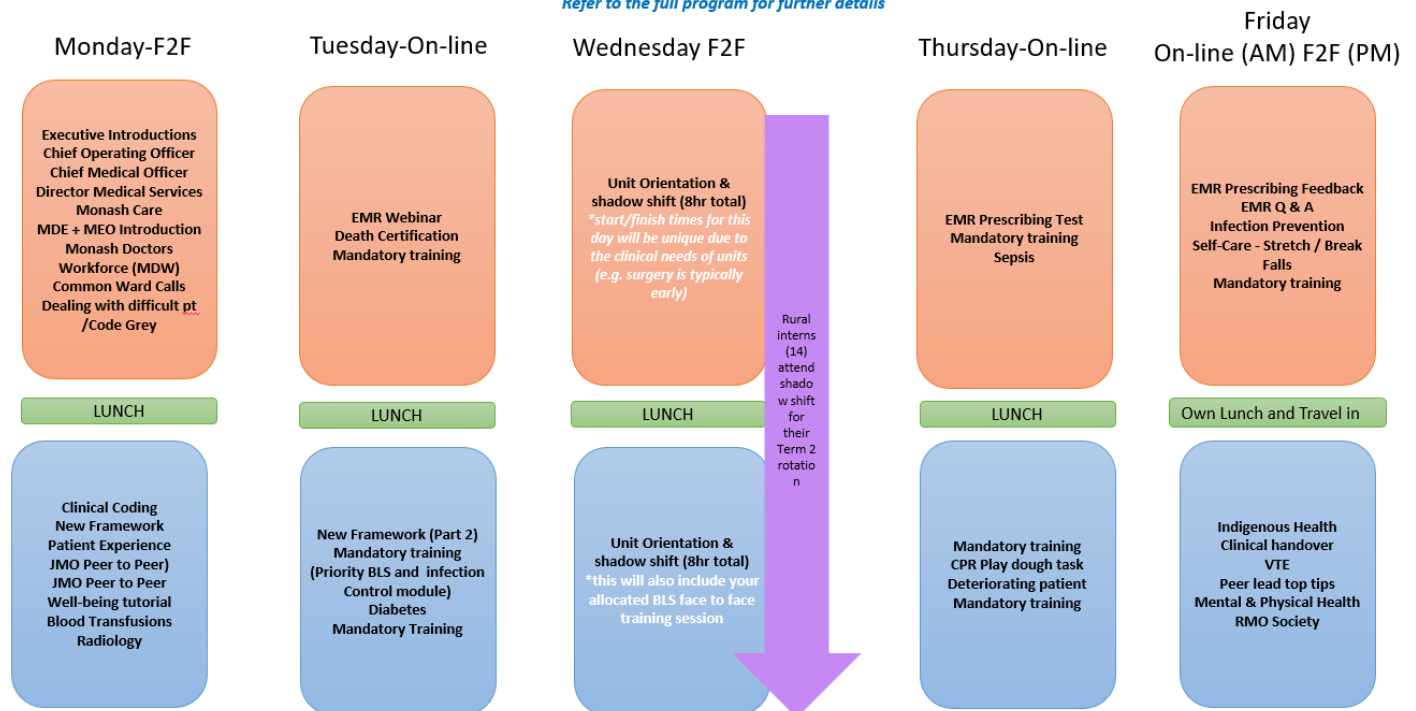


## Welcome to the Monash Health 2024 Orientation Program for Interns

Please ensure that you have this program with you every day during orientation. It contains individualised information related to the groups and locations you will need to be in throughout the week. You can also view the program by clicking [HERE](#)

### QUICK OVERVIEW INTERN O-WEEK 2024 (JAN 8<sup>TH</sup> – 12<sup>TH</sup>)

Refer to the full program for further details



The focus of the Monash Health orientation program is to ensure your readiness for work. The objectives include:

- Set work and learning expectations for the internship year
- Foster strong relationships between interns and Monash Doctors Education (MDE)/Monash Doctors Workforce (MDW)
- Support transition from student to doctor with skills/knowledge and professionalism that will enable interns to perform well in the first month and continuing throughout the year
- Enable interns to have some awareness of the roles other health professions play within the team
- Model Monash Health as a health care organisation that develops effective teams in addition to individual competence

