



ROLE DESCRIPTION

Role Title:	Rural Generalist Adult Internal Medicine Trainee
Classification Code:	MDP2 (Level 2-3)
LHN/ HN/ SAAS/ DHA:	Department of Health; Limestone Coast Local Health Network
Hospital/ Service/ Cluster	Mount Gambier and Districts Health Service
Division:	Medicine
Department/Section / Unit/ Ward:	General Medical Ward
Role reports to:	Head of Unit
Reviewed Date:	May 2019 (SA Health Role Description)
Criminal History Clearance Requirements:	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (Working with Children Check) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)
Immunisation Risk Category:	<input checked="" type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input type="checkbox"/> Category C (minimal patient contact)

ROLE CONTEXT

Primary Objective(s) of role:

The Rural Generalist Adult Internal Medicine Trainee (Adult Medicine Trainee) is responsible for managing the integrated care of patients admitted to the General Medical Ward. This is done in consultation with the responsible Consultants, Visiting Specialists, Nurses and Allied Health professionals (where relevant). The incumbent actively contributes to Continuous Quality Improvement activities and education activities.

Direct Reports:

- To the position - Nil.
- Will be responsible for the supervision of medical students, Interns and RMOs as directed by the Consultants.

Key Relationships/ Interactions:

Internal

- The Adult Medicine Trainee is responsible to the relevant unit head for the daily care of patients allocated to the General Medical Ward.
- Reports to the Consultants for clinical matters.
- Where relevant, in the case of Private Patients reports to the relevant Consultant.
- Will be responsible for the supervision of medical students and Interns as directed by the Consultant.

External

- Liaises with other Directorates and Services, with other health providers in the community and hospital sector and with the broader community in the pursuit of comprehensive patient care.

Challenges associated with Role:

Major challenges currently associated with the role include:

- Maintaining a work/life balance while adhering to rostering expectations.
- Managing difficult situations and people in times of stress.
- Ensuring good communication between health care professionals through accurate and objective written notes.

Delegations:

> Nil

Resilience:

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

Performance Development

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

General Requirements:

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies and Procedures and legislative requirements including but not limited too:

- Work Health and Safety (WHS).
- Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- Keeping Them Safe Legislation (inclusive of Mandatory Notifier).
- Disability Discrimination.
- Code of Fair Information Practice.
- Relevant Awards, Enterprise Agreements, Public Sector Act 2009, Health Care Act 2008, and the SA Health (Health Care Act) Human Resources Manual.
- Relevant Australian Standards.
- Duty to maintain confidentiality.
- Smoke Free Workplace.
- To value and respect the needs and contributions of SA Health Aboriginal staff and clients and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.

Special Conditions:

- It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Background Screening and National Criminal History Clearance.
- Prescribed Positions under the Child Safety (*Prohibited Persons*) Act 2016 and *Child Safety (Prohibited Persons) Regulations 2019*, must obtain a Working with Children Clearance through the Screening Unit, Department of Human Services.
- Working with Children Clearance must be renewed every five (5) years.
- 'Approved Aged Care Provider Positions' as defined under the Accountability Principles 1998 made in pursuant to the *Aged Care Act 2007* (Cth) must be renewed every 3 years.
- Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.
- Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.
- The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate

in responses in the event of a disaster and/or major incident.

