

Information sheet for INFECTIOUS DISEASES and/or MICROBIOLOGY REGISTRAR 2020

Name of Unit / Specialty:	Infectious Diseases	
Head of Unit:	Professor Lindsay Grayson	
CSU / Department:	Medical Services Division	
Contact persons:	A/Prof Patrick Charles Sharon Hankinson	Patrick.charles@austin.org.au Sharon.hankinson@austin.org.au
Contact phone number:	03 9496 6676	

Summary of Position/Unit:

The Department of Infectious Diseases is located on Level 7 of the Harold Stokes Building at Austin Health. The department also includes Infection Control and Hand Hygiene Australia.

The role of the Infectious Diseases registrars include care of infectious diseases inpatients, infectious diseases consults, HITH, antibiotic stewardship, and providing outpatient care through general and specialised (eg. hepatitis, travel) ID clinics. These positions are located at Austin Health.

Also included in these registrar roles is supervision of the ID resident (3rd year RMO). Registrars are encouraged to attend and present at local and inter-hospital meetings and attendance at approved national or international conferences (eg. ASID, ASA, ASHM, ICAAC, IDSA, ECCMID, IAS, CROI) is expected and supported by the department. On-call commitments include covering both Infectious Diseases and Microbiology.

Pre-requisites/Preferences for Candidates:

Essential for performance in the position

1. Registered to practice medicine in Australia (AHPRA)
2. Successful completion of FRACP part 1 or RACP-recognised equivalent
3. The position is generally offered to an advanced trainee in infectious diseases ± microbiology. Advanced trainees in general medicine may also be considered.

The Infectious Diseases registrar is encouraged to practice evidence-based medicine and act autonomously commensurate with confidence and experience. Close face-to-face consultant support is always available as our offices are co-located close to the acute hospital patients, outpatient clinics, and microbiology laboratory.

The applicant must show willingness to learn to competently use our health IT systems which include electronic test ordering, e-prescribing, and laboratory information management.

ID registrars provide on-call cover for both ID and microbiology in the evenings and weekends in a 1:4 shared registrar roster.

The applicant must show willingness to learn to competently use our health IT systems which include electronic test ordering, e-prescribing, and laboratory information management

The Infectious Diseases registrar is a key person who works closely with all members of staff and must have excellent communication skills

Interviews

Please refer to the “Victorian Infectious Diseases Training Program 2020” document available from the RACP ID match coordinator Dr Saliya Hewagama (Saliya.hewagama2@nh.org.au).

New applicants to the Victorian Infectious Diseases Training Program in 2020 must enter via the centralised interview. Due to the expected increased number of applicants in 2019, applications will be shortlisted to decide who will attend the central interview – this is unfortunately for logistic considerations as we will only have the capacity to interview at most 25 candidates on the day. The central interview will be conducted at the RACP office in St Kilda Road and will include a Head of Department (HOD) or assigned representative from each hospital participating in the match.

Existing trainees in the Victorian Infectious Diseases Training Program will be invited to attend a ‘speed-dating’ interview. All trainees at the speed-dating will have an accredited job, but the purpose of this interview is to allow a hospital panel (including Microbiology for hospitals offering 6 month ID / 6 month Microbiology positions) to interview all trainees and better allow for selection of preferences for the Electronic Match.

For trainees in Microbiology, please contact RCPA micro match coordinator Dr Marcel Leroi for further information (Marcel.leroi@austin.org.au).

Application Stages

Application Instructions / Selection Information:

There are 3 steps to the application process:

1. Notify Ms Sharon Hankinson (see Key Contact) of intention to apply
2. Apply via RACP advanced training selection and matching website
3. Apply via Austin Health employment website

(<http://www.austindoctors.org.au/medical-careers/registrars>)

NB. Applicants MUST apply via both RACP and Austin Health to be considered

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 since 2015** – 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.

Important Dates To Remember:

RACP clinical exam results released	Thursday 15 th August
Closing Date for applicants	Monday 19 th August
Information day for all applicants (held at Austin)	Saturday 24 th August
Central Interview for new applicants (held at RACP)	Friday 30 th August
“Speed-dating interview” for existing applicants (held at Alfred)	Friday 6 th September
RACP Electronic Multi-specialty match	Friday 20 th September

VICTORIAN PUBLIC HOSPITALS - 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		
<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>		
Date	Signed (if faxed)	

Submission Details	Email	Fax	Send
Austin Health	XXXXXXXXXX	XXXXXXXXXX	

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 overs-killed 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.