**Prior to the commencement of O-week, you need to ensure you have already done the following:** Customise your Monash Health login password. You will have already received an email with instructions. This is critical to O-Week, as it links to your Microsoft Teams account to access the online sessions and access to all IT systems at Monash Health. Download the Microsoft teams app... To log into Microsoft Teams:

- Go to <https://www.microsoft.com/en-ww/microsoft-teams/log-in>
- Make sure you have downloaded the Microsoft team app (click on link) <https://monashdoctors.org/wp-content/uploads/2021/12/Accessing-Microsoft-Teams-QRG.pdf>
- Make sure you are using your Monash Health email address.
- Preferably don't use Intern Explorer, use google chrome or Microsoft Edge
- For any Teams troubleshooting issues, call IT 03 9594 7255.

During O-week, if you are having IT difficulties during a presentation, contact ITS on 9594 7255 and please text Monash Doctors Education on 0437 272 833 so we can note your absence and support you.


# 2024 Intern Orientation Program


## Monday 8<sup>th</sup> January 2024

Face to Face Lecture Theatre 1

### Goals of Medical Intern Orientation

- Set work and learning expectations for the internship year
- Foster strong relationships between interns and between MDE/MDW and interns
- Support transition from student to doctor with skills/knowledge and attitudes that will enable them to perform well in the first month




Time	Session	Presenter	Primary Learning Objectives
08:30-08:40	Housekeeping	Monash Doctors Education Team	<ul style="list-style-type: none"> <li>• Toilets / exits etc</li> <li>• Welcome to Country</li> <li>• How to use Microsoft Teams and other IT interfaces during O Week</li> <li>• Expectations on using Teams, troubleshooting support options</li> </ul>
08:40-09:00	Executive Introductions	Mr. Martin Keogh, Acting Chief Executive  Associate Professor Anjali Dhulia, Chief Medical Officer	<ul style="list-style-type: none"> <li>• Welcome new interns to Monash Health</li> <li>• Strategic direction for Monash Health</li> </ul>
09:00-09:10	Director Medical Services	Monash Doctors Workforce Team	<ul style="list-style-type: none"> <li>• Professional behaviour</li> <li>• Clinical photos &amp; social media</li> <li>• Overtime and practice expectations</li> <li>• Building professional relationships with your colleagues</li> </ul>
09:10-09:20	Monash Care /	Dr Anand Ponniraivan Dr Ari Horton Karen Yates- MEO (Medical Education Officer) Shayne Magee -MEO Danielle Fong- MEO	<ul style="list-style-type: none"> <li>• Learn about the role of the Wellbeing Officer and the Medical Education Officers and what supports are available both within and outside of MH for your wellbeing</li> </ul>
09:20-09:50	MDE + MEO Introduction	Associate Professor Christina Johnson, Director, Monash Doctors Education Karen Yates- (MEO) Shayne Magee- (MEO) Danielle Fong- (MEO)	<ul style="list-style-type: none"> <li>• Welcome and introduction to the MDE team</li> <li>• Outline of intern training               <ul style="list-style-type: none"> <li>○ opportunities</li> <li>○ expectations</li> <li>○ available supports</li> </ul> </li> </ul>
09:50-10:00	Hello Neighbor	MDE	Get to know fellow interns in a casual, fun environment
10:00-10:30	Monash Doctors Workforce (MDW)	Monash Doctors Workforce Team	<ul style="list-style-type: none"> <li>• Roster and shift swap process</li> <li>• Rural rotations</li> <li>• UKG and leave entitlements/process</li> <li>• Employee self service</li> </ul>
10:30-11:00	Morning tea		<i>Group photo TBA which includes 5mins to get them back in the room</i>
11:00-11:40		Dr Stephanie Snedden, Director of Clinical Training (DCT)	To be able to, arrange initial management and escalate for senior assistance for common ward calls

