



SAMPLE INTERN JDF

Position description

Position number	Various
Position title	Intern
Division	Clinical Services
Agreement	Medical Practitioners Agreement
Classification	Intern
Site location/s	Fiona Stanley Fremantle Hospitals Group (FSFHG), South Metropolitan Health Service Royal Perth Bentley Group (RPBG), East Metropolitan Health Service Sir Charles Gairdner Osborne Park Health Care Group (SCGOPHCG), North Metropolitan Health Service WA Country Health Service (WACHS) Joondalup Health Campus (JHC), Ramsay Health Care St John of God Midland Hospital (SJOG), St John of God Health Care

Organisational environment

Our values



Purposeful



Caring



Collaborative



Open



Outcome-focused

Our vision

A WA health system that delivers safe, high quality and sustainable services that support and improve the health of all Western Australians.

Our mission

To lead and steward the WA health system.

Reporting relationships

Division: Clinical Services



Title: Director of Clinical / Medical Services Position number: Various
Location: FSFHG, RPBG, SCGOPHCG, WACHS, JHC, SJOG



Title: Heads of Specialty (supervision by Consultants and Registrars) Position number: Various
Location: FSFHG, RPBG, SCGOPHCG, WACHS, JHC, SJOG



This position



Directly reporting to this position:
Nil

Key responsibilities

To provide a high-quality clinical service to all hospital patients under the supervision of clinical supervisors (including Consultants and Registrars) and within a multidisciplinary team. To work within your ability and according to the hospital's core values. To expand your knowledge and skills through the available learning opportunities. To perform satisfactorily under supervision in a range of PMCWA accredited terms and complete the mandatory PGY1 requirements, as defined by the Australian Medical Council (AMC), which are required to be granted general registration with the Medical Board of Australia.

Brief summary of duties

This section outlines the results and outcomes required of an individual in this position. Employees are required to undertake all duties and responsibilities in accordance with our [Code of Conduct](#), policies and relevant legislation.

1. Manages patients under the supervision of Consultants and Registrars and ensures a detailed history and physical examination are done for each admission and documents these findings on their medical record.
2. Seeks assistance from their clinical supervisor if uncertain about any aspect of their clinical work.
3. Investigates and completes pathology request forms and arranges radiology and other procedures including consultations.
4. Communicates and coordinates within a multi-professional team regarding management plans, drug prescriptions and diagnostic requests, consultations and discharge plans which will be reviewed daily.
5. Communicates with patients about their condition and management, or with the immediate family if the patient is unable to comprehend within their scope of knowledge and understanding, and counsel patients and relatives as necessary.
6. Ensures effective discharge planning occurs with the involvement of the patient, family and/or other care providers; liaises with the patient's general practitioner.
7. Completes consultation requests for allied health and other medical specialties.
8. Carries out procedures within their capabilities (e.g. venepuncture, ECG, etc.) or with supervision (e.g. sutures, CVC insertion, etc.)
9. Completes discharge summaries in a timely fashion, with adequate information for the general practitioners and others to continue care; provides copy of discharge letter and medical certificates to patients; arranges discharge medications, in advance, whenever possible.
10. Ensures discharge summaries are succinct and list all medical conditions, comorbidities, complications, procedures and treatments.

11. Completes documentation required at the time of death, including death certificate or referral to Coroner. Telephones the general practitioner to advise of the death.
12. Completes notifiable disease forms and adverse drug reaction reports, including clinical notes, writes to the general practitioner and/or referring doctor.
13. Attends outpatient clinics and assesses follow-up patients as required.
14. Carries pagers while on duty and participates in after-hours and weekend rosters.
15. Explain procedures/operations to patient and orders investigations as necessary. Assists with medical procedures/operations as required.
16. Participates in unit and hospital meetings, grand rounds, clinical reviews, pathology/radiology meetings; prepares case presentation for departmental meetings; attends intern training lectures.
17. Participates in research and clinical audits as required, ensuring correct procedures are followed; assists in teaching medical students, as required.
18. Participates in ongoing professional development activities, including regular performance reviews and commits to maintaining and upgrading knowledge, skills and participates in quality improvement activities.
19. Participates in assessments including midterm and end-of-term assessments and Entrustable Professional Activities as per the *AMC's National Framework for Prevocational (PGY1 and PGY2) Medical Training: Training and assessment – Training and assessment requirements for prevocational (PGY1 and PGY2) training programs*.
20. Pursues satisfactory completion of 47 weeks full-time equivalent (FTE) experience as a PGY1 doctor in supervised clinical practice, completed in PMCWA accredited terms as per the *Medical Board of Australia's Registration Standard: Granting general registration as a medical practitioner to Australia and New Zealand medical graduates on completion of postgraduate year one training*.
21. Undertakes other duties as directed.

Work related requirements

Applicants should demonstrate their capacity to meet the following criteria, which should be read in conjunction with the specific responsibilities of this role.

Essential selection criteria

1. A primary medical degree from either:
 - an Australian Medical Council accredited medical school
 - or**
 - a medical school in a competent authority country (as defined by Ahpra), provided the applicant holds Australian citizenship or permanent residency, or New Zealand citizenship.
2. Ability to work effectively in a healthcare environment. In your answer, provide examples of good interpersonal skills, an ability to work in a multidisciplinary environment, and good organisation and time management skills.
3. Commitment to working in Western Australia to promote, protect, maintain and restore the health of the people in Western Australia. Indicate how this commitment has influenced your decision to choose your hospital of first preference.
4. Commitment to continued learning and academic excellence.

Appointment Factors

- Evidence of valid Australian citizenship, permanent residency or temporary residency (or eligibility to obtain) must be provided prior to commencement.
- Evidence of registration as a Medical Practitioner by the Medical Board of Australia must be provided prior to commencement.
- Provision of the minimum identity proofing requirements.
- Successful criminal record screening clearance.
- Successful pre-employment integrity check.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Manager or supervisor	Director or division head
Name	Name
Signature	Signature
Date	Date

This document can be made available in alternative formats on request for a person with disability.

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