

Position Description

Position Title	Intensive Care post transition year Fellow or Career Medical Officer
Position Number	
Division	Clinical Operations
Department	Ambulatory and Critical Care
Team	Intensive Care Unit
Enterprise Agreement	Doctors In Training (Victorian Public Health Sector) (AMA VICTORIA/ASMOF) (Single Interest Employers) Enterprise Agreement 2022-2026
Classification Description	Registrar Year 1 - Registrar Year 6 and thereafter; Relevant to year of experience
Classification Code	HM25 – HM30 Relevant to year of experience
Reports to	Professional: Clinical Unit Head Operational: Medical Workforce Unit
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement

Bendigo Health

With more than 4,500 staff and volunteers and covering an area a quarter of the size of Victoria, Bendigo Health, is an expanding regional health service offering the advantages of city life combined with the beauty and freedom that comes from living in a regional area.

Bendigo Health is a 700 bed service that treats more than 45,000 inpatients, triages more than 65,000 emergency attendees and welcomes more than 1,600 new born babies in a year. In addition more than 15,000 operations are performed in our operating theatres and more than 100,000 occasions of services are provided in our clinics to outpatients.

The organisation provides services in emergency, maternity, women's health, medical imaging, pathology, rehabilitation, community services, residential aged care, psychiatric care, community dental, hospice/palliative care, cardiology, cancer services and renal dialysis to the people of the Loddon Mallee region.

With our main campus based in Bendigo, our services extend throughout the Loddon Mallee with sites in areas such as Mildura, Echuca, Swan Hill, Kyneton and Castlemaine.

Demand on services is increasing rapidly with Bendigo being one of Victoria's fastest growing regional cities.

Our Vision

Excellent Care. Every Person. Every Time.

Our Values

CARING – We care for our community

PASSIONATE – We are passionate about doing our best

TRUSTWORTHY - We are open, honest and respectful

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

The Clinical Operations Division

The Clinical Operations Division encompasses acute and mental health services with a focus on excellent care, every person, every time. We provide a wide range of general medical, surgical and speciality services including oncology, cardiology, renal, emergency, women's and children's, critical care, specialist clinics and mental health services.

Within a state-of-the-art hospital, the team provides high quality services using the latest technologies. Our eleven operating theatres (including 2 endoscopy rooms), critical care, emergency and women's wards all have access to critical services lifts that link to the helipad allowing rapid transfer of patients both in and out of the health service.

The Mental Health Service is a complex service that provides psychiatric care and treatment across a large catchment area in Victoria stretching from Swan Hill in the north of the state to Gisborne in the south. The Child and Adolescent Mental Health Service provides services to patients from birth to 17 years, the Youth Team covers ages 18 to 24 years, Adult Services cover patients from 25 to 64 years and the Older Person's Service manages those individuals over 65 years old.

Each year our onsite specialist clinics provide almost 95,000 occasions of service, we also see more than 52,000 people in our emergency department and welcome around 1400 babies into the world. The Clinical Operations Division assists with the admission of more than 49,000 patients into the hospital each year.

The Intensive Care Unit Team

Bendigo Health Intensive Care Unit is commissioned as a 20-bed department, operating at 8 Intensive Care bed equivalents in 2023. The combined Intensive Care and Coronary Care facility handles approximately 900-1000 critical care admissions per year. Benchmarking with Australian and New Zealand intensive care units indicate that the Intensive Care Unit compares extremely well with similar-sized rural and metropolitan unit peers. The unit meets the capability needs of the community in the Loddon Mallee region with links to tertiary centres in Melbourne.

The hospital is a College of Intensive Care Medicine (CICM) accredited Training Site. With 13 intensivists, 2 Transition Year Fellows (0.5FTE each), 7 registrars, 5 HMOs and highly trained nursing, allied health, research and organ donation teams, there are numerous opportunities to expand your skills and experience in critical care medicine. For those pursuing CICM training, rotations in ED, palliative care medicine, paediatric medicine and anaesthetics are accredited for training purposes. There are multiple opportunities for HMOs and registrars to explore interests and enhance professional development in university and clinical education, quality improvement and research.