	Common Ward Calls		
11:40-12:10	 Dealing with difficult pt /Code Grey	Dr. Kevin Zhang, Chief Registrar	Comprehend the code grey process and your role as an Intern in attending and managing same
12:10-12:20	Medical Indemnity	Associate Professor Christina Johnson, Director, Monash Doctors Education	A perspective on the relevance and importance of Medical Indemnity – for all doctors
12:20-12:25	AMA	AMA team	Explain services and supports that AMA membership can provide
12:25-13:00	Lunch		
13:00-13:15	Clinical Coding	Jodie Chapman	Focus on accurate documentation, coding and the effect on revenue
13:15-13:45	New Framework	MDE Andrea Bramley	To provide an overview of the new National Framework, including assessment requirements
13:45-14:15	  Patient Experience	Juliet Pellegrini	Hear from patients the difference a doctor can make with the way they approach care
14:15-14:45	JMO Peer to Peer	Outgoing 2023 Interns Dr. Lucy Standish, Dr. Imogen Swann, Dr. Ahmad Bassam	Identify top tips from previous interns, with 3 themes – work , life , learn
14:45-14:50	MAXXIA	Maxxia – Veronica Rocca	
14:50-15:05	Afternoon Tea		
15:05-15:30	Well-being tutorial	Lauren Stapleton	Highlight BeWell, and supports available
15:35-16:05	 Blood Transfusions	Dr. Tass Nalpantidis	When to: arrange one; prepare for one; order one; check one is administered!
16:05-16:35	 Radiology	Dr. Reuben Sum	Overview of the radiology department including how to order radiology, when to call for confirmation, and how to triage requests effectively
16:35-16:36	W/up & evaluation	MDE	

# 2024 Intern Orientation Program

## Tuesday 9<sup>th</sup> January 2024

Online via Teams

Time	Session	Presenter	Primary Learning Objectives
08:30-08:40	Introduction and Recap	MDE	
08:40-10:40	 EMR Webinar	Self – Directed	Interns will attend an online webinar via Teams where clinical case scenarios focusing on medication and blood product ordering will be conducted, and provide interns the opportunity to ask questions they have related to the EMR via the QR. Interns will need Teams meetings and the EMR practice domain opened to complete the webinar. Interns should ensure they are able to access Teams meeting and the EMR practice domain before the webinar. For a step-by-step guide on how to access Teams and the practice domain; and who to contact at each step if you have troubleshooting issues, <a href="#">click here</a> .
10:40-10:50	Morning tea		
10:50-11:20	 Death Certification	Dr. Andrew Gray, Director of Clinical Training (DCT)	Examine the death certification process and understand the difference between reportable and non-reportable deaths
11:20-12:10	Mandatory training	Self-Directed	Priority BLS and infection Control module
12:10-12:40	Lunch		
12:40-13:20	New Framework (Part 2)	MDE Andrea Bramley	Part 2 of the new National Framework overview, including assessment requirements
13:20-14:40	Mandatory training	Self-Directed	Priority BLS and infection Control module, and then ensure Hand Hygiene
14:40-14:50	Socks		
14:40-14:50	Afternoon tea		
14:50-15:20	 Diabetes	Dr. Jennifer Wong	<ul style="list-style-type: none"> <li>To review the principles of inpatient diabetes management</li> <li>To revise insulin options for inpatient diabetes management</li> <li>To become familiar and be able to locate diabetes procedures and policy at Monash Health</li> </ul> To be aware of the diabetes referral process
15:20 – 16:20	Mandatory training	Self-Directed	
16:20-16:36	W/up, evaluation and questions	MDE	

2024 Intern Orientation Program  
Wednesday 10<sup>th</sup> January 2024  
Shadow Shift on Various Sites

On this day, please refer to the shadow shift information sheets that are on the Monash Doctor's website -

click on this link

<https://monashdoctors.org/intern-orientation-2024/>

For further information,

You can go to the <https://monashdoctors.org/intern-orientation-2024/>

ED interns will do an ED EMR online overview [click here](#)

[Rural interns \(14\) attend shadow shift for their](#)



[Term 2 rotation](#)

During this shift you will also have your practical BLS session. See separate information

