end-of-term assessment process as well as identifying TMOs’ opportunities to receive feedback throughout the term. |  |
| **ADDITIONAL INFORMATION:***Please include any additional information that the facility considers relevant to the term.* |  |

Official name of term.

**Clinical Management**

**Patient Assessment**

**Patient identification**

[ ] Follows the stages of a verification process to ensure the correct identification of a patient

[ ] Complies with the organisation’s procedures for avoiding patient misidentification

[ ] Confirms with relevant others the correct identification of a patient

**History & Examination**

[ ]  Recognises how patients present with common acute and chronic problems and conditions

[ ] Undertakes a comprehensive & focussed history

[ ]  Performs a comprehensive examination of all systems

[ ]  Elicits symptoms & signs relevant to the presenting problem or condition

**Problem formulation**

[ ]  Synthesises clinical information to generate a ranked problem list containing appropriate provisional diagnoses as part of the clinical reasoning process

[ ]  Discriminates between the possible differential diagnoses relevant to a patient’s presenting problems or conditions

[ ]  Regularly re-evaluates the patient problem list

**Investigations**

[ ]  Judiciously selects, requests and is able to justify investigations in the context of particular patient presentation

[ ]  Follows up & interprets investigation results appropriately to guide patient management

[ ]  Identifies & provides relevant & succinct information when ordering investigations

**Referral & consultation**

[ ]  Identifies & provides relevant & succinct information

[ ]  Applies the criteria for referral or consultation relevant to a particular problem or condition

[ ]  Collaborates with other health professionals in patient assessment

**Safe Patient Care**

**Systems**

[ ] Works in ways which acknowledge the complex interaction between the healthcare environment, doctor & patient

[ ] Uses mechanisms that minimise error e.g. checklists, clinical pathways

[ ] Participates in continuous quality improvement e.g. clinical audit

**Risk & prevention**

[ ] Identifies the main sources of error & risk in the workplacewhich may contribute to patient & staff risk

[ ]  Explains and reports potential risks to patients and staff

**Adverse events & near misses**

[ ]  Describes examples of the harm caused by errors & system failures

[ ]  Documents & reports adverse events in accordance with local incident reporting

systems

[ ] Recognises & uses existing systems to manage adverse events & near misses

**Public health**

[ ] Knows pathways for reporting notifiable diseases & which conditions are notifiable

[ ] Acts in accordance with the management plan for a disease outbreak

[ ]  Identifies the key health issues and opportunities for disease and injury prevention in the community

**Infection control**

[ ]  Practices correct hand-washing & aseptic techniques

[ ]  Uses methods to minimise transmission of infection between patients

[ ]  Rationally prescribes antimicrobial / antiviral therapy for common conditions

**Radiation safety**

[ ] Minimise the risk associated with exposure to radiological investigations or procedures to patient or self

[ ]  Rationally requests radiological investigations & procedures

[ ]  Regularly evaluates his / her ordering of radiological investigations & procedures

**Medication safety**

[ ]  Identifies the medications most commonly involved in prescribing and administration errors

[ ]  Prescribes, calculates and administers all medications safely mindful of their risk profile

[ ]  Routinely reports medication errors and near misses in accordance with local requirements

**Acute & Emergency Care**

**Assessment**

[ ]  Recognises the abnormal physiology and clinical manifestations of critical illness

[ ]  Recognises & effectively assesses acutely ill, deteriorating or dying patients

[ ]  Initiates resuscitation when clinically indicated whilst continuing full assessment of the patient

**Prioritisation**

[ ]  Applies the principles of triage & medical prioritisation

[ ]  Identifies patients requiring immediate resuscitation and when to call for help e.g. Code Blue / MET

**Basic Life Support**

[ ]  Implements basic airway management, ventilatory and circulatory support

[ ]  Effectively uses semi-automatic and automatic defibrillators

**Advanced Life Support**

[ ]  Identifies the indications for advanced airway management

[ ]  Recognises malignant arrhythmias, uses resuscitation/drug protocols and manual defibrillation

[ ]  Participates in decision-making about and debriefing after cessation of resuscitation

**Acute patient transfer**

[ ]  Identifies when patient transfer is required

[ ]  Identifies and manages risks prior to and during patient transfer

**Patient Management**

**Management Options**

[ ]  Identifies and is able to justify the patient management options for common problems and conditions

[ ]  Implements and evaluates a management plan relevant to the patient following discussion with a senior clinician

**Inpatient Management**

[ ]  Reviews the patient and their response to treatment on a regular basis

**Therapeutics**

[ ]  Takes account of the actions and interactions, indications, monitoring requirements, contraindications & potential adverse effects of each medication used

[ ]  Involves nurses, pharmacists and allied health professionals appropriately in medication management

[ ]  Evaluates the outcomes of medication therapy

**Pain management**

[ ]  Specifies and can justify the hierarchy of therapies and options for pain control

[ ]  Prescribes pain therapies to match the patient’s analgesia requirements

**Fluid, electrolyte & blood product management**

[ ]  Identifies the indications for, & risks of, fluid & electrolyte therapy & blood products

[ ]  Recognises and manages the clinical consequences of fluid electrolyte imbalance in a patient

[ ]  Develops, implements, evaluates and maintains an individualised patient management plan for fluid, electrolyte or blood product use

[ ]  Maintains a clinically relevant patient management plan of fluid, electrolyte and blood product use

**Subacute care**

[ ]  Identifies patients suitable for & refers to aged care, rehabilitation or palliative care programs

[ ]  Identifies common risks in older and complex patients e.g. falls risk and cognitive decline

**Ambulatory & community care**

[ ]  Identifies and arranges ambulatory and community care services appropriate for each patient

**Discharge planning**

[ ]  Recognises when patients are ready for discharge

[ ]  Facilitates timely and effective discharge planning

**End of Life Care**

[ ]  Arranges appropriate support for dying patients

[ ] Takes account of legislation regarding

 Enduring Power of Attorney and Advanced Care Planning

**Skills & Procedures**

**Decision-making**

[ ]  Explains the indications, contraindications & risks for common procedures

[ ]  Selects appropriate procedures with involvement of senior clinicians and the patient

[ ]  Considers personal limitations and ensures appropriate supervision

**Informed consent**

[ ]  Applies the principles of informed consent in day to day clinical practice

[ ] Identifies the circumstances that require informed consent to be obtained by a more senior clinician

[ ]  Provides a full explanation of procedures to patients considering factors affecting the capacity to give informed consent such as language, age & mental state

**Performance of procedures**

[ ]  Ensures appropriate supervision is available

[ ]  Identifies the patient appropriately

[ ]  Prepares and positions the patient appropriately

[ ]  Recognises the indications for local, regional or general anaesthesia

[ ] Arranges appropriate equipment

[ ]  Arranges appropriate support staff and defines their roles

[ ]  Provides appropriate analgesia and/or premedication

[ ]  Performs procedure in a safe and competent manner using aseptic technique

[ ]  Identifies and manages common complications

[ ]  Interprets results & evaluates outcomes of treatment

[ ]  Provides appropriate aftercare & arranges follow-up

**Skills & Procedures**

[ ]  Venepuncture

[ ]  IV cannulation

[ ]  Preparation and administration of IV medication, injections & fluids

[ ] Arterial puncture in an adult

[ ]  Blood culture (peripheral)

[ ]  IV infusion including the prescription of fluids

[ ] IV infusion of blood & blood products

[ ]  Injection of local anaesthetic to skin

[ ]  Subcutaneous injection

[ ]  Intramuscular injection

[ ]  Perform & interpret and ECG

[ ]  Perform & interpret peak flow

[ ]  Urethral catheterisation in adult females

& males

[ ]  Airway care including bag mask ventilation with simple adjuncts such as pharyngeal airway