The Position

In 2023, the Bendigo Intensive Care Unit admitted over 1100 patients and saw over 1800 Medical Emergency Team and Code Blue calls. It is one of the busiest regional/rural units in Australia /Aotearoa New Zealand operating at a level equivalent to metropolitan services.

This position will be open to both **post** TY Fellow year applicants, who wish to strengthen their non-clinical attributes, and senior Career Medical Officers, who seek senior responsibility aligned to their experience level. The position provides the opportunity to experience increased clinical autonomy and responsibility to the level of a junior consultant. The role will centre around consultant responsibilities, and will include clinical (80% of contracted hours) and non-clinical (20% of contracted hours) rostered time, to give exposure to the various responsibilities held by the consultant group and allow pursual of non-clinical areas of interest, with appropriate consultant support. The unit would consider anyone who is currently sitting their fellowship exam and expecting to pass the oral component.

The position includes:

- 1) Rostered Clinical responsibilities (80% of rostered commitment)
 - a. ICU responsibilities
 - i. Lead and oversee the morning handover at 0800 each day
 - Business days – multi-disciplinary in meeting room
 - Public holidays and weekend – bedside registrar handover
 - ii. Lead and oversee the morning and afternoon ward rounds with the junior registrar and resident each day
 - iii. Assess, develop and facilitate a management plan for critically ill patients
 - iv. Be available for advice for the junior registrar and resident
 - v. Participate in the rotating consultant on call roster for within and after-hours – when rostered, there will be an ICU consultant as second on-call, with autonomy increased through a graded responsibility approach:
 - Initially through an in-hours supervision approach, then further remote supervision over time due to mutual agreement and consensus assessment (see below)
 - vi. Responsible for co-ordinating workflow of the junior registrars and residents.
 - vii. On an ad hoc basis, provide clerical support for the junior registrar and resident in patient clerking, discharge summaries, maintaining charts, ordering and reviewing results and investigations
 - b. Outreach Responsibilities
 - i. To provide support and advice to the ICU Liaison Nurses and ICU Outreach Registrar during Code Blue and MET calls, as well as Trauma calls and Neonatal Code Blues
 - ii. To lead and advice the ICU Liaison Nurses and ICU Outreach Registrar during ICU Outreach rounds, which incorporates review and management of the following patients:
 - Receiving TPN
 - Post ICU discharge
 - Post MET and Code Blue calls
 - With a tracheostomy in-situ
 - Other patients as per the ICU Liaison Nurse
 - Assess and manage PICC line requests, including arranging insertion of PICC lines
- 2) Rostered Non-Clinical responsibilities (20% of rostered commitment)

- a. Rostered teaching time:
 - i. University teaching – Monash University medical students
 - ii. ICU registrar education
 - Responsible for coordinating the CICM education program and journal club for ICU registrars and residents with the Education portfolio consultant (Thursdays 1200 - 1700).
 - Supported to develop simulation teaching skills to contribute to the Bendigo ICU Simulation Program
 - Co-ordinate fortnightly Journal Club
 - iii. Support CICM primary exam preparation by providing practice vivas and written questions for candidates or Part 2 hot cases and vivas
 - iv. ICU and interdepartmental teaching
 - To be available, pro rata, for teaching nursing, allied health and junior doctors in hospital-based teaching programs.
 - v. Be a faculty member on Bendigo ICU courses:
 - BASIC
 - Beyond BASIC Airway
 - PAEDS BASIC
 - APLS
- b. Administration
 - i. Involvement in recruiting registrar and resident positions
 - Reviewing CVs, interviewing and selecting candidates
 - ii. Attendance at senior staff meetings
 - Leadership meeting (fortnightly)
 - Consultant meeting (fortnightly)
 - Planning meeting (yearly)
 - iii. Quality assurance program and Clinical governance
 - Responsible for Morbidity & Mortality meetings
 - Inclusion of recent clinical events and benchmarking into presentations
 - Attendance at monthly MET and Code Blue review meetings when rostered
 - iv. Assume responsibility and curation of one or more departmental quality audits
 - v. Assist in the planning, implementation and review of clinical audits
 - vi. Update ICU departmental protocols when required
 - vii. Assist with monitoring and maintenance of mandatory competencies.
- c. Research
 - i. Assist the departmental ANZICS CTG research commitments
 - Screen patients daily for research trials
 - Contribute to ethics development of new studies
- d. College and Society activities
 - i. Supervise or assist registrar projects
 - ii. Offer support to national or regional committees of CICM or ANZICS
 - Preferably enlist as a trainee committee member
 - iii. Assist organisation and attendance at the Bendigo Regional Critical Care Conference when the event is scheduled.

