

**POSITION DESCRIPTION**

<b>Position Title</b>	Provisional Fellow in Critical Care Echocardiography		
<b>Health District</b>	Nepean Blue Mountains Local Health District		
<b>Network</b>	N/A		
<b>Facility</b>	Nepean Hospital		
<b>Division</b>	Critical Care & Imaging		
<b>Geographical Location</b>	Nepean Hospital, Penrith NSW 2750		
<b>Reports To</b>	Clinically: Director of Intensive Care Unit Administratively: Department Head, Clinical Director and Director Medical Services and/or Director of Training		
<b>Specialty</b>	Intensive Care		
<b>Sub-Specialty</b>	Critical Care Echocardiography		
<b>Unit</b>	Intensive Care Unit		
<b>Award Classification 1</b>	Resident Medical Officer		
<b>Award Classification 2</b>	Registrar (if applicable)		
<b>Award Name</b>	Public Hospitals Medical Officers (State) Award		
<b>Hours per week</b>	38		
<b>Part time</b>	Yes	<b>Job share</b>	Yes
<b>Rotation / Network</b>	<p>In addition to the facilities and locations listed above you may be required to work at different locations and clinical departments within NSW Health during your employment as may be reasonable in the circumstances which may change from time to time.</p> <p>The position may be required to work within other facilities which are in an approved arrangement with your employer, including rural locations. These facilities may include other NSW public and private hospitals, and facilities in other States.</p>		
<b>Selection Criteria</b>	<ol style="list-style-type: none"> <li>1. MBBS or equivalent. Currently registered or eligible for registration with the Medical Board of Australia.</li> <li>2. Completion or near completion of CICM qualification specialist qualification.</li> <li>3. Enrolled in Advanced Critical Care Echocardiography certification programme.</li> <li>4. Demonstrates teamwork, time management and problem solving skills as part of a multidisciplinary team.</li> <li>5. Demonstrated high level of communication skills (verbal and written) and computer skills.</li> <li>6. A professional attitude and flexibility in work role.</li> <li>7. Demonstrated good organisational, time management skills and commitment to</li> </ol>		

quality improvement, patient safety and risk management. 8. Interest in critical care echocardiography research
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### **MAIN PURPOSE OF POSITION**

- To participate in the Cardiovascular Ultrasound Laboratory Echocardiography Service. An opportunity to gain experience in transthoracic and trans-oesophageal Echocardiography is available, as well as the opportunity for research into echocardiography in intensive care
- Participate in the clinical roster in the Intensive Care Unit, 7 Rotating Roster day shifts and on call overnight
- Participation in teaching of undergraduate and postgraduate medical staff is expected, as well as co-ordination of an active quality assurance program.
- This position is for senior intensive care trainees who have a special interest in echocardiography. A program of training in transthoracic and trans-oesophageal echocardiography is undertaken in conjunction with duties in the ICU.

### **POSITION REQUIREMENTS**

#### **1. Qualifications**

- MBBS or equivalent. Currently registered or eligible for registration with the Medical Board of Australia.
- Demonstrated clinical practice as a registered medical practitioner in the last 2 years in a setting appropriate to the needs of the position.
- Completion or near completion of CICM qualification.
- Enrolled in Advanced Critical Care Echocardiography certification programme.

#### **2. Clinical**

The Provisional Fellow is responsible for the management of critically ill patients within the Intensive Care Unit. In this role the medical officer needs to be competent in emergency situations and a working knowledge of advanced life support. The Intensive Care Unit provides a Medical Emergency Team Service to Hospital and therefore the medical officer needs to be confident in all forms of emergency situations. The Provisional Fellow will participate in providing an acute medical echo service.

The Provisional Fellow needs to be competent in the following procedures:

- Intubation – Airway Management
- Insertion of central lines
- Insertion of PICC lines
- Insertion of Vascath
- Chest Drain Insertion
- Tracheostomy
- Arterial Line Insertion
- Dialysis
- Ventilator management
- Balloon Pump Management

