



# Position Description

[ALL CALVARY SERVICES/SERVICE]

Version: [Version]

<b>Position Title:</b>	Advanced Trainee in Palliative Medicine		
<b>Position Number:</b>	R01790	<b>Cost Centre:</b>	R1413
<b>Site/Facility:</b>	Calvary Mater Newcastle		
<b>Department:</b>	Palliative Care		
<b>Enterprise Agreement</b>	The Named NSW (Non-Declared) AHO Medical Officer Agreement		
<b>Classification:</b>	Registrar Years 1-4		
<b>Reports To:</b>	Director of Palliative Care, Calvary Mater Newcastle		
<b>Date of Preparation:</b>		<b>Date Updated:</b>	22-11- 21

## Primary Purpose

The advanced trainee in palliative medicine is an accredited training position with the Chapter of Palliative Medicine, Royal Australasian College of Physician. Under supervision from specialist medical staff, the trainee will undertake clinical duties in alignment with the college's palliative care curriculum.

The Department of Palliative Care is accredited to provide 12 months of core advanced training terms in

- inpatient palliative care unit / hospice
- inpatient palliative care consultation service
- community palliative care outreach.

The site is also approved for non core and elective terms.

## Organisational Environment

The Department of Palliative Care at Calvary Mater Newcastle is a level 6 comprehensive multidisciplinary specialist palliative care service. The service provides integrated care across 24 hour community outreach, hospital consultation, ambulatory outpatient clinic, specialist inpatient unit and telehealth / regional outreach models.

The department has a robust research and education framework and ample opportunity for trainees to undertake project research work.

The department is part of the Hunter New England Palliative and End of Life Care Stream.

Calvary Mater Newcastle (CMN) is situated in Waratah, Newcastle, in the heart of the Hunter region. The hospital is an affiliated hospital under the Health Services Act and one of only two affiliated hospitals left in NSW. It provides services to people of the Hunter New England region and Country NSW. CMN is a fully accredited hospital by the Australian Council on Health Care Standards.

CMN is a 195 bed facility and is the Hunter region's major centre for oncology (cancer) services, haematology, clinical toxicology and research. These services are supported by the intensive care unit, oncology treatment, surgery, general medicine and palliative care. While the hospital provides emergency, general medical and surgical care, we also specialise in the diagnosis and treatment of blood diseases, breast cancer and melanoma.

The hospital is also home to the Newcastle Melanoma Unit and Hunter Breast Screen, and has a stroke unit which provides a seamless care approach to stroke treatment and assessment for people of the Hunter.

The Department's goal is to provide the highest quality specialist care for patients and their families/carers with active progressive far advanced disease where the prognosis is limited and where quality of life issues are the central concern. This care and support extends into the bereavement phase. Patients within the department have advanced illness and most have been undergoing oncological treatments for some years. The demographic background of the patients is in regional areas of the Hunter Valley as well as metropolitan regions.

Staffing in the Department includes the following:

- Nursing (Registered Nurses, Enrolled Nurse, Clinical Nurse Consultant, Nurse Unit Manager)
- Medical (Director, Staff Specialists, CMO, JMO, Registrar, Advanced Trainees)
- Occupational Therapists
- Diversional Therapist
- Physiotherapist
- Social Worker
- Pastoral Care
- Volunteers.
- Senior Research Fellow
- Aboriginal Palliative Care Health Worker.

The department is involved in the teaching of Medical, Nursing and Allied Health Students from the University of Newcastle.

### Accountabilities and Key Result Areas

#### ***People and Culture:***

- Practice in accordance with Calvary and relevant Government Health policies and procedures, the position description, Code of Conduct and industrial agreements.
- Work in accordance with the mission and vision of Calvary and actively participate in developing a culture that promotes Calvary's values of healing, hospitality, stewardship and respect.
- Provide clinical support and stewardship in multidisciplinary patient and family centred palliative care in community and hospital settings.
- Provide supervision and clinical support to junior medical officers and medical students in the team. Escalate concerns to senior staff in a timely fashion.
- Contribute to a positive and supportive workplace culture which fosters respect for the multidisciplinary team. Practice in accordance with Calvary and relevant Government Health policies and procedures, the position description, Code of Conduct and industrial agreements.
- Work in accordance with the mission and vision of Calvary and actively participate in developing a culture that promotes Calvary's values of healing, hospitality, stewardship and respect.
- Participate in and support the Hospital's Quality Improvement and Accreditation programmes.
- Demonstrated an understanding of risk management processes and systems.
- Demonstrate clinical leadership by ensuring a high standard of patient care that conforms to best practice and is evidence based.
- To demonstrate a commitment to equity of health care delivery.
- To participate and contribute to multidisciplinary education within the department of palliative care.

