

TERM DESCRIPTION

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 JMO will clearly have gained knowledge and skills.

DOCUMENT VERSION: February 2019	
FACILITY: The Canberra Hospital	
TERM NAME: ENT/Maxfac/Dental	
TERM SUPERVISOR: Dr Tuan Pham (ENT)/Dr Dylan Hyam (MFD)	
CLINICAL TEAM <i>Include contact details of all relevant team members</i>	ENT – Doctors are contactable via the hospital switchboard Dr Tuan Pham Dr Tim Makeham Dr Fardin Eghtedari Dr Tak-SlewLee Dr Safi Al-Bekaa Dr Lachlan Lipsett Dr Ardalan Ebrahimi

	<p>Maxfac - Doctors are contactable via the hospital switchboard Dr Dylan Hyam Dr Narada Hapangama Dr Robert Witherspoon Dr Ken Sun Dr Sam Kim</p>												
ACCREDITED TERM FOR	<table><tr><td></td><td>Number</td><td>Core/Elective</td><td>Duration</td></tr><tr><td>PGY1</td><td>2</td><td>Core Surgery</td><td>12-14 weeks</td></tr><tr><td>PGY2+</td><td>0</td><td>Core Surgery</td><td>12-14 weeks</td></tr></table> <p>Total positions available: 2 maximum (request for 2 x PGY1 from CRMEC Feb 16)</p>		Number	Core/Elective	Duration	PGY1	2	Core Surgery	12-14 weeks	PGY2+	0	Core Surgery	12-14 weeks
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PGY1	2	Core Surgery	12-14 weeks										
PGY2+	0	Core Surgery	12-14 weeks										
OVERVIEW OF UNIT OR SERVICE	<p>The ENT unit provides:</p> <ul style="list-style-type: none">Regular ENT activities include rhinology, otology and laryngologyOutpatient clinics, inpatient care, surgical services, and consultation services for the hospitalCare for paediatric and adult patientsA comprehensive head and neck tumour management along with radiotherapy and medical oncology units. <p>The OMFS unit provides:</p> <ul style="list-style-type: none">Emergency and routine care for diseases of the face, jaws, mouth, and teethInpatient and outpatient clinics and sees a wide spectrum of oral disease. <p>This term forms part of Surgical Pod 2 which includes the following units:</p> <ul style="list-style-type: none">ENT/Maxfac/DentalNeurosurgeryPlasticsOphthalmologyVascular SurgeryRelief positions. <p>General information about Surgical Pod 2</p> <ul style="list-style-type: none">Each pod works as a functional unit allowing all JMOs within it to attend the teaching sessions provided by each of the sub specialties when able as well as your own specialties' teaching programme. All JMOs, particularly PGY 1 are expected to attend general intern teaching sessions held every Tuesday afternoon.Whilst in a pod you will have a direct term supervisor as outlined by the individual term description as well as an over-riding pod supervisor to facilitate the co-ordination of the working unit. The weekday rostered hours are 0700 – 1630 hrs unless otherwise indicated in the term description or roster.Within your pod, some of you will have one week of evening shifts from 1330 – 2200 hrs to facilitate handover with the day staff and handover with the night staff. Handover will be conducted at a nominated site where all JMOs for the pod must meet to handover relevant information.For some of you, a week of night shifts will also occur during your term from 2100 hrs – 0730 hrs next day. On weekends the night shift is 2030 -0730 hrs. Following 7 night shifts, you will have 3 days off, 1 rostered ADO, another day off and then on												

