



## ROLE DESCRIPTION

<b>Role Title:</b>	Intern
<b>Classification Code:</b>	MDP1/PGY1
<b>LHN/ HN/ SAAS/ DHW:</b>	SA Health LHNs
<b>Hospital/ Service/ Cluster:</b>	
<b>Division:</b>	Various
<b>Department/Section / Unit/ Ward:</b>	Various
<b>Role reports to:</b>	The head of unit or supervisor for each rotation and the Director of Clinical Training for the home hospital across the full year
<b>Role Created/ Reviewed Date:</b>	March 2022
<b>Criminal and Relevant History Screening:</b>	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Working With Children's Check (WWCC) (DHS) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)
<b>Immunisation Risk Category Requirements:</b>	<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:

- > An Intern is an employee who has recently graduated from an accredited Australian/New Zealand medical school and, who in order to acquire the necessary skills and experience for full registration, has been granted provisional registration by the Medical Board of Australia (AHPRA).
- > An Intern may also be an employee who has graduated from an accredited international medical school (international medical graduate) and, in order to acquire the necessary skills and experience for full registration, has been granted limited or provisional registration by the Medical Board of Australia (AHPRA).
- > The Intern contributes to the provision of high standard clinical services to patients in a variety of clinical settings.
- > The Intern must demonstrate successful completion of a minimum of 47 weeks total training, including three core terms (Surgery, Medicine and Emergency Medical Care) as set out by the Medical Board of Australia.
- > All rotations to which interns are assigned have an Intern Term Description. Interns should refer to these for a description of their role in individual areas. The Term Description also provides information about learning opportunities and summative and formative assessment processes for that rotation. Copies of term descriptions are available from the trainee medical officer unit.

### Direct Reports:

- > The intern liaises closely with nursing and allied health staff, either informally or in discharge planning meetings.
- > The intern will have some oversight of medical students and others on clinical placements.

### **Key Relationships/ Interactions:**

#### Internal

- > The intern is responsible to the relevant unit head for the daily care of patients allocated to them.
- > The intern reports to the Registrars and Consultants of the current department.
- > The intern reports to the Director of Clinical Training and the respective Medical Education Officers for educational/training issues.
- > The intern reports to the TMO Operational Unit Manager for non-clinical issues.
- > The intern will be responsible for the supervision of medical students as directed by the Registrar or Consultant.
- > The intern will work collaboratively and respect the roles and expertise of other health care professionals.

#### External

- > The intern will liaise with other directorates and services within the LHN, 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:

- > The intern will be making the transition from medical student to junior doctor in a complex health service environment. It can be challenging to adapt to workplace based learning and provide good service delivery.
- > Intern specific rotations are set by the Director of Clinical Training in line with the Medical Board of Australia requirements and the local service delivery needs. This may mean that the intern is required to do some rotations that are not closely aligned with their current career choices.

### **Delegations:**

- > Nil.

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
General	<ul style="list-style-type: none"> <li>&gt; Learn to accept clinical responsibility under supervision throughout the year.</li> <li>&gt; To consolidate skills in communication and counselling.</li> <li>&gt; Develop an understanding of ethical and legal issues within medical practice.</li> <li>&gt; Learn how to adequately document a patient's history, examination, investigation findings, and all other relevant information in the clinical record.</li> <li>&gt; Develop presentation skills.</li> <li>&gt; Learn to write quality discharge summaries and organise discharge medications.</li> <li>&gt; Organise follow-up appointments for patients.</li> <li>&gt; Develop an appropriate attitude to medical practice by encompassing diagnostic, technical, analytical, interpersonal and communication skills in a learning environment.</li> <li>&gt; Develop an appreciation of collegial responsibilities and work within a collegiate attitude.</li> </ul>
Clinical Competence	<ul style="list-style-type: none"> <li>&gt; To undertake the assessment and day to day management of patients under the supervision of more senior, experienced medical staff.</li> <li>&gt; To participate in the management of outpatients under the supervision of senior medical staff.</li> <li>&gt; To organise and co-ordinate any investigations and procedures needed for patients and/or as requested by senior staff.</li> <li>&gt; Liaise with other Departments and other clinical and para-clinical staff.</li> <li>&gt; Communicate with General Practitioners whose patients are under their Unit's care.</li> <li>&gt; Clear and concise documentation of daily events in the case record and methods of communication appropriate to ongoing care.</li> <li>&gt; Assist with the preparation and organisation of any unit meetings, case presentations as required by the unit.</li> </ul>
Receive supervision and training in the following procedures	<ul style="list-style-type: none"> <li>&gt; Insertion of intravenous cannula,</li> <li>&gt; Insertion of nasogastric tubes,</li> <li>&gt; Venepunctures,</li> <li>&gt; Lumbar punctures,</li> <li>&gt; Ventilation techniques,</li> <li>&gt; Basic surgical and anaesthetic techniques,</li> <li>&gt; Suturing techniques,</li> <li>&gt; Cardiopulmonary resuscitation,</li> <li>&gt; Simulation sessions,</li> <li>&gt; Common medical imaging interpretation,</li> <li>&gt; Abscess drainage,</li> <li>&gt; Intramuscular injections,</li> <li>&gt; Wound care,</li> <li>&gt; Collection and preparation of pathology specimens,</li> <li>&gt; Performance and interpretation of respiratory function tests.</li> </ul>

<p>Communication Skills</p>	<p>To develop doctor/patient relationships by:</p> <ul style="list-style-type: none"> <li>&gt; Where appropriate, obtaining informed patient consent,</li> <li>&gt; Providing appropriate reassurance,</li> <li>&gt; Explaining tests and procedures,</li> <li>&gt; Preparation of tests and procedures,</li> <li>&gt; Providing support for bereaved relatives,</li> <li>&gt; Being available to speak to close relatives,</li> <li>&gt; Counselling skills including effective listening skills.</li> </ul> <p>Develop multi-disciplinary team skills by:</p> <ul style="list-style-type: none"> <li>&gt; Regular attendance at unit team meetings,</li> <li>&gt; Demonstrated respect for all team members,</li> <li>&gt; Active contribution to unit team meetings.</li> </ul> <p>Clear and concise documentation, demonstrated by:</p> <ul style="list-style-type: none"> <li>&gt; Timely and legible documentation in patient notes,</li> <li>&gt; Accurate and concise discharge summaries,</li> <li>&gt; Maintenance of patient drug/IV charts and appropriate clinical information when ordering patient tests.</li> </ul>
<p>Patient Assessment Skills</p>	<ul style="list-style-type: none"> <li>&gt; Understand and apply the process of correct patient identification at all times.</li> <li>&gt; Be able to conduct an appropriate history and examination relevant to the patient's presenting symptoms.</li> <li>&gt; Identify and understand the investigations relevant to a patient are presenting problems and conditions.</li> <li>&gt; Use investigation results appropriately to guide patient management.</li> <li>&gt; Be able to develop differential diagnoses based on the presenting problem and subsequent investigations.</li> <li>&gt; Recognise the role of other health professionals in patient assessment.</li> <li>&gt; Identify relevant and succinct information when making a referral.</li> </ul>
<p>Attendance and Training</p>	<ul style="list-style-type: none"> <li>&gt; Be punctual.</li> <li>&gt; Attend department ward rounds, including the continuing education activities.</li> <li>&gt; Whenever possible, attend tutorial sessions in the various clinical specialties on a weekly basis.</li> <li>&gt; Attend the tutorial session that is held weekly for interns.</li> <li>&gt; Attend hospital run professional development opportunities such as Bullying, Managing the Aggressive Patient, EEO, Computing courses as appropriate.</li> <li>&gt; Attend Basic and Advanced Life Support training.</li> <li>&gt; Attend orientation specific to each unit.</li> </ul>
<p>Quality Assurance</p>	<ul style="list-style-type: none"> <li>&gt; Where requested, organise patient information and keep up-to-date records for audits.</li> </ul>
<p>Research</p>	<ul style="list-style-type: none"> <li>&gt; To assist where appropriate in clinical trials and audits.</li> </ul>

## Knowledge, Skills and Experience

### **ESSENTIAL MINIMUM REQUIREMENTS**

- > Maintenance of patient drug/IV charts and appropriate clinical information when ordering patient tests. Australian and New Zealand medical school graduates must apply for and be granted provisional registration in order to fulfil the minimum employment requirements to undertake a period of approved intern training.
- > International medical graduates (IMGs) may be employed to undertake intern positions. IMGs must apply for and be granted provisional or limited registration in order to fulfil the minimum employment requirements to undertake a period of approved intern training.
- > IMGs who are seeking registration to practise medicine in Australia must provide evidence of eligibility to undertake one of the following Australian Medical Council (AMC) assessment pathways:
  - Competent Authority pathway
  - Standard pathway, or
  - Specialist pathway
  - IMG graduates must have successfully completed at a minimum AMC Computer Adaptive Test (CAT)
  - MCQ Examination (AMC Part 1).
- > These assessment processes assesses the knowledge and clinical skills of IMGs seeking to qualify for medical registration in Australia.

### **Educational/Vocational Qualifications:**

- > Bachelor of Medicine, Bachelor of Surgery or equivalent.

### **Personal Abilities/Aptitudes/Skills:**

- > High level of professionalism with a commitment to quality improvement and safe practice.
- > Demonstrated clinical competence.
- > Demonstrated ability to work in a multi-disciplinary team and respect team members.
- > High level of negotiation and communication skills with the ability to show empathy for patients and their relatives/families.
- > Demonstrated ability to manage time and work under pressure without compromising patient care.
- > Demonstrated ability to recognise personal and professional limitations and address these where appropriate.
- > A willingness to accept constructive feedback on performance or behaviour from appropriate staff members of the organisation.

### **Experience:**

- > As per recognised medical program.
- > Experience with SA Health's Enterprise Patient Administration System or equivalent.

### **Knowledge:**

- > Knowledge of contemporary medical practice, procedures, investigations and treatments appropriate to the level of the position.
- > Understanding of the rights and responsibilities of patients and their families.
- > Understanding of fundamental medico-legal issues.
- > Understanding of the Australian National Safety & Quality Health Service Standards.

## **DESIRABLE CHARACTERISTICS**

**Educational/Vocational Qualifications:**

**Personal Abilities/Aptitudes/Skills:**

**Experience:**

**Knowledge:**

- > Knowledge of the Australian Health Care System

### Special Conditions:

- > It is mandatory that no person, whether or not already working in SA Health, may be appointed to a position in SA Health unless they have provided a satisfactory current Criminal and Relevant History Screening, as required by the *SA Health Criminal and Relevant History Screening Policy Directive*.
- > For appointment in a Prescribed Position under the *Child Safety (Prohibited Persons) Act (2016)*, a current Working with Children Check (WWCC) is required from the Department for Human Services Screening Unit. For other positions, a satisfactory National Police Certificate (NPC) assessment is required.
- > For 'Prescribed Positions' under the *Child Safety (Prohibited Persons) Act (2016)*, the individual's WWCCs must be renewed every 5 years from the date of issue; and for 'Approved Aged Care Provider Positions' every 3 years from date of issue as required by the *Accountability Principles 2014* issued pursuant to the *Aged Care Act 1997 (Cth)*.
- > 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.

### General Requirements:

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

- > *Work Health and Safety Act 2012 (SA)* and when relevant WHS Defined Officers must meet due diligence requirements.
- > *Return to Work Act 2014 (SA)*, facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.
- > Meet immunisation requirements as outlined by the *Immunisation for Health Care Workers in South Australia Policy Directive*.
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > *Children and Young People (Safety) Act 2017 (SA)* 'Notification of Abuse or Neglect'.
- > Disability Discrimination.
- > *Independent Commissioner Against Corruption Act 2012 (SA)*.
- > *Information Privacy Principles Instruction*.
- > 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.

The SA Health workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.

**Performance Development:**

The incumbent will be required to participate in the organisation's Performance Review and 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.

**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 Wellbeing. The Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

The legal entities include but are not limited to the Central Adelaide Local Health Network Inc., Northern Adelaide Local Health Network Inc., Southern Adelaide Local Health Network Inc., Women's and Children's Health Network Inc., Barossa Hills Fleurieu Local Health Network Inc., Eyre and Far North Local Health Network Inc., Flinders and Upper North Local Health Network Inc., Limestone Coast Local Health Network Inc., Riverland Mallee Coorong Local Health Network Inc., Yorke and Northern Local Health Network Inc and SA Ambulance Service Inc.

### SA Health Challenges:

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

### Health Network/ Division/ Department:

All LHNs have a shared vision, we believe in providing the standard of health care that we desire for our families and friends. At our core we value trust and building positive relationships with our patients, employees and partners.

## 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.

As a public sector employee, you have a responsibility to maintain ethical behaviour and professional integrity standards. It is expected that you act in accordance with the Code of Ethics, and contribute to a culture of integrity within SA Health.

*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 understood the responsibilities associated with role, the organisational context and the values of SA Health as outlined within this document.

**Name:**

**Signature:**

**Date:**

### Version control and change history

Version	Date from	Date to	Amendment
V1	10/02/17	09/04/17	Original version.
V2	10/04/17	04/07/17	Safety & Quality statement in General Requirements.
V3	04/07/17	10/07/18	Minor formatting with order of information amended.
V4	11/07/18	26/03/19	Updated legal entities for Minister and Department title on Page 7. Updated Immunisation Guidelines to Policy Directive under general requirements.
V5	27/03/19	04/06/19	Added categories for immunisation requirements on front page.
V6	05/06/19	25/06/19	Updated changes to the Criminal Relevant History and Screening.
V7	26/09/19	09/06/20	Updated legal entities to include new regional LHN's.
V8	10/06/2020	03/05/2021	Update Risk Management Statement
V9	04/05/21		Inclusion of integrity statement under Code of Ethics on Page 6