

TERM DESCRIPTION

TERM DESCRIPTION TEMPLATE

Term descriptions are designed to provide important information to prevocational junior medical officers (JMOs) regarding a particular rotation. They are best regarded as a clinical job description and should contain information regarding the:

- ? Casemix and workload,
- ? Roles & Responsibilities,
- ? Supervision arrangements,
- ? Contact Details,
- ? Weekly timetable, and
- ? Learning objectives.

The term description may be supplemented by additional information such as Clinical Protocols which are term specific. Term supervisors should have considerable input into the content of the term description and they are responsible for approving the content. In determining learning objectives, supervisors should refer to the Australian Curriculum Framework for Junior Doctors (ACFJD). The term description is a crucial component of orientation to the term, however it should also be referred to during the mid-term appraisal and end-of-term assessment processes with the JMO.

Submissions of Term Descriptions are required to be current and as precise as possible. When submitting a Term Description for endorsement, please provide a cover sheet outlining the changes from the previous Term Description. To ensure the Term description is endorsed please provide a current date on the Term Description document so the version control can be monitored for auditing purposes, additionally please ensure the document is reviewed for content and accuracy and signed by the current supervisor.

When filling out the ACF please only tick boxes that are encountered commonly in this term where the Junior Doctor will clearly have gained knowledge and skills.

DOCUMENT VERSION: 2 November 2017	
FACILITY: Goulburn Base Hospital	
TERM NAME: Paediatrics	
TERM SUPERVISORS: Dr. Mona Liza Bernal, Staff Specialist Paediatrician Dr. Reeta Singh, Staff Specialist Paediatrician	
CLINICAL TEAM: <i>Include contact details of all relevant team members</i>	Consultant Paediatrician: 1. Dr Mona Bernal 2. Dr Reeta Singh Paediatric Registrar: Dr. Moniza Kumar

ACCREDITED TERM FOR :				
		Number	Core/Elective	Duration
	PGY1	Click here to enter text.	Click here to enter text.	Click here to enter text.
	PGY2+	1 RMO per term	Elective	13 weeks
OVERVIEW OF UNIT OR SERVICE	<p>The GBH Paediatric service is the main referral centre providing support to surrounding district hospitals within the Southern New South Wales Local Health District including Yass, Crookwell, Braidwood, Moruya and Batemans Bay through phone consultations and innovative technology such as telehealth. Approximately 4000 children present to the emergency department / year and there are approximately 950 admissions to the children’s ward / year.</p> <p>Facilities include a dedicated 9 bed Paediatric ward with generalist Paediatric services including General Medical admission, Mental Health, limited Paediatric surgery (ENT, Ortho, General surgery). Additionally, neonatal care is provided in the Maternity Department and the 4-bed Level 2 nursery. Babies of more than 34 weeks gestation or greater can be delivered at GBH and cared for in the Nursery. Pre-term infants delivered at tertiary hospitals are transferred to the GBH Nursery when stable for ongoing care.</p>			
REQUIREMENTS FOR COMMENCING THE TERM:	<p>BLS skills are required for commencement of this term. It is expected that the JMO have fulfilled this requirement through the hospital wide orientation program. Neonatal resuscitation training will be provided within the first 2 weeks of commencement on this rotation. Additional training can be provided through an accredited training program run by the Canberra NICU. Certificates of competence are generated after successful progress through the training program.</p>			
ORIENTATION:	<p>Prior to commencing the rotation, the JMO will attend a day of orientation conducted by various Departments of Goulburn Base Hospital. The orientation program includes a half day introduction which outlines patient flows and geographical location and orientation of wards, equipment, facilities etc. The JMO will also receive an introduction to administration and IT systems.</p> <p>A separate orientation for the Paediatric team is held in the afternoon of orientation day by Dr. Mona Liza Bernal. The Paediatric Manual and a handover from the outgoing JMOs are sent out at least a week before commencement of the term.</p>			
JMOs CLINICAL RESPONSIBILITIES AND TASKS:	<p>1. Assess Paediatric patients at the Children’s Ward, Maternity and Emergency in accordance with Hospital procedures that include comprehensive patient history, examination, and management Plan</p> <p>2. Promptly attend to patient’s medical needs as required and review medically unstable patients</p> <p>3. Ensure that clear and concise clinical notes are maintained in the patient records at regular intervals</p> <p>4. Attend and participate in daily morning and afternoon handover and ward rounds</p> <p>5. Review ward follow-ups and discuss patient with Paediatrician on call.</p> <p>6. Order relevant tests and investigations as part of the overall management of patient care in consultation with the involved consultant.</p> <p>7. Attend and participate in case conference meetings and family case conferences where appropriate</p> <p>8. Ensure that medication charts are completed legibly according to hospital and NSW Health Requirements</p> <p>9. Ensure the maintenance of good communication with General Practitioners.</p>			

