

1. THE ORGANISATION AND OUR MISSION

St Vincent's Hospital Melbourne (SVHM) is a leading teaching, research and tertiary health service, which employs more than 7,500 staff across 18 sites throughout Melbourne.

Part of Australia's largest not-for-profit Catholic health and aged care network, St Vincent's Health Australia, SVHM provides a diverse range of adult clinical services including acute medical and surgical services, sub-acute care, medical diagnostics, rehabilitation, allied health, mental health, palliative care, correctional health and community residential care.

SVHM's mission is to provide high quality and efficient health services to the people of Victoria in accordance with the philosophy of St Vincent's Health Australia. This mission is based on the values of compassion, justice, integrity and excellence.

2. KEY POSITION DETAILS

Job Title:	Fellow	Reports to:	Director of Intensive Care Unit
Program:	Specialty Services	Department:	Intensive Care Unit
Industrial Agreement:	AMA Victoria –Victorian Public Health Sector –Doctors in Training Enterprise Agreement 2022-2026	Classification:	HM25-HM30
		Risk Category:	A

3. LOCAL WORK ENVIRONMENT

The unit is a 20 bed mixed medical and surgical ICU including cardiothoracic intensive care services admitting 1600 patients per year. Although high in acuity and patient severity of illness, the ICU at SVHM maintains high performance and outstanding patient outcomes. The unit has accreditation for 24 months core training with the College of Intensive Care Medicine including cardiothoracic and neuro intensive care and the position is accredited by CICM as a Transition Year Role.

4. POSITION PURPOSE

The ICU Transition Year (TY) Fellow is a senior appointment responsible to the Director of the Intensive Care Unit. Suitable applicants will have met the requirements for the CICM Transition Year. The TY role can be streamed to focus on one of education, echocardiography or research. Details of consultant-supervised non-clinical activities relevant to each stream are available in the relevant sections below. Other interests may be accommodated by negotiation.

This position is appointed as a transition to consultant practice and allows senior trainees to perform the role of a junior consultant, managing patients and junior staff as such. They will gradually be introduced onto the overnight consultant on-call roster, supported by a second consultant. In addition to clinical responsibilities, the TY Fellows at St Vincent's Hospital Melbourne are encouraged to develop their non-clinical portfolio which may include organisation and delivery of junior medical staff education, echocardiography, research or other quality improvement initiatives. Dedicated regular non-clinical time and mentoring will be provided.

TY Fellows are expected to have substantial skills in the triage, assessment, resuscitation and further management of patients with acute medical and surgical disorders. They are expected to supervise junior trainees in the acquisition and development of these skills which include:

- Assessment of critically ill patients
- Immediate treatment and further management of patients with acute medical and surgical disorders.
- Techniques and procedures associated with respiratory, cardiovascular and renal support.
- Advanced communication with families and relatives of critically ill patients
- Overseeing patient flow through the unit.

5. POSITION DUTIES

- Intensive Care Unit patients
- Ward referrals
- Code Blue and MET responses
- Ward liaison
- Education & supervision of junior registrars and RMO's
- Supported self-education and research

Fellow Clinical Shifts

- 0800 ICU Handover
- Leading the AM Consultant Ward Round
- Prioritise and organise responsibilities with the senior registrar, registrar and resident.
- Oversee and implement plans from AM round
- Review diagnostic tests, especially microbiology, serology, and clinical pharmacology
- Leading the PM Consultant Ward round 4.30-5pm
- Oversee safe transport of intubated or unstable patients when transferred from the ward or out of ICU
- Assess patients admitted or referred to the ICU
- Supervise and assist residents/registrars in procedures, notes and discharge summaries
- General and scheduled education for nurses and junior medical staff
- Attend the scheduled ICU meetings & organise/supervise education sessions
- Support and supervise medical staff overnight on the consultant on-call roster

Specific additional roles according to the Transition Year Stream Transition Year – General Stream

Clinical

- Ensure continuity of care for all patients via appropriate handover procedures in the unit, including training of the junior registrars in these procedures.
- Modify the management and treatment of patients initiated by junior staff to provide the highest quality of care.
- Take first on call overnight for patients in the unit and referrals – up to two nights per fortnight.
- Progress through Consultant-observed leadership of daily ward rounds to independent management of the same, with consultant support available but not present at the bedside as deemed appropriate. This progress will be assessed and reviewed by the Consultant group periodically throughout the year, and autonomy will be increased accordingly.

Teaching

- Participation in the planning and delivery of registrar and nursing teaching
- Provision of tutorials to medical students
- Organisation of tutorials and journal clubs – held twice weekly
- Publication of one peer-reviewed blog post on the St Vincent's ICU website

Administration

- Participation as a panel member in interviews for registrar/intern positions
- Preparation of junior registrar roster
- Attend senior staff meetings to discuss unit morbidity/mortality, organisational, training, and supervision matters.
- Participation in hospital committees eg deteriorating patient, transfusion

Quality assurance program

- Participation in regular audit of the medical records to ensure documentation meets hospital and ICU standards
- Leadership of Morbidity & Mortality-style reviews and case-based discussions with junior registrars in accordance with hospital requirements.
- Participation in adverse event assessment
- Participation as a team member in Root Cause Analyses (RCA's)

College Activities

- Attendance at CICM hospital inspections in your region
- Assistance with the CICM examinations when held in your hospital
- Supervision or assistance with a registrar project
- Attendance of CICM ASM and other regional events – up to two weeks conference leave annually

Transition Year role – EDUCATION STREAM mentored non-clinical activities

- Attend ICU education planning meetings to review and critique the annual education template/curriculum and optimise for the current cohort using education theory and application.
- Facilitate weekly ICU registrar teaching and journal club, join teaching faculty on topic-specific study days and short courses.
- Coordinate, assist with question setting and assessment of trial examinations for primary and fellowship candidates within the unit.
- Utilise digital platforms for multi-modal education programming through ongoing development of the unit's Learning Management System (LMS).
- Facilitate inter-professional education and collaboration through working with medical and nurse educator specialists.
- Attend education-based conference or coursework (eg Grad Cert Clinical Teaching)

Transition Year role – ECHOCARDIOGRAPHY STREAM mentored non-clinical activities

- Review and provide feedback on scans (including cardiac, lung and focused vascular) performed by intensive care unit staff.
- Organise and present fortnightly ICU echocardiography meeting.
- Attend hospital echocardiography meetings (Cardiology and Anaesthesia).
- Participate in RMH (St V's) Critical Care Echocardiography course (three times per year) as supervisor/presenter.
- Attend echocardiography conferences (eg Echo Australia) (subsidy available).

Transition Year role – RESEARCH STREAM mentored non-clinical activities

- Attend fortnightly ICU research meeting.
- Attend regular Human Research Ethics Committee (HREC) meetings as an observer.
- Maintain knowledge of current studies underway in the ICU.
- In conjunction with ICU research nurses actively screen and recruit patients for ongoing studies.
- Develop and undertake own research project with view to publication.
- Attend research based conferences (eg ANZICS CTG) (subsidy available)

6. INCUMBENT OBLIGATIONS

General

- Perform duties of the position to best of their ability and to a standard acceptable to SVHM
- Comply with all SVHM policies, procedures, by laws and directions
- Treat others with respect and always behave professionally and in accordance with the SVHM Code of Conduct
- Only access confidential information held by SVHM when this is necessary for business purposes, maintaining the confidentiality of that information once accessed
- Participate in the annual SVHM performance review process
- Display adaptability and flexibility to meet the changing operational needs of the business
- Comply with applicable Enterprise Bargaining Agreement provisions
- Display a willingness to develop self and seek to improve performance

Clinical Quality and Safety

- Attend clinical orientation upon commencement
- Maintain clinical registration and any required indemnity cover
- Always work within approved scope of practice under supervision by more senior clinical staff as appropriate.
- Take personal responsibility for the quality and safety of work undertaken
- Take all necessary care and precautions when undertaking clinical procedures
- Complete annual clinical competencies

- Maintain skills and knowledge necessary to safely and skilfully undertake clinical work
- Consult with peers and other experts and refer to other healthcare workers when appropriate and in a timely manner
- Collaborate and clearly communicate with patients/clients and the healthcare team
- Participate in clinical risk management and continuous quality improvement activities as part of day-to-day work

Person Centred Care

- Ensure consumers receive information in an appropriate and accessible format
- Actively support consumers to make informed decisions about their treatment and ongoing care
- Ensure consumers are aware of their rights responsibilities and how to provide feedback

Health and Safety

- Protect the health and safety of self and others, complying with all health and safety related policies, procedures and directions
- Complete required Fire and Emergency Training annually
- Complete required Workplace Culture and Equity Training annually
- Attend general hospital orientation within 3 months of commencement
- As required, comply with fit-testing and PPE requirements
- Participate in reporting and analysis of safety and quality data including risks or hazards,
- Report any hazards, near misses and incidents (regardless of whether an injury occurred or not) into Riskman
- Identify and report any variance to expected standard and minimising the risk of adverse outcomes

7. INCUMBENT CAPABILITY REQUIREMENTS (Level 2)

The incumbent of this position will be expected to possess the following core capabilities:

Capability		Demonstrated behaviour
Personal	Personal effectiveness	Takes responsibility for accurate, timely work results
	Learning Agility	Identifies personal development needs and seeks information from a range of sources
Outcomes	Patient/Resident/client centred	Strives to meet and exceed expectations, demonstrating sound judgement
	Innovation and Improvement	Contributes to improvement by reviewing strengths and weaknesses of current processes
Strategy	Driving Results	Manages own work load to deliver results
	Organisational Acumen	Understands the interdependencies between units/departments
People	Working with and Managing others	Takes responsibility for ensuring productive, efficient teamwork
	Collaboration	Works collaboratively within and outside the team

8. SELECTION CRITERIA

8.1 ESSENTIAL REGISTRATION, LICENSE OR QUALIFICATION REQUIREMENTS

- MBBS or equivalent
- AHPRA registration
- Successful completion of CICM Fellowship
- Completion of all other prerequisites for the CICM Transition Year and CICM Training requirements

8.2 OTHER ESSENTIAL REQUIREMENTS

- Experience in leading ward rounds
- Experience in the management of junior medical staff and ICU team
- Seniority and experience which enables education of junior staff

- Excellent communication skills within and outside the ICU
- Airway, vascular and crisis management skills to enable autonomy in the role

8.3 OTHER NON ESSENTIAL REQUIREMENTS

The Transition Year Fellow will be expected to be comfortable with techniques and procedures associated with respiratory, cardiovascular and renal support. Opportunities exist to consolidate skills in flexible bronchoscopy, echocardiography as well as undertake a clinical research program within the ICU.

9. REQUIRED IMMUNISATIONS

SVHM Employee Health Screening and Immunisation Policy outlines the requirements for staff working in SVHM facilities.

Table 1: Vaccine Preventable Diseases for which vaccination and/or assessment is required within SVHM

Chicken pox (varicella) Hepatitis B Measles Mumps Rubella	Whooping cough (pertussis) Diphtheria Tetanus Influenza Tuberculosis
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NOTE: Vaccination requirements may differ according to individual jurisdictional requirements and policy directives and where there is a conflict the higher directive will apply.

SVHM has grouped individuals according to their risk of transmitting vaccine preventable diseases and their risk of exposure to blood or body substances (Table 2).

Table 2: Health Care Worker Risk Categorisation

Risk Category	Description	Vaccination requirement
Category A	Vaccination is required for this category of health care worker. Healthcare workers within this category have the potential to transmit Vaccine Preventable Diseases to vulnerable patients most at risk of mortality and morbidity from these diseases within SVHM. This includes employees with direct physical contact with patients/clients, deceased persons, blood, body substances or infectious material or surfaces/equipment that might contain these or contact that would allow acquisition and/or transmission of a specific infectious disease by respiratory means. This includes laboratory workers.	Required
Category B	Vaccination is recommended for this category of HCW. This includes individuals who do not work with the risk of exposure to blood or body substances, their normal work location is not in a clinical area (e.g. chef, administrative staff) and only attends the clinical area for short periods of time. Essentially, these individuals have no greater level of risk than that of the general community.	Recommended

10. PRE-EXISTING INJURY

Prior to any person being appointed to this position it will be required that they disclose full details of any pre-existing injuries or disease that might be affected by employment in this position.

11. AGREEMENT

National Police Check:

I understand that it is a condition of my employment to provide SVHM with a current National Police Certificate PRIOR TO COMMENCING WORK and this is at my own cost.

I understand that regardless of the frequency, if I am working and or visiting in a designated 'high risk area' of SVHM (as defined in the SVHA Pre-employment/Appointment Safety Checks Policy) I will be subject to periodic Police Checks every three years at my own cost.

Required Immunisations:

Individuals who will be working in Category A positions will only be able to commence employment following assessment of their vaccination status. The decision to proceed with the commencement of employment will be at the discretion of the ICP in consultation with the Hiring Manager and may in some instances, require additional vaccinations to ensure full compliance with the SVHM Employee Health Screening and Immunisation Policy.

I understand that if additional vaccinations are required to comply with pre-employment prerequisites, this will be at my own cost. Where a state jurisdiction overrides this, the facility will bear the cost.

I have read, understood and agree to comply with the responsibilities and accountabilities of this position description. I agree to comply with all SVHM requirements, policies, procedures, by laws and directions.

Name: _____

Signature: _____

Date: _____