

Information for Critical Care HMO3 Positions in 2020

Name of Unit / Specialty: Anaesthesia and Intensive Care Unit

Head of Unit: A/Prof Laurence Weinberg

CSU / Department: Anaesthesia and Intensive Care Unit

Contact persons: Dr Brett Pearce in Anaesthesia
9496 3800
brett.pearce@austin.org.au

Dr Caleb Fisher in Intensive Care Unit
9496 5000
caleb.fisher@austin.org.au

Summary of Position/Unit:

There will be 10 HMO3 positions in Critical Care incorporating rotations through the Austin Hospital Anaesthesia Department, Emergency Department (ED), Intensive Care Department (ICU) and the Bendigo Hospital Intensive Care Unit (BICU). These positions aim to provide a high-quality, broad-based practical experience for potential entry into vocational training positions in critical care [Anaesthesia, Australia New Zealand College of Anaesthetists, (ANZCA), ICU (College of Intensive Care Medicine (CICM), or ED Australasian College of Emergency Medicine (ACEM)].

Successful applicants are required to indicate a preference for either the Anaesthesia or ICU stream. An ED stream is independently recruited. Subsequently, each Critical Care HMO will spend a minimum of 6 months in their allocated specialty stream. The remainder of the year is spent rotating through the other two Critical Care specialties and providing planned leave cover for other members of the Critical Care HMO/PGY3 Stream. Each HMO is offered at least 3 months in their preferred specialty stream in the first 6 months.

The Critical Care HMO program is supported by a regular education program delivered at Austin Health by members of each specialty department on themes important to HMOs in Critical Care. Workshops, tutorial and clinical simulation modes of education are offered.

Rotations and Rostering

The Critical Care HMO rotation consists of four thirteen week rotations over the year, as described below. Each stream has Enterprise Bargaining Agreement (EBA) compliant rostering and leave. Appointees will be provided an opportunity to indicate their rotation and roster priorities. Consideration will be made for special requests and annual leave timing. Overall rostering depends on the balance departmental priorities and appointee requests.

Anaesthesia Rotation

The anaesthesia role is a learning role assisting the provision of anaesthesia services within and outside the operating suite, before, during and after procedural lists requiring an anaesthesia presence. You will always be assigned to either a supervising consultant or registrar. The roster involves a default 38 hour week, with a 5 week rotating roster including day, evening and night shifts. When rostered after hours (approximately 50% of hours) on evening or night shifts, you are required to assist the anaesthesia registrar on call and provide resident cover for Recovery High Dependency Unit patients.

Emergency Department Rotation

The Emergency Department service component involves participating in the clinical management of patients attending the emergency department. Currently, the Austin ED sees over 250 patients per day with 30% paediatric attendances. You will be expected to assess and manage patients according to your level of experience. Although you are encouraged to participate in the management of all triage categories, there is consultant cover from 0800-2300hrs, 7 days a week, with close supervision, as required. You will be required to rotate through a day, evening and night shifts on the roster.

Bendigo ICU registrar Rotation

The role in Bendigo is an opportunity to work at a junior ICU registrar level at Bendigo Health. This is a busy regional service hub case-mix equivalent to many Victorian metropolitan ICUs with a highly supported inter-professional environment working across a roster of day (ICU ward and ICU Outreach) and night shifts. You will be required to coordinate and lead high quality critical care at your level with consultants, HMOs and medical students. On rotation, you will contribute to registrar-level teaching in Intensive Care Medicine and supervise medical students. High quality accommodation is provided located in walking distance of the hospital for rotating doctors.

Austin ICU HMO Rotation

This clinical service role is within the Austin Hospital's tertiary ICU department. ICU Care is provided by 3 'pods' of ICU work teams comprising consultant, registrar & HMO. The HMO role importantly supports clinical activity via the admission, daily care, and discharge planning of numerous complex patients. The rotation involves approximately 50% night shift on a rotating roster. Additional responsibility involves close liaison with Anaesthetic services in the management of the recovery high-dependency beds

Pre-requisites/Preferences for Candidates:

All applicants will be shortlisted and interviewed by a panel consisting of representatives from anaesthesia and ICU against pre-defined selection criteria.

Applicants are required to rank their preferences for a Critical Care sub-specialty stream at the time of application or interview. Austin Health prefers applicants who will have completed 24-months since graduation by February 2020, or who will have completed 36-months since graduation without a critical care year or anaesthesia term in their third year.

If you have already completed a critical care year or, in particular, an anaesthesia rotation of at least 3-months duration after your HMO2-year (i.e. third year post graduation or later) and you are considering anaesthesia as a vocation, you will be ineligible for the anaesthesia stream. We strongly encourage and advise you to apply for a position as a Registrar in Anaesthesia.

Interviews

- ❑ Applicants will be shortlisted for interview and successful applicants will be invited to interviews as a second round of selection

Application Stages

See below for details

- ❑ Download this information pack and print out attached reference forms
- ❑ Complete hospital application form online
- ❑ Ensure references reach Austin Health **by FAXING THEM DIRECT TO THE DEPARTMENT OF ANAESTHESIA FAX NUMBER: (61) (3) 9459 6421**
- ❑ There will be an information session held on Wednesday, 12 June 2019 in the Austin Doyle Lecture Theatre, Level 4, Education Precinct, Austin Tower from 1800hrs to 1900hrs. Please register your interest with the Department of Anaesthesia by emailing Aniko.zsakai@austin.org.au

Application Forms

Can only be completed online at www.austindoctors.org.au. Please follow the instructions and complete all stages. You must electronically attach a CV and academic transcript in addition to the compulsory application form.