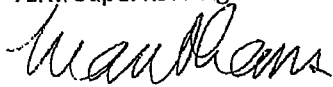
	<p>call for the sat/Sun. Alternatively arrangements can be made to allow for leave provided adequate warning is given.</p> <ul style="list-style-type: none"> Note: The rostering of a routine JMO (SP 2.1) and an extra (SP 2.2 A&D) on Saturdays is different to the rest of the after-hours rostering for Surg Pod 2. SP 2.1 will cover <i>all</i> SP2 units and SP 2.2 will be responsible for all admissions and discharges for both SP2 and SP1. On Sundays, the SP1 and SP2 will cover their respective units (without an extra, as is currently the case). By allocating sets of evening, night and relief weeks you will be part of a team providing twenty-four hour care for patients within your pod with whom you will be familiar. You will also be more aware of the specialist and registrar plans as you will be working in a small unit of specialties on a day-to-day basis. You will participate in more focused handover and utilise relevant electronic discharge/Casemix information more efficiently and you will be able to follow up relevant investigations and consultations more closely with a working knowledge of the various plans for each patient from their respective day teams. <p>As a working unit you will be expected to make additions to the discharge summaries of patients within a pod as important events take place over a twenty-four hour period to provide better communication with general practitioners and other external care givers. You will be able to provide up to date information to staff specialists during evening/afternoon ward rounds as required and participate in any bed side teaching conducted by the other specialties within your pod where possible. All JMOs are required to work weekends as dictated by the roster.</p>
REQUIREMENTS FOR COMMENCING THE TERM	<p>Basic Clinical Training such as:</p> <ul style="list-style-type: none"> Ability to take history and carry out general physical examination Ability to document clearly in the patients' notes, to do ward rounds and to carry out decisions made Skills with venous cannulation. <p><i>Note: Skills with nasogastric tube insertion would be helpful, but not essential.</i></p>
ORIENTATION	<p>At the commencement of the term, the JMOs should report to the senior ENT and Maxfac registrars for orientation.</p> <p>They should also liaise with the NUM and the ENT/Maxfac Clinic NUM.</p> <p>JMOs should be familiar with the hospital policies on hand hygiene, pre-operative assessments, DVT prophylaxis regimens, and pain management.</p>
JMOs CLINICAL RESPONSIBILITIES AND TASKS	<p>The ENT/MFD term has 2 PGY1s and they share the 2 units with ENT being a much busier and higher patient turnover than MFD. There is a pager for each unit. One way of managing competing ward round times and duties is the following:</p> <p>One intern is assigned to ENT for two weeks with one busy week and one less busy week, while the other intern is the MFD JMO. They still help each other, particularly with discharge summaries, but have distinct registrars in the two-week block. Then the JMOs swap units and, in this way, each have full immersion in that unit with varying workloads. This system has worked well though 2017.</p> <p>JMOs are expected to do the following:</p>

	<ul style="list-style-type: none"> • Daily ward rounds • Clerking of patients • Ensure participation of any medical student attached to the unit • Attend outpatient clinics • Liaise with other medical units • Clinical handover during day and with after-hours JMOs as appropriate • Attend surgical sessions which are daily, though at varying times.
SUPERVISION	<p>IN HOURS Dr Tuan Pham, contactable through Canberra Hospital switchboard.</p> <p>AFTER HOURS General hospital afterhours roster with surgical and medical registrar supervision.</p>
STANDARD TERM OBJECTIVES:	<p>CLINICAL MANAGEMENT The JMOs should strive to have undertaken the following by the end of this Term:</p> <ul style="list-style-type: none"> • Basic ENT disease clinical history and appropriate physical examination • Basic OSMF clinical history and appropriate physical examination • Basic ENT skills such as use of ENT examination equipment and nasal packing for epistaxis • Management of ENT disorders • Management of ENT emergencies • Assessment and triage patients with facial injuries and infections, and care for them on the ward • Use of and initiation of ENT/Maxfac investigations • ENT/Maxfac management plans • General surgical skills include suturing, venous cannulation and bladder catheterisation and surgical assistance.
	<p>COMMUNICATION The JMOs should strive to have improved on:</p> <ul style="list-style-type: none"> • Patient interaction • Patient Information note taking • Liaising with patient family members • Working as member of a team • Communicating with senior consultants • Communicating with other health care professionals regarding longer term patient management.
	<p>PROFESSIONALISM – a high standard is expected The JMOs should strive to improve to:</p> <ul style="list-style-type: none"> • Communicate and participate effectively in a multidisciplinary clinical team • Develop skills in the setting of personal learning goals and their achievement through self-directed continuing medical education and supervised practice • Update skills in information technology relevant to clinical practice • Gain more knowledge in the collection and interpretation of clinical data • Understand the principles of evidence-based practice of medicine and clinical