	<p>10. Be actively involved in ongoing education, these includes: Grand Rounds, Case Conference, Journal Club, and VicFeat.</p> <p>11. Attend emergency calls at the Delivery Suite</p>
<p>SUPERVISION:</p> <p><i>Identify staff members with responsibility for JMO supervision and the mechanisms for contacting them, including after hours. Contact details</i></p>	<p>IN HOURS</p> <p>JMOs are expected to assess Paediatric patients at the Children's Ward, Maternity and Emergency under the supervision of a Senior Registrar and the Paediatrician on call. They are expected to be able to participate in taking a comprehensive patient history, examination, and management. Assessment of their performance during the term will also be based on feedback from the Registrar and the on call Paediatricians they have worked with.</p> <p>AFTER HOURS</p> <p>JMOs are not expected to cover Paediatrics after hours and weekends but they are part of the roster covering for Medical and Surgical patients after hours and weekends.</p>
<p>STANDARD TERM OBJECTIVES:</p> <p><i>The term supervisor should identify the knowledge, skills and experience that the JMO should expect to acquire</i></p>	<p>CLINICAL MANAGEMENT:</p> <p>During the Paediatric rotation, the JMO should develop skills in a number of areas. In particular:</p> <ul style="list-style-type: none"> • History and examination • Problem formulation – synthesize information ranking problems and regularly re-evaluate the patients problem list as part of clinical reasoning • Investigation – selection of investigations, interpretation of investigations and providing succinct information when ordering investigations • Procedures – perform procedures such as IV cannulation, in and out urine catheter, suprapubic tap, neonatal resuscitation, venous and arterial blood collection • Management options – Identifies and can justify the patient management options

	COMMUNICATION: <ul style="list-style-type: none"> • Discharge planning – Identifies the elements of effective discharge Planning • Discuss any significantly unwell child or child requiring admission in a timely manner with the Senior Registrar or the Paediatrician on-call. • implement dynamics of effective communication, ensure relevant family/carers are included appropriately in meeting and decision-making. •Health records-uses the health record to ensure continuity of care •Handover-Describe importance and features of handover that ensure patient safety and continuity of care and performs effective handover to team member or to GP.
	PROFESSIONALISM: <ul style="list-style-type: none"> •Professional responsibility-Behave in ways which acknowledge professional responsibilities relevant to his/her care role •Health promotions-Advocates for healthy lifestyles and explains environmental and lifestyle risks to health •Culture, Society and Health Care-Behaves in ways which acknowledge the social, economic and political factors in patient illness. •Electronic systems-complies with policies regarding information technology

INSERT TIMETABLE

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
AM	Morning handover	Morning handover	Morning handover	Morning handover	Morning handover		
	Ward rounds	Ward rounds	Ward rounds	Ward rounds	Ward rounds		
PM		1-2pm Case discussion/ Journal club	1-2pm Sydney Children's Grand Rounds	1-2pm Goulburn Grand Rounds			
	Afternoon handover	Afternoon handover	VicFEAT every 3months 1830- 2000hrs	Afternoon handover	Afternoon handover		

PATIENT LOAD: <i>Average number of patients looked after by the JMO per day</i>	Paediatric care is provided for in-patients with conditions such as asthma, bronchiolitis, gastroenteritis, pneumonia, febrile convulsions and other acute medical issues. The Paediatric ward is able to care for patients requiring high –flow nasal prong oxygen. The average inpatient number is 5 for Children's Ward alone. The Paediatric Team also provides a support service for the Delivery Suite, Birthing Unit and Maternity Ward, as well as the Domiciliary Midwifery Service.
---	---

	In addition to inpatient activities, the Paediatric Team provides outpatient services to ED, the post-discharge review clinics and the nurse led procedural clinics on the ward.
--	--

OVERTIME

Average hours per week Paediatric JMO's average hours are from 0800 to 1630 with variable overtime hours when rostered to work in the evening shift (1700hrs-2000hrs) and weekends (decreasing overtime hours to be expected as term progresses).

EDUCATION:

Detail education opportunities and resources available to the JMO during the term. Formal education opportunities should also be included in the unit timetable.

JMOs are expected to be actively involved in ongoing education, these includes: Grand Rounds, Case Conference, Journal Club, and Victorian Further Education and Training (VicFEAT) organized by the Royal Australasian College of Physicians every 3months.

JMOs are also encouraged to take up courses such as APLS and Diploma in Paediatrics while in Goulburn.

ASSESSMENT AND FEEDBACK:

Detail arrangements for formal assessment and feedback provided to JMO during and at the end of the term. Specifically, a mid-term assessment must be scheduled to provide the JMO with the opportunity to address any short-comings prior to the end-of-term assessment.

Formal feedback and assessment are provided by the Term Supervisor at the end on the term. The assessment is then sent to medical admin for filing. Each RMO is allocated a mentor from the Staff Paediatricians for their term. They are expected to meet with their mentor to establish term goals early in their term and then to meet in the middle of the term to discuss their progress in achieving those goals.

Informal feedback may be sought anytime during the term from the Registrar or Consultant, nursing staff and from other JMOs. Any problem that arise during the term are discussed and resolved without delay.

ADDITIONAL INFORMATION:

Any additional information that the facility considers relevant to the term.

Term Supervisor Signature:

Date:



Dr. Mona Liza Bernal

..02...../.....11...../....2017....

