

Information sheet for Unaccredited Registrars in Cardiac Surgery 2020

Name of Unit / Specialty:	Cardiac Surgery
Head of Unit:	A Prof Siven Seevanayagam
CSU / Department:	Cardiac Surgery
Contact persons:	Cassie Rowe cassie.rowe@austin.org.au Siven Seevanayagam siven.seevanayagam@austin.org.au
Contact phone number:	+61 3 9496 2527

Summary of Position/Unit:

The Cardiac Surgery Department, as part of the Division of Surgery, Anaesthesia and Procedural Medicine, is responsible for the provision of services within the specialty to patients across Austin Health. The Director of the Department is A/Prof Siven Seevanayagam. A/Prof George Matalanis is responsible for the comprehensive Thoracic Aortic Surgery Program and the Supervisor of Training is Mr. Nick Roubos.

The Cardiac Surgery Unit performs all types of adult cardiac surgery procedures, (with the exception of cardiac transplantation) including minimally invasive procedures and complex valve repair procedures. In addition, a multi-disciplinary thoracic aortic surgery program is an integral part of the Unit.

Located at the Austin Hospital, the Unit is committed to the provision of high quality patient care and maintains an ongoing commitment to Undergraduate and Postgraduate teaching. Extensive research projects are undertaken within the department as well as opportunities to participate in multi-centre research initiatives. Also provided is a consultative service for other Units within Austin Health.

Pre-requisites for applicants:

- Current Registration as a Medical Practitioner with AHPRA.
- Have had minimum of 6 months exposure to Cardiothoracic Surgery & Critical Care (ICU / CCU / Cardiology) as an HMO or at Registrar level.

Selection Tips

- Applicants keen to pursue a career as cardiothoracic surgeons should pay particular attention to the RACS SET selection regulations for Cardiothoracic Surgery SET Training to assess the opportunities provided by this position.
- Attention to detail, excellent communication skills and ability to work in elite performing teams are mandatory attributes.

Application Stages

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Application Forms

Reference Form

CVs

Your CV should include as **minimum**:

- **Passport-sized photo** on the front page of your CV – photocopy or black and white digital photo acceptable.
- **Name of University for medical degree and date of graduation.**
- **Full chronological working history since graduation**, including gaps in employment.
- **List of referees:** please ensure your referees provide your references by the closing date for applications.
- **Your referees must relate to work completed in past 3 years** – to include dates worked, date of reference, and contact details of referee. Pro forma is preferred, but written are acceptable.
- **Evidence of academic achievements:** academic transcript from university, publications in peer reviewed journals, certificates for courses completed.

References

- 2 X References, form supplied
- Fax to Cassie: + 61 3 9459 6220 or
- Email to: Cassie.rowe@austin.org.au

Important Dates to Remember:

Closing Date for applicants

1st September 2019

Interviews:

TBA.

Department of Cardiac Surgery – Referee Assessment Form

Fill in your details, the referee's details and your preferred contact before emailing or providing a hard copy to your referee

Surname		First Name	
Position Applied for	Unaccredited Registrar (Cardiac Surgery) – Austin Health		

Referee's Details

Name		Qualifications	
Organisation		Position	
Contact Phone	(Required)		
Email	(Required)		
When did applicant work with you		For how long (months)	

Please rate the applicant below from 1-5 **using x**, where **1 is poor and 5 is exceptional**. Performance levels are a normal distribution. **Most** applicants will be a **3** with **90% between 2 and 4**. If an item is not applicable or you cannot comment, select NA. **Refer to last page for scoring guidance**

Academic	1	2	3	4	5	NA
Factual Knowledge						
Understanding						
Information Gathering & Presentation						
Organization						
Ability to Pass Exams						
Clinical Skills	1	2	3	4	5	NA
Information Gathering and Presentation						
Decision Making						
Organization						
Procedural Skills						
Situational Awareness						
Documentation						
Interpersonal Skills	1	2	3	4	5	NA
Guidance Seeking						
Empathy						
Communication						
Teamwork						
Interaction with: Senior Medical Staff						
Other Health Care Staff						
Patients and Family						
Professional Attributes	1	2	3	4	5	NA
Ethical Practice						
Initiative						
Integrity						
Leadership						
Quality Assurance						
Teaching						
General Comments:						

		YES	NO
I certify this opinion is based on my own personal knowledge of the applicant and is free from bias			
I recommend that the applicant be considered for or continue, training as an Unaccredited Registrar in Cardiac Surgery			
I would be happy to have the applicant work in my department/unit in the future			
<p><i>You may submit this reference either by printing it and faxing or saving it and attaching it as an email. Please send from your own email address. If saving it, save as the applicants Family name space first name. You may be contacted to verify authenticity. See page 2 for addresses.</i></p>			
Date		Signed (if faxed)	

Submission Details	Email	Fax	Send
Austin Health	Cassie.Rowe@austin.org.au	03 9459 6220	

Please let the applicant know when you have sent the reference.
Applicant, best method of contact is (Provide both, X the preferred method).

