

## Term Description – Handbook – ROVER

1. Term details:			
<b>Health Service:</b>	Northern Health	<b>Term duration:</b>	Maximum: 13 weeks
<b>Location/Site:</b>	Northern Hospital Epping	<b>Clinical experience - Primary:</b>	C: Acute and critical illness patient care
<b>Parent Health Service:</b>	Northern Health	<b>Clinical experience - Secondary:</b>	B: Chronic illness patient care
<b>Speciality/Dept.:</b>	General Medicine Unit 3	<b>Non-clinical experience:</b>	(PGY2 only)
<b>PGY Level:</b>	PGY1	<b>Prerequisite learning:</b>	(if relevant)
<b>Term Descriptor:</b>	<i>General medical term ward-based management of patients with a range of acute and chronic medical conditions. Attendance at medical grand rounds and unit meetings. Work as part of a multi-disciplinary team and attend multi-disciplinary team meetings. Attendance at family meetings. Discharge planning and transfer of acute to community care.</i>		

2. Learning objectives:		
<i>EPA1: Clinical Assessment</i>	Domain 1	Be able to take relevant history and be competent in targeted examination for common general medical conditions including: COPD/ pneumonia/ Acute Coronary Syndrome/ delirium/ GI bleeding/ Sepsis/ heart failure
	Domain 2	Build knowledge and confidence in directing initial investigations and management for simple medical problems. Balance taking on responsibility for patient care with recognition of when to escalate to involve other professionals
	Domain 3	Identifies and considers culturally safe and appropriate means of obtaining patient histories and/or performing physical examination. Understands the importance of use of interpreters for communication
	Domain 4	Makes use of local service protocols and guidelines to inform clinical decision-making.
<i>EPA2: Recognition and care of the acutely unwell patient</i>	Domain 1	Identifies deteriorating or acutely unwell patients
	Domain 2	Recognises their own limitations and seeks help when required in an appropriate way.
	Domain 3	Accesses interpretive or culturally-focused services and considers relevant cultural or religious beliefs and practices.
	Domain 4	Observes local service protocols and guidelines on acutely unwell patients
<i>EPA3: Prescribing</i>	Domain 1	Initiates, modifies or ceases therapies (drugs, fluids, blood products, oxygen) safely, adheres to all relevant protocols and monitors patient reactions, reporting when relevant.
	Domain 2	Recognises their own limitations and seeks help when required in an appropriate way.
	Domain 3	Understands that social cultural background health literacy and patient preference may all impact on a patient's acceptance and adherence in taking medications and this should be considered when making prescription choices
	Domain 4	Makes use of local service protocols and guidelines to ensure decision-making is evidence-based and applies guidelines to individual patients appropriately
<i>EPA4: Team communication</i>	Domain 1	Creates verbal or written summaries of information that are timely, accurate, appropriate, relevant and understandable for patients, carers and/or other health professionals.

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– documentation, handover and referrals	Domain 2	Maintains respect for patients, families, carers, and other health professionals, including respecting privacy and confidentiality.
	Domain 3	Includes relevant information regarding patients' cultural or ethnic background in the handover and whether an interpreter is required.
	Domain 4	Practices presenting patients on ward rounds and at internal team handovers to develop skills in safe and effective handover. Participates in unit meetings to practice presenting patients from the unit with discussion of best practice management and treatment.

