

<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>PLASTIC 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> Mission Statement: To provide a teaching hospital standard facility for Plastic, Reconstructive and Maxillofacial surgery.</p> <p><b>Please outline the patient case mix, acuity and turnover:</b> There are regular head and neck cancer and breast reconstructions often involving microsurgery. The trauma load mostly involves hand surgery with occasional maxillofacial injuries. The unit regularly receives consultations for reconstruction with most other surgical specialties.</p>	
<b>Term Duration (Weeks)</b>	10 – 12 Weeks	
<b>HETI Term Identifier Number</b> <i>HETI Assigned after accreditation decision</i>	050026	
<b>Date of Accreditation by HETI</b>		

<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>	Core Surgery	<b>If other please specify:</b>
<b>Is the term a PGY1 or a PGY2 term?</b>	PGY1 <input type="checkbox"/>	PGY2 <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>

<b>D: TERM CAPACITY</b>		
<b>Please indicate the term capacity – total number of PGY1s and PGY2 trainees</b>	PGY1 <input type="text" value="1"/>	PGY2 <input type="text"/>
	<b>MAXIMUM NUMBER OF TRAINEES IN TERM</b> <input type="text" value="1"/>	
NOTE: number of PGY1s + number of PGYs=maximum Capacity		

## E: TERM SUPERVISION

<p><b>Name and Position of Term Supervisor</b></p> <p><i>Responsible for trainee term orientation and assessment</i></p>	<p><b>Dr Paul Curtin</b> VMO Plastic Surgery</p>
<p><b>Term Supervisor Contact with Trainee</b></p> <p><i>Term Supervisor to provide a plan for contact with the pre-vocational trainee/s during the training term</i></p>	<p><b>General Contact:</b></p> <p>Regular weekly contact with the trainee at Monday teaching sessions</p> <p>Dr Paul Curtin is happy to be contacted on his mobile which will be provided at orientation to the term.</p> <p><b>Orientation</b></p> <p>Term Supervisor will make contact in the first week of term.</p> <p><b>Mid Term</b></p> <p>JMO to book meeting with Term Supervisor in Week 5 for mid-term assessment.</p> <p><b>End of Term</b></p> <p>JMO to book meeting with Term Supervisor in Week 9 for end of term assessment.</p>
<p><b>Primary Clinical Supervisor (if not Term Supervisor)</b></p> <p><i>Consultant or senior medical practitioner with experience in managing patients in the relevant discipline</i></p>	<p><b>Name, Position and Contact details</b></p> <p>Same as above.</p>
<p><b>Immediate Supervisor with direct responsibility for day to day supervision</b></p>	<p><b>Position and Contact details</b></p> <p>Dr Alex Varey, Clinical Fellow in Plastic Surgery at Westmead Hospital. Contactable via switchboard or on his mobile.</p>
<p><b>Clinical Team Structure</b></p> <p><i>Provide positions of all members of the clinical team who provide supervision and bedside teaching to pre-vocational trainees including AMO's and Registrars. Please also identify how PGY1 &amp; 2s will be distributed amongst the teams</i></p>	<p><b>Name, Position and Contact details</b></p> <p>Dr Paul Curtin- VMO- Plastic Surgeon-Term Supervisor/Dept. Head Dr Richard Sackelariou- VMO- Plastic Surgeon Dr Thomas Lam-VMO-Plastic Surgeon Dr Eddy Dona -VMO– Plastic Surgeon Dr Ben Norris – VMO – Plastic Surgeon Dr Naveen Somia – VMO – Plastic Surgeon Dr Peter Laniewski - VMO - Plastic Surgeon Dr Chaithan Reddy- VMO - Plastic Surgeon Dr Joseph Rizk - VMO - Plastic Surgeon Dr Andre Safvat - VMO - Plastic Surgeon Dr Alex Varey-Clinical Fellow Dr Parag Mahadik – Career Medical Officer Plastic Surgery Advanced Trainees-x2 Ms Linda Hutchinson-CNC ext. 57396 p8904</p>

## F: SPECIFIC REQUIREMENTS TO PRACTICE SAFELY DURING THE TERM:

**This section may include:**

- Courses (e.g. life support, resuscitation)
- Procedural skills
- e-Learning requirements

If there are any specific requirements please provide details of how the trainee will receive this training/will be assessed

All JMOs should read and fully comprehend Westmead Hospital Department of Surgery's Orientation for Interns, Residents and Registrars BEFORE commencing term.

There is a Plastic Surgery orientation document available on the computer in the Unit office.

Further information available on Sugarsync cloud site. Login and password will be provided to the trainee.

The following protocols can be located at:  
 Tracheostomy Management - Trauma Unit  
 Hand Surgery (Various) - Plastic Surgery Ward B3a  
 Skin Graft Management - Plastic Surgery Ward B3a

Hand over documents:

- B3B Plastics Office
- RMO Handbook
- CIAP on the Intranet
- Internet

All JMOs should read Westmead Hospital Department of Surgery's Orientation for Interns, Residents and Registrars BEFORE commencing term.

## G: TERM LEARNING OPPORTUNITIES

<b>Please list top 5 learning opportunities/objectives</b>	<b>1</b>	Recognise post-operative complications (e.g. haematoma, infection) and management principles
	<b>2</b>	Assessment and management of basic hand injuries
	<b>3</b>	Assessment and management of skin lesions, precancerous and cancerous
	<b>4</b>	Assessment and management of simple facial lacerations
	<b>5</b>	Assessment and management of maxillofacial trauma.

## H: EXPECTATIONS OF THE PREVOCATIONAL TRAINEE

<b>Please list expectations</b>	<p>Daily review of all patients in ward</p> <ul style="list-style-type: none"> <li>• Daily progress notes in patient file</li> <li>• Provide summary and specific recording of:             <ul style="list-style-type: none"> <li>○ Significant treatment events</li> <li>○ Significant changes in condition</li> <li>○ Important treatment decisions</li> </ul> </li> <li>• Changes in patient's condition to be reported to Registrar who in turn reports significant events to consultant.</li> </ul> <p>Organise theatre lists for following day in collaboration with registrar. JMOs are encouraged to attend operating lists.</p> <p>Overtime claims to be supported by documentation in the patient notes.</p>
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<b>Patient Load</b> <i>(average per shift)</i>	<b>Patient Load per trainee</b>	<div style="border: 1px solid black; padding: 5px; width: 40px; margin: 0 auto;">15</div>	<b>Patient load total for team</b>	<div style="border: 1px solid black; padding: 5px; width: 40px; margin: 0 auto;">15</div>
<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 Westmead Hospital evening and weekend ward overtime. Supervision is provided by the following on site staff:</p> <ul style="list-style-type: none"> <li>• Medical Registrar</li> <li>• Surgical Registrar</li> <li>• Anaesthetic Registrar</li> <li>• ICU Registrar</li> </ul>			

### I: SIGN OFF

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

<b>Revision date and by who</b> <i>(Name and Position)</i>	Dr Paul Curtin 21/11/2016 Head of Department
<b>Endorsement by Term Supervisor</b> <i>(Name, Date and Signature)</i>	Dr Paul Curtin 21/11/2016
<b>Endorsement by GCTC Chair (or representative)</b> <i>(Name, Date and Signature)</i>	

### 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
0700 – 0730 Ward Round B3a morning handover	0800 – 0830 Ward Round <b>B3a</b> morning handover	0730 – 0830 Ward Round B3a morning handover	0730 – 0830 Ward Round B3a morning handover	0830 – 0930 Ward Rounds B3a morning handover		
0730 – 0830 Teaching Session Dr Curtin Ed.Block	1300-1400 JMO Surgical Seminar Education Block (timetable issued each term)	0830 – 1700 Operating Theatres - Drs /Dona/ Reddy/Norris/Curtin	0830 – 1200 Operating theatres	0830 – 1700 Operating theatres - Dr Lam (alternate weeks) 0930-1230 Head and Neck clinic in Radiation Oncology		
0845 – 1200 Outpatients in University Clinic	1300-1700 Operating Theatre Dr Sackelariou			0930-1230 Head and Neck clinic in Radiation Oncology		
1300 – 1700 Operating Theatres				1300 – 1400 JMO Teaching Education Block		
1630 Evening handover	1630 Evening handover	1630 Evening handover	1630 Evening handover	1630 Evening handover		
1700 Dept of Surgery Meeting (M&M / Surgical Grand Rounds)						

**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)