1. Term details:						
Health Service:	Northern Health	Term duration:	Maximum: 13 weeks			
Location/Site:	Broadmeadows Hospital	Clinical experience -	C: Acute and critical illness patient			
Location/Site.	Broadmeadows riospital	Primary:	care			
Parent Health	Northern Health	Clinical experience -	Choose an item.			
Service:	Northern Health	Secondary:	Choose an item.			
Speciality/Dept.:	General Surgery	Non-clinical	(PGY2 only)			
эресіанту/ Берт	General Surgery	experience:	(1 G12 GIIIy)			
PGY Level:	PGY2	Prerequisite learning:	(if relevant)			
Term Descriptor:	Cover surgical term involving the care of pre and post operative ward care of general surgery, urology, orthopaedic, gynaecology and ENT surgical patients. Independent post operative ward-based care with support from home teams. Attendance in theatre for general surgical cases. Attendance at weekly surgical forum and contribute to unit audits. Ward cover for rehabilitation patients after hours.					

2. Learning o	bjectives:	
	Domain 1	Communicates accurately and effectively with the patient, carers and team members.
EDA4. Clinian	Domain 2	Demonstrates professional conduct, honesty and integrity.
EPA1: Clinical Assessment	Domain 3	Identifies and considers culturally safe and appropriate means of obtaining patient histories and/or performing physical examination.
	Domain 4	Makes use of local service protocols and guidelines to inform clinical decision-making.
	Domain 1	Identifies deteriorating or acutely unwell patients
EPA2: Recognition	Domain 2	Recognises their own limitations and seeks help when required in an appropriate way.
and care of the	Domain 3	Demonstrates critical reflection of health practitioner knowledge, skills, attitudes, practising behaviours and power differentials in delivering safe, accessible and responsive healthcare free of racism.
patient	Domain 4	Raises appropriate issues for review in quality assurance processes (such as at morbidity and mortality meetings).
	Domain 1	Appropriately, safely & accurately prescribes therapies (drugs, fluids, blood products, oxygen), & demonstrates an understanding of the rationale, risks & benefits, contraindications, adverse effects, drug interactions, dosage & routes of administration
EPA3:	Domain 2	Demonstrates an understanding of the regulatory and legal requirements and limitations regarding prescribing. Subpoints
Prescribing	Domain 3	Recognises the importance of self-determined decision-making, partnership and collaboration in healthcare which is driven by the individual, family and community.
	Domain 4	Prescribes in accordance with institutional policies, including policies on antibiotic stewardship.
EPA4: Team	Domain 1	Produces medical record entries that are timely, accurate, concise and understandable.
communication documentation,	Domain 2	Informs patients that handover of care will take place and to which team, service, or clinician as appropriate.
handover and referrals	Domain 3	Acknowledges and addresses individual racism, their own biases, assumptions, stereotypes and prejudices and provides care that is holistic, and free of bias and racism.

Term Description - Handbook - ROVER

Domain 4	Ensures all outstanding investigations, results or procedures will be followed up by receiving units and clinicians.
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3. Outcome statements:

Domain 1: The prevocational doctor as practitioner

- \square 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.
- ☐ 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.
- ☐ 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
- ☑ 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
- ☐ 1.5 Request and accurately interpret common and relevant investigations using evidence-informed knowledge and principles of sustainability and cost-effectiveness

- ☑ 1.9 Recognise, assess, communicate and escalate as required, and provide immediate management to deteriorating and critically unwell patients.
- ☐ 1.10 Appropriately use and adapt to dynamic systems and technology to facilitate practice, including for documentation, communication, information management and supporting decision-making

Domain 2: The prevocational doctor as professional and leader

- ☑ 2.1 Demonstrate ethical behaviours and professional values including integrity, compassion, self-awareness, empathy, patient confidentiality and respect for all.
- ☐ 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.
- ☐ 2.3 Demonstrate lifelong learning behaviours and participate in, and contribute to, teaching, supervision and feedback.
- \square 2.5 Respect the roles and expertise of healthcare professionals, and learn and work collaboratively as a member of an inter-personal team.
- \square 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.
- ☐ 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.
- \square 2.8 Effectively manage time and workload demands, be punctual, and show ability to prioritise workload to manage patient outcomes and health service functions.

Domain 3: The prevocational doctor as a health advocate

- \square 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 \boxtimes 3.2 Apply whole-of-person care principles to clinical practice, including consideration of a patients 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.
- 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.
- ☐ 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.
- ongoing impact of colonisation, intergenerational trauma and racism on the health and wellbeing of Aboriginal and Torres Strait Islander peoples.

 ☐ 3.6 Partner with the patient in their

 \square 3.5 Demonstrate knowledge of the

healthcare journey, recognising the importance of interaction with and connection to the broader healthcare system. Where relevant, this should 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).