### 3. Outcome statements:

Domain 1: <i>The prevocational doctor as practitioner</i>	Domain 2: <i>The prevocational doctor as professional and leader</i>	Domain 3: <i>The prevocational doctor as a health advocate</i>	Domain 4: <i>The prevocational doctor as a scientist and scholar</i>
<p><input checked="" type="checkbox"/> 1.1 Place the needs and safety at the centre of the care process, working within statutory and regulatory requirements and guidelines. Demonstrate skills including effective handover, graded assertiveness, delegation and escalation, infection control, and adverse event reporting.</p> <p><input type="checkbox"/> 1.2 Communicate sensitively and effectively with patients, their family and carers, and health professionals, applying the principles of shared decision-making and informed consent.</p> <p><input type="checkbox"/> 1.3 Demonstrate effective, culturally safe interpersonal skills, empathetic communication, and respect within an ethical framework inclusive of indigenous knowledges of wellbeing and health models to support Aboriginal and Torres Strait Islander patient care</p> <p><input checked="" type="checkbox"/> 1.4 Perform and document patient assessments, incorporating a problem-focused medical history with a relevant physical examination, and generate a valid differential diagnosis and/or summary of the patient's health and other relevant issues</p> <p><input type="checkbox"/> 1.5 Request and accurately interpret common and relevant investigations using evidence-informed knowledge and principles of sustainability and cost-effectiveness</p> <p><input checked="" type="checkbox"/> 1.6 Safely perform a range of common procedural skills required for work as a PGY1 and PGY2 doctor.</p> <p><input type="checkbox"/> 1.7 Make evidence-informed management decisions and referrals using principles of shared decision-making with patients, carers and health care team</p> <p><input checked="" type="checkbox"/> 1.8 Prescribe therapies and other products including drugs, fluids, electrolytes, and blood products safely, effectively and economically</p> <p><input checked="" type="checkbox"/> 1.9 Recognise, assess, communicate and escalate as required, and provide immediate management to deteriorating and critically unwell patients.</p>	<p><input checked="" type="checkbox"/> 2.1 Demonstrate ethical behaviours and professional values including integrity, compassion, self-awareness, empathy, patient confidentiality and respect for all.</p> <p><input type="checkbox"/> 2.2 Identify factors and optimise personal wellbeing and professional practice, including responding to fatigue, and recognising and respecting one's own limitations to mitigate risks associated with professional practice.</p> <p><input checked="" type="checkbox"/> 2.3 Demonstrate lifelong learning behaviours and participate in, and contribute to, teaching, supervision and feedback.</p> <p><input type="checkbox"/> 2.4 Take increasing responsibility for patient care, while recognising the limits of their expertise and involving other professionals as needed to contribute to patient care.</p> <p><input checked="" type="checkbox"/> 2.5 Respect the roles and expertise of healthcare professionals, and learn and work collaboratively as a member of an inter-personal team.</p> <p><input checked="" type="checkbox"/> 2.6 Contribute to safe and supportive work environments, including being aware of professional standards and institutional policies and processes regarding bullying, harassment and discrimination for themselves and others.</p> <p><input type="checkbox"/> 2.7 Critically evaluate cultural safety and clinical competencies to improve culturally safe practice and create culturally safe environments for Aboriginal and Torres Strait Islander communities. Incorporate into the learning plan strategies to address any identified gaps in knowledge, skills, or behaviours that impact Aboriginal and Torres Strait Islander patient care.</p> <p><input checked="" type="checkbox"/> 2.8 Effectively manage time and workload demands, be punctual, and show ability to prioritise workload to manage patient outcomes and health service functions.</p>	<p><input type="checkbox"/> 3.1 Incorporate disease prevention, relevant health promotion and health surveillance into interactions with individual patients, including screening for common diseases, chronic conditions, and discussions of healthcare behaviours with patients</p> <p><input checked="" type="checkbox"/> 3.2 Apply whole-of-person care principles to clinical practice, including consideration of a patient's physical, emotional, social, economic, cultural and spiritual needs and their geographical location, acknowledging that these factors can influence a patient's description of symptoms, presentation of illness, healthcare behaviours and access to health services or resources.</p> <p><input type="checkbox"/> 3.3 Demonstrate culturally safe practice with ongoing critical reflection of the impact of health practitioner's knowledge, skills, attitudes, practising behaviours and power differentials in delivering safe, accessible and responsive healthcare free of racism and discrimination.</p> <p><input type="checkbox"/> 3.4 Demonstrate knowledge of the systemic and clinician biases in the health system that impact on the service delivery for Aboriginal and Torres Strait Islander peoples. This includes understanding current evidence around systemic racism as a determinant of health and how racism maintains health inequity.</p> <p><input type="checkbox"/> 3.5 Demonstrate knowledge of the ongoing impact of colonisation, intergenerational trauma and racism on the health and wellbeing of Aboriginal and Torres Strait Islander peoples.</p> <p><input checked="" type="checkbox"/> 3.6 Partner with the patient in their healthcare journey, recognising the importance of interaction with and connection to the broader healthcare system. Where relevant, this should</p>	<p><input checked="" type="checkbox"/> 4.1 Consolidate, expand and apply knowledge of the aetiology, pathology, clinical features, natural history and prognosis of common and important presentations in a variety of stages of life and settings.</p> <p><input type="checkbox"/> 4.2 Access, critically appraise and apply evidence form the medical and scientific literature to clinical and professional practice.</p> <p><input type="checkbox"/> 4.3 Participate in quality assurance and quality improvement activities such as peer review of performance, clinical audit, risk management, incident reporting and reflective practice.</p> <p><input type="checkbox"/> 4.4 Demonstrate a knowledge of evidence-informed medicine and models of care that support and advance Aboriginal and Torres Strait Islander health.</p>

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<p>□ 1.10 Appropriately use and adapt to dynamic systems and technology to facilitate practice, including for documentation, communication, information management and supporting decision-making</p>		<p>include culturally appropriate communication with caregivers and extended family members while also including and working collaboratively with other health professionals (including Aboriginal Health Workers, practitioners and Liaison Officers).</p>	
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### 4. Supervision details:

Supervision Role	Name	Position	Contact
DCT/SIT	<i>Dr Carol Chong</i>	Supervisor of Intern Training	Carol.Chong@nh.org.au
Term Supervisor	<i>Prof Judy Savige</i>	Head of Unit	Judy.Savige@nh.org.au
Clinical Supervisor (primary)	<i>Prof Judy Savige</i>	Head of Unit	Judy.Savige@nh.org.au
Clinical Supervisor (day to day)	<i>Unit Registrar</i>	General Medicine Unit Registrar	Via Medtasker or Switchboard
<p><b>EPA Assessors</b> Health Professional that may assess EPAs</p>	<ul style="list-style-type: none"> <li>• All Consultants</li> <li>• All Registrars</li> <li>• <a href="#">Click or tap here to enter name and role</a></li> </ul>		

