

<b>A: ACCREDITED PREVOCATIONAL TRAINING PROVIDER NAME:</b>		WESTMEAD HOSPITAL
<b>Training Term Based at:</b>	<i>If not at above location, please give off site facility name and location:</i>	
<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>ORAL &amp; MAXILLOFACIAL SURGERY</b>		
<b>Overview of Unit or Service</b>	<p><b>Please outline the role of the unit and range of clinical services provided:</b> The specialty of Oral and Maxillofacial Surgery specialty is involved in the management of diseases, injuries, defects in the head, face, jaws, hard and soft tissues of the mouth. The Department of Oral and Maxillofacial Surgery at Westmead Hospital is a tertiary referral unit and uniquely functions at the interface of Medicine and Dentistry. The department is the largest training center in NSW OMS Training Program with 7 consultants, 4 accredited registrars, and 1 unaccredited registrar.</p> <p><b>Please outline the patient case mix, acuity and turnover:</b> The scope of surgical services provided includes: Facial Trauma, Cervicofacial infection, Dento-facial Deformity and Orthognathic Surgery, Facial Reconstruction, Oral and Maxillofacial Pathology, Temporomandibular disorders, Dental Implantology, Dento-alveolar surgery. There are 7 dedicated OMFS operating sessions per week coupled with 7 Surgery outpatient clinics and 4 minor procedure suites. Between emergency admissions to ICU/HDU, elective admissions and day-surgery, the unit attends to on average 50 to 60 patients per week excluding outpatient reviews and consultations.</p>	
<b>Term Duration (Weeks)</b>	10 – 11 Weeks	
<b>HETI Term Identifier Number</b> <i>HETI Assigned after accreditation decision</i>	050042	
<b>Date of Accreditation by HETI</b>	24/03/2015	
<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)</i>	Other	<b>If other please specify:</b>
<b>Is the term a PGY1 or a PGY2 term?</b>	<b>PGY1</b> <input checked="" type="checkbox"/> <b>PGY2</b> <input checked="" type="checkbox"/> <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>	

## D: TERM CAPACITY

Please indicate the term capacity – total number of PGY1s and PGY2 trainees

PGY1

1

PGY2

MAXIMUM NUMBER OF TRAINEES IN TERM

1

NOTE: number of PGY1s + number of PGYs=maximum Capacity

## E: TERM SUPERVISION

**Name and Position of Term Supervisor**

*Responsible for trainee term orientation and assessment*

Dr Huang Weber  
Staff Specialist, Oral and Maxillofacial Surgeon  
**02 8890 7838**  
Or via Westmead Switchboard 8890 5555

**Term Supervisor Contact with Trainee**

*Term Supervisor to provide a plan for contact with the pre-vocational trainee/s during the training term*

**General Contact:**

Contact with the term supervisor will be during weekly clinic/theatre sessions, with formal meetings as outlined below. All VMOs and registrars within the unit will have regular contact with the JMO during outpatient clinics, teaching sessions, ward rounds and theatre sessions.

**Orientation:**

Orientation to the unit and activities provided on day 1 by the senior registrar and NUM. Meeting with term supervisor in first week of term to outline expectations and assess any special requirements of the JMO

**Mid Term:**

Formal meeting with term or primary clinical supervisor for review and feedback with progress review form

**End of Term:**

Formal meeting with term or primary clinical supervisor for review and feedback with end of term progress

**Primary Clinical Supervisor (if not Term Supervisor)**

*Consultant or senior medical practitioner with experience in managing patients in the relevant discipline*

**Name, Position and Contact details**

Dr Weber Huang  
Staff Specialist, Oral and Maxillofacial Surgeon  
Level 2, Westmead Centre for Oral Health  
Darcy Road, Westmead  
Contact via Westmead Switchboard 8890 7838

**Immediate Supervisor with direct responsibility for day to day supervision**

**Position and Contact details**

Senior Oral and Maxillofacial Surgery Registrar (PGY 4 or 5) with direct line of responsibility to Head of Department , Dr Margaret Kim  
**Contact OMS Department 8890-7838**

**Clinical Team Structure**

*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 how PGY1 & 2s will be distributed amongst the*

