

# Monash Health Position Description

Intern

<b>Position Title:</b>	Intern
<b>Classification:</b>	HM11
<b>Reports to:</b>	Medical Unit Head and Director of Clinical Training
<b>Department:</b>	Unit specific to Allocation/Appointment

## About Monash Health

Monash Health provides a world of healthcare across south eastern Melbourne, uniquely integrating primary, secondary and tertiary health services, as well as world-renowned research and teaching facilities in one organisation.

Our health service provides access to public health services for a greater community of 1.4 million residents or 24 per cent of Victoria's population. Monash Health also has a wider official specialist role for greater Melbourne, regional Victoria and interstate in such specialties as paediatrics, cardiology, transplants and neonatal intensive care, with extensive university affiliations.

More than 16,000 staff work at more than 40 care locations across south eastern Melbourne, including Monash Medical Centre, Monash Children's Hospital, Moorabbin Hospital, Dandenong Hospital, Casey Hospital, Kingston Centre, Cranbourne Centre, and an extensive network of rehabilitation, community health and mental health facilities.

Each year:

- We provide more than 3.6 million episodes of care to our community.
- More than 260,000 people are admitted to our hospitals.
- More than 220,000 receive care at our three emergency departments.
- We respond to more than 54,000 ambulance arrivals.
- We perform more than 48,000 surgical procedures.
- We deliver more than 10,000 babies.

As an equal opportunity employer, Monash Health is committed to a fair and non-discriminatory workplace that maximises the talent, potential and contribution of all employees. We are committed to our iCare values of integrity, compassion, accountability, respect and excellence.

## Job Summary (Purpose / Key Result areas / Scope)

### Purpose

The role is that of an Intern in within a specialist unit undertaking a core and non-core rotation across a range of disciplines. The term is designed to provide appropriate exposure and experience to enable the doctor to attain the required skills and knowledge for that term in that discipline.

### Key Result Areas

As an Intern you will be required to undertake:

- To consolidate and extend your theoretical knowledge and technical skills
- To work as part of a multidisciplinary team to provide safe and high quality person centred care
- Patient assessment and management in consultation with your registrar and treating consultant
- Basic management of medical emergencies
- Clear and accurate documentation of care
- Patient care coordination
- Communication, with the patient and family members
- Interaction with the other health professionals, especially, the nursing and allied health staff
- Self-management (including time management, accessing education and training and completing intern training requirements)
- Contribution as part of a multidisciplinary treating team
- Commitment towards key organisational initiatives
- Compliance with all relevant Monash Health Policies and Procedures and training requirements

### Conditions of Employment

All interns appointed will be paid according to the HM11 classification. All terms and conditions as per the AMA Victoria – Doctors in Training Agreement and its successors.

### Rosters

Rosters are specific to rotations but in general will involve a combination of in hours, after hours and weekend shifts. Rosters are written within the EBA guidelines including safe working hours. Rostered hours must be adhered to, any variation must be done in consultation with Monash Doctors Workforce and Consultant / Unit Head.

### General Duties

Overall responsibility

- Attendance at daily ward rounds (including presenting cases as required).
- Ordering and arranging investigations.
- Attendance at the unit meetings.
- Daily review of all patients under your care.

## Documentation

- Documentation of the clinical history, physical examination and management plan in the medical record as a detailed, accurate and legible record of the patient's status on admission.
- Maintaining an ongoing record of the patient's progress, investigations and changes in management.
- Documenting management decisions/changes following each ward round.
- Completion of relevant discharge summary to accompany patient on discharge.

## Care coordination and communication

- Liaison with all members of the health care team to facilitate effective and efficient patient management.
- Arranging appropriate consultation and referrals.
- Participate in discharge planning in consultation with the multi-disciplinary health care team.
- Communicating with patients and their relatives.
- Communicating with all health professional/units/health services involved in the patient care.
- Ensuring timely and accurate handover of clinical information whenever patient care changes hands between individuals or teams.
- Communicating with the patient's GP on discharge or whenever required.
- Providing liaison and assistance for medical students particularly final year students in their interaction with patients.

## Special considerations

- Demonstrate a professional and compassionate manner with patients, their families, and carers when communication about the diagnosis, prognosis, management and complications.
- Demonstrate due sensitivity to the special needs of an individual patient such as might arise in relation to palliative care, emotional distress, psychosocial disorder, communication difficulties as well as individual social, moral or ethnic beliefs.