### Team Structure - Key Staff

Name	Role	Contact
Dr Yana Sunderland	Divisional Director	Yana.Sunderland@nh.org.au
Prof Judy Savige	Head of Unit	Judy.Savige@nh.org.au
Unit Consultants	General Medicine Physician	Via Switchboard
SMR	Senior Medical Registrar	Via Medtasker or Switchboard
Unit NUM	Unit NUM	Via Switchboard

### 5. Attachments:

R-over document	See below
Unit orientation guide	See below
Timetable (sample in appendix)	See below

### 6. Accreditation details (PMCV use only)

Accreditation body:	<a href="#">Click or tap here to enter text.</a>
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<b>Accreditation status:</b>	Click or tap here to enter text.	
<b>Accreditation ID:</b>	Click or tap here to enter text.	
<b>Number of accredited posts:</b>	PGY1: number	PGY2: number
<b>Accredited dates:</b>	Approved date: date.	Review date: date.

7. Approval		
<b>Reviewed by:</b>	Click or tap here to enter text.	<b>Date:</b> Click or tap to enter a date.
<b>Delegated authority:</b>	Click or tap here to enter text.	<b>Date:</b> Click or tap to enter a date.
<b>Approved by:</b>	Click or tap here to enter text.	<b>Date:</b> Click or tap to enter a date.

Appendix							
Timetable example							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning	Enter Time	Enter Time	Enter Time	Enter Time	Enter Time	Enter Time	Enter Time
	08:00 Handover 08:30 ward round	08:00 Handover 08:30 ward round 11:30 - Unit meeting two middle Tues of month	08:00 Handover 08:30 Med intern teaching 09:00 ward round	08:00 Medical Grand round 09:00 Ward round	08:00 Handover 08:30 ward round	08:00 Handover 08:30 ward round	08:00 Handover 08:30 ward round
Afternoon	Enter Time	Enter Time	Enter Time	Enter Time	Enter Time	Enter Time	Enter Time
	13:00 Ward work 15:00 MDT	12:30 – 13:30 Intern Education 13:30 – 1400 radiology meeting 14:00 – 15:00 MDT	13:00 Ward work 15:00 MDT	13:00 Ward work 15:00 MDT	13:00 Ward work 15:00 MDT	Click or tap here to enter text.	Click or tap here to enter text.
Evening	Enter Time	Enter Time	Enter Time	Enter Time	Enter Time	Enter Time	Enter Time
	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
<b>Hours</b>	Total	Total	Total	Total	Total	Total	Total

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REG Medical Unit 3	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun
Reg 1	08:00 - 20:30	Train ing Time	0800- 1330							Train ing Time	07:30 - 20:30	08:00 - 20:30	08:00 - 20:30	08:00 - 20:30
		08:00 - 20:30	Train ing Time											
Reg 2			Train ing Time	07:30 - 20:30	08:00 - 20:30	08:00 - 20:30	08:00 - 20:30	08:00 - 20:30	Train ing Time	0800- 1330				
									08:00 - 17:30	Train ing Time				
Reg 3	Train ing Time	Train ing Time	08:00 - 20:30	07:30 - 12:30	07:30 - 12:30			Train ing Time	Train ing Time	08:00 - 17:00	07:30 - 12:30	08:00 - 17:00		
	08:00 - 17:00	08:00 - 17:00		Train ing Time				08:00 - 17:00	08:00 - 20:30					
<b>INTERN Medical Unit 3</b>														
Intern 1				07:30 - 20:30	08:00 - 20:30	08:00 - 17:00	08:00 - 20:30	08:00 - 20:30	08:00 - 17:00	08:00 - 20:30				
Intern 2	08:0 0- 17:0 0	08:0 0- 20:3 0	08:0 0- 17:0 0	07:3 0- 17:0 0	07:3 0- 12:3 0			08:0 0- 17:0 0	08:0 0- 20:3 0	08:0 0- 17:0 0	07:3 0- 17:0 0	08:0 0- 13:0 0		
Intern 3	08:0 0- 20:3 0	08:0 0- 17:0 0	08:0 0- 20:3 0								07:3 0- 20:3 0	08:0 0- 20:3 0	08:0 0- 17:0 0	08:0 0- 20:3 0

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### 9. Hospital Orientation

Hospital orientation occurs at the beginning of each term. Attendance is mandatory and paid non-clinical time. This is separate to the unit orientation. Follow the [link](#) for details, password: NorthernDoctors

Location	NCHER, Northern Hospital – Epping	185 Cooper Street, Epping 3076
Facilitator	Medical Education Unit	Email: <a href="mailto:MedicalEducationUnit@nh.org.au">MedicalEducationUnit@nh.org.au</a>
Date	First day of each term	
Start	08:00	

### 10. Unit Orientation

Unit Orientation occurs at the beginning of each term. Attendance is mandatory and paid time. Orientation that occurs outside of your rostered hours should be submitted as overtime on the overtime reporting portal

Location	Ward 16 (Note Home ward 3B ward 16 and home ward 3A ward 15)
Facilitator	Ward consultant Registrar and NUM and HOU
Date	1st or 2 <sup>nd</sup> day of rotation (Mon- B interns Tues- A interns) HOU will meet interns in first week of term
Start	8:30 am after medical handover