Domain 4: The prevocational doctor as a scientist and scholar

- ☑ 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.
- ☐ 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.
- ☐ 4.4 Demonstrate a knowledge of evidence-informed medicine and models of care that support and advance Aboriginal and Torres Strait Islander health.

4. Supervision details:							
Supervision Role	Na	те	Position		Contact		
DCT/SIT	Dr Chiu Kang		Supervisor of HMO Trainin	g	Chiu.Kang@nh.org.au		
Term Supervisor	Dr Sarah Condron	1	Consultant Paediatric Surg	eon	Sarah.Condron@nh.org.au		
Clinical Supervisor (primary)	Allocated Operat	ing Surgeon on	Operating Surgeon		Via Switchboard		
Cinical Supervisor (day to day)	Allocated Registrar on post- operative ward service		Ward service Registrar		Via Switchboard		
 EPA Assessors Health Professional All Consultants All Registrars Click or tap here to enter 			name and role				
Team Structure - Key S	taff						
Name		Role		Contact			
Dr Dennis Gyomber		Divisional Director of Surgery		Dennis.Gyomber@nh.org.au			
Dr Sarah Condron		Consultant Paediatric Surgeon/Surgical Term Supervisor		Sarah.Condron@nh.org.au			
Dr Michael Farber BHS Clinical Lead			d				
Unit 1 NUM BHS Unit 1			S Unit 1 NUM Click		ck or tap here to enter text.		
Allocated AGSU Registrar AGSU			AGSU X5262		2628		
Allocated Registrar on ward service Surgical I		Surgical Registra	Registrar or Consultant Vi		Via Switchboard		
Critical Care ward HM0	0	Critical Care team			Via medtasker		

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:	Click or tap here to enter text.				
Accreditation status:	Click or tap here to enter text.				
Accreditation ID:	Click or tap here to enter text.				
Number of accredited posts:	PGY1: number	PGY2: number			

Accredited dates:	Approved date: date.	Review date: date.
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7. Approval		
Reviewed by:	Click or tap here to enter text.	Date:Click or tap to enter a date.
Delegated authority:	Click or tap here to enter text.	Date:Click or tap to enter a date.
Approved by:	Click or tap here to enter text.	Date:Click or tap to enter a date.

Appendix							
Timetable	example						
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	Enter Time	Enter Time	Enter Time	Enter Time	Enter Time	Enter Time	Enter Time
Morning	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.
Afternoon	Enter Time Click or tap here to enter text.	Enter Time 12:30 – 13:30 BHS Education	Enter Time Click or tap here to enter text.	Enter Time 12:30 – 13:30 HMO Education	Enter Time Click or tap here to enter text.	Enter Time Click or tap here to enter text.	Enter Time Click or tap here to enter text.
_	Enter Time	Enter Time	Enter Time	Enter Time	Enter Time	Enter Time	Enter Time
Evening	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	17:30 Surgical Forum	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Hours	Total	Total	Total	Total	Total	Total	Total

BHS Surgical Registrar	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun
Reg 1	0730- 1730	0730- 1730	0730- 1200	0730- 1730	0730- 1730			0730- 1730	0730- 1730	0730- 1200	0730- 1730	0730- 1730		
			Regi strar Train ing Time							Regi strar Train ing Time				
BHS Surgical HMO														
HMO 1					0730- 2130	0730- 2130	0730- 2130	1200- 2200	1200- 2200	1200- 2200	1400- 2200			
HMO 2	1200- 2200	1200- 2200	1200- 2200	1400- 2200				0700- 1430	0700- 1500	0700- 1430	0700- 1500	0700- 1400		
НМО 3	0700- 1430	0700- 1500	0700- 1430	0700- 1500	0700- 1500							1130- 2130	0730- 2130	0730- 2130

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 <u>link</u> for details, password: NorthernDoctors							
Location	NCHER, Northern Hospital – Epping	185 Cooper Street, Epping 3076					
Facilitator	Medical Education Unit	Email: MedicalEducationUnit@nh.org.au					
Date	First day of each term						
Start	08:00						

10. Unit Orienta	ntion
Unit Orientation of	occurs at the beginning of each term. Attendance is mandatory and paid time.
Orientation that o	occurs outside of your rostered hours should be submitted as overtime on the overtime reporting portal
Location	TBC
Facilitator	TBC
Date	TBC
Start	TBC

11. Unit Overview	
Department	Uni 1
Location	Broadmeadows Health Service

Term Description – Handbook – ROVER

Inpatient Beds	Max 15
Outpatients Clinics	Gen Surg Friday clinics? TBC
Day Procedures	N/A
Virtual Unit	N/A

12. Safety

Unit Specific Safety & Risks See unit specific handbooks

- Multiple units cross cover requiring good communication and handover between staff
- No onsite regular Consultant