## General Learning Objectives

At the end of the term the intern will be able to:

- Take a comprehensive history, eliciting relevant clinical findings, and formulate a detailed problem list and management plan for patients presenting to the hospital with common medical problems.
- Document the clinical history, physical examination and management plan in the hospital unit record as a detailed, accurate and legible record of the patient's status on admission.
- Recognise signs of acute instability.
- Prioritise workload (clinical and administrative).
- Write suitable progress notes identifying changes in principal clinical problems, results of investigations and procedures performed and their interpretation.
- Demonstrate a professional and compassionate manner with patients, their families, and carers.
- Demonstrate an appropriate professional rapport with members of the managing health care team to facilitate patient management.
- Perform proficiently routine procedures such as venepuncture, intravenous line insertion, ABGs.
- Interpret with accuracy and confidence tests such as: CXR, ECG, FBC, U&E, ABG and Cardiac enzymes.
- Formulate an appropriate strategy for investigation and be able to interpret results of commonly used investigations with reworking of the clinical problem list and management plan, as required.
- Communicate, clearly and concisely, with professional colleagues, including the patient's general practitioner, the salient features of the clinical history and examination with an appropriate problem list, summary and management plan outline.
- Develop a therapeutic plan that shows knowledge of the common therapeutic agents, their clinical uses and dosages, adverse effects and potential drug interactions, as applied to each of your patients.
- Differentiate the various interactive roles of the health professionals in the management of each patient and actively participate in the multi-disciplinary health care team.
- Demonstrate due sensitivity to the special needs of an individual patient such as might arise in relation to palliative care, emotional distress, psychosocial disorder, communication difficulties as well as individual social, moral or ethnic beliefs.
- Write a concise discharge summary.
- Design a discharge plan which considers the environmental problems associated with discharge (in particular those of the elderly), the local health care facilities and the relevant community support agencies.

## Education

All interns are required to undertake mandatory and required training modules including:

- Mandatory online or face to face training sessions including ISBAR, Fire Training, I belong, Hand Hygiene, Aseptic Technique, Patient Centred Care, Basic Life Support, Blood Transfusion training module, medication safety, Social Media training and Occupational Health and Safety training
- Mandatory clinical skills training and assessment including IV cannulation, bladder catheterisation male and female, surgical suturing and plaster back slab application

Mandatory education sessions.

- Weekly Intern Educational Tutorials at Clayton, Dandenong and Casey hospital. These tutorials are scheduled by the Monash Doctors Education Unit.
- Monash Health Simulation Centre at least three times a year. Each session will run for 4 hours. Monash Doctors Education will schedule all interns into the Centre.

Formal and informal teaching and education sessions may include:

- Professional Rounds (interns may be involved in case presentations that may include an evidence-based literature review).
- X-ray meetings (interns to organise X-rays to be presented at the meeting).
- Professorial Meetings (may include presentations by different units and Registrar case history).
- General Medicine State of the Art lectures where Senior Medical Staff present specialized topics.
- Allied Health Meetings (interns take turns discussing cases with team).
- Medical Grand Rounds.
- Monash Health General Education Sessions (on the broader issues with a general education).
- Journal Clubs.

## Responsibilities/Accountabilities

### **Operational / Clinical**

As an intern you are accountable to your registrar for the care of patients that are assigned to you in the unit. It is your responsibility to

- Provide safe and high quality person-centred care for patients under your care.
- Always work under supervision.
- Ensure coordination of care for patients in your unit.
- Ensure timely and clear clinical communication including clinical handover with regards to patients under your care.
- Ensure timely escalation of care related issues to your registrar/consultant when required.
- In your clinical practice demonstrate commitment to quality and safety and Monash Health's "Patient first" initiative.
- In your clinical practice demonstrate commitment towards Monash Health's "Four hours will be ours" initiative.
- Provide teaching and supervision of medical students

### **Financial Management**

As an intern you do not have financial or budgetary responsibility but you are required to demonstrate an understanding of how your clinical practice affects the financial performance of the organisation

- In your clinical practice you should a commitment to ethical and appropriate use of resources.
- You must demonstrate a commitment towards Monash Health's "Living within our means" initiative.

### **Human Resources**

As an intern you are required to demonstrate a commitment towards Occupational Health and Safety. You are required to

- Participate and co-operate in consultative processes to improve health and safety.
- Observe safe working practices and protect your own and others' health and safety.

### **Self-Management**

As an intern you must

- Maintain clinical knowledge, skills and attributes appropriate to your practice.
- Seek regular feedback on your progress with your clinical supervisor and other members of your team formally and informally. Ensure timely mid and end of term performance appraisals are completed.
- Maintain your health and understand its impact on your performance in the role. Seek help early in case of health related concerns.

## Person Specification

### **Qualifications / Registrations / Licenses (*italics indicated desirable*)**

- A medical qualification (MBBS or equivalent) which is recognised for registration by the Australian Health Practitioner Regulation Agency
- *Motor vehicle driver licence*

### **Technical Skills / Knowledge / Experience**

- Have the appropriate level of clinical knowledge and skills to undertake the role of intern.
- Have the appropriate level of relevant clinical experience to undertake the specific role.

### **Capabilities**

#### **Professionalism**

- Demonstrates all the attributes that accord with the Monash Health values – iCARE (Integrity, Compassion, Accountability, Respect and Excellence).
- Demonstrates an understanding of ethical issues in clinical practice.
- Demonstrates an understanding of matters of patient safety and quality of care.
- Understand the role of the PMCV and Medical Board of Australia and the associated expectations of the Intern role.

#### **Scholar / Teacher**

- Demonstrates an understanding of the need to contribute to the development, dissemination, application, and translation of new medical knowledge and practice.
- Participates in education of patients, families, other health professionals and the community.
- Demonstrates commitment to the supervision of medical students.
- Supports basic laboratory, translational, and clinical research, as appropriate to the Department.

#### **Health Advocacy**

- Demonstrates ability to advocate for improvements in health care through involvement in relevant professional bodies and forum.
- Able to respond to individual patient health and educational needs.
- Promotes the maintenance of good health in colleagues and junior medical staff.
- Looks after his or her own health and well-being.

#### **Leadership & Management**

- Shows basic leadership skills including conflict management, time management and task prioritisation.

#### **Teamwork**

- Demonstrated ability to work in collaboration with members of interdisciplinary teams and committees.
- Capacity to be an effective member of the relevant Department/Program, stimulate constructive debate and support colleagues in the achievement of Department/Program objectives.

#### **Communication**

- Able to communicate effectively with team members and colleagues.
- Able to communicate effectively and appropriately with patients and families, including those of diverse cultural backgrounds.
- Maintains clinical and administrative documents accurately.
- Facilitates continuity of patient care through effective communication and handover of relevant information.

<b>Scope</b>			
Dimensions	Budget	Equivalent Full Time Staff	Direct reports
	Not Applicable	Not Applicable	Not applicable
<b>Key relationships</b>	Internal		External
	<ul style="list-style-type: none"> <li>• Patients, their families and carers</li> <li>• Unit Head</li> <li>• Senior Medical Staff</li> <li>• Unit Registrar</li> <li>• Other Registrars and HMOs</li> <li>• Nurse Unit Manager and Nursing staff</li> <li>• Allied Health Staff</li> <li>• Monash Doctors Workforce</li> <li>• Monash Doctors Education</li> <li>• Directors of Training</li> <li>• Director Medical Services</li> <li>• Medical Students</li> </ul>		<ul style="list-style-type: none"> <li>• The Postgraduate Medical Council of Victoria</li> <li>• Other public health services</li> <li>• General Practice services</li> <li>• Community health services</li> </ul>

### Monash Health Values

<b>Integrity</b>	Honesty, open and transparent, admit mistakes, maintains confidentiality, fairness, builds trust.
<b>Compassion</b>	Empathy, sensitivity, concern for others, interacts with dignity, tolerance, anticipates needs
<b>Accountability</b>	Understands roles, uses resources wisely, delivers on time, timely decision making, achieves stretch goals, takes responsibility for performance
<b>Respect</b>	Builds relationships, courteous, listens and understands, gives & receives feedback, sensitivity & understanding, values difference & individual worth
<b>Excellence</b>	Supports creativity & innovation, proactive & solution focused, seeks out opportunities, embraces quality improvement, professionalism

### Other Position Requirements

- May be required to travel between Monash Health sites and secondment sites
- May be required to cover relevant and appropriate positions at other sites and secondment sites
- Is required to comply with all relevant Monash Health policies and procedures
- Current Working with Children Check (Employment)
- It is the responsibility of the individual to organise their own transport to and from their rostered sites (and between sites where applicable).
- Be aware of all rostered shifts and the position requirements
- Advise Monash Doctors Workforce of any roster variations to ensure roster reflects correct shifts worked
- Advise Monash Doctors Workforce of any unplanned leave taken in a timely manner
- Review Kronos and approve each pay fortnight to ensure pay details are correct and reflect roster worked

### Document Review Details

<b>Approved:</b>	Director of Medical Services
<b>Date:</b>	April 2018
I, _____ (employee name), have read, understood and accept the content in this position description	
<b>Employee Signature:</b>	