### 11. Unit Overview

Department	Medicine
Location	Med 3A ward 15 home ward, Med 3B ward 16 home wards Note Medical 3 Office (currently in the 3/4 ward area new office space TBA we are looking for a suitable location for this that is closer to the new wards)
Inpatient Beds	10 – 15
Outpatients Clinics	Tues afternoon (Prof Savige and Dr Chong)
Day Procedures	Nil
Virtual Unit	Nil

### 12. Safety

#### Unit Specific Safety & Risks

#### Safe Prescribing

- Ensure all new patients' usual medications are charted and refer to 'Pharmacy Admission Note' to check all medications are correctly charted
- seek help from registrar or pharmacist if uncertain.
- Look up all medications you are not familiar with
- Special consideration for the APINCH Medications; Antimicrobials, Potassium, Insulin, Narcotics (opioids) and sedative medications, heparin and other anticoagulants (chemotherapy *not routinely prescribed in medicine*)
- Ensure you use antibiotic guidance system for all restricted antibiotics

Falls – review prevention plans and medication charts for high risk medications

Pressure injuries – review pressure areas regularly

Infection prevention – ensure you follow all guidelines regarding isolation and wear appropriate PPE

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13. Communication	
Medtasker	Intern role , medical registrar role Med tasks will come up through the day, please acknowledge the task as soon as you can and send message back to nurses with ETA's if you are busy and can't get the task done quickly
WhatsApp	No clinical group - medical registrars have group for contact with Senior medical registrar regarding operations and education activity
Pager	Carried by medical registrar – for MET call alerts this must be carried at all times
MS Teams	NH General Medicine Team – daily handover list weekend roster etc on this team

14. Handover Process	
Morning	TNH – General Medicine Handover – via MS TEAMS and in lecture theatre 8:00 all days except 7:30 Thursdays (Ward Medical Teams can tune in from their office)
Afternoon	To co intern and registrar in home ward office if finishing at 1700
Night	Ward 5/6 meeting room 20:00

15. Shift Structure		
	Intern	Registrar
Day	8:00 start (Thurs 7:30)	8:00 start Tues and Thurs 7:30
Afternoon	No PM shift	Training time cover shift cover as per roster – Wed /Fri
Night	No night shift	No night shift
Weekend	8:00 start as per roster	8:00 start as per roster 'B 'registrars

16. Shift Roles & Responsibilities		
	Intern	Registrar
Day	<p>8:00 Logon to Medtasker</p> <p>8:00 Handover form co intern re evening shift issue and night ward cover calls if issues overnight.</p> <p>Update patient list and bed- cards. Tick of discharges and prep scripts for new patients</p> <p>8:30 - See sick and early discharges with registrar</p> <p>9:00 see new patients with consultant of the day</p> <p>Then round with consultant / registrar</p> <p>A consultant round - Tues Thurs and Mon or Fri</p> <p>B consultant round - Mon Wed Fri</p> <p>After ward round - Paper round with reg to prioritise and split jobs</p> <p><b>Med 3 Rheum HMO</b> – assists with these duties</p> <p>Tuesdays and Fridays – works with Rheumatology team Mon Wed Thurs – see Rheumatology handbook for more details</p>	<p><b>8:00 Login to Medtasker</b></p> <p>Med handover – MS Teams or Lec. Theatre</p> <p>Handover of all new patients and sick patients from overnight</p> <p>8:30 - See sick and early discharges</p> <p>9:00 see new patients with consultant of the day</p> <p>Then round with intern +/- consultant</p> <p>A consultant round - Tues Thurs and Mon or Fri</p> <p>B consultant round - Mon Wed Fri</p> <p>After ward round - Paper round with reg to prioritise and split jobs</p>

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Afternoon	<p>Ward work Referrals, radiology, discharge paperwork, chase results 15:00 Daily Ward MDT – discharge planning meeting Teaching as per roster <b>Med 3 Rheum HMO</b> – assists with these duties Tuesdays and Fridays – works with Rheumatology team Mon Wed Thurs – see Rheumatology handbook for more details</p>	<p>Ward work Complex referrals, update families, detailed review of complex patients, chase results 15:00 Daily Ward MDT – discharge planning meeting OCP and training time as per roster</p>
Night	Nil	Nil
Weekend	<p><b>8:00 Logon to Medtasker</b> 8:00 Handover from co intern re evening shift issue and night ward cover calls if issues overnight. Update patient list and bed- cards. Tick of discharges and prep scripts for new patients 8:30 - See sick and early discharges with registrar See new patients with weekend consultant Ward round with registrar Ward work</p>	<p><b>8:00 Login to Medtasker</b> Med handover – MS Teams or Lec. Theatre Handover of all new patients and sick patients from overnight 8:30 - See sick and early discharges See new patients with weekend consultant Ward round with interns Ward work</p>

### 17. Common Conditions

You will see a great range of medical conditions in the general medical patients. Many patients have multiple medical conditions. You will see lots of common conditions as well as some rarer ones in your term. Some common conditions you might see are:

- Exacerbation of CCF & its causes ● Exacerbation of COPD ● Other cardiac conditions AF NSTEMI
- Diabetes and its complications ● Acute and chronic renal impairment ● Delirium
- Respiratory infections including influenza and COVID 19 ● Fever in returned traveller
- Sepsis – Urinary, Cellulitis, Pneumonia, Prostatitis, Endocarditis, Epidural abscess, other
- Falls and functional decline
- Altered conscious state: Neurological: infection, stroke, post-ictal , Drugs, Metabolic, Accident/injury, Psychiatric, delirium
- Acute gout and other rheumatological conditions

In General Medicine you will also see patients who have complex social and family situations, mental health or substance abuse issues as well as patients who are frail and have functional decline. Identifying understanding and considering these things when planning medical care in the short and long term is essential and is as important as learning about common medical conditions. General medicine is a specialty that embraces complexity.



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### 18. Common Procedures

- Venepuncture/ IVC • IDC • ABG • Lumbar puncture - done by Regs but can assist
- PICC lines - done by Radiology (always dual lumen!) • Ascitic tap – done by registrar but can assist

### 19. Clinical Guidelines

The My Favourite Links page on the intranet contains the links to a number of useful clinical guidelines

<https://intranet.nh.org.au/applications/>

ETG- Electronic Therapeutic Guidelines

AMH- Australian Medicines Handbook MIMS

Up to Date

“For Clinicians” Header on the intranet Home page – has a range of commonly used resources used by doctors

PROMPT- This site contains the hospital policy and procedure manuals. It can only be accessed from the intranet -

<https://intranet.nh.org.au/departments-and-services/prompt-policy-procedures-guidelines/prompt-policies-procedures-and-forms/>

### 20. Routine Orders

Pathology	<p>There are no routine order sets in general medicine. Order sets will depend on the condition and the current patient assessment.</p> <p>Most patients do not need daily blood tests so consider why you need a test before you order them</p> <p>Check that bloods like TSH iron HBA1c has not been ordered recently prior to ordering them again</p>
Radiology	<p>CT should be discussed with your registrar / consultant</p> <p>MRI should all be discussed and approved by your consultant</p> <p>Once you have submitted a CT/ US or MRI request please check the EMR Radiology Order Management System to check that the scan has been approved. If it states ‘for discussion’ then radiology needs more information and you will need to go down and discuss that test with the radiographer/ radiologist</p> <p>For any Interventional Radiology process – you need a recent coags, consent form as well as radiology request, speak with Radiologist on duty to approve - THEN go to procedural booking nurses to book time in</p>
Pharmacology	<p>See - Safe prescribing section in Safety section of this handbook</p> <p>The ward pharmacist is there to help you please check with them if you are uncertain</p>

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	<p>Look up all drugs that you are not familiar with and check doses if uncertain</p> <p>Ask your registrar or consultant if not sure if you should continue or withhold medications</p> <p>Warfarin dosing should be done in consultation with your registrar</p> <p>Please refer to the anticoagulation stewardship pharmacist or haematology team for patients with complex anticoagulant regimens</p>
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### 21. IT Programs

EMR	<p>The EMR is in use for documentation, medication ordering and radiology/pathology requests. It is being used for all inpatients, as well as maternity clinics and pre-anaesthetic clinics. Located in the intranet &gt; My Favourite Links &gt; EMR Live Environment EMR Training courses are located on the LMS- <a href="https://mylearning.nh.org.au/login/start.php">https://mylearning.nh.org.au/login/start.php</a> Training is compulsory; you will need to complete the elearning within the first week of commencing. Please contact medical workforce, or check the EMR website for more information on how to complete EMR training <a href="https://emr.nh.org.au/">https://emr.nh.org.au/</a> When starting a new rotation, please reach out to Term Supervisor to ensure you are oriented to the EMR specific workflows for that unit as well. EMR is NOT a primary communication system. Please use Medtasker and phones for referrals and communication.</p>
CPF	<p>The source of information for all outpatients' clinics, investigations, GP referrals and scanned admission notes prior to September 2023. Located in the intranet &gt; My Favourite Links &gt; CPF <a href="https://cpf.nh.org.au/udr/">https://cpf.nh.org.au/udr/</a></p>
PACS	<p>XERO Viewer Pacs- <a href="https://nivimages.ssg.org.au/">https://nivimages.ssg.org.au/</a> or located in My Favourite Links, look for the CXR icon This is where you can find radiology images</p>
My Health Record	<p>Centralised health record <a href="https://shrdhipsviewer.prod.services/nhcn">https://shrdhipsviewer.prod.services/nhcn</a></p>
Safe Script	<p>Monitoring system for restricted prescription medications <a href="https://www.safescript.vic.gov.au/">https://www.safescript.vic.gov.au/</a></p>
Antibiotic Guidance	<p>iGuidance in My Favourite links (Pharmacy will only supply one day unless this is done) Some antibiotics you can get guidance by selecting the condition. Otherwise you will have to refer to ID, explain rationale behind ABx choice/ ask for their opinion and they do the guidance.</p>
	<p>Interpreter via phone: 84058188 Endoscopy results: on the CPF patient screen – endobase. Username: endobhs. Password: endobhs Echo and angio results: Phillips Xcelera. Username and login same as CPF</p>