#### ***Excellence in Care:***

- Performing the clinical duties of an advanced trainee in palliative medicine. These duties can include Hospice inpatient, hospital inpatient, outpatient services, outreach and community services.

- Provide clinical services within the operational procedures and workflows of the palliative care service, including community based triage, activity data collection and reporting, PCOC national benchmarking and electronic medical records.
- Timely assessment of referrals, in accordance with documented triage or urgency criteria.
- Impeccable assessment of patient and carer needs, participation in collaborative management planning.
- Timely, accurate and relevant documentation of clinical activity, care plans and communication with the multidisciplinary team and primary health care provider / referring physician (eg general practitioner).
- Timely and accurate completion of the patient's electronic notes.
- The advanced trainee, with support of a staff specialist, will participate in the Department of Palliative Care on-call roster covering a weekend ward round for hospice inpatients, and after hours and weekend on-call.
- Attendance, participation and stewardship in departmental community multidisciplinary team meetings, contribution to case based discussions and development of care plans.
- Provision of evidence based, best practice palliative care in accordance with departmental policies and procedures.
- Prescribe medications as per PBS, legislative and departmental policy frameworks.

***Service Development & Innovation:***

- Maintain a high level of patient care and make clinical decisions in accordance with best quality patient care.
- Liaise with general practitioners in matters concerning the clinical condition of patients, especially in respect of emergency admissions, deteriorating health or death.
- Participate in handover processes and maintain high level of clinical communication and multidisciplinary care.
- Participates in continuing professional development activities.
- Contribute to ongoing service development and change, to maintain high quality patient, family and community centered multidisciplinary care.
- Demonstrate commitment to professional development and quality through active participation in professional development reviews and feedback.
- Undertake audit and research work where relevant.

***Wise Stewardship:***

- Maximise the benefit of the limited resources available for clinical care and service delivery through multidisciplinary collaborative care and adherence to operating procedures and workflows of the palliative care service.
- Act with integrity when using Calvary Mater Newcastle material or representing Calvary Mater Newcastle.
- Demonstrate familiarity with, and adherence to, the Calvary Mater Code of Conduct, information privacy and confidentiality policies.
- Identify and report risk or adverse outcomes in a timely fashion.
- Perform within the budget allocated to the department.

***WH&S Responsibilities:***

- Take reasonable care of your own health and safety and the health and safety of others in the workplace;
- Comply with relevant Calvary WHS policies, procedures, work instructions and requests;
- Report to your supervisor any incident or unsafe conditions which come to your attention;
- Observe any additional requirements as outline in Calvary's WHS Responsibilities, Authority and Accountability Table (published on Calvary intranet)

**Community Engagement:**

- Work in accordance with the mission and vision of Calvary and actively participate in developing a culture that promotes Calvary’s values of healing, hospitality, stewardship and respect.
- Represent CMN in a positive and responsive manner in all dealings and contact with internal and external stakeholders.

**Key Relationships**

Internal:	<ul style="list-style-type: none"> <li>• Reports to the Director of Palliative Care and to Staff Specialists for organisational and clinical matters together with Director of Clinical Services (Medical) for professional matters. There will also be a relationship with the Multidisciplinary Team.</li> <li>• Nursing Unit Manager, Department of Palliative Care</li> </ul>
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External:	N/A
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**Position Impact**

Direct Reports:	<ul style="list-style-type: none"> <li>• RACP approved college supervisor</li> <li>• Director of Palliative Care</li> </ul>
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Budget:	N/A
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**Selection Criteria****Essential:**

- MBBS or equivalent, currently registered or eligible for registration with the Medical Board of Australia.
- Passed Part I FRACP (or equivalent) or be eligible for advanced training in Palliative Medicine by the possession of a Fellowship in another college recognised by the Chapter of Palliative Medicine.
- Demonstrated high level clinical assessment, communication and organisational skills, applicable in the care of patients and carers with complex needs.
- Demonstrated capacity to work as a member of a multidisciplinary team and contribute to a culture of respectful collaboration.
- Commitment to customer service and quality assurance programs, including data collection, research and benchmarking (Palliative Care Outcomes Collaborative).
- Participation in continuing professional development.
- Current Class 1A drivers licence.

**Desirable:**

- Demonstrated capability relevant IT and software applications, including CAP, ARIA, Redcap database and electronic medical records.
- Commitment to undergraduate and postgraduate teaching.

**Approvals**

Job Holder’s signature:	Date:
Manager’s signature:	Date: