

POSITION STATEMENT



Position Title: Intern

Directorate: Medical Services

Department: As per rotation

Reporting to:

Direct Reports: Clinical Director (Relevant to rotation)

Indirect Reports: Chief Medical Officer
Supervising Consultant
Senior Medical Staff
Registrar
Junior Medical Workforce Manger

Appointment Terms/Conditions

Classification and Code: Hospital Medical Officer, PGY1 (HM11)

Award Coverage: Victorian Public Health Sector (AMA Victoria) – Doctors in Training (Single Interest Employers) Enterprise Agreement

Time Fraction (hrs/wk): Fixed term, full-time, contracted 38 hours, per week.
(This position will include rostered shifts on weekends, public holidays and after hours)

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

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 Ballarat Health Services' 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.

Other

- 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 colleagues.
- 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

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.

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, hard copies of your qualifications will need to be produced at interview.
- Two (2) professional referees.

Apply on-line at: www.bhs.org.au

AUTHORISATIONS

Employee	
Department Manager	
Director / Chief Executive Officer	
Date Written:	Date Revised: May 2018