	Email	
	Mobile (SMS)	

Scoring Guide

Academic

Factual Knowledge 1=Very poor for level of experience 3=What you would reasonably expect 5=Exceptional. What you would expect from someone many years' senior

Understanding 1=No understanding of basic concepts 3=What you would expect 5=Understands complex concepts and their clinical applications

Information Gathering & Presentation 1=Unaware of basic resources 3=What you would expect 5=Aware of the resources and how to use them. Efficient and perceptive in gathering and presenting information

Organization 1=Procrastinates, can't commit and has no strategy 3=Fairly well organised 5=Highly committed to study, has a well formulated plan, follows through and efficiently uses time

Ability to Pass Exams 1=unlikely to pass specialist exams 3=Will probably pass 5=Likely prize winner

Clinical Skills

Information Gathering and Presentation 1=Unable to collate clinical facts 3=Thorough history and examination. Misses the odd fact. Reasonable synthesis of data 5=Thorough, efficient, accurate. Excellent synthesis, prioritisation and presentation of important facts and complex issues

Decision Making 1=Unable to make basic decisions 3=Reasonable for level of experience 5=Makes logical and appropriate decisions. Supports with multiple reasons. Advanced for years of experience

Organization 1=Unable to plan or prioritise. Very unreliable 3=What you would expect 5=Plans well ahead. Ensures has enough time for required tasks. Thoughtful and ordered set-up of environment

Procedural Skills Struggles with basic procedures and is difficult to teach 3=Good technique and reasonable success for level of experience 5=Picks up skills easily and is aware of the broader issues

Situational Awareness 1=Unaware of what is going on 3=What you would expect 5=Highly vigilant. Aware of all aspects of their environment. Aware of potential hazards and has made appropriate preparations and plans

Documentation 1=Insufficient information, poor legibility, verbosity 3=Legible and complete 5=Efficiently provides all the relevant information. Set out logically. No unnecessary data

Interpersonal Skills

Guidance Seeking 1=Never seeks advice when required or seeks constantly when not. Is highly defensive and cannot accept constructive suggestions 3=Appropriate 80% of the time 5=Appropriate all the time

Empathy 1=No capacity to appreciate others perspective 3=Manages this well most of the time 5=Is highly skilled in this area

Communication 1=Cannot get their message across verbally 3=Manages well most of the time 5=Highly skilled and effective

Teamwork 1=Cannot work as part of a team 3=Manages well most of the time 5=Understands the role of other members, can assess others competency, can take on leadership and respond to others leadership as required

Interaction with: Senior Medical and Other Health Care Staff 1=Seems to aggravate everybody, avoids contact 3=Manages well most of the time 5=Highly regarded by most, engages constructively and involved collaboratively in projects

Interaction with Patients and Family 1=Appears not to care, aloof and abrupt 3=Comprehensively explains issues but is not necessarily over-kill at addressing concerns and managing challenging behaviours 5=Highly skilled in this area

Professional Attributes

Ethical practice 1=Consistently behaves unethically 3=Acts ethically 5=Also has a highly developed framework and rationale for dealing with complex ethical issues

Initiative 1=Will not do anything unless told 3=Shows a reasonable amount of initiative 5=Is a self starter. Has the capacity to see what needs to be done and gets on with it

Integrity 1=Consistently late, leaves early without communication. Blames other and never acknowledges personal responsibility 3=Appropriate most of the time 5=Exemplary

Leadership 1=Can only follow, will not take on responsibility, cannot coordinate others when required 3=Appropriate for level of experience 5=Deserves respect, highly effective

Quality Assurance 1=Shows no interest and never turns up to QA meetings 3=Reasonably involved 5=Runs projects and frequently presents. Always attends meetings when able

Teaching 1=Shows no interest or aptitude 3=Does some teaching consistent with level of training 5=Enthusiastic, engaging and affective. Aware of educational theories

- Please Fax / Mail a copy of your Assessment
- Please retain the original Assessment until the end of the year in the event of miss faxing or additional requests.

