

## 1. General Information

<b>Position Title:</b>	Advanced Trainee in Emergency Medicine
<b>Division/Department:</b>	Emergency Department (ED)
<b>Position Reports to:</b>	Medical Director, Emergency Services
<b>Enterprise/Individual Agreement:</b>	Epworth HealthCare Emergency Medicine Enterprise Agreement 2022
<b>Classification/Grade:</b>	M5 – Emergency Medical Officer
<b>Location:</b>	Epworth Richmond
<b>Employment Status:</b>	Part Time
<b>Resource Management</b> (for Management positions only) <b>Number of Direct Reports:</b> <b>Budget under management:</b>	Director of Emergency Medicine Training (DEMT), Specialist Staff-On-Floor
<b>Key Relationships - internal and external</b>	Director of Emergency, PA to ED Director, Critical Care Services Manager

## 2. Overview of Epworth HealthCare

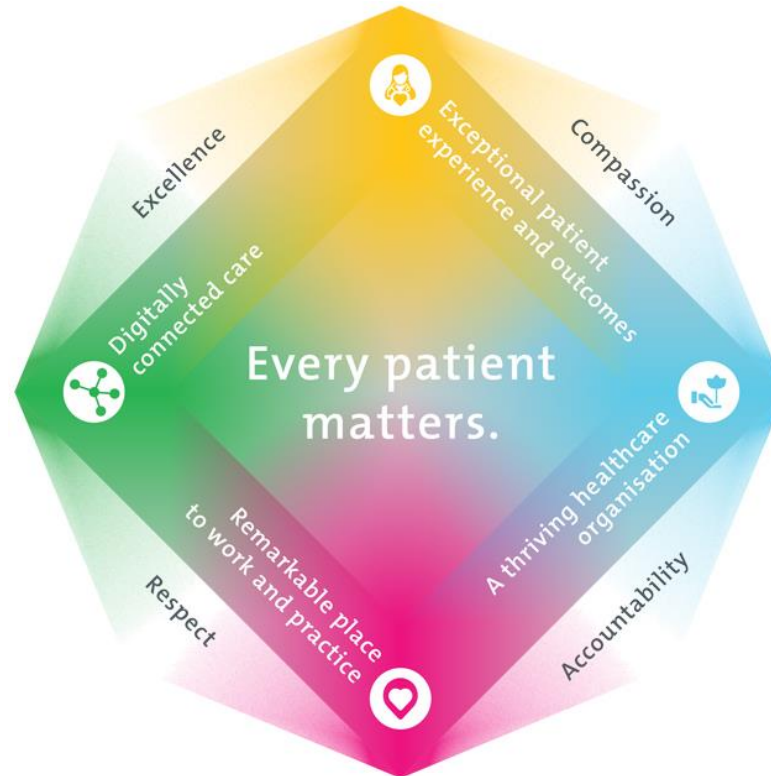
Epworth HealthCare is Victoria's largest not-for-profit private health care group, renowned for excellence in diagnosis, treatment, care and rehabilitation. Epworth is an innovator in Australia's health system, embracing the latest in evidence-based medicine to pioneer treatments and services for our patients.

Epworth's values define our approach and our delivery. We pride ourselves on communicating our values and delivering on them in a real and meaningful way. Our Values are Compassion, Accountability, Respect and Excellence. More information can be found on the [Epworth website](#).

Epworth's purpose is Every Patient Matters.

Our Vision is Delivering another 100 years of exceptional healthcare and innovation to the Victorian community.

## 3. Epworth HealthCare Strategy



All roles are linked to the Epworth strategy and are fundamental in achieving its vision and purpose.
<b>Exceptional patient experience and outcomes</b> - To empower our patients and deliver compassionate, expert and coordinated care.
<b>A thriving healthcare organisation</b> - To adapt and grow in a changing healthcare landscape by delivering a unique private not-for-profit healthcare organisation.
<b>Remarkable place to work and practice</b> - To ensure Epworth is an outstanding place to work and practice through a culture of care and investment in our people.

**Digitally connected care** - To innovate and improve the digital experience, interactions and outcomes for our patients, staff and doctors.

## 4. Purpose of the Position

To complete rotational requirements for the Australasian College of Emergency Medicine (ACEM) and support Clinical rostering, including night shifts. To develop clinical knowledge and judgement, aided by on site supervision by consultant specialists in specific procedures. And, at times provide clinical assistance to the inpatient environment (e.g.; responding to Paediatric Code Blues).

## 5. Clinical Governance Framework

This role is required to put into practice the Clinical Governance Framework at Epworth as every employee is accountable for ensuring that our patients and community receive safe, high quality and person-centred care in every interaction with Epworth. This is achieved through active participation in the five domains of clinical governance at Epworth:

Clinical Governance Domain	Role
<i>Leadership and culture</i>	Promote and participate in a supportive, fair and transparent culture where lessons from previous outcomes are learned and patient safety and quality is a priority at all levels of the organisation.
<i>Consumer Partnerships</i>	Understand and where relevant, ensure that each patient is actively involved in their own care and treatment including families/carers wherever possible.
<i>Effective Workforce</i>	Develop and maintain one's own competency, skills and knowledge to ensure high quality service provision and care.
<i>Clinical Safety and Effectiveness</i>	Understand and where relevant, ensure, that the right care is provided to the right person at the right time, in the right place and patient outcomes are monitored and improved.
<i>Risk Management</i>	Be responsible for identifying and reporting risks, hazards and near misses for people in our care and participating in risk mitigation strategies.

## 6. Key Accountabilities

KEY RESPONSIBILITIES	MEASURES/KPIs TO BE ACHIEVED
<p>Clinical competency involving patient consultation and clinical care. ED staff involvement in Paediatric Code Blue Team for inpatient codes.</p>	<ul style="list-style-type: none"> <li>• WBA (Workplace Based Assessments) to be completed as per ACEM schedule</li> <li>• Performance Appraisal / Personal Development Plan on Epworth ED metrics</li> </ul>
<p>Attendance to Trainee tuition and ED Lecture Series at time designated by Epworth ED. Satisfactory completion of tasks/projects/work assigned by DEMTs.</p>	
<p><b>Customer Service</b></p> <p>Epworth is committed to the provision of excellent customer service to all of our people, customers and stakeholders including patients and external suppliers.</p> <p>Superior patient service leads to improved healing in a trusting, caring environment and creates a safe environment for patients and employees.</p> <ul style="list-style-type: none"> <li>• Provide excellent, helpful service to patients, visitors and staff</li> <li>• Communicate with clear and unambiguous language in all interactions, tailored to the audience</li> <li>• Build customer relationships and greet customers and patients promptly and courteously</li> <li>• Actively seek to understand patients' and their family's (customers) expectations and issues</li> </ul>	<ul style="list-style-type: none"> <li>• Patient and customer service satisfaction surveys within agreed targets</li> <li>• Use AIDET principles in all interactions</li> <li>• On-floor issues are escalated to the medical team leader or nurse in charge, and resolved in a timely manner</li> <li>• Systems issues are escalated to the Director so that they may be addressed comprehensively</li> </ul>
<p><b>Safety and Wellbeing</b></p> <p>Participate actively and positively in the area of health and safety to reduce all hazards and incidents within the workplace</p>	<ul style="list-style-type: none"> <li>• Adhere to infection control/personal hygiene precautions</li> <li>• Implement and adhere to Epworth OHS policies, protocols and safe work procedures</li> <li>• Mandatory training completed at agreed frequency</li> </ul>

<ul style="list-style-type: none"> <li>Report all hazards, incidents, injuries and near misses immediately to your manager and log them in RiskMan</li> </ul>	
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## 7. Position Requirements/Key Selection Criteria

COMPONENT	
Qualifications	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>MBBS</li> <li>Current registration ACEM trainee – Advanced Training</li> </ul>
Previous Experience	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>Critical Care / Anaesthesia / ICU experience essential for Advanced Trainee role</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>Retrieval / Pre-Hospital</li> </ul>
Required Knowledge & Skills	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>Demonstrated clinical competence &amp; medical knowledge befitting an Advanced Trainee of ACEM</li> <li>Critical Care / Anaesthetic procedural skills at the level of an Advanced Trainee ACEM;</li> <li>Able to perform tasks in resuscitation team response in ED and in retrieval where necessary</li> </ul>
<p>Personal Attributes &amp; Values</p> <p>All employees are expected to consistently work in accordance with Epworth’s values and behaviours</p> <ul style="list-style-type: none"> <li>Compassion</li> <li>Accountability</li> <li>Respect</li> <li>Excellence</li> </ul>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>Enthusiastic, versatile – able to embrace the potential of the position</li> <li>Effective communication skills</li> <li>Excellent organisational ability</li> <li>Motivated to learn, train and develop new skills</li> <li>Patient advocacy</li> <li>Team player</li> </ul>

### Document Control

# Position Description



Date Developed:	Date Last Reviewed:	Developed and Reviewed By (Position Title):
11/05/2022	18/06/2026	Karen Dayao (PA to Director, Emergency Department)

## 8. Employee Position Declaration

I have read and understand the requirements and expectations of the above Position Description. I agree that I have the physical ability to fulfil the inherent physical requirements of the position, and accept my role in fulfilling the Key Accountabilities. I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

Employee Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_