### 22. Documentation

Admission	Mostly done by AMT team – use EMR admission form
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Ward Rounds	EMR ward round note or progress note. Can use ward round template with progress note to save time – can be saved as Auto text
Discharge Summary	EMR discharge summary workflow – please use this format as this will generate upload to Myhealth record and fax to GP when completed
Outpatient Clinics	General Medical Outpatients referrals <b>via referral on CPF</b> (no EMR option for referrals) Outpatient notes are all documented on CPF under the outpatient tabs
CDI Queries	Will be sent via Medtasker
Death Certificates	Discuss with your registrar / consultant re if coroners' case and if not then cause of death before completing, Link is direct via Births Deaths and Marriages. Link – Death Certificates on the Favourite links page <a href="https://www.bdm.vic.gov.au/medical-practitioners">https://www.bdm.vic.gov.au/medical-practitioners</a>
Coroners	Discuss every death with your reg/ consultant to check if it should be coroners. If uncertain then call to speak to a delegate from the coroner's office and document your conversation in EMR notes. Coroner deposition is done via - E Medical Deposition Form <a href="https://coronerscourt.vic.gov.au/report-death-or-fire/how-report-death">https://coronerscourt.vic.gov.au/report-death-or-fire/how-report-death</a>

### 23. Referrals

Internal	Inpatient consults Via Medtasker, some teams will use phone – AGSU some surgical specialties. Please make referrals as early as possible in the day and know what question your unit is asking of them ( if uncertain speak to your unit registrar)  Outpatient referrals – CPF – Summary tab – bottom right of the page is 'Submit internal referral' link
External	Ad hoc no frequently used pathways

### 24. Clinical Deterioration

Escalation Process	Interns will be paired with a registrar at all times (may be A or B) so can always call for help. Intern or Reg should call then consultant if further escalation is required. Your ward consultant will take calls in hours and after hours. However, if afterhours they are not available call the on-call AMT consultant for time critical or urgent queries (daily roster and number via switch board)  Call MET call or code if patient meets these criteria and needs urgent review
PreMet	Intern will answer these but seek advice from unit registrar
Code	Attended by home team registrar and wider hospital code teams

### 25. Night Shift Support

Unit	Tower 2 HMO - Night Ward cover is allocated to cover your team – please handover any complex patients. Night ward cover will flag issues from overnight with team Sick unstable patients from overnight will be flagged at the morning general medical handover
Periop	Attends MET Calls and codes however will leave home team registrar to manage general medical MET calls in hours. Contact 0418 428 781 or via Medtasker

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Take 2 @ 2	Tower 2 HMO - Night ward cover attends this meeting
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### 26. Assessments: PGY1 & PGY2

All forms are located on the Northern Doctors website under the Assessments tab	
Beginning of Term	Meet with Term Supervisor to set learning goals for the term using the Term Description Learning Objectives as a basis for the discussion
Mid-Term & End of Term	To be completed at the mid and end of term meetings
EPAs	Minimum of x2 EPA assessments to be completed per term

### 27. Mandatory Training

- Mandatory Training is located on the LMS- <https://mylearning.nh.org.au/login/start.php>
- Mandatory training is compulsory and part of your contract with Northern Health and needs to be completed by the first month of your start date. If not completed you will come of the floor to complete.
- Hand Hygiene needs to be completed by the end of your first week.
- If you have completed the mandatory training elsewhere you may be able to apply for recognition of prior learning

### 28. Unit Education

Protected intern teaching 1230- 1330 Tuesdays -Lecture Theatre and TEAMS  
 Radiology meeting 13:30 – 1400 Tuesdays weekly – radiology department  
 Unit meeting – 11:30 – 12:30 2<sup>nd</sup> and 3<sup>rd</sup> Tues of the month – Lecture theatre and TEAMS  
 General Medical Intern teaching – Clinical Pearls Wed 8:30 – 900 TEAMS  
 Medical Grand Rounds 800- 900 – lecture theatre or TEAMS  
 BPT registrar Education – 1300- 1400 Friday Conf room 4 and TEAMS  
 BPT consortium clinical/ written exam education lecture series – 1600- 1700 Wed  
 BPT clinical exam prep programme – see consortium website for more details  
 General Med AT education / Victorian Internal Medicine Group (VIGM) Education (rotated fortnightly) 1300- 1400 Tuesdays TEAMS

### 29. Unit Meetings

Unit meeting – 11:30 – 12:30 2<sup>nd</sup> and 3<sup>rd</sup> Tues of the month – Lecture theatre and TEAMS  
 CUSP (quality meeting) – will look to commence this in 2024 time and dates TBA

### 30. Research and Quality Improvement

If you are interested in research please speak to your unit head to see how you can get involved.