		<div>quality assurance techniques</div> <ul style="list-style-type: none">Further understand medical ethics and confidentiality and the medico-political and medico-legal environment.							
<div>(the timetable should include term specific education opportunities, facility wide education opportunities e.g JMO education sessions, ward rounds, theatre sessions (where relevant), inpatient time, outpatient clinics etc. It is not intended to be a roster but rather a guide to the activities that the JMO should participate in during the week)</div>									
The timetable acts as a guide but the Unit has a monthly cycle									
	Monday	Tuesday	Wednesday	Thursday	Friday	Sat	Sun		
AM	0700 - 0800 hrs Ward Round	0700 - 0800 hrs Ward Round	0700 - 0800 hrs Ward Round 1x JMO 0900 hrs start	0700 - 0800 hrs Ward Round	0700 - 0800 hrs Ward Round	As Surg Pod 2 rostered overtime only			
	0900 – 1700 hrs Clinic	0800 – 1700 hrs Operating Theatre	0800 – 1700 hrs Operating Theatre	0800 – 1700 hrs Operating Theatre	0800 – 1700 hrs Operating Theatre				
PM	Operating Theatre	1430-1600 hrs JMO Teaching session	1200 – 1300 hrs Grand Rounds	1400-1500 RMO teaching	Operating Theatre				
			1300 1800 hrs Clinic For late start JMO	1500 – 1700 hrs Head & Neck Clinic 1700 - 1800 hrs (optional) Head & Neck Oncology MDT					
PATIENT LOAD:		Up to 30 – includes day surgery cases							
Average number of patients looked after by the JMO per day									
OVERTIME									
Average hours per week ROSTERED: 8 UNROSTERED: 0									
EDUCATION:		<div>Daily ward rounds with registrars and consultants.</div> <div>Teaching is through contact with registrars and consultants in outpatient clinics, surgical sessions.</div> <div>All interns (PGY1s) are expected to participate in the Tuesday afternoon teaching program. The period from 1500 – 1630 hrs on Tuesday is considered to be protected time for JMOs.</div> <div>Educational resources</div> <div>A comprehensive range of reference material is held in the hospital library. Focus on Library books, peer reviewed Journals and internet; and Protocols and guidelines are available on the Intranet.</div> <div>AMO Teaching</div> <div>ENT: Drs Tuan Pham, Safi Al-Bekaa, Tak-Siew Lee, Dr Fardin Eghtedari and Tim Makeham, Dr Lachlan Lipsett, Dr Ardalan Ebrahimi</div> <div>OMSF: Drs Dylan Hyam, Narada Hapangama, and Robert Witherspoon, Dr. Ken Sun, Dr. Sam Kim</div>							