Applications for part-time work will be considered and accommodated as per EBA. Part-time applications may be made as an individual or as a 'job-sharing' co-appointment arrangement with a nominated second

person. If a job-sharing application is made, both candidates will need to be successful in the selection process.

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to the hyperlink at the top of this document.

Responsibilities and Accountabilities

Key Responsibilities

- The Intensive Care Registrar role operates for the duties befitting a College of Intensive Care Medicine (CICM) Training post (<https://cicm.org.au/Trainees/Becoming-a-Trainee>)
- Clinical management of patients and supervision of interns and hospital medical officers and adequate paper and electronic documentation of clinical matters to ensure optimum patient-centred care
- Participate in the assessment and planning of patient management, including new admissions and ICU ward rounds for adult and paediatric patients
- Oversee, co-ordinate and participate in the day-to-day execution of management plans for patients in the ICU in partnership with other inter-professional staff
- Supervise duties and facilitate education for HMOs and medical students attached to the department
- Provide structured teaching and supervision of medical interns, HMOs and medical students
- Provide structured clinical handover at each shift change and rotation change
- Participate and lead as a key member of the Cardiac Arrest (Code Blue) Team, Medical Emergency Team (MET) and Trauma Team
- Participate in the 5-hour weekly protected education sessions including presenting topics/cases as requested
- Prepare and present audit data and case reviews at the weekly Clinical Performance (Morbidity and Mortality) meetings
- Contribute to at least one quality audit and unit guideline review
- Participation and performance of non-invasive and invasive diagnostic and therapeutic procedures, including interpretation of diagnostic examinations and utilisation of Point of Care Ultrasound (POCUS) where necessary and with supervision
- Participation in ongoing quality assurance and research activities in relation to the department
- Liaison with nursing staff and allied health professionals to ensure high standards of care and efficient use of available resources
- Participate in team/departmental meetings and other organisational meetings as required
- Participate in staff development and training as required
- Maintain accurate records, statistics and reports as needed
- Participate in service development as required
- Attendance at ICU and Outreach ward rounds including the Nutritional Support Service rounds, tracheostomy meetings and multidisciplinary meetings for complex ICU patients
- Safely assess, manage and transport critically ill patients in the ward and Emergency Department settings
- Contribute to delivery of the Echuca Telehealth HDU service where needed

- Perform other reasonable duties as specified by the Director of the Intensive Care Unit.
- Liaison with other departments and clinical divisions in providing safe, timely, coordinated care to patients within jurisdiction of the Bendigo Hospital
- Liaise with Adult Retrieval Victoria (ARV) and Paediatric Infant Perinatal Emergency Retrieval (PIPER) teams for management of complex patients requiring transfer to higher levels of care

Generic Responsibilities

Code of Conduct - The Victorian Government's Code of Conduct is binding on all Bendigo Health staff. Contravention of a provision in the code may constitute misconduct and/ or regarded as a breach of the employee's employment agreement and will be dealt with under the organisations Counselling and Disciplinary Action Policy.

Compliance with policies and procedures - All Bendigo Health's policies and procedures are set out in its clinical and managerial policy manuals located on the intranet under PROMPT and in hard copy. All staff must ensure they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breach in compliance may result in disciplinary action.

Occupational Health and Safety - Every staff member has the responsibility to take reasonable care of their own health and safety and the safety of others, to cooperate with Bendigo Health's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. Any breach in compliance may result in disciplinary action.

Infection Control - Every staff member has the responsibility to minimise incidents of infection/ cross infection of residents, staff, visitors and the general public. All staff must adhere to the policies and procedures as set out in Bendigo Health's infection control manuals. Any breach in compliance may result in disciplinary action.

Confidentiality - All information concerning Bendigo Health, its patients, clients, residents and staff should remain strictly confidential. Any unauthorised disclosure of such information may result in disciplinary action.

Quality Improvement - Bendigo Health is dedicated to improving the quality and safety of health services by providing care within the following domains of quality: Consumer Participation, Clinical Effectiveness, Effective Workforce and Risk Management. As a result, we apply the concept of the quality cycle for all our quality activities, initiatives and projects thereby ensuring the best possible care and treatment results are achieved. The underlying principle of the cycle is that an activity is not complete until evaluation shows that it has been effective and reached the desired outcome. As a Bendigo Health employee you have a responsibility to participate in and commit to ongoing quality improvement activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

Diversity – Each person has a right to high-quality health care and opportunities regardless of diversity factors, which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age and socio-economic status. Every staff member has a responsibility to recognise and respect diversity. Inclusiveness improves our service to our community and promotes engagement amongst staff.

Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

Key Selection Criteria

Essential

Qualifications

1. MBBS or equivalent medical degree with current General Registration with AHPRA
2. At least six years of post-graduate medical clinical experience
3. The following courses are desirable prior to commencement but not mandatory:
 - Completed BASIC course by time of commencement of role
 - Advanced Life Support 2 (ALS2) certificate
 - Advanced Paediatric Life Support (APLS), or equivalent
 - Paediatric BASIC, or equivalent
 - Basic echocardiography or ultrasound course
 - An advanced clinical communication skills course
 - 'Good Clinical Practice' (GCP) Research course, or equivalent

Specialist Expertise

4. Suitable post-graduate experience, including broad intensive care experience and advanced airway skills.
5. Ideally, experience in ICU sub-specialties: cardiothoracic surgery intensive care, neurological/neurosurgery intensive care and trauma intensive care
6. Demonstrated appropriate level experience and skills in assessment and clinical management of patients, including procedural competency, advanced communication skills and point-of-care ultrasound capability.
7. Thorough understanding of the relevant legislation pertaining to Medical Officers.

Personal Qualities, Knowledge and Skills

8. High level interpersonal and communication skills and the ability to communicate confidently and appropriately with patients and their families and other health professionals
9. Evidence of on-going professional development to continually update personal medical knowledge and skills
10. Ability to effectively use organisational skills (incorporating paper and electronic documentation, time management skills, critical thinking and priority setting)
11. Ability for adaptive capacity within in an environment of continuous change.
12. Ability to work as an effective team member in a multi-disciplinary environment as well as independently (under appropriate supervision)
13. Clinical leadership, management or quality improvement skills in patient safety, quality improvement, research or digital health domains are valued.

Mandatory Requirements

National Police Record Check A current and satisfactory National Police Record Check must be completed by all new staff prior to commencement at Bendigo Health.

Immunisation As a health provider dedicated to providing quality patient care, we all need to be aware of the critical importance of infection control. Each staff member has a responsibility to comply with Bendigo Health's Staff Immunisation Policy and various infection control policy and procedures. All staff are required to provide evidence of vaccinations prior to commencement at Bendigo Health

Working with Children Check Bendigo Health has a responsibility to provide a child safe environment. This position is a defined "child-related role" at Bendigo Health. As such you must maintain a valid working with children check. In addition you will be required to assist Bendigo Health in providing a child safe environment by participating in any training or reporting required to ensure the protection of children in our care.

Registration with Professional Regulatory Body or relevant Professional Association For example, AHPRA, AHRI, RACS etc. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

All Bendigo Health sites, workplaces and vehicles are smoke free.

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 Bendigo Health's discretion and activities may be added, removed or amended at any time.