ALL APPLICATIONS/ENQUIRES TO THE AUSTIN EMERGENCY DEPARTMENT SHOULD BE DIRECTED TO THAT UNIT ON 9496 5000.

CVs

Your CV should include as **minimum**:

- **Passport-sized photo** on the front page of your CV – photocopy or black and white digital photo or 'selfie' is acceptable
- **Undergraduate Medical Degree and date of graduation**
- **Full chronological working history since graduation**, including gaps in employment.
- **List of referees**: please ensure your referees (minimum of two referees but the preferred is three) provide your references by the closing date for applications.
- **Your referees must relate to work completed in the last two years** – to include dates worked, date of reference, and contact details of referee
- **Evidence of academic achievements**: : academic transcript from university, and certificates for courses completed. Please list publications in your CV. If publications are PUBMED listed there is no need to provide a copy. If they are NOT PUBMED listed then please provide a copy of the manuscript

References

Attached to this file is the reference form. Please print out three copies of this form and give one each to your referees. The referees must return the form directly to the Department of Anaesthesia by fax (03) 9459 6421 or email aniko.zsakai@austin.org.au by Monday, 1st July 2019 Refer to the form for further instructions. It is responsibility of the candidate to ensure that 3 references reach the Department of Anaesthesia at Austin Health by the closing date. Please check with your referees to ensure they have completed the process. References are subject to audit.

NB While the attached reference form is preferred, pro formas from other hospitals/networks and written references are acceptable and will not prejudice your application.

Attachments

- **Please include a covering letter of no more than one typed double-spaced A4 page addressing the question** “Why would I be suitable for this job?” Please draw on your knowledge of this job, previous experience, previous academic record and other background
- **SCANNED COPIES OF REQUIRED DOCUMENTS ARE ACCEPTABLE. WE RESERVE THE RIGHT TO INSPECT ORIGINAL DOCUMENTS IF DEEMED NECESSARY**

Interviews

Applicants will be shortlisted for interview. Any queries should be directed to:

Austin Anaesthesia
Dr Brett Pearce
+61 3 9496 3800
brett.pearce@austin.org.au

Austin Intensive Care Unit
Dr Caleb Fisher
+61 3 9496 5000
caleb.fisher@austin.org.au

Bendigo Intensive Care Unit
Dr Jason Fletcher
+61 3 5454 6000
jfletcher@bendigohealth.org.au

Important Dates to Remember

Closing dates for applicants

References due

HMO3 Critical Care Information Night

Interview date

Monday, 1 July 2019

Monday, 1 July 2019

Wednesday, 12 June 2019

Tuesday, 6 August 2019

VICTORIAN PUBLIC HOSPITALS - ANAESTHESIA PROVISIONAL FELLOW REFERENCE FORM

Fill in your details, the referee's details as much as you know, where you want the references sent and your preferred contact (see page 2) before emailing or providing a hard copy to your referee

| | | | |
|-----------------------------|--|--------------------|--|
| First Name | | Family Name | |
| Position Applied for | | | |

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 N. **Refer to page 2 for guidance**

| <u>Academic</u> | 1 | 2 | 3 | 4 | 5 | NA |
|--|---|---|---|---|---|----|
| Factual Knowledge | | | | | | |
| Understanding | | | | | | |
| Information Gathering & Presentation | | | | | | |
| Organization | | | | | | |
| Ability to Pass Exams | | | | | | |
| <u>Clinical Skills</u> | 1 | 2 | 3 | 4 | 5 | NA |
| Information Gathering and Presentation | | | | | | |
| Decision Making | | | | | | |
| Organization | | | | | | |
| Procedural Skills | | | | | | |
| Situational Awareness | | | | | | |
| Documentation | | | | | | |
| <u>Interpersonal Skills</u> | 1 | 2 | 3 | 4 | 5 | NA |
| Guidance Seeking | | | | | | |
| Empathy | | | | | | |
| Communication | | | | | | |
| Teamwork | | | | | | |
| Interaction with: Senior Medical Staff | | | | | | |
| Other Health Care Staff | | | | | | |
| Patients and Family | | | | | | |
| <u>Professional Attributes</u> | 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 Anaesthetic Registrar | | |
| I would be happy to have the applicant work in my department/unit in the future | | |

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.

| | | | |
|-------------|--|--------------------------|--|
| Date | | Signed (if faxed) | |
|-------------|--|--------------------------|--|

| Submission Details | Email | Fax | Send |
|--------------------|--|----------------|------|
| Austin Health | aniko.zsakai@austin.org.au | (03) 9459 6421 | |

Please let the applicant know when you have sent the reference.

Applicant, best method (provide both, X one) of contact is:

| | | |
|--|--------------|--|
| | Email | |
| | Mobile (SMS) | |

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 (FRONT PAGE) to the following Health Services / Hospitals, selected by the Applicant.
- Please retain the original Assessment until the end of the year in the event of miss faxing or additional requests.