- Advanced Life Support

**The following is a full list of responsibilities of the Provisional Fellow:**

- Undertake duties in the Cardiovascular Ultrasound Laboratory as directed. These will include: performing studies, Q&A activities, preparation for educational meetings.
- Participation in clinical duties as arranged by the Intensive Care Specialists.
- Participation in the after hours roster as designated by the Intensive Care Specialists.
- Participation in training programmes as appropriate to the future career path of the Fellow.
- Attendance and active participation in unit continuing education meetings.
- Widen experience and maturity in the management of critically ill patients with a diverse spectrum of disorders, from the referral base in the western Sydney Area.
- To develop an interest in teaching and teaching skills, especially as applied to medical students, post-basic nursing graduates and junior medical staff.
- To provide advice and assistance to the junior intensive care Trainees.
- To possess a responsible attitude and commitment to the teaching and supervision of junior medical staff in the unit.
- To attend ICU ward rounds and contribute to discussion of patient care.
- To assist with the resuscitation and management of unstable patients within the ICU and hospital.
- To develop appreciation of the importance and application of data base management and Quality Improvement activities in the intensive care unit.
- To make a contribution towards administrative duties in the unit including assisting the Director of Critical Care in rostering medical staff.
- Undertake echocardiography research into aspects of Critical Care Medicine as directed.

**3. Research and Teaching**

The Nepean Hospital Intensive Care Unit is highly involved in both local and multi centre trials. The Provisional Fellow is involved in recruitment and patient management in regards to research trails.

**4. Orientation**

The Provisional Fellow will undertake a two day orientation program at the commencement of employment.

The Doctor will be required to undertake the core mandatory orientation to:

- Gain an understanding of the organisational values, goals and ethics.
- Gain knowledge and develop skills to work in a manner which promotes their own health, safety and security at work. Including information relating to infection control and needlestick injury.
- Gain an understanding of child protection legislation policies and responsibilities associated with notifying and reporting issues about child protection.
- Given guidance on ways to perform their job in an efficient and effective manner; and the code of conduct and ethics, including the behaviours and standards expected of NBMLHD Employees.
- Understand the principles of waste management and the local processes in place, which are designed to reduce waste.
- Gain an understanding of the administrative procedures relating to the performance of their work.

- Develop an understanding of the legislative and industrial context in which they work.
- Gain information on NBMLHD Employee Assistance Program (EAP).
- Gain education and training in the minimisation and management of aggression, Work Health and Safety, Fire Safety and quality improvement processes.

## **5. Supervision**

The Provisional Fellow is responsible for the supervision of the ICU Trainee and SRMO's. They are to be involved in the training of the junior medications staff in performing procedures such as arterial and venous cannulation and insertion of intercostal catheters. The Provisional Fellow is supervised by the ICU Specialist.

## **6. Other responsibilities**

In addition to the core competency standards, the doctor is expected to comply with legislative, policy/protocol requirements as they relate to:

- The supervision requirements as set out by the Medical Board of Australia;
- The Local Health District's Performance Management Policy;
- Work, health and safety requirements as an employee;
- The NSW Health Code of Conduct.

## **7. Medical leadership**

- Participate in RCA, QA, M&M, incident review, complaint management.
- Contribute to hospital wide patient flow and meeting ETP targets through timely review of consults in ED and the wards, early identification of discharges including pre 09am discharges, completion of discharge paperwork and participating in Whole of Hospital strategies to ensure the appropriate and timely care of patients.
- Demonstrates the ability to effectively manage staff and hospital resources including:
  - a) communicating effectively
  - b) prioritising tasks
  - c) using time management skills appropriately
  - d) assigning tasks and delegating
  - e) prioritising and re-prioritising clinical tasks in the 'on-take' day and during medical disasters
  - f) ensuring tasks are progressing as planned
- Communicate with and co-ordinate specialty teams to achieve an optimal environment for patient care.
- Effectively use resources to balance patient care and systemic demands.

In addition to the core competency standards, the Medical Officer is expected to comply with legislative, policy/protocol requirements as they relate to:

1. Compliance with all applicable public health organisation and hospital policies and protocols, and with applicable Policy Directives and Guidelines issued by the Department of Health, as amended and as in force from time to time, including the NSW Health Code of Conduct
2. Ensuring that all services provided to patients are consistent with any instructions issued by your supervisor or Department Director or any conditions imposed by the Medical Board of Australia;
3. Maintenance of adequate hospital clinical records, including completion, within a reasonable time period following the patient's discharge, of patient discharge letters;

4. Observance of general conditions of clinical practice applicable at the Public Health Organisation where you will be working from time to time;
5. Demonstrating at all times courteous and professional behaviour towards patients, their relatives and other staff.