- Required to be part of a 7 day a week roster. Out of hours work is required, and occasional overtime may be necessary.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Ensuring that all patients have a comprehensive formal admission process which, in liaison with other members of the clinical team will include:	<ul style="list-style-type: none"> • Documenting a complete exposition of the presenting problem and a competent psychosocial history. • Ensuring that the examination and history cover the presenting complaint and broad enough to uncover other problems that may exist. • Ensuring that this assessment provides a working diagnosis and justifies the need for any investigations which may be ordered. • Accurately chart medications, requests for medical imaging and consultation requests. • Bringing any doubts or concerns to the attention of the Consultant or Registrar immediately. • Assessing patients as required and providing an ongoing action plan and notation in the patient's records. • Familiarising oneself with clinical management protocols. • Providing an effective and accurate clinical handover of patient care at the change of daily shifts and at the change of a clinical attachment. • Commencing discharge planning at the earliest opportunity ensuring drugs and equipment are ordered, post discharge management and undertaking follow-up in consultation with the patient's normal carers and General Practitioner. • Undertaking the writing of an accurate and timely discharge summary.
Attending Outpatient clinics Preadmission clinics and Emergency patients' needs by:	<ul style="list-style-type: none"> • Undertaking a comprehensive assessment that provides guidance for the management, investigation and ongoing treatment of the patient. • Consulting with the Consultant or Registrar where any concern relating to diagnosis or clinical condition exists.
Ensuring that care of patients is accurately and objectively documented by:	<ul style="list-style-type: none"> • Ensuring good communication between health care professionals through accurate and objective written notes, whilst bearing in mind the right of patients to inspect the case notes through Freedom of Information legislation. • Documenting concise relevant and structured entries which include date, time and signature being clearly identified and ensuring that names are printed and signed. • Using correct provider and prescriber numbers. • Using only approved abbreviations. • Making at least daily entries with a comprehensive summary of the admission which is then included in the discharge letter to the patient's ongoing care providers.
Ensuring that continuous quality improvement programs and activities are in place and are linked to the organisation's strategic and corporate directions and targets by:	<ul style="list-style-type: none"> • Participating actively and regularly in unit based and hospital wide training and educational sessions, both scheduled and opportunistic. • Participating in regular informal feedback process with Consultant and Registrar • Participating in formal assessment processes in a timely manner. • Participating in any remedial training activity as directed from formal and informal assessment processes. • Participating in an orientation to clinical and administrative responsibilities specific to the clinical unit, at the changeover of clinical rotations.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- Bachelor of Medicine: Bachelor of Surgery (MBBS) or equivalent, registrable with the Medical Board of Australia as a Medical Practitioner with General Registration.
- Enrolment in either the RACGP or ACRRM training programs.

Personal Abilities/Aptitudes/Skills:

- High level of skills in negotiation and communication and the ability to communicate confidently and appropriately with patients and their families/relative and other health professionals.
- Previous experience working as an effective team member in a multi-disciplinary environment.
- Possess basic skills in patient assessment and in ward procedures.
- Skilled in problem solving and decision making at both the clinical and the individual level, at times under pressure and in stressful circumstances.
- Demonstrate a commitment to providing a quality service to patients and their families including the involvement of patients in their own medical outcomes.
- Can effectively use organisational skills (incorporating documentation, time management skills, critical thinking and priority setting).
- Demonstrated commitment to continuing education, quality improvement, research and or teaching.

Experience

- Enrolment in either ACRRM or RACGP training programs.

Knowledge

- Knowledge of contemporary medical practice and procedures appropriate to the level of the position.
- Knowledge of investigations and treatments appropriate to the level of the position.
- Knowledge of Work, Health & Safety principles and procedures.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- Basic Life Support, Advance Life Support and/ or Paediatric Life Support training
- Completed Aseptic technique training
- Completed Blood Safe training

Personal Abilities/Aptitudes/Skills:

- Evidence of commitment to professional development

Experience

- Demonstrated experience as a Medical Practitioner in an acute setting and/or in SA Health.

Knowledge

- Knowledge of SA Health policies and procedur

Handling of Official Information:

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.

White Ribbon:

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

Resilience:

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

Organisational Context

Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Ageing and the Minister for Mental Health and Substance Abuse.

The legal entities include but are not limited to Department for Health and Ageing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Country Health SA Local Health Network and SA Ambulance Service.

SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

Health Networks/ Division/ Department:

Mount Gambier & Districts Health Services (MGDHS) is the largest Country Health SA Hospital in South Australia and is part of the South East Health Services Rural Region. The medical workforce is predominantly salaried and includes Interns, Trainee Medical Officers, Salaried Medical Officers, Registrars and Consultants.

Values

SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- We are committed to the values of integrity, respect and accountability.
- We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

Code of Ethics

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees:

- Democratic Values - Helping the government, under the law to serve the people of South Australia.
- Service, Respect and Courtesy - Serving the people of South Australia.
- Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- Accountability- Holding ourselves accountable for everything we do.
- Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

Approvals

Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name:

Role Title:

Signature:

Date:

Role Acceptance

Incumbent Acceptance

I have read and understand the responsibilities associated with role, the role and organisational context and the values of SA Health as described within this document.

Name:

Signature:

Date: