

<b>A: ACCREDITED PREVOCAATIONAL TRAINING PROVIDER NAME:</b>		WESTMEAD HOSPITAL
<b>Training Term Based at:</b>	Westmead Hospital	
<b>Offsite Term?</b> <i>Includes affiliated private hospitals, general practices, community-based medical services</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <i>If yes, Collaborative Agreement to be attached</i>	
<b>B: TERM NAME</b>		
	<b>Obstetrics and Gynaecology</b>	
<b>Overview of Unit or Service</b>	<p><b>Please outline the role of the unit and range of clinical services provided:</b> Westmead Department of Obstetrics and Gynaecology is a tertiary referral unit that provides a diverse range of services including:</p> <ul style="list-style-type: none"> <li>- General Obstetrics and Gynaecology</li> <li>- Maternal-Fetal Medicine</li> <li>- Gynaecological oncology</li> <li>- Reproductive Endocrinology and Infertility</li> <li>- Colposcopic assessment</li> <li>- Urogynaecology</li> <li>- Endoscopic surgery</li> </ul> <p>You will be working with a large O&amp;G team comprising of over 30 Registrars and 16 SRMO's spread out between Westmead, Blacktown and Auburn Hospitals.</p> <p><b>Please outline the patient case mix, acuity and turnover:</b> High patient numbers and a wide referral base, ensures good exposure to the management of a broad spectrum of conditions, both simple and complex. You will work in a wide range of clinical settings ranging from birth unit, theatre, inpatient and outpatient. With over 5500 deliveries per year Westmead Birth unit is a busy tertiary unit. In the department there are 13 birthing rooms, 15 antenatal beds, 41 postnatal beds and 15 oncology and gynaecology beds. There is also an Early Pregnancy Assessment Clinic and Pregnancy Day Assessment Unit operating 7 days a week and numerous antenatal and gynaecology outpatient clinics.</p> <p>You will be provided with an information manual, a daily timetable and an overtime roster at the term's commencement. Lectures and tutorials provide up to six hours of teaching a week.</p>	
<b>Term Duration (Weeks)</b>	10 – 12 Weeks	
<b>HETI Term Identifier Number</b> <i>HETI Assigned after accreditation decision</i>	050022	
<b>Date of Accreditation by HETI</b>	10/10/2011	

<b>C: TERM CATEGORY</b> <i>Please identify if the term meets the criteria for a core term or if the term is an 'other' term (Please specify) For information on 'core' terms please see the last page of this document.</i>	Other	<b>If other please specify:</b>
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<b>Is the term a PGY1 or a PGY2 term?</b>	<b>PGY1</b> <input type="checkbox"/> <b>PGY2</b> <input checked="" type="checkbox"/> <p><i>Please note that a PGY2 ONLY accredited term MUST not be staffed by a PGY1. Specific accreditation must be sought for a PGY1 term</i></p>
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## D: TERM CAPACITY

<b>Please indicate the term capacity – total number of PGY1s and PGY2 trainees</b>	<b>PGY1</b> <input type="text" value="0"/> <b>PGY2</b> <input type="text" value="6"/> <b>MAXIMUM NUMBER OF TRAINEES IN TERM</b> <input type="text" value="6"/> <p>NOTE: number of PGY1s + number of PGYs=maximum Capacity</p>
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## E: TERM SUPERVISION

<b>Name, Position and Contact Details of Term Supervisors</b> <i>Responsible for trainee term orientation and assessment</i>	<b>Dr Emma Inglis</b> Staff Specialist Obstetrics & Gynaecology
<b>Term Supervisor Contact with Trainee</b> <i>Term Supervisor to provide a plan for contact with the pre-vocational trainee/s during the training term</i>	<p><b>General Contact:</b> Weekly during antenatal and gynaecology clinics, teaching sessions, birthing unit days and theatre sessions.</p> <p><b>Orientation:</b> On first day of term meet at 7:30am in the registrar room in the Department of O&amp;G. After the handover meeting, orientation to the department will be provided by the Senior Registrar including a tour of the department and wards and explanation of the roster and duties. Please inform the Senior Registrar of your pager number. Formal meeting with RMO during first week of term to discuss expectations and learning objectives during term. Discussion of career goals.</p> <p>If interested in obstetrics and gynaecology as a career make an appointment to discuss with your Term Supervisor.</p> <p><b>Mid Term:</b> Formal meeting with RMO at week 5 of term to discuss assessment, progress and issues</p> <p><b>End of Term:</b> Formal meeting with RMO in final week of term to discuss and complete assessment.</p>
<b>Primary Clinical Supervisor (if not Term Supervisor)</b> <i>Consultant or senior medical practitioner with experience in managing patients in the relevant discipline (PGY3+)</i>	<b>Name, Position and Contact details</b> As above
<b>Immediate Supervisor with direct responsibility for day to day supervision (PGY3+)</b>	<b>Position and Contact details</b> As above

<p><b>Clinical Team Structure</b>  <i>Provide positions of all members of the clinical team who provide supervision and bedside teaching to prevocational trainees including AMO's and Registrars. Please also identify and describe how PGY1 &amp; 2s will be distributed amongst the teams</i></p>	<p>Dr Terry McGee: Clinical Director of Women's and Newborn Services  A/Prof Gregory Jenkins: Head of Department Obstetrics and Gynaecology  Dr Emma Inglis: Staff Specialist, Term supervisor.  O &amp; G Senior Registrar p 27524, WSLHD-ObsReg@health.nsw.gov.au</p> <p>Department Consultants (see team allocation roster- contact details can be obtained from departmental secretary).  Team Registrars (see current roster for pager numbers)  On-Call O&amp;G Registrar Page 08867, 9171  Senior Registrar Page 27524  Staff Specialists and VMOs covering BU 0800-1700, antenatal and gynaecology clinics, operating theatre lists.  VMOs On-Call</p> <p>Contact Westmead Switchboard Dept. 8890 5555</p> <p>PGY2 will be allocated to a team and will work with registrars to cover ward patients, outpatient clinics, birthing unit and theatre lists.</p>
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**F: SPECIFIC REQUIREMENTS TO PRACTICE SAFELY DURING THE TERM:**

<p><b>This section may include:</b></p> <ul style="list-style-type: none"> <li>• Courses (e.g. life support, resuscitation)</li> <li>• Procedural skills</li> <li>• e-Learning requirements</li> </ul> <p>If there are any specific requirements please provide details of how the trainee will receive this training/will be assessed</p>	<p>Venesection, cannulation, basic suturing skills</p> <p>Read OG Registrars and Residents Orientation Manual at or before term commencement and familiarise yourself with as soon as possible - this is sent via email prior to term start. You will receive a hard copy on commencement of the term. In addition your timetable is also forwarded by email at that time.</p> <p>Any JMO wishing to include their O&amp;G term as a "core" surgical term should talk to the Senior Registrar in advance of the term so that they can be allocated to a Gynaecology Team.</p> <p>Training in surgical scrubbing and gowning and gloving will be provided where necessary by the Nurse Educator in the operating suite.</p>
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**G: TERM LEARNING OPPORTUNITIES**

<p><b>Please list top 5 learning opportunities/objectives</b></p>	<b>1</b>	<p>Understand the physiology of normal and abnormal pregnancy and labour via attending patients in antenatal clinic, birthing unit and postnatally on the maternity ward. Gain familiarity with the diagnosis and management options of common conditions that may affect women during pregnancy:</p> <ul style="list-style-type: none"> <li>• Antenatally: eg preeclampsia, diabetes, threatened premature labour, thrombosis</li> <li>• Intrapartum: eg slow labour, fetal distress, instrumental delivery, caesarean delivery</li> <li>• Postpartum: eg post-partum haemorrhage, perineal tears, etc</li> </ul>
	<b>2</b>	<p>Gain familiarity with assessing common gynaecological conditions that may affect women throughout their reproductive life:  Via exposure to patients in an outpatient setting.  Via clerking and assessing inpatients.</p>
	<b>3</b>	<p>Become competent and efficient at managing the various wards dealing with obstetric and gynaecological patients.  Understand and be able to counsel contraception and post-partum needs of patients as required.  Understand the complications of operations in order to be able to discuss this with patients and manage accordingly.</p>
	<b>4</b>	<p>By the completion of this term the JMO may expect to gain competency in the following skills:  Practical skills e.g. cannulation, catheterisation, knot-tying, wound closure.</p>

	<p>Specific skills e.g. Repair of grade I and II perineal tears, assisting in obstetric and gynaecological surgical procedures, speculum examination and Pap smear collection.</p>
<p style="text-align: center;"><b>5</b></p>	<p>Improve knowledge in Obstetrics and Gynaecology by participating in department education activities. Teaching roster and resources:</p> <p><b>MONDAY</b> Handover Registrar Room 0730 - 0830 Perinatal/Neonatal/Genetics Meeting 1pm Education Block</p> <p><b>TUESDAY</b> Combined O&amp;G/Neonatal meeting 0730-0830 Education Block</p> <p><b>WEDNESDAY</b> O&amp;G Department Meeting: 0730-0830 Education Block, LT 2 or LT4</p> <p><b>THURSDAY</b> Registrars and Residents Teaching 0730-0830 Registrar Room</p> <p><b>FRIDAY</b> Journal club 0730-0830 REN building Registrars and Residents Teaching 1400-1700 Registrar Room</p> <p>Resources:</p> <ul style="list-style-type: none"> <li>- Westmead O&amp;G Registrars/Resident Orientation Manual (will be provided as electronic and hard copy)</li> <li>- Department policies and protocols (available on intranet or hard copy in Registrar room)</li> <li>- W&amp;NH Department intranet education website: <a href="http://wslhdintranet.wsahs.nsw.gov.au/Women-s-and-Newborn-Services/Division-Women-s--Newborn-health/Education">http://wslhdintranet.wsahs.nsw.gov.au/Women-s-and-Newborn-Services/Division-Women-s--Newborn-health/Education</a></li> <li>- Womens and Newborn Health website: <a href="http://womensnewbornhealth.com.au">womensnewbornhealth.com.au</a></li> <li>- RMO Information Manual</li> <li>- CIAP site via internet</li> <li>- Library in Education room and Registrar's office</li> </ul>