**Name, Position and Contact details**

Dr Lydia Lim – VMO Oral and Maxillofacial Surgeon, Head of Dept  
Dr Richard Conway - VMO Oral & Maxillofacial Surgeon, Supervisor of Training  
Dr Adit Bahl -VMO Oral & Maxillofacial Surgeon  
Dr Anthony Bertram - VMO Oral and Maxillofacial Surgeon  
Dr Sami Haddad - VMO Oral & Maxillofacial Surgeon  
Dr James Kim - VMO Oral & Maxillofacial Surgeon  
Dr David Leinkram – VMO Oral and Maxillofacial Surgeon  
Dr Weber Huang – Staff Specialist, Oral & Maxillofacial Surgeon

<i>teams</i>	<p>Oral and Maxillofacial Surgery Accredited Registrars x 4 Oral and Maxillofacial Surgery Unaccredited Registrars x 1</p> <p>Called via Switchboard Dept. 8890 5555</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>Procedural skills will be taught on the job under the supervision of consultant staff.</p> <p>Orientation will be provided at the beginning of the term.</p> <p>Refer to Department Handbook</p>
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### G: TERM LEARNING OPPORTUNITIES

<b>Please list top 5 learning opportunities/objectives</b>	<b>1</b>	<p>Teaching Sessions</p> <ul style="list-style-type: none"> <li>- Wednesday-0730-0830 : Professor Coleman Histopathology teaching session</li> <li>- Tuesday Weeks 1 and 3 -0800 – 0900 Dr Lim Tutorial Sessions</li> <li>- Tuesday Weeks 2 and 4 -0800 – 0900 Journal Club</li> </ul>
	<b>2</b>	<p>Familiarity with management of common Oral and Maxillofacial disorders:</p> <ul style="list-style-type: none"> <li>- Facial Fractures</li> <li>- Maxillofacial soft tissue injuries</li> <li>- Acute Oral and facial infections</li> <li>- Oral and Dental Pathology</li> <li>- Dento-facial Deformity and facial reconstruction</li> <li>- Facial Pain</li> </ul>
	<b>3</b>	<p>Management of the following acute presentation:</p> <ul style="list-style-type: none"> <li>- Facial lacerations and be able to administer Nerve blocks in the Orofacial region</li> <li>- Uncomplicated Maxillofacial injuries</li> <li>- Radiographic interpretation of Facial imaging and Panoramic views</li> <li>- Acute Cervico-facial infections</li> </ul>
	<b>4</b>	<p>Competency in Following Procedural Skills</p> <ul style="list-style-type: none"> <li>- Closure of simple wounds</li> <li>- Excision of simple oral/skin lesions</li> <li>- Simple jaw wiring and fixation techniques</li> <li>- Be able to administer intraoral/facial nerve injections</li> <li>- Botulinum toxin injection for functional management of muscle spasm of the maxillofacial region</li> </ul>
	<b>5</b>	<p>Exposure/experience in the multidisciplinary environment of the management of complex congenital and acquired maxillo-facial conditions. Understand the interaction between medical and dental health care providers and allied health and be able to co-ordinate timely and efficient care.</p>

## H: EXPECTATIONS OF THE PREVOCATIONAL TRAINEE

<p><b>Please list expectations</b></p>	<p>Daily review of all patients in ward Daily progress notes in patient medical records Provide summary and documentation of : - Significant treatment events - Significant changes in condition - Important treatment decisions</p> <p>Changes in patient's condition to be reported to the registrar who in turn reports significant events to consultant.</p> <p>Organise (or participate in) Theatre lists</p> <p>JMOS are encouraged to attend operating lists and assist where required</p> <p>Trainee also required to support busy outpatient service (5000 pts per annum) and co-manage trauma patients with maxillofacial injuries</p>
<p><b>Patient Load</b> <i>(average per shift)</i></p>	<p><b>Patient Load per trainee</b> <span style="border: 1px solid black; padding: 2px 10px;">4-10</span>      <b>Patient load total for team</b> <span style="border: 1px solid black; padding: 2px 10px;">4-10</span></p>
<p><b>After hours Roster</b></p> <p><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>	<p>The JMO participates in the Westmead Hospital evening and weekend ward overtime.</p> <p>Supervision is provided by the following on site staff:</p> <ul style="list-style-type: none"> <li>§ Medical Registrars</li> <li>§ Surgical Registrar</li> <li>§ Anaesthetic Registrars</li> <li>§ ICU Registrar</li> </ul>