13. Communication	
Medtasker	Inpatients Registrar, Inpatients HMO, Crit Care HMO
WhatsApp	Yes
Pager	#7034
MS Teams	N/A

14. Handover Process	
Morning	07:00 Receive from the night cover HMO in Doctors office
Afternoon	12:00 Receive handover from AM Surgical HMO in Doctors office
Night	21:30 Handover to night cover HMO in Doctors office
Weekend	16:30 Friday PM, handover patients to the weekend on the Critical Care HMO

15. Shift Structure		
	НМО	Registrar
Day	07:30 – 17:30	
Afternoon	12:00 – 22:00	
Night	N/A	
Weekend	07:00 – 21:00	

16. Shift Roles & Responsibilities		
	НМО	Registrar
	Receive handover from night HMO	
	HMO completes the ward round on all	
Day	surgical patients	
	Discuss with home team registrar if they are	
	present for the ward round	

Term Description – Handbook – ROVER

	If there is no home team registrar discuss ward patients with the corresponding operating surgeon Complete ward tasks, admissions, discharges Attend theatre when ward tasks are stable	
Afternoon	Receive handover from AM HMO Complete ward tasks, admissions, discharges Attend theatre when ward tasks are stable	
Night	Receive Handover from PM HMO Complete ward tasks, admissions, discharges	
Weekend	Saturday The surgical HMO assists in theatre only (The surgical ward cover is performed by the critical care HMO) Sunday Complete the surgical ward round and complete ward tasks for surgical patients Huddle with crit care and GEM HMOs to distribute workload for other BHS units to assist medical colleages.	

17. Common Conditions		
TBC		

18. Common Procedures	
TBC	

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 Up to Date

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	TBC
Radiology	TBC
Pharmacology	TBC

21. IT Programs	
	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 > My Favourite Links > EMR Live Environment
	EMR Training courses are located on the LMS- https://mylearning.nh.org.au/login/start.php
	Training is compulsory; you will need to complete the elearning within the first week of commencing.
EMR	Please contact medical workforce, or check the EMR website for more information on how to complete EMR
	training https://emr.nh.org.au/
	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.
	The source of information for all outpatients' clinics, investigations, GP referrals and scanned admission
CPF	notes prior to September 2023.
	Located in the intranet > My Favourite Links > CPF https://cpf.nh.org.au/udr/
DACC	XERO Viewer Pacs- https://nivimages.ssg.org.au/ or located in My Favourite Links, look for the CXR icon
PACS	This is where you can find radiology images
My Health Record	Centralised health record https://shrdhipsviewer.prod.services/nhcn
Safe Script	Monitoring system for restricted prescription medications https://www.safescript.vic.gov.au/

22. Documentation	
Admission	On EMR
Ward Rounds	On EMR
Discharge Summary	On EMR
Outpatient Clinics	On CPF
CDI Queries	Via medtasker
Death Certificates	https://www.bdm.vic.gov.au/medical-practitioners
Coroners	https://coronerscourt.vic.gov.au/report-death-or-fire/how-report-death

23. Referrals	
Internal	
External	

24. Clinical Deterioration	
Escalation Process	Contact the operating surgeon

Term Description - Handbook - ROVER

PreMet	HMO attends
Code	HMO and Registrar attend

25. Night Shift Support		
Unit	Contact unit registrar or consultant that performed operation	
Periop	N/A	
Take 2 @ 2	N/A	

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

TBC

- 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
TBC
29. Unit Meetings
TBC
30. Research and Quality Improvement

Term Description - Handbook - ROVER

31. Career Support				
ТВС				
32. Medical Student	s on the Unit			
TBC				
33. Rostering				
Shift Swap	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. 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. All shift swaps should be like hours for like hours. Proposed shift swaps must be emailed to your MWU coordinator for approval.			
	For 3 single absences per year, the c substantiate their personal leave. For other days absent due to person	doctor will not be required to p		
	To be eligible for payment, the doctor is required to notify the Health Service <u>two hours</u> before the start of their shift, or as soon as practicable.			
Unplanned Leave- Notification and documentation	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.
process	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	Step 1:	Step 2:	Please ensure you notify both

Hospital / After Hours Coordinator

Please include the reason for your overtime- i.e. ward workload, delayed handover, include UR where relevant.

(8405 8110 or via switch)

Notify unit

2200-0700

Overtime

All overtime should be submitted into the Overtime Portal

This can be accessed via the intranet whilst onsite at Northern Health

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MWU & your unit

34. JMO Rover	
JMO Tips & Tricks	

35. Document Status			
Updated by	Dr Sarah Condron	December 2023	
Reviewed by	Dr Natina Monteleone	01/02/2024	
Next review date			