	Registrar Teaching ENT and OMFS Registrars
ASSESSMENT AND FEEDBACK: <i>assessment and feedback provided to</i>	<p>Term Supervisors will provide formal assessment and feedback using the AMC approved formative and summative assessments at mid-term and at end of term respectively on the One45 website.</p> <p>In completing the assessments the Term Supervisors will consult with Consultants, Registrars, Nursing Staff and any other staff members, who have had extensive contact with you.</p>
ADDITIONAL INFORMATION:	<p>Medical Record Documentation All patients should have relevant notes written in their file following each review i.e. at least daily.</p> <p>To maintain the integrity of the record and ensure the best optical disc image possible, the following must be adhered to:</p> <ul style="list-style-type: none"> • All entries must be legible, clear, relevant and objective • Every entry must include date, time, signature, designation and printed name • All entries must be written within the boundaries of the form. Do not write in the margins • Only approved, bar-coded forms should be used • Use black ballpoint pen only. Do not use blue pen, Pentel, rollerball, felt pens, highlighter pens or liquid paper • Only approved hospital abbreviations should be used • Student entries must be countersigned by their supervisor • Entries written in error must have only one line ruled through the incorrect entry and must have "Written in Error" entered above or beside the incorrect entry must be dated, timed, signed and designated. <p>Care Type Change Care type change (also known as Change of Clinical Intent) is a change in the phase of treatment or change in acuity during a patient's admission, for example from Acute Care to Rehab. In some situations a patient may have several Care Type changes during the course of their admission.</p> <p>For each Care Type change the JMO must:</p> <ul style="list-style-type: none"> • Assess the patient • Document patient history, status and expected goals on the Notification of Care Type Change form • Document the new care type, the reason for care type change, and goals of current treatment and patient's current status in the progress notes • Once all sections of the form have been completed, it should then be signed and handed to the Ward Clerk for action on CareSys. <p>Discharge Summary - Communication with General Practitioners</p> <ul style="list-style-type: none"> • A Discharge Summary must be completed for all Inpatient discharges (usually by the JMO) within 48 hours of discharge/separation • All deceased patients must have a Discharge Summary completed • In either case, if you have never seen the patient please make a note of this on the Discharge Summary • Discharge Summaries not completed by the end of each financial quarter will be brought to the attention of the Unit Directors and, potentially, to Executive Directors • In accordance with relevant policies, the Medical Record Department will refuse to sign you out (for your final pay) unless you have completed all Discharge Summaries for which you are responsible.

Term Supervisor Signature:


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Date:.....27../....Feb ./.....2019.

Clinical Management

Patient Assessment

Patient Identification

- ☒ Follows the stages of a verification process to ensure the correct identification of a patient
- ☒ Complies with the organisation's procedures for avoiding patient misidentification

- ☒ Confirms with relevant others the correct identification of a patient

History & Examination

- ☒ Recognises how patients present with common acute and chronic problems and conditions

- ☒ Undertakes a comprehensive & focused history

- ☒ Performs a comprehensive examination of all systems

- ☒ Elicits symptoms & signs relevant to the presenting problem or condition

Problem formulation

- ☒ Synthesises clinical information to generate a ranked problem list containing appropriate provisional diagnoses as part of the clinical reasoning process

- ☒ Discriminates between the possible differential diagnoses relevant to a patient's presenting problems or conditions

- ☒ Regularly re-evaluates the patient problem list

Investigations

- ☒ Judiciously selects, requests and is able to justify investigations in the context of particular patient presentation

- ☒ Follows up & interprets investigation results appropriately to guide patient management

- ☒ Identifies & provides relevant & succinct information when ordering investigations

Referral & consultation

- ☒ Identifies & provides relevant & succinct information

- ☒ Applies the criteria for referral or consultation relevant to a particular problem or condition

- ☒ Collaborates with other health professionals in patient assessment

Safe Patient Care

Systems

- ☒ Works in ways which acknowledge the complex interaction between the healthcare environment, doctor & patient

- ☒ Uses mechanisms that minimise error e.g. checklists, clinical pathways

- ☒ Participates in continuous quality improvement e.g. clinical audit

Risk & prevention

- ☒ Identifies the main sources of error & risk in the workplace

- ☒ Which may contribute to patient & staff risk

- ☒ Explains and reports potential risks to patients and staff

Adverse events & near misses

- ☒ Describes examples of the harm caused by errors & system failures

- ☒ Documents & reports adverse events in accordance with local incident reporting systems

- ☒ Recognises & uses existing systems to manage adverse events & near misses

Public health

- ☒ Knows pathways for reporting notifiable diseases & which conditions are notifiable

- ☒ Acts in accordance with the management plan for a disease outbreak

- ☒ Identifies the key health issues and opportunities for disease and injury prevention in the community

Infection control

- ☒ Practices correct hand-washing & aseptic techniques

- ☒ Uses methods to minimise transmission of infection between patients

- ☒ Rationally prescribes antimicrobial / antiviral therapy for common conditions

Radiation safety

- ☒ Minimise the risk associated with exposure to radiological investigations or procedures to patient or self

- ☒ Rationally requests radiological investigations & procedures

- ☒ Regularly evaluates his / her ordering of radiological investigations & procedures