[ ]  NG & feeding tube insertion

[ ]  Gynaecological speculum and pelvic examination

[ ]  Surgical knots & simple suture insertion

[ ] Corneal & other superficial foreign body removal

[ ]  Plaster cast/splint limb immobilisation

**Clinical Symptoms, Problems & Conditions**

**Common Symptoms & Signs**

[ ]  Fever

[ ]  Dehydration

[ ]  Loss of Consciousness

[ ]  Syncope

[ ]  Headache

[ ]  Toothache

[ ]  Upper airway obstruction

[ ]  Chest pain

[ ]  Breathlessness

[ ]  Cough

[ ]  Back pain

[ ]  Nausea & Vomiting

[ ]  Jaundice

[ ]  Abdominal pain

[ ]  Gastrointestinal bleeding

[ ]  Constipation

[ ]  Diarrhoea

[ ]  Dysuria / or frequent micturition

[ ]  Oliguria & anuria

[ ]  Pain & bleeding in early pregnancy

[ ]  Agitation

[ ]  Depression

**Common Clinical Problems and Conditions**

[ ]  Non-specific febrile illness

[ ]  Sepsis

[ ]  Shock

[ ]  Anaphylaxis

[ ]  Envenomation

[ ]  Diabetes mellitus and direct complications

[ ]  Thyroid disorders

[ ]  Electrolyte disturbances

[ ]  Malnutrition

[ ]  Obesity

[ ]  Red painful eye

[ ]  Cerebrovascular disorders

[ ]  Meningitis

[ ]  Seizure disorders

[ ]  Delirium

[ ]  Common skin rashes & infections

[ ]  Burns

[ ]  Fractures

[ ]  Minor Trauma

[ ]  Multiple Trauma

[ ]  Osteoarthritis

[ ]  Rheumatoid arthritis

[ ]  Gout

[ ]  Septic arthritis

[ ]  Hypertension

[ ]  Heart failure

[ ]  Ischaemic heart disease

[ ]  Cardiac arrhythmias

[ ]  Thromboembolic disease

[ ]  Limb ischaemia

[ ]  Leg ulcers

[ ]  Oral infections

[ ]  Periodontal disease

[ ]  Asthma

[ ]  Respiratory infection

[ ]  Chronic Obstructive Pulmonary Disease

[ ]  Obstructive sleep apnoea

[ ]  Liver disease

[ ]  Acute abdomen

[ ]  Renal failure

[ ]  Pyelonephritis & UTIs

[ ]  Urinary incontinence & retention

[ ]  Menstrual disorders

[ ]  Sexually Transmitted Infections

[ ]  Anaemia

[ ]  Bruising & Bleeding

[ ]  Management of anticoagulation

[ ]  Cognitive or physical disability

[ ]  Substance abuse & dependence

[ ]  Psychosis

[ ]  Depression

[ ]  Anxiety

[ ]  Deliberate self-harm & suicidal behaviours

[ ]  Paracetamol overdose

[ ]  Benzodiazepine & opioid overdose

[ ]  Common malignancies

[ ]  Chemotherapy & radiotherapy side effects

[ ]  The sick child

[ ]  Child abuse

[ ]  Domestic violence

[ ]  Dementia

[ ]  Functional decline or impairment

[ ]  Fall, especially in the elderly

[ ]  Elder abuse

[ ]  Poisoning/overdose

**Professionalism**

**Doctor & Society**

**Access to healthcare**

[ ]  Identifies how physical or cognitive disability can limit patients’ access to healthcare services

[ ]  Provides access to culturally appropriate healthcare

[ ]  Demonstrates and advocates a non - discriminatory patient-centred approach to care

**Culture, society healthcare**

[ ]  Behaves in ways which acknowledge the social, economic political factors in patient illness

[ ]  Behaves in ways which acknowledge the impact of culture, ethnicity, sexuality, disability & spirituality on health

[ ]  Identifies his/her own cultural values that may impact on his/her role as a doctor

Indigenous patients

[ ]  Behaves in ways which acknowledge the impact of history & the experience of Indigenous Australians

[ ]  Behaves in ways which acknowledge Indigenous Australians’ spirituality & relationship to the land

[ ]  Behaves in ways which acknowledge the diversity of indigenous cultures, experiences & communities

**Professional standards**

[ ]  Complies with the legal requirements of being a doctor e.g. maintaining registration

[ ] Adheres to professional standards

[ ]  Respects patient privacy & confidentiality

**Medicine & the law**

[ ]  Complies with the legal requirements in patient care e.g. Mental Health Act, death

certification

[ ]  Completes appropriate medico-legal documentation

[ ]  Liaises with legal & statutory authorities, including mandatory reporting where applicable

**Health promotion**

[ ]  Advocates for healthy lifestyles & explains environmental lifestyle risks to health

[ ]  Uses a non-judgemental approach to patients & his/her lifestyle choices (e.g. discusses options; offers choice)

[ ]  Evaluates the positive & negative aspects of health screening and prevention when making healthcare decisions

**Healthcare resources**

[ ]  Identifies the potential impact of resource constraint on patient care

[ ]  Uses finite healthcare resources wisely to achieve the best outcomes

[ ]  Works in ways that acknowledge the complexities & competing demands of the healthcare system

**Professional Behaviour**

**Professional responsibility**

[ ]  Behaves in ways which acknowledge the professional responsibilities relevant to his/her health care role

[ ]  Maintains an appropriate standard of professional practice and works within personal capabilities

[ ]  Reflects on personal experiences, actions & decision-making

[ ]  Acts as a role model of professional behaviour

**Time management**

[ ]  Prioritises workload to maximise patient outcomes & health service function

[ ]  Demonstrates punctuality

**Personal well-being**

[ ]  Is aware of, & optimises personal health & well-being

[ ]  Behaves in ways to mitigate the personal health risks of medical practice e.g. fatigue, stress

[ ]  Behaves in ways which mitigate the potential risk to others from your own health status e.g. infection

**Ethical practice**

[ ]  Behaves in ways that acknowledge the ethical complexity of practice & follows professional & ethical codes

[ ]  Consults colleagues about ethical concerns

[ ]  Accepts responsibility for ethical decisions

**Practitioner in difficulty**

[ ]  Identifies the support services available

[ ]  Recognises the signs of a colleague in difficulty and responds with empathy

[ ]  Refers appropriately

**Doctors as leaders**

[ ]  Shows an ability to work well with & lead others

[ ]  Exhibits leadership qualities and takes leadership role when required

**Professional Development**

[ ]  Reflects on own skills & personal attributes in actively investigating a range of career options

[ ]  Participates in a variety of continuing education opportunities

[ ]  Accepts opportunities for increased autonomy and patient responsibility under their supervisor’s direction

**Teaching, Learning & Supervision**

**Self-directed learning**

[ ]  Identifies & addresses personal learning objectives

[ ]  Establishes & uses current evidence based resources to support patient care & own learning

[ ]  Seeks opportunities to reflect on & learn from clinical practice

[ ]  Seeks & responds to feedback on learning

[ ]  Participates in research & quality improvement activities where possible

**Teaching**

[ ]  Plans, develops & conducts teaching sessions for peers & juniors

[ ]  Uses varied approaches to teaching small & large groups

[ ]  Incorporates teaching into clinical work

[ ]  Evaluates & responds to feedback on own teaching

**Supervision, Assessment & Feedback**

[ ]  Seeks out personal supervision & is responsive to feedback

[ ]  Seeks out and participates in personal feedback and assessment processes

[ ]  Provides effective supervision by using recognised techniques & skills (availability, orientation, learning opportunities, role modelling, delegation)

[ ]  Adapts level of supervision to the learner’s competence & confidence

[ ]  Provides constructive, timely and specific feedback based on observation of performance

[ ]  Escalates performance issues where appropriate

**Communication**

**Patient Interaction**

**Context**

[ ]  Arranges an appropriate environment for communication, e.g. privacy, no interruptions & uses effective strategies to deal with busy or difficult environments

[ ]  Uses principles of good communication to ensure effective healthcare relationships

[ ]  Uses effective strategies to deal with the difficult or vulnerable patient

**Respect**

[ ]  Treats patients courteously & respectfully, showing awareness & sensitivity to different backgrounds

[ ]  Maintains privacy & confidentiality

[ ]  Provides clear & honest information to patients & respects their treatment choices

**Providing information**

[ ]  Applies the principles of good communication (e.g. verbal & non-verbal) & communicates with patients & carers in ways they understand

[ ]  Uses interpreters for non-English speaking backgrounds when appropriate

[ ]  Involves patients in discussions to ensure their participation in decisions about their care

**Meetings with families or carers**

[ ]  Identifies the impact of family dynamics on effective communication

[ ]  Ensures relevant family/carers are included appropriately in meetings and decision-making

[ ]  Respects the role of families in patient health care

**Breaking bad news**

[ ]  Recognises the manifestations of, & responses to, loss & bereavement

[ ]  Participates in breaking bad news to patients & carers

[ ]  Shows empathy & compassion

**Open disclosure**

[ ]  Explains & participates in implementation of the principles of open disclosure

[ ]  Ensures patients & carers are supported & cared for after an adverse event

Complaints

[ ]  Acts to minimise or prevent the factors that would otherwise lead to complaints

[ ]  Uses local protocols to respond to complaints

[ ]  Adopts behaviours such as good communication designed to prevent complaints

**Managing Information**

**Written**

[ ]  Complies with organisational policies regarding timely & accurate documentation

[ ]  Demonstrates high quality written skills e.g. writes legible, concise & informative discharge summaries

[ ]  Uses appropriate clarity, structure and content for specific correspondence e.g. referrals, investigation requests, GP letters

[ ]  Accurately documents drug prescription, calculations and administration

**Electronic**

[ ]  Uses electronic resources in patient care e.g. to obtain results, populate discharge summaries, access medicines information

[ ]  Complies with policies, regarding information technology privacy e.g. passwords, e-mail & internet, social media

**Health Records**

[ ]  Complies with legal/institutional requirements for health records

[ ]  Uses the health record to ensure continuity of care

[ ]  Provides accurate documentation for patient care

**Evidence-based practice**

[ ]  Applies the principles of evidence-based practice and hierarchy of evidence

[ ]  Uses best available evidence in clinical decision-making

[ ]  Critically appraises evidence and information

**Handover**

[ ]  Demonstrates features of clinical handover that ensure patient safety & continuity of care

[ ]  Performs effective handover in a structured format e.g. team member to team member, hospital to GP, in order to ensure patient safety & continuity of care

**Working in Teams**

**Team structure**

[ ]  Identifies & works effectively as part of

the healthcare team, to ensure best patient care

[ ]  Includes the patient & carers in the team decision making process where appropriate

[ ]  Uses graded assertiveness when appropriate

[ ]  Respects the roles and responsibilities of multidisciplinary team members

**Team dynamics**

[ ]  Demonstrates an ability to work harmoniously within a team, & resolve conflicts when they arise

[ ]  Demonstrates flexibility & ability to adapt to change

[ ]  Identifies & adopts a variety of roles within different teams

**Case Presentation**

[ ]  Presents cases effectively, to senior medical staff & other health professionals