

Position Description

M2M Intern (PGY1)

Position Title:	M2M Intern (PGY1)
Created:	May 2011
Date of Review:	August 2013, April 2014, August 2014
Responsible to:	Director of Clinical Training through GP Supervisor
Department:	Rotational Position
Award:	Victorian Public Health Sector (AMA Victoria) – Doctors in Training – (Single Interest Employer) – Enterprise Agreement 2013
Type of Employment/Hours:	Full Time

BACKGROUND

Murray to the Mountains (M2M) intern training incorporates five small rural health services:

- Benalla
- Cobram
- Yarrawonga
- Numurkah/Nathalia
- Mt Beauty campus & Bright campus of Alpine Health

This position provides the intern with a position at one of the above sites for (20 weeks) and either 10 weeks medical and 10 weeks surgical at Northeast Health Wangaratta and 10 weeks emergency at Albury Wodonga Health (Wodonga Campus), or 10 weeks medical, 10 weeks surgical and 10 weeks emergency at Northeast Health Wangaratta for core terms as a condition of employment.

ROLE STATEMENT

The role of **Intern within the M2M program**, is to consolidate clinical skills in the provision of high quality patient care and develop collaborative relationships with medical and senior medical staff as well as nursing and other support staff.

The Australian Curriculum Framework (ACF) for Junior Doctors provides the educational and learning focus for the intern.

This requires:

KEY SELECTION CRITERIA

- M.B.B.S. or M.D Current Registration.
- Provisional registration as a Medical Practitioner with AHPRA.
- Active medical provider and prescriber number.
- Eligible to participate in PMCV computer match.
- Demonstrated appropriate level of experience and skills in the medical assessment and clinical management of patients.
- High level interpersonal and communication skills.
- Evidence of on going professional development to continually update personal medical skills and knowledge.
- Ability to be flexible and work in a changing environment.

- Ability to work as an effective team member as well as independently.
- A current National Police Record Check (if applicable). From 1st March 2007 *all Aged Care employees must undergo a National Police Record Check every 3 years.*
- A current and satisfactory 'Working with Children Check'.

PURPOSE

- To develop knowledge and understanding of the psychology and sociology of rural communities as this affects health.
- To observe and monitor the differing patterns of health status, morbidity and mortality in rural communities.
- To be a part of the function and structure of health service delivery in the rural setting.
- To ensure the personal and professional aspects of rural clinical practice are maintained.

It is recognised that interns are commencing their medical career. Each intern's performance is closely supervised and monitored to ensure they are entrusted with responsibilities commensurate with their capabilities. General Practitioners are primarily responsible for supervising interns during the small rural health service term and their advice should be actively sought.

Interns undertake duties in accordance with delegated clinical privileges that vary from site to site.

KEY DUTIES & RESPONSIBILITIES

Under the umbrella of M2M, the primary responsibility of an Intern is to provide a high quality clinical service to patients within each of the defined program settings. This involves developing clinical judgement, acquiring procedural skills and establishing clear and effective communication and interpersonal skills in order to achieve the relevant outcomes.

This requires gaining clinical experience, knowledge and expertise in:

- Clinical Management.
- Communication.
- Professionalism.
- Clinical problems and conditions.
- Skills and Procedures.

Key Activities

The primary activity of the Intern is to gain relevant experience in the functional and procedures of the Rural General Practitioner.

This will include:

- **Clinical**

Active participation in each of the core rotations within the M2M program. The Intern, will under direction, provide appropriate medical care to patients and be responsible for ensuring completion of all clinical components associated with the Postgraduate Medical Council of Victoria (PMCV) framework for junior doctors.

- **Teaching**

- Participate in Unit and Hospital meetings, Grand Rounds, Skills Workshops, Clinical Review and Pathology/Radiology meetings.
- Attend intern training lectures on a weekly basis and any designated teaching sessions.
- Other learning opportunities include regional activities such as those run by Bogong Regional Training Network, University of Melbourne and Goulburn Valley Division of General Practice.

- **Quality Improvement**

- Participate in peer review and quality improvement activities/seminars.