## **LOCAL BACKGROUND AND ENVIRONMENT**

Nepean Hospital is an important referral and teaching hospital of the University of Sydney. It serves the local areas of Penrith, Hawkesbury and the Blue Mountains (comprising a population of 300,000 and growing) and accepts patients from as far as Lithgow and Bathurst flown in by helicopter retrieval services. Nepean Hospital is the Regional trauma Centre for these areas. These positions are accredited with RACP, ANZCA, CICM and ACEM for Intensive Care Training. Trainees are encouraged to prepare for appropriate exams.

The role of the Intensive Care Unit is to provide Intensive Care/Critical Care services to the community as well as providing emergency response to all wards within the hospital. The department consists of 22 ICU beds. The unit has 8 Staff Specialists, 1 Clinical Superintendent, 4 Fellows, 10 Trainees, 4 Senior Medical Resident Officers and 4 Residents.

The facilities at the Nepean Hospital include:

- Radiology / Radiography - This includes, general imaging, ultrasound, nuclear medicine, MRI, CT scan. Reporting is done on site and generally imaging is available on a 24 hour basis.
- Pathology – This service is operational 24/7.
- The Nepean Hospital has a successful Emergency Department, obstetrical, neuro, orthopaedic, cancer care, coronary care, geriatric, rehabilitation, psychiatry and an outreach service
- Surgical service is operational 7 days per week.

The Provisional Fellow within the Intensive Care Unit works a rotation 7 day roster performing day shifts and also Participate in the afterhours roster as designated by the Intensive Care Specialists. Whenever the Provisional Fellow is rostered as the "specialist-on-call", the "second-on" specialist will be a qualified Intensivist who is able to supervise the Provisional Fellow. During the day shift hours of 0800-2030 the Provisional Fellow is supervised by ICU Specialist. On day shift there is also an SRMO, Trainee and Resident on shift. The Provisional Fellow is responsible for providing supervision and assist in training of junior medical staff. During the night shift hours of 2000-0830 the Provisional Fellow may be on call to provide any support that may be required and can have contact with the Specialist as required.

As Intensive Care is a State Wide service these beds are managed by the NSW Retrieval Service who looks at the status of Intensive Care beds across the state. The Retrieval Service provides a service of looking for Intensive Care beds and the transportation of these patients if the need arises by either road or helicopter.

As a Provisional Fellow in the Intensive Care Unit a Medical Provider Number is required to request tests and make referrals.

## KEY INTERNAL AND EXTERNAL RELATIONSHIPS

The Provisional Fellow is responsible to the Director of the Intensive Care Unit as well as all senior medical staff. The Provisional Fellow has constant contact with all wards within the hospital on all levels in regard to management of patients that may require intensive care consultation. The Provisional Fellow is also required to communicate with the NSW Retrieval service as well as Bed Managers and Specialists from other hospital who require a patient to be transferred to Nepean Hospital of Intensive Care Treatment.

## SUPERVISION ARRANGEMENTS OF THE SPECIALIST / HOSPITAL NON-SPECIALIST

Supervision during normal hours:

- Immediate supervision of the Provisional Fellow is provided by the Staff Specialist. Senior staff are always at hand during normal hours
- Other Specialists that are not rostered on clinically are on site during the day and are mostly contactable at any time if assistance is required
- Senior staff responsible for supervision are always contactable by phone
- Provisional Fellow assists in supervision and training of Junior Medical Staff

Supervision after hours

- The Provisional Fellow may be on call overnight and has the support of the ICU specialist who can be contacted by telephone and must be at the hospital within 20 minutes if help is required.

The supervision of staff within the Nepean Hospital Intensive Care Unit is shared amongst the Staff Specialists. Generally the Specialist rostered on clinically is responsible for junior medical staff working that shift.

	YES	NO	NA
1. At all times during normal working hours, the applicant will have a more senior doctor on site available to help. ie. In-hours, the applicant is <u>never</u> the most senior doctor on site.	X		
2. If the applicant will be working after hours, on call or overnight, there will always be a more senior doctor on site available to help. ie. After-hours, the applicant is <u>never</u> the most senior doctor on site.		X	
3. The applicant is expected to supervise junior medical staff.	X		
4. The applicant will be expected to do retrieval work.			X

## CHALLENGES/PROBLEM SOLVING

Challenges of the Provisional Fellow role include:

- Having composure during emergency situations and be able to come up with management plans in a short time frame to reduce the criticalness of emergency situations
- Working within the Intensive Care unit is challenging in regard to dealing with patients and their families in regard to end of life decision making.
- The workload in the Intensive Care Unit is at a constant fast pace and the doctor requires time management skills in able to manage workload and delegate to junior staff.
- Working collaboratively with other staff in a multi-disciplinary team.
- Maximising the efficient utilisation of the physical resources of the Local Health District.

- Being flexible with the work required in a range of Local Health District and locations.
- Responsibility for supervision and teaching of junior medical officers attached to the medical team.

### **DECISION MAKING**

Decisions that can be made by the Provisional Fellow without consultation include:

- Insertion of Arterial Line
- Insertion of Central Line
- Start non-invasive ventilation
- Medication prescription
- Ventilation in Emergency situation.
- Accepting admissions
- Withdrawal of treatment
- Invasive Ventilation
- Insertion of Tracheostomy

The Medical Officer will be required:

- To exercise independent judgment, initiative and problem solving skills, but this should be exercised in consultation with supervising medical staff including patient escorts and transfers.
- Close and effective liaison with consultants to allow the Medical Officer to demonstrate their level of ability and understanding of patient care and enable an expansion responsibility.
- All patients managed within the hospitals of the Health District are under the direct care of a specialist medical practitioner. All decisions regarding their care are to be clearly communicated with the specialist responsible for that care to ensure appropriate input from key decision makers and achieve consensus when possible.

### **COMMUNICATION**

The Medical Officer is a key person who works closely with all members of staff and must:

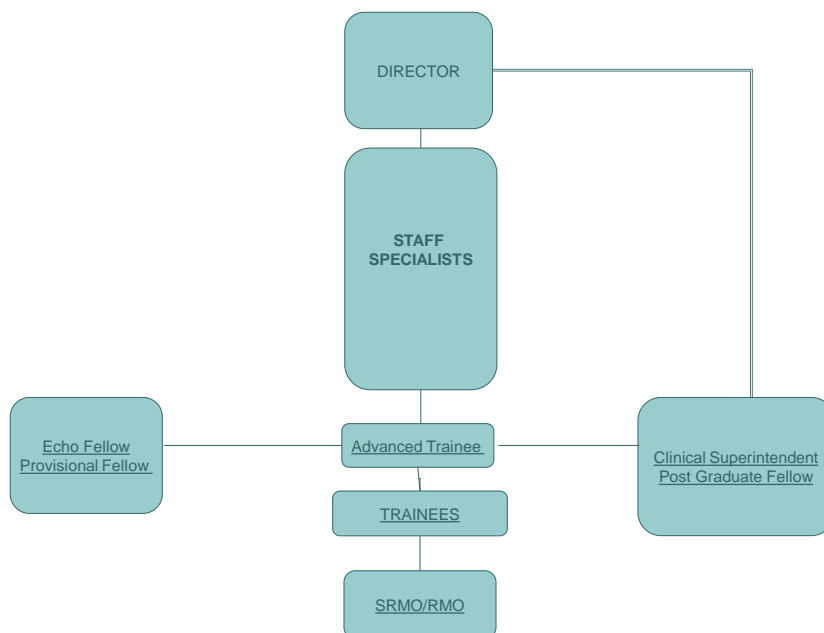
- Work as part of, and contribute to a multi-disciplinary team.
- Deal with matters of an urgent or sensitive nature.
- Must have the ability to exercise discretion, sensitivity and maintain confidentiality.
- Works co-operatively within a team environment and actively contributes to team activities including pro-actively participates in team meetings and decision making processes.

### **PERFORMANCE MONITORING**

The Provisional Fellow is responsible for:

- Participating in ongoing review and training at departmental meetings such as Morbidity and Mortality Meetings, Journal Clubs and giving peer tutorials.
- The Nepean Hospital Intensive Care Unit provides policies and procedures that are easily accessed and should be followed by all Trainees
- Participating in continuing medical education and professional development
- Maintaining his/her professional competence.

### **ORGANISATION CHART**



**VERIFICATION**

The position holder agrees to work in accordance with the requirements of the position and accepts to comply with policies and procedures of Nepean Blue Mountains Local Health District.

**POSITION HOLDER**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SUPERVISOR**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CONTACT DETAILS FOR APPLICANT ENQUIRIES ABOUT THE POSITION**

Name: Dr Sam Orde  
 Phone: 02 4734 2490  
 Email: [sam.orde@health.nsw.gov.au](mailto:sam.orde@health.nsw.gov.au)