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CUSP – Clinical Unit Safely Program – is a monthly quality meeting attended by medical nursing and allied health staff that looks at how your team and ward are doing in terms of quality and outcomes. There is also opportunity to suggest local quality improvement activities that you can get involved in in this meeting

### 31. Career Support

Head of Unit Prof Judy Savige or ward consultant

Director of intern training – Dr Carol Chong

Basic Physician training - Directors of Physician Training – Edwina Holbeach, Yana Sunderland, Mueed Main, Vinita Rane

Basic Physician training - Consortium Manager – Laura Ivins

### 32. Medical Students on the Unit

Medical students rotate through the unit please make them welcome

### 33. Rostering

Shift Swap	<p>The doctor initiating the roster swap is responsible for arranging with an appropriate colleague. Once you have arranged a colleague to perform the swap, please email your MWU coordinator and cc in the colleague.</p> <p>All swaps should be kept to within the pay period fortnight where possible. In exceptional circumstances where this cannot be achieved, please discuss with the MWU coordinator prior.</p> <p>All shift swaps should be like hours for like hours.</p> <p>Proposed shift swaps must be emailed to your MWU coordinator for approval.</p>
Unplanned Leave-Notification and documentation process	<p><b>Personal Leave documentation required:</b></p> <p>For 3 single absences per year, the doctor will not be required to provide any supporting evidence to substantiate their personal leave.</p> <p>For other days absent due to personal illness or injury the doctor is required to provide evidence of illness.</p> <p>To be eligible for payment, the doctor is required to notify the Health Service <b>two hours</b> before the start of their shift, or as soon as practicable.</p>

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	In hours Monday to Friday 0730 - 1630	Step 1: Medical Workforce Reception 8405 8276	Step 2: Notify unit	Please ensure you notify both MWU & your unit
	After hours Monday to Friday Between 1630 – 2200	Step 1: Between 1630 – 2200 Medical Workforce On-call Phone 0438 201 362	Step 2: Notify unit (at a suitable time)	Please ensure you notify both MWU or After Hours (depending on the time) & your unit at a suitable time.
	After hours Monday to Friday Between 2200-0730	Between 2200-0730 Hospital / After Hours Coordinator (8405 8110 or via switch)		
	In hours Weekends & Public Holidays 0700 - 2200	Step 1: Medical Workforce On-call Phone 0438 201 362	Step 2: Notify	Please ensure you notify both MWU & your unit
	After hours Weekends & Public Holidays 2200-0700	Step 1: Hospital / After Hours Coordinator (8405 8110 or via switch)	Step 2: Notify unit	Please ensure you notify both MWU & your unit
Overtime	<p>All overtime should be submitted into the Overtime Portal This can be accessed via the intranet whilst onsite at Northern Health Please include the reason for your overtime- i.e. ward workload, delayed handover, include UR where relevant.</p>			

### 34. JMO Rover

**Medical Unit 3B has a Rheumatological focus.** It has a shared HMO with Rheumatology and at times the 3B consultant is a Rheumatologist. Thus, patients with rheumatological conditions should wherever possible be admitted to med 3B unit.

#### STRUCTURE OF THE UNIT

Each General Medical team is divided into a A and B subunit. Each subunit has a consultant registrar and intern. However, to assist with afterhours and weekend workflow in 2024 the B reg and A and B interns are week on week off with only the A registrar being Mon – Fri. This means on Mon Wed Fri, both interns stay back till 2030. On Tues and Thurs one intern covers from 1700-2030 and on Sat and Sun both interns are on with one covering from 1600- 2030. One Tuesday per fortnight the B intern and reg will cover 1700-2030. We have been unable to align the rosters completely to have one person from each team at this time so good handover of patients from the A team will be required.

- General Medical patients are allocated to your unit based on their admission location – i.e. each medical unit is assigned a specific home ward and some outliers areas. Patients allocated to that ward is the responsibility of the medical unit of that ward.
- AMT are unable to notify of every afternoon transfer to the ward however will Medtask or call if the patient is unstable or has urgent things that need to be followed up
- Allocations are updated and reviewed each morning at the general medical handover – unit workload is assessed and balanced as much as possible however in general teams should manage all Gen Med patients on their home wards.
- We try to reduce numbers of outliers however they can fluctuate, if you have a complex patient who is an outlier ask your ward NUM to move them to your home ward.

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- One of your ward consultants will see any new patient (if not seen by AMT consultant) with your team 5 days per week on weekdays. On weekends the weekend consultant will review new patients with your team.
- 'A' consultants round Tues Thurs mornings and one other day Mon or Fri. 'B' consultants round Mon Wed Fri

### HOME WARDS AND DISCHARGE PLANNING

Each medical team has a home ward with aim for the majority of patients to be on this ward. Please introduce yourself to the NUM and nurses in charge. They are here to work closely with you and assist you keep them updated re what's happening with your patients and check in with them when you arrive on or leave the ward.