Duties, Roles and Responsibilities for the Rural GP Term

Interns are expected to:

- consult on a wide range of patients under the direction of a qualified general practitioner, using the Parallel consulting model;
- discuss all patient consultations, management plans and prescriptions with the supervising GP;
- maintain practice standards, policies and protocols, ensuring familiarity with the Murray to the Mountains (M2M) Intern Program Policy and Procedure Manual provided;
- follow the practice confidentiality policy;
- accurately document all patient consultations and the arrangements made for their follow-up, on clinical software (Medical Director);
- arrange necessary patient appointments, referrals and investigations;
- ensure up-to-date documentation of patients' past medical history, social history and current medication;
- adhere to the Practice Recall policy as set out in the Practice Manual;
- participate in the acute in-patient ward work with their supervising GP at local District Health Service; liaise with other practice staff and other health workers including nurses, the diabetic educator, local community health providers and associated allied health professionals;
- participate in case conferencing and telehealth meetings
- when necessary, clearly communicate accurate information to the patient's family;
- attend all practice meetings and participate in all the requirements of practice accreditation;
- actively support all immunisation requirements and preventative health strategies undertaken by the practice;
- participate in the provision of medical care to residents in public sector residential aged care in local health service.

Learning Objectives for the Rural GP Term

Interns are strongly encouraged to identify their own learning needs and to plan activities which help them to meet these. While all interns will have their own learning goals, it is expected that at the end of their rotation they will have met the goals outlined below:

Clinical Management

1. Have developed and be able to demonstrate their applied professional knowledge and skills in:
 - knowledge of commonly prescribed drugs, their indications, interactions and use;
 - the ability to take a concise history and perform an appropriate examination;
 - competence in minor procedures such as suturing, skin biopsy, cryotherapy, and performing spirometry and Pap smears;
 - competence in diagnosis and management of common general practice presentations;
 - the ability to quickly recognise critically ill patients who need urgent referral for hospital treatment, and to organise safe transfer;
 - skill in deciding which investigations are appropriate;
 - ability to interpret investigation findings;
 - ability to differentiate between illness and disease;
 - coordination of whole patient care with referrals to specialists, allied health personnel and community support services.
2. Be able to demonstrate your understanding of professional and ethical roles including knowledge and application of evidence based practice.

Communication

3. Be familiar with and be able to demonstrate the following skills around communication and the patient/doctor relationship:
 - a respectful patient centred approach;
 - skills in whole person care so that the doctor understands the patient, their context and the influence this can have on illness and behaviour;
 - skills in educating patients about their condition, being able to fluently discuss such topics as immunisation, asthma management, diabetes, hypertension and hyperlipidaemia;
 - appropriate communication skills with peers using medical terminology;
 - appropriate communication skills with patients so that the doctor understands the patient's concerns and the patient understands the medical terms and concepts;
 - a sensitivity to discussing topics that may be embarrassing or distressing for the patient;
 - an awareness of patients' needs and vulnerabilities, in a non-judgemental context.
4. Be able to demonstrate an understanding of organisational and legal requirements including efficient use of electronic software such as Medical Director, showing ability to access its resources and to file information.

Professionalism

5. Be able to demonstrate an understanding of population health in the context of general practice including:
 - an appreciation of the role of general practice as community primary care;
 - the use of preventative health care measures in the practice and in the community;
 - the ability to educate patients about preventative health measures;
 - delivery of culturally appropriate care, acknowledging individual and social differences;
 - ability to deliver care to whole family throughout their whole life cycle.
6. Be able to demonstrate your understanding of professional and ethical roles including:
 - respect for professional boundaries and ethical practice;
 - recognition of need for self care and for seeking help if required;
 - respectful and appropriate actions if a colleague is in difficulty;
 - a commitment to self-directed, life-long learning;
 - continuing self-appraisal skills and involvement in peer assessment.
7. Be able to demonstrate an understanding of organisational and legal requirements including:
 - understanding the Medicare and the private health care systems;
 - understanding and appropriate use of the PBS;
 - knowledge of the legal requirements of general practice and the ability to fulfil these while respecting the patient's rights and sensitivities;
 - good time management skills.

Learning Activities for the Rural GP Term

- Liaison with all members of the community and hospital health care team to facilitate effective and efficient patient management.
- Attending practice meetings, ward rounds and educational and feedback sessions.
- Managing your patients in the community and as inpatients as necessary.
- Assessing and managing a variety of common medical problems.
- Participating in the resuscitation and management of acute presentations.

