

A: ACCREDITED PREVOCATIONAL TRAINING PROVIDER NAME:	WESTMEAD HOSPITAL
Training Term Based at:	Westmead Hospital
Offsite Term? <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: TERM NAME	RELIEF
Overview of Unit or Service	<p>Please outline the role of the unit and range of clinical services provided:</p> <p>The expectation is that all Interns and PGY 2s will be allocated to one relief term each clinical year. Interns are required to take their annual leave during the relief term and PGY2s are strongly encouraged to do so.</p> <p>Relievers are generally required for one of four purposes:</p> <ul style="list-style-type: none"> • After hours shift rosters – both evenings and nights, covering predominantly Westmead general wards, but also Auburn. • Relieving other JMOs who are taking leave – which is uncommon, as most JMOs will take their leave during the relief term. • Filling other unplanned vacancies on a short or long term basis – On occasions a reliever may be asked to fill a vacant rotation for the entire term. • Being allocated as an additional staff member to help out with a particularly busy term. <p>Although Relief tends to be a random collection of unplanned experiences, many staff find that Relief is useful, if not enjoyable and educational. The predominance of afterhours shifts, helps build confidence, autonomy and resilience in a context which is usually not quite as pressured as the day shifts, but still well supervised and with a small and usually coherent after hours team which tends to generates a certain “esprit de corps”.</p> <p>After Hours Shifts</p> <p>This is the most common activity during a relief term. During relief, Interns and PGY 2s will be allocated to evening and night ward shifts at Westmead and also Auburn. Separate documents are attached which describe shifts these in detail. Your rosters are usually published 3-4 weeks prior to the term change, and should be personally e-mailed to you by RSU.</p> <p>The evening roster usually runs five days per week, often Mon-Fri, but with frequent variations to this patterns which may involve a long weekend day You should ALWAYS CAREFULLY CHECK your roster, rather than assuming continuation of a roster pattern. Depending on staff availability, relievers will be rostered to one of 7 different evening shifts at Westmead and 1 at Auburn. The Westmead HR, HDR and CR shifts will always be reserved for PGY2s.</p> <p>Interns and PGY 2s will also usually be allocated to nights during a relief term. These are rostered on a 7on -7off, and all nights will almost always commence on Thursday and run through to the following Wednesday.</p> <p>No JMO should be rostered to their first solo after hours shift at Westmead without having already been rostered to a “buddy shift”,</p>

during which a more experience JMO, who will be responsible for the shift, shows you the ropes.

There is some flexibility in the rostering arrangements during relief term. Any special requests should be directed to RSU, when requested, prior to the roster being written (i.e. no later than the early weeks of the preceding term). Please note that, all JMOs are expected to participate in the night roster.

Leave Relief

Relieving JMOs on leave does not happen as commonly as might be expected during a "Relief" term. This is because all PGY 1s are required to take their leave during the relief term, and therefore rarely need relieving. PGY 2s are also encouraged to take most of their leave during the relief term. Therefore, leave relief is the less frequent activity during the "Relief" term.

Leave relief typically lasts 1-4 weeks. Your term supervisor should be aware that you are a short term reliever and provide an orientation to the term. If you are not sure of who the Term supervisor is, please refer to the relevant Term Description (available on line) or contact the Pre-vocational Education Support Officer (9845 7027) or DPET. There is no formal requirement to have a mid or end of term assessment form completed during short term allocations. It is to your advantage however to seek feedback about your performance no matter how long you are attached. For attachments of 4 weeks or longer, it is to your advantage to ask the term supervisor to complete an assessment form.

You will only be required to provide leave relief at Westmead and Auburn. The need to relieve at Coffs Harbour or Orange almost never arises, and would only be filled on a voluntary basis, should this occur.

JMOs can make requests regarding their preference for relief, e.g. medical or surgical. However, relief allocation will be determined primarily by service need.

Filling of Other Vacancies

As a reliever, you need to anticipate that plans can change on a short term basis as crises occur. A roster will be published at the beginning of the term, but you may end up being re-allocated depending on where the greatest need emerges.

Occasionally, relievers will be asked to fill in for an entire term. In this instance you should treat the term as though you had been allocated to it originally, rather than a relief term.

Being Allocated as an Additional Staff Member

In situations where the workload of particular teams becomes difficult to manage, a reliever may be allocated as an extra pair of hands. In this circumstance it will be up to you to work with the other JMO on the team as well as the registrar, to work out the most appropriate division of labour. Because allocations such as this often arise as crisis requests and decisions are made at short notice, it is foreseeable that not all team members may be aware of the additional help. It is important that you make your presence known to all team members and actively seek guidance as to where and how you can be used most profitably.

Please outline the patient case mix, acuity and turnover:

This will be completely variable based on the term being relieved.

	<p>For after-hours shifts, interns will be covering on average 2-3 wards whose patients are generally less acute.</p> <p>PGY2 are allocated to the wards with more acute patients, Cardiology & CCU (A5b), Haematology/Oncology (C5a&c).</p> <p>The range of clinical duties will vary from routine clerical work, to clinical reviews, to Rapid responses (typically 0-3 per shift).</p>
Term Duration (Weeks)	10 – 12 weeks
HETI Term Identifier Number <i>HETI Assigned after accreditation decision</i>	050030
Date of Accreditation by HETI	Nov 2015

C: TERM CATEGORY <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	If other please specify:
Is the term a PGY1 or a PGY2 term?	PGY1 <input checked="" 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>

D: TERM CAPACITY						
Please indicate the term capacity – total number of PGY1s and PGY2 trainees	PGY1	<input type="text" value="19"/>	PGY2	<input type="text" value="20"/>	MAXIMUM NUMBER OF TRAINEES IN TERM	<input type="text" value="39"/>
	<p>NB: It is intended that all JMOs be allocated to one, but never more than one Relief term, which means that the total number of relief term should be equal to 20% to the combine total of PGY1 and 2s</p> <p>NOTE: number of PGY1s + number of PGYs=maximum Capacity</p>					

E: TERM SUPERVISION	
Name and Position of Term Supervisor <i>Responsible for trainee term orientation and assessment</i>	Dr Andrew Baker DPET
Term Supervisor Contact with Trainee <i>Term Supervisor to provide a plan for contact with the pre-vocational trainee/s during the training term</i>	<p>General Contact:</p> <p>The DPET is available for discussion at any time on mobile which will be provided at the start of term.</p> <p>Orientation:</p>

	<p>When relieving on clinical teams, Orientation will be the responsibility of the term supervisor. When allocated to after-hours shifts, all interns will be rostered as a supernumerary (i.e. a “buddy shift”) prior to their first regular shift.</p> <p>Mid Term:</p> <p>All relieving interns will be scheduled to meet with the DPET during the first half of the term to discuss progress.</p> <p>End of Term:</p> <p>Term assessment for Relief terms cannot be meaningfully undertaken and End of Term assessment forms are NOT required, however end of term assessment will be scheduled for those JMOs where need for follow up has been identified earlier in the term, or for any JMO who requests it.</p>
<p>Primary Clinical Supervisor (if not Term Supervisor)</p> <p><i>Consultant or senior medical practitioner with experience in managing patients in the relevant discipline</i></p>	<p>Name, Position and Contact details</p> <p>Either the term supervisor or in the case of after-hours shifts, the rostered registrar staff – most commonly the medical registrar.</p>
<p>Immediate Supervisor with direct responsibility for day to day supervision</p>	<p>Position and Contact details</p> <p>Either the term supervisor or in the case of after-hours shifts, the rostered registrar staff – most commonly the medical registrar.</p>
<p>Clinical Team Structure</p> <p><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 how PGY1 & 2s will be distributed amongst the teams</i></p>	<p>Name, Position and Contact details</p> <p>For after-hours shifts, the team structure consists of 4 interns and 3 RMOs each of whom have designated responsibilities for particular wards. These are supervised by on site registrars in all of the major specialities (Medicine x 2, Surgery, Anaesthetics, ICU, O&G etc), of whom the Medical Registrars will be the most frequent initial point of contact</p>

F: SPECIFIC REQUIREMENTS TO PRACTICE SAFELY DURING THE TERM:

<p>This section may include:</p> <ul style="list-style-type: none"> • Courses (e.g. life support, resuscitation) • Procedural skills • e-Learning requirements <p>If there are any specific requirements please provide details of how the trainee will receive this training/will be assessed</p>	<p>There are no special pre-requisites for this term. Some after-hours shifts (i.e. the CR, HR & HDR shifts) focus on high dependency units or more complex medical patients and these are reserved for JMOs with 12 months or greater post grad experience. Interns are not permitted to undertake these shifts.</p>
--	---

G: TERM LEARNING OPPORTUNITIES

<p>Please list top 5 learning opportunities/objectives</p>	<p>1</p>	<p>During the relief term you should develop the ability to adapt rapidly and effectively to different clinical settings. You should develop skills in triage, prioritisation and clinical presentation</p>
---	-----------------	---

	2	You should develop the capacity to manage common after-hours clinical problems as well as develop confidence in assessing and managing deteriorating patients.
	3	JMOs should take advantage of the learning opportunities provided by the term that they are covering, even if only for one week.
	4	For information about the educational sessions and resources available refer to individual term descriptions and individual Hospital's education programs via Intranet or noticeboards
	5	JMOs rostered to evenings will find educational activities rostered in the Sim Lab (weekly on Wednesdays) at the beginning of the shift (i.e. 2:30-4:00pm). It is intended to expose as many relievers as possible to Simulation training during this timeslot. JMOs will be contacted personally by text when these are scheduled, and are required to attend, unless precluded by ward emergencies.

H: EXPECTATIONS OF THE PREVOCATIONAL TRAINEE

Please list expectations	<p>There is a separate Guide to General Wards After Hours Shifts at Westmead document as well as a Guide to Auburn Evening Shifts. These will be sent prior to term commencement if relevant to your relief allocations.</p> <p>The JMO should refer to the individual term descriptions for a list of tasks and responsibilities.</p> <p>JMOs should refer to the Relief roster to see relief allocation. Then refer to individual Term Descriptions for information about the timetable of the term being relieved.</p>
Patient Load <i>(average per shift)</i>	<p>Patient Load per trainee <input type="text" value="N/A"/> Patient load total for team <input type="text" value="N/A"/></p> <p>Patient load is highly variable and will fluctuate depending on what the reliever is allocated to on a weekly basis</p>
After hours Roster <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>A roster will be published (at minimum) 2 weeks before term change for the whole of the next term which will identify leave relief and rostered after hours shifts. During leave relief there will rarely be any additional overtime.</p> <p>The standard after hours relief shifts have a small amount of rostered overtime built into them.</p> <p>NB: Because of the variability in roster patterns, RSU may roster ADOs to bring up the normal hours per fortnight to 80.</p>

I: SIGN OFF

Terms will not be considered unless this section is completed.

Revision date and by who <i>(Name and Position)</i>	15 th May 2019 Andrew Baker, DPET
Endorsement by Term Supervisor <i>(Name, Date and Signature)</i>	15 th May 2019 Andrew Baker, DPET
Endorsement by GCTC Chair (or representative) <i>(Name, Date and Signature)</i>	15 th May 2019 Andrew Baker, DPET

HETI OFFICE USE ONLY – Approved by PAC or PAC Member

Date	
Signature/TRIM DOC number of PAC minutes	

J: TERM / UNIT TIMETABLE AND INDICATIVE DUTY ROSTER

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Either consistent with the team to which the JMO is allocated OR Evening shift 14:00-22:00 OR Night Shift 09:00-08:30	Either consistent with the team to which the JMO is allocated OR Evening shift 14:00-22:00 OR Night Shift 09:00-08:30	Either consistent with the team to which the JMO is allocated OR Evening shift 14:00-22:00 OR