Medication safety

- ☒ Identifies the medications most commonly involved in prescribing and administration errors

- ☒ Prescribes, calculates and administers all medications safely mindful of their risk profile

- ☒ Routinely reports medication errors and near misses in accordance with local requirements

Acute & Emergency Care

Assessment

- ☒ Recognises the abnormal physiology and clinical manifestations of critical illness

- ☒ Recognises & effectively assesses acutely ill, deteriorating or dying patients

- ☒ Initiates resuscitation when clinically indicated whilst continuing full assessment of the patient

Prioritisation

- ☒ Applies the principles of triage & medical prioritisation

- ☒ Identifies patients requiring immediate resuscitation and when to call for help e.g. Code Blue / MET

Basic Life Support

- ☒ Implements basic airway management, ventilatory and circulatory support

- ☒ Effectively uses semi-automatic and automatic defibrillators

Advanced Life Support

- ☒ Identifies the indications for advanced airway management

- ☒ Recognises malignant arrhythmias, uses resuscitation/drug protocols and manual defibrillation

- ☒ Participates in decision-making about and debriefing after cessation of resuscitation

Acute patient transfer

- ☒ Identifies when patient transfer is required

- ☒ Identifies and manages risks prior to and during patient transfer

Patient Management

Management Options

- ☒ Identifies and is able to justify the patient management options for common problems and conditions

- ☒ Implements and evaluates a management plan relevant to the patient following discussion with a senior clinician

Inpatient Management

- ☒ Reviews the patient and their response to treatment on a regular basis

- ☒ Provides appropriate analgesia and/or premedication

- ☒ Performs procedure in a safe and competent manner using aseptic technique

- ☒ Identifies and manages common complications

- ☒ Interprets results & evaluates outcomes of treatment

- ☒ Provides appropriate aftercare & arranges follow-up

- ☒ Takes account of the actions and interactions, indications, monitoring requirements, contraindications & potential adverse effects of each medication used

- ☒ Involves nurses, pharmacists and allied health professionals appropriately in medication management

- ☒ Evaluates the outcomes of medication therapy

Pain management

- ☒ Specifies and can justify the hierarchy of therapies and options for pain control

- ☒ Prescribes pain therapies to match the patient's analgesia requirements

Fluid, electrolyte & blood product management

- ☒ Identifies the indications for, & risks of, fluid & electrolyte therapy & blood products

- ☒ Recognises and manages the clinical consequences of fluid electrolyte imbalance in a patient

- ☒ Develops, implements, evaluates and maintains an individualised patient management plan for fluid, electrolyte or blood product use

- ☐ Maintains a clinically relevant patient management plan of fluid, electrolyte and blood product use

- ☒ Subacute care

- ☒ Identifies patients suitable for & refers to aged care, rehabilitation or palliative care programs

- ☒ Identifies common risks in older and complex patients e.g. falls risk and cognitive decline

- ☒ Ambulatory & community care

- ☒ Identifies and arranges ambulatory and community care services appropriate for each patient

- ☒ Discharge planning

- ☒ Recognises when patients are ready for discharge

- ☒ Facilitates timely and effective discharge planning

- ☒ End of Life Care

- ☒ Arranges appropriate support for dying patients

- ☐ Takes account of legislation regarding Enduring Power of Attorney and Advanced Care Planning

- ☒ Skills & Procedures

- ☒ Decision-making

- ☒ Explains the indications, contraindications & risks for common procedures

- ☒ Selects appropriate procedures with involvement of senior clinicians and the patient

- ☒ Considers personal limitations and ensures appropriate supervision

- ☒ Informed consent

- ☒ Applies the principles of informed consent in day to day clinical practice

- ☒ Identifies the circumstances that require informed consent to be obtained by a more senior clinician

- ☐ Provides a full explanation of procedures to patients considering factors affecting the capacity to give informed consent such as language, age & mental state