- Performing procedures.
- Interpreting common radiology and pathology tests.
- Communicating with patients and their relatives.
- Accessing both relevant and current literature to assist with understanding clinical problems and for formulating the best possible management plans.
- Organising and maintaining follow-up patient care in the community.

Safe Environment

The following information is provided in relation to this position:

- Work Environment
 - Infection control practices required in all areas of the M2M program.
 - Compliance with OH&S policies and procedures.
 - Manage demanding and changing workloads and competing priorities (on a daily basis).
 - Work rostered shifts with the possibility of extended hours and participate as rostered within each facility across the M2M spectrum one Saturday morning in four, plus one evening per week.
 - Work in a team environment and at times independently (regular daily basis).
 - Wear personal protective equipment (e.g., rubber gloves, protective eye wear) (occasionally).
 - Work in locations geographically separated from management (occasionally).
- Manual Handling
 - Undertake manual handling of equipment (e.g., lifting, pulling, pushing, moving, transferring, twisting) on a daily basis.
 - Undertake correct use of various medical equipment and apparatus.
- People Contact
 - Interact with clients who may have an intellectual or physical disability (occasionally).
 - Interact with clients from differing ethnical backgrounds.
 - Interact with aggressive clients and relatives (occasionally).
- Administrative Tasks
 - Undertake administrative tasks.
 - Participate in meetings.
 - Concentrating for long periods of time (regular daily basis).
 - Use technology including photocopiers, telephones including mobiles, fax, overhead projectors, televisions, video, electronic whiteboards on a regular/daily basis.

Outcomes

These are measurable results derived from the above key duties & activities.

- Able to carry out clinical procedures within limits of capabilities.
- Able to confidently participate in, and actively contribute to, related meetings.
- Able to participate in quality activities.
- All interns are encouraged to seek direction from the GP Supervisors and Director of Clinical Training in the middle of the term as to your progress.
- At the completion of your rotation you will be assessed according to the ACF criteria. This will form part of your annual performance appraisal.

The general areas of assessment include:

- Thorough history and examination.
- Understanding of the clinical situation, decision making processes including evidence base and literature searches.

- Clear documentation within the medical record.
- Clear communication as a member of the multidisciplinary clinical team.
- Clear communication with the patient and carers.
- Writing a clear and concise discharge summary.
- Performance of simple procedural skills (venipuncture, IV cannulation, ABG sampling, ECGs, insertion of IDC and nasogastric tube).

Orientation, Feedback, Assessment and Education

- At the start of their clinical training year Interns receive a detailed orientation to M2M. In addition, at the commencement of each rotation a specific orientation is provided to ensure Interns are aware of required duties, rosters, clinical privileges and other relevant issues.
- Interns receive a mid and end of term performance appraisal for each rotation. Feedback is based upon achievement of rotation learning objectives. Interns are required to undertake core terms in emergency medicine, general surgery and general medicine in addition to completing one years supervised practice before the recommendation can be made to the Medical Practitioners Board of Victoria for general registration
- Interns will participate in the active education program offered by M2M.

Generic Position Requirements

Murray to Mountains health services are known and respected for their high level of professionalism and take pride in their work, their image and approach in the way they relate to the people they interact with. Our approach is to be respectful, friendly and helpful with all internal and external contacts. We aim to be positive and willing to do whatever is required and are careful not to respond negatively or defensively to customer complaints or problems.

Code of Conduct

The Victorian Government’s Code of Conduct is binding on all Murray to Mountain health service employees. Contravention of a provision in the code may constitute misconduct and/or be regarded as a breach of the employee’s employment agreement.

Policies and Procedures

Murray to Mountains health service policies and procedures are fully set out in its clinical and managerial policy manuals. All employees are required to comply with policies, procedures and standard ways of work practices.

Confidentiality

All information concerning Murray to Mountains health services,, its patients, clients, residents and employees is strictly confidential and any unauthorised disclosure of such information may result in disciplinary action and/or dismissal.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Murray to Mountains health services discretion and activities may be added, removed or amended at any time.

Name: (please print)

Signature: **Date:**