In order to move patients up from Ed to the wards we do have a focus on getting some of our discharges out earlier in the day. This is better for patient who hate waiting on trolleys in Ed as well as our AMT team who need to move on to see new patients. The ward staff will ask you to prep some of your discharge as early morning or 8:30 discharges completing paperwork the day before. Alternately you might make these early discharges Criteria Led Discharges by completing a simple form with the criteria that they can be discharged on ( ie sats > 92% / afebrile etc) and the senior nurse can review and sign off. They will call you if there are any issues with not fulfilling criteria, abnormal observations or blood tests. There may be other things we try during your term to assist with early discharges

#### *Waiting for what escalation*

If patients are waiting for scans or other investigations / specialty referrals/ or hospital transfers and you think they have been waiting too long or need one thing done prior to discharge, consider escalating to the operations director of medicine ( in hours) or hospital coordinator afterhours. Operations director – 0419 550 210

### CLINICAL FRAILTY SCORE

All general medical patients > 65 yo should have a clinical frailty score documented in their admission / first ward round and it can be helpful to document this in the free text section of the GOPC form. The score should reflect the person's function 2 weeks prior to admission to best capture their usual or baseline function. It should not be done for patients under 65yo or with a fixed disability. The CFS correlates assists to identify a person as being frail and therefore at higher risk of deterioration of function or need for increased community supports. Of note a higher CFS has also been shown to correlate with poorer outcomes from CPR resuscitation or ICU admission so can be considered when making decisions re GOPC.

### TIPS FROM PREVIOUS INTERNS

1. *Rostered hours, realistic hours, cover shifts, weekend shifts*  
(In 2024 there is increased intern cover after hours – two interns 3 evenings per week and two interns on weekends 800-1600 so this should help manage workload)
  - Learn the art of handover aim to get out on time as much as you can
  - Help each other out to ensure ALL INTERNS get out as close to time as possible – YOU ARE ALL ONE BIG TEAM, SUPPORT EACH OTHER.
  - Try and do as many jobs as possible on the round - radiology and pathology requests
  - You may not be able to do all tasks each day prioritise what needs to be done and it's ok to leave some things to the next day
2. *Tips for managing discharge summary workload*
  - Prep as much as you can as you go – don't leave a discharge summary of a 1-month admission to the cover intern
  - Write a problem list of things that have happened through the admission

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- Ix: only include full report/result if it's a significant investigation
  - Medications: it's important to document the changes, can check the Pharmacy Admission note and home medications and compare with D/C script
  - GP and OP clinic plans: make them as clear as possible
3. *Ordering of investigations, chasing results*
- Make sure you put in bloods for relevant days on Saturday, Sunday and Monday before you leave on Friday
4. Ward daily MDT (allied health meeting) - Good to go to with your reg at the start of the rotation to understand your pts plan as a whole, the things each allied health team are looking for and what they can help you with, discharge planning so you can prioritise which summaries you do etc. The team like to know estimated discharge dates – these can be changed/revised/you are allowed to be wrong. Give short summary of progress and any AH referrals.
5. *Other useful tips*
- Try and attend as many MET calls as possible – good learning opportunity, good skills under pressure and being comfortable managing unwell patients (will also get to witness some good family GOPC/end of life discussions)
  - Learn how to certify death, do death certificates. Call the coroners court if there's any doubt about whether a death is reportable or not. They're very helpful and easy to talk to. Have your death certificate registration at the start of the rotation.
  - Patients post-taken by AMT may appear on your bedcard in the afternoon/you can get medtasked about them. Some jobs can wait until rounds the next day, others can't, hopefully AMT will enact their plan before transferring. If they are complex call the AMT team to get verbal handover
  - Can have very irregular registrars especially towards the end of the year which can be difficult. Talk with someone about it on your team like your ward consultant, SMR or Carol Chong, the Intern Supervisor.
  - If you find a common theme in your patients during your rotation go ahead and make some notes- you may have some interesting information for future presentation at unit meeting grand round or publication of a case study or series.
  - **Radiology meeting** (Tuesday 13.30-14.00 - Images are identified during the weeks ward round to be added to the meeting. Take notes during the meeting. Write in patient's notes as relevant, request follow-up imaging as appropriate
  - **Med 3 Unit Meetings** (11.30-12.30) - Each meeting both Med 3 A and B will present a patient. Intern and Reg do a case presentation (ppt) on something interesting you have seen, you can structure it how you like but generally Intern will present the case, Reg will give teaching on the topic and consultants facilitate discussion during and after.
  - Note on these Tuesdays it is very busy in the afternoon because you are off the ward from 11.30-unit meeting → 12.30 teaching → 13.30 radiology meeting → 14.00. Just give the nurse in charge a heads up and try to have referrals, scripts and summaries done before this.

### **FOR REGISTRARS**

- **Registrar training time** – is noted in your roster and is a mix of education meetings that occur during your clinical shifts or paid in addition to this time. For paid TT when rostered off you should attend any scheduled training sessions that relate to your BPT training pathway – ie clinical exam prep for BPT3 or Written exam prep for BPT2. This may be in person or virtually.  
*A registrars TT per fortnight*  
Journal club, Grand round, BPT Friday teaching weekly plus additional 5 hours paid TT – totals 10 hours  
*B registrars TT per fortnight*  
Journal club, Grand Round and BPT teaching on week on only plus paid TT 7.5 hours – totals 10



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**Please ensure you attend all the education activities – if you identify something that is stopping you from attending please speak to SMR / unit head/ divisional director**

- Training time will be covered on Wed and Fri by a training time reliever who will be allocated by the SMR as per the roster.

### 35. Document Status

Updated by	Dr Yana Sunderland	December 2023
Reviewed by	Dr Natina Monteleone	18/01/2024
Next review date		April 2024