## 2024 Intern Orientation Program

Thursday 11<sup>th</sup> January 2024

Online via Teams






Time	Session	Presenter	Primary Learning Objectives
08:30-08:40	Recap	MDE	
08:40-09:40	 EMR Prescribing Test	Pharmacy Team Mark Sheppard	Participants will be asked to demonstrate their ability to safely prescribe medication in the EMR using a simulated case. The assessment will focus on demonstrating an ability to complete medication related processes a medical intern would be expected to perform independently in their first year of practice. This will include: documentation of allergy and ADR status, patient weight, and current on admission medications. In addition to this, the assessment will ensure medical interns can confidently prescribe simple medication orders and Complex orders (such as care pathways and order sets).
09:40-10:40	Mandatory training	Self-Directed	
10:40-10:50	Morning tea		
10:50-12:00	Mandatory training	Self-Directed	
12:00-12:50	Sepsis (On-line tutorial)	Dr. David Antognini Director of Clinical Training (DCT)	Understand sepsis, the septic patient, and the key principles of sepsis management Be aware of the Antimicrobial Stewardship Program
12:50-13:20	Lunch		
13:20-14:20	Mandatory training	Self-Directed	
14:20-14:30	CPR Play dough		
14:30-15:00	 Deteriorating patient (On-line tutorial)	Dr. Stephanie Snedden, Director of Clinical Training (DCT)	What to do while waiting for the MET - call team to arrive.
15:00-16:30	Mandatory training	Self-Directed	
16:30-16:36	W/up, evaluation and questions		



# 2024 Intern Orientation Program

## Friday 12<sup>th</sup> January 2024

Online via Teams / Face to Face

Time	Session	Presenter	Primary Learning Objectives
08:30-08:40	Recap	MDE	
08:40-09:40	EMR Prescribing Feedback	Online	
09:40-09:50	EMR Q & A	Online	
09:50-10:20	 Infection Prevention	Rachael Purcell	<ul style="list-style-type: none"> <li>Consider the common vectors for nosocomial infection vectors and how to minimize the risk</li> </ul>
10:20-10:30	Self-Care - Stretch / Break		
10:30-11:20	 Falls	Dr. Chris Woo Director of Clinical Training (DCT) With Falls Representatives	<ul style="list-style-type: none"> <li>Appreciate that 'Falls are everyone's business'</li> <li>Understand what everyone contributes within the multidisciplinary team, and particularly your role</li> <li>Know how to assess a patient after a fall, and document it correctly</li> </ul>
11:20-11:50	Mandatory training	Self-directed	
11:50-12:50	Morning Tea / Lunch and travel in		
12:50-13:35	 Indigenous Health	Dwayne Pearce	<ul style="list-style-type: none"> <li>Familiarise with key concepts around caring for the Indigenous population</li> </ul>
13:35-14:25	 Clinical handover	Associate Professor Christina Johnson, Director, Monash Doctors Education	<ul style="list-style-type: none"> <li>Recognise the importance of clinical communication and risks of poor communication</li> <li>Reinforce key strategies for effective communication, including ISBAR and escalation</li> </ul>
14:25-14:40	Break		
14:40-15:10	 VTE	Nadi Ratnayake (anticoag stewardship), pharmacy  Chirag Lodhia	<ul style="list-style-type: none"> <li>VTE (Venous Thromboembolism) awareness on the ward</li> <li>VTE care pathway</li> <li>Prompt guidelines</li> <li>Presence of ACS team</li> </ul>
15:10-15:40	Peer lead Top Tips (documentation)	Outgoing interns Dr. Jeremy Kaye Dr. Kithmini Atapattu Dr. Kumail Jaffry	<ul style="list-style-type: none"> <li>Tips related to documentation and discharge summaries to ensure high standard, with focus on</li> </ul>

			<ul style="list-style-type: none"> <li>➤ Ward Rounds</li> <li>➤ Discharge summaries</li> <li>➤ Templates</li> <li>➤ Favourites</li> </ul>
15:40-16:10	Mental and Physical Health	Lauren Stapleton	<ul style="list-style-type: none"> <li>• Help identify ways to maintain a happy healthy self with the new pressures of shift work</li> </ul>
16:10-16:30	RMO Society and Afternoon tea (drinks)	RMO Society Fidel Toomey	<ul style="list-style-type: none"> <li>•</li> </ul>
16:30-16:36	W/up, evaluation and questions		<ul style="list-style-type: none"> <li>•</li> </ul>

### National Standards Key



1. Clinical Governance



2. Partnering with Consumers



3. Preventing and Controlling  
Healthcare-Associated Infection



4. Medication Safety



5. Comprehensive Care



6. Communicating for Safety



7. Blood Management



8. Recognising and Responding  
to Acute Deterioration