- ☒ Performance of procedures

- ☒ Ensures appropriate supervision is available

- ☒ Identifies the patient appropriately

- ☒ Prepares and positions the patient appropriately

- ☒ Recognises the indications for local, regional or general anaesthesia

- ☒ Arranges appropriate equipment

- ☒ Arranges appropriate support staff and defines their roles

- ☒ Provides appropriate analgesia and/or premedication

- ☒ Performs procedure in a safe and competent manner using aseptic technique

- ☒ Identifies and manages common complications

- ☒ Interprets results & evaluates outcomes of treatment

- ☒ Provides appropriate aftercare & arranges follow-up

- ☒ Venepuncture

- ☒ IV cannulation

- ☒ Preparation and administration of IV medication, injections & fluids

- ☒ Arterial puncture in an adult

- ☒ Blood culture (peripheral)

- ☒ IV infusion including the prescription of fluids

- ☒ IV infusion of blood & blood products

- ☒ Injection of local anaesthetic to skin

- ☒ Subcutaneous injection

- ☒ Intramuscular injection

- ☒ Perform & interpret and ECG

- ☐ Perform & interpret peak flow

- ☒ Urethral catheterisation in adult females & males

- ☒ Airway care including bag mask ventilation with simple adjuncts such as pharyngeal airway

- ☒ NG & feeding tube insertion

- ☐ Gynaecological speculum and pelvic examination

- ☒ Surgical knots & simple suture insertion

- ☐ Corneal & other superficial foreign body removal

- ☐ Plaster cast/splint limb immobilisation

Common Symptoms & Signs

- ☒ Fever

- ☒ Dehydration

- ☒ Loss of Consciousness

- ☒ Syncope

- ☒ Headache

- ☒ Toothache

- ☒ Upper airway obstruction

- ☒ Chest pain

- ☒ Breathlessness

- ☒ Cough

- ☐ Back pain

- ☒ Nausea & Vomiting

- ☐ Jaundice

- ☒ Abdominal pain

- ☒ Gastrointestinal bleeding

- ☒ Constipation

- ☒ Diarrhoea

- ☒ Dysuria / or frequent micturition

- ☐ Oliguria & anuria

- ☐ Pain & bleeding in early pregnancy

- ☐ Agitation

- ☐ Depression

Common Clinical Problems and Conditions

- ☒ Non-specific febrile illness

- ☒ Sepsis

- ☒ Shock

- ☒ Anaphylaxis

- ☒ Envenomation

- ☒ Diabetes mellitus and direct complications

- ☒ Thyroid disorders

- ☒ Electrolyte disturbances

- ☐ Malnutrition

- ☐ Obesity

- ☐ Red painful eye

- ☐ Cerebrovascular disorders

- ☐ Meningitis

- ☐ Seizure disorders

- ☐ Delirium

- ☒ Common skin rashes & infections

- ☐ Burns

- ☒ Fractures

- ☒ Minor Trauma

- ☒ Multiple Trauma

- ☐ Osteoarthritis

- ☐ Rheumatoid arthritis

- ☒ Gout
- </

- ☒ Leg ulcers
- ☒ Oral infections
- ☒ Periodontal disease
- ☒ Asthma
- ☒ Respiratory infection
- ☐ Chronic Obstructive Pulmonary Disease
- ☒ Obstructive sleep apnoea
- ☒ Liver disease
- ☒ Acute abdomen
- ☐ Renal failure
- ☐ Pyelonephritis & UTIs
- ☒ Urinary incontinence & retention
- ☐ Menstrual disorders
- ☐ Sexually Transmitted Infections
- ☒ Anaemia
- ☒ Bruising & Bleeding
- ☒ Management of anticoagulation
- ☒ Cognitive or physical disability
- ☐ Substance abuse & dependence
- ☐ Psychosis
- ☐ Depression
- ☐ Anxiety
- ☐ Deliberate self-harm & suicidal behaviours
- ☐ Paracetamol overdose
- ☐ Benzodiazepine & opioid overdose
- ☐ Common malignancies
- ☐ Chemotherapy & radiotherapy side effects
- ☒ The sick child
- ☐ Child abuse
- ☐ Domestic violence
- ☐ Dementia
- ☐ Functional decline or impairment
- ☐ Fall, especially in the elderly
- ☐ Elder abuse
- ☐ Poisoning/overdose