**H: EXPECTATIONS OF THE PREVOCATIONAL TRAINEE**

<p><b>Please list expectations</b></p>	<p>All JMOs will be allocated to a specific clinical team and will fall under the supervision of the consultants and registrar who make up that team. Most JMOs will remain with the same team for the entire term. In some instances there will be rotation between teams based on staffing and workload requirements. Team allocation is controlled by the Senior Registrar in O&amp;G and a current team allocation is published weekly.</p> <p>JMOs rotate on a weekly basis through all the wards and clinics. The roster detailing each JMOs daily responsibilities is published weekly.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> <li>• Care of Gynaecological, Antenatal and Postnatal inpatients. These patients are reviewed daily by at least one member of the team. The results of all ordered investigations should be obtained as soon as they become available. Management plans will be made under guidance by the consultant medical officer.</li> <li>• Timely completion of patient discharge summaries. For Gynaecology inpatients, completion of the Clinical Indicators Data Sheet immediately before or shortly after discharge. Clear clinical documentation including participating in ABF documentation review.</li> </ul>
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	<ul style="list-style-type: none"> <li>Attendance in Delivery Suite on the allocated week of duty. On overtime shifts, urgent delivery suite duties take priority over all other duties.</li> <li>Attend Operating Suite for allocated theatre sessions. Please be punctual. Theatre sessions are 0830-1230 and 1300-1700 hours usually in Theatres 1 and 2.</li> <li>Attend Antenatal Clinic for allocated sessions. Punctuality is expected. The only reason to leave clinic should be review of an acutely unwell patient.</li> <li>Attend the Preadmission Clinic for allocated sessions. Please notify the team of any patients admitted with high risk features. The NUM of preadmission clinic may be contacted on extension 56650.</li> </ul>		
<b>Patient Load</b> (average per shift)			
	<p><b>Patient Load per trainee</b></p> <table style="width: 100%; text-align: center;"> <tr> <td style="border: 1px solid black; width: 50px; height: 50px;">10</td> <td style="border: 1px solid black; width: 50px; height: 50px;">10</td> </tr> </table>	10	10
10	10		
<b>After hours Roster</b>  <i>Does this term include participation in a hospital-wide afterhours roster and if so please advise frequency and the onsite supervision available after hours</i>	<p>The JMO participates in the O&amp;G department overtime roster that covers the antenatal, postnatal and gynaecological wards as well as performing duties in Delivery suite and assisting in theatre. This includes evening shifts, weekend shifts and night shifts. Overtime rosters will be provided two weeks before the beginning of term and then four weeks in advance by the Senior Registrar. All overtime shifts are supervised by the on-call O&amp;G registrar and consultant. After-hours O&amp;G Registrar: pager 08867, 9171</p>		

## I: SIGN OFF

*Terms will not be considered unless this section is completed.*

<b>Revision date and by who</b> (Name and Position)	<p><i>Dr Emma Inglis</i> Obstetrics and Gynaecology Staff Specialist Women's and Newborn Health Westmead Hospital</p>
<b>Endorsement by Term Supervisor</b> (Name, Date and Signature)	<p>Dr Emma Inglis</p> 
<b>Endorsement by GCTC Chair (or representative)</b> (Name, Date and Signature)	<p>Dr Vana Tam Staff Specialist Geriatrician and Co- Chair PCTC</p>

### HETI OFFICE USE ONLY – Approved by PAC or PAC Member

<b>Date</b>	
<b>Signature/TRIM DOC number of PAC minutes</b>	

**J: TERM / UNIT TIMETABLE AND INDICATIVE DUTY ROSTER**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:30 – 8:30 Handover Meeting	7:30 – 8:30 NICU Meeting	7:00 – 5:00 Birthing Unit Day	7:30 – 8:30 RMO Teaching	8:00 – 9:00 Ward Rounds		
8:30 – 9:00 Ward Rounds	8:30 – 9:00 Ward Rounds	7:30 – 8:30 O&G Dept. Education Meeting	8:30 – 9:00 Ward Rounds	9:00 - 1:00 Antenatal Clinic		
9:00 – 1:00 Antenatal Clinic	9:00 – 1:00 Antenatal Clinic – High Risk	8:30 – 9:00 Ward Rounds	9:00 – 1:00 Theatres	1:30 – 5:00 Fertility Clinic		
1:30 – 5:00 Antenatal Clinic	1:30 – 5:00 Gyne Clinic		1:30 – 5:00 Endo Gynae Clinic			
Start & Finish Time 7:30 – 5:00	Start & Finish Time 7:30 – 5:00	Start & Finish Time 7:30 – 5:00	Start and Finish Time 7:30 – 5:00	Start and Finish Time 7:30 – 5:00		

**Important notes about completing this timetable:**

- Please include the start and finish times of the shifts the trainees will be rostered to
- Please show the activities that the trainee are expected /rostered to attend – these include all educational opportunities (both train facility-wide and term specific), ward rounds, theatre sessions, inpatient time, outpatient clinics, shift handover, morning handover from hospital night team, afternoon handover to hospitals after hours team. Please include approximate time of activities where possible
- If there are extended shifts or evening shifts as part of the term, please attach four weeks of roster for the whole team. If the term includes evening shifts, please ensure it meets the requirement for evening shifts (refer to accreditation procedure)