## I: SIGN OFF

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

<p><b>Revision date and by who</b> <i>(Name and Position)</i></p>	<p>Dr Weber Huang</p>
<p><b>Endorsement by Term Supervisor</b> <i>(Name, Date and Signature)</i></p>	<p>Dr Weber Huang</p>
<p><b>Endorsement by GCTC Chair (or representative)</b> <i>(Name, Date and Signature)</i></p>	<p>Dr Vana Tam</p>

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

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

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

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>Week 1</b> 0730 – 0800 ward round  0800 Handover meeting  0830 – 1230 OT Dr Haddad ASU  1330 – 1700 MOS	0730 Ward round  0800 – 0900 Dr Lim teaching session  0900 – 1230 Dr Lim Outpatient  1330 – 1700 Dr Kim Outpatient	0730 ward round 0800 Histopathology Review – Prof Coleman CPC  0900 in patient management and review clinic 0900 – 1230 - MOS 1330 – 1700 Dr Conway outpatient  1330-1700 Dr Huang Acute Care	0730 ward round  0830 – 1230 Leinkram theatre  0830 – 1700 Huang SNT theatre  13:00-14:00 JMO Protected teaching Time  0800-1700 MOS	0730 ward round  0900 – 1230 head and Neck Clinic  1330 – 1700 Admin / Study Time		
<b>Week 2</b> 0730 ward round Handover Dept meeting Dr Lim  0830 – 1230 Inpatient management and review clinic  0800 -1700 Lim ASU OT	0730 ward round  0830 – 1230 Bertram clinic  1330 – 1700 Dr Haddad clinic	0730 ward round  0730-0830 Histopathology Review – Prof Coleman  0930 – 1230 in patient management and review clinic	0730 ward round  0830 – 1700 Dr Kim OT and Dr Bertram OT  13:00-14:00 JMO Protected teaching Time	0730 ward round  0900 – 1700 Dr Conway OT  1330 – 1700 Admin / Study Time		

<p><b>Week 3</b></p> <p>0730 ward round 0930 – 1230 Dr Leinkram outpatient</p> <p>0800 Handover meeting</p> <p>0830 – 1230 OT Dr Haddad ASU</p>	<p>0730 ward round</p> <p>0830 – 0930 Dr Lim teaching session</p> <p>0930 – 1230 Dr Lim outpatient</p> <p>1330-1700 Dr Bahl Clinic</p>	<p>0730 ward round</p> <p>0800 Histopathology Review – Prof Coleman</p> <p>0900-1700 in patient management and review clinic</p>	<p>0730 ward round</p> <p>0800-1700 OT Kim</p> <p>0800-1700 Clinic/MOS 1 3:00-14:00 JMO Protected teaching Time</p>	<p>0730 ward round</p> <p>0900 – 1230 Head and neck Clinic</p> <p>1330 – 1700 Admin / Study Time</p>		
<p><b>Week 4</b></p> <p>0730 ward round</p> <p>0800 - 0830 Handover</p> <p>0830 – 1700 Dr Lim OT</p> <p>0800-1700 MOS</p> <p>Start &amp; Finish Time 7:00 – 17:00</p>	<p>0730 ward round</p> <p>0830 – 1230 Bertram clinic</p> <p>1330 – 1700 Dr Haddad clinic</p> <p>Start &amp; Finish Time 7:00 – 17:00</p>	<p>Prof Coleman</p> <p>0830 – 1230 in patient management and review clinic Prof Coleman</p> <p>0830 – 1230 in patient management and review clinic</p> <p>0800 – 1700 Dr Huang IV Sedation list</p> <p>Start &amp; Finish Time 7:00 – 17:00</p>	<p>0730 ward round</p> <p>0830-1700 Dr Bahl OT</p> <p>0830-1700 Dr Bertram OT</p> <p>13:00-14:00 JMO Protected teaching Time</p> <p>Start &amp; Finish Time 7:00 – 17:00</p>	<p>0730 ward round</p> <p>0900 – 1230 Head and neck Clinic</p> <p>1330 – 1700 Admin / Study Time</p> <p>Start &amp; Finish Time 7:00 – 17:00</p>		

**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 trainees 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