Professionalism

Doctor & Society

Access to healthcare

- ☒ Identifies how physical or cognitive disability can limit patients' access to healthcare services
- ☒ Provides access to culturally appropriate healthcare

- ☒ Demonstrates and advocates a non-discriminatory patient-centred approach to care

Culture, society healthcare

- ☒ Behaves in ways which acknowledge the social, economic political factors in patient illness

- ☒ Behaves in ways which acknowledge the impact of culture, ethnicity, sexuality, disability & spirituality on health

- ☒ Identifies his/her own cultural values that may impact on his/her role as a doctor

- ☒ Behaves in ways which acknowledge the impact of history & the experience of Indigenous Australians

- ☒ Behaves in ways which acknowledge Indigenous Australians' spirituality & relationship to the land

- ☒ Behaves in ways which acknowledge the diversity of Indigenous cultures, experiences & communities

Professional standards

- ☒ Complies with the legal requirements of being a doctor e.g. maintaining registration
- ☒ Adheres to professional standards

Medicine & the law

- ☐ Complies with the legal requirements in patient care e.g. Mental Health Act, death certification

- ☐ Completes appropriate medico-legal documentation

- ☐ Liaises with legal & statutory authorities, including mandatory reporting where applicable

Health promotion

- ☐ Advocates for healthy lifestyles & explains environmental lifestyle risks to health

- ☐ Uses a non-judgemental approach to patients & his/her lifestyle choices (e.g. discusses options; offers choice)

- ☐ Evaluates the positive & negative aspects of health screening and prevention when making healthcare decisions

Healthcare resources

- ☐ Identifies the potential impact of resource constraint on patient care

- ☐ Uses finite healthcare resources wisely to achieve the best outcomes

- ☐ Works in ways that acknowledge the complexities & competing demands of the healthcare system

Professional Behaviour

Professional responsibility

- ☒ Behaves in ways which acknowledge the professional responsibilities relevant to his/her health care role

- ☒ Maintains an appropriate standard of professional practice and works within personal capabilities

- ☒ Reflects on personal experiences, actions & decision-making

- ☒ Acts as a role model of professional behaviour

Time management

- ☒ Prioritises workload to maximise patient outcomes & health service function

- ☒ Demonstrates punctuality

Personal well-being

- ☒ Is aware of, & optimises personal health & well-being

- ☒ Behaves in ways to mitigate the personal health risks of medical practice e.g. fatigue, stress

- ☒ Behaves in ways which mitigate the potential risk to others from your own health status e.g. infection

Ethical practice

- ☒ Behaves in ways that acknowledge the ethical complexity of practice & follows professional & ethical codes

- ☒ Consults colleagues about ethical concerns

- ☒ Accepts responsibility for ethical decisions

Practitioner in difficulty

- ☒ Identifies the support services available

- ☐ Recognises the signs of a colleague in difficulty and responds with empathy

- ☐ Refers appropriately

Doctors as leaders

- ☒ Shows an ability to work well with & lead others

- ☒ Exhibits leadership qualities and takes leadership role when required

Professional Development

- ☒ Reflects on own skills & personal attributes in actively investigating a range of career options

- ☒ Participates in a variety of continuing education opportunities

- ☒ Accepts opportunities for increased autonomy and patient responsibility under their supervisor's direction

Teaching, Learning & Supervision

Self-directed learning

- ☒ Identifies & addresses personal learning objectives

- ☒ Establishes & uses current evidence based resources to support patient care & own learning

- ☒ Seeks opportunities to reflect on & learn from clinical practice

- ☒ Seeks & responds to feedback on learning

- ☒ Participates in research & quality improvement activities where possible

Teaching

- ☐ Plans, develops & conducts teaching sessions for peers & juniors

- ☐ Uses varied approaches to teaching small & large groups

- ☐ Incorporates teaching into clinical work

- ☐ Evaluates & responds to feedback on own teaching

Supervision, Assessment & Feedback

- ☒ Seeks out personal supervision & is responsive to feedback

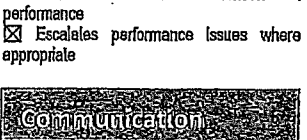
- ☒ Seeks out and participates in personal feedback and assessment processes

- ☒ Provides effective supervision by using recognised techniques & skills (availability, orientation, learning opportunities, role modelling, delegation)

- ☒ Adapts level of supervision to the learner's competence & confidence

- ☒ Provides constructive, timely and specific feedback based on observation of performance

- ☒ Escalates performance issues where appropriate



Patient Interaction

Context

- ☒ Arranges an appropriate environment for communication, e.g. privacy, no interruptions & uses effective strategies to deal with busy or difficult environments

- ☒ Uses principles of good communication to ensure effective healthcare relationships

- ☒ Uses effective strategies to deal with the difficult or vulnerable patient

Respect

- ☒ Treats patients courteously & respectfully, showing awareness & sensitivity to different backgrounds

- ☒ Maintains privacy & confidentiality

- ☒ Provides clear & honest information to patients & respects their treatment choices

Providing information

- ☒ Applies the principles of good communication (e.g. verbal & non-verbal) & communicates with patients & carers in ways they understand

- ☒ Uses interpreters for non-English speaking backgrounds when appropriate

- ☒ Involves patients in discussions to ensure their participation in decisions about their care

- ☒ Identifies the impact of family dynamics on effective communication

- ☒ Ensures relevant family/carers are included appropriately in meetings and decision-making

- ☒ Respects the role of families in patient health care

Breaking bad news

- ☒ Recognises the manifestations of, & responses to, loss & bereavement

- ☒ Participates in breaking bad news to patients & carers

- ☒ Shows empathy & compassion

Open disclosure

- ☒ Explains & participates in implementation of the principles of open disclosure

- ☒ Ensures patients & carers are supported & cared for after an adverse event

Complaints

- ☒ Acts to minimise or prevent the factors that would otherwise lead to complaints

- ☒ Uses local protocols to respond to complaints

- ☒ Adopts behaviours such as good communication designed to prevent complaints

Managing Information

Written

- ☒ Complies with organisational policies regarding timely & accurate documentation

- ☒ Demonstrates high quality written skills e.g. writes legible, concise & informative discharge summaries

- ☒ Uses appropriate clarity, structure and content for specific correspondence e.g. referrals, investigation requests, GP letters

- ☒ Accurately documents drug prescription, calculations and administration

- ☒ Uses electronic resources in patient care e.g. to obtain results, populate discharge summaries, access medicines information

- ☒ Complies with policies, regarding information technology privacy e.g. passwords, e-mail & Internet, social media

- ☒ Health Records

- ☒ Complies with legal/institutional requirements for health records

- ☒ Uses the health record to ensure continuity of care

- ☒ Provides accurate documentation for patient care

- ☒ Evidence-based practice

- ☒ Applies the principles of evidence-based practice and hierarchy of evidence

- ☒ Uses best available evidence in clinical decision-making

- ☒ Critically appraises evidence and information

- ☒ Handover

- ☒ Demonstrates features of clinical handover that ensure patient safety & continuity of care

- ☒ Performs effective handover in a structured format e.g. team member to team member, hospital to GP, in order to ensure patient safety & continuity of care

- ☒ Working in Teams

- ☒ Team structure

- ☒ Identifies & works effectively as part of the healthcare team, to ensure best patient care

- ☒ Includes the patient & carers in the team decision making process where appropriate

- ☒ Uses graded assertiveness when appropriate

- ☒ Respects the roles and responsibilities of multidisciplinary team members

- ☒ Team dynamics

- ☒ Demonstrates an ability to work harmoniously within a team, & resolve conflicts when they arise

- ☒ Demonstrates flexibility & ability to adapt to change

- ☒ Identifies & adopts a variety of roles within different teams

- ☒ Case Presentation

- ☒ Presents cases effectively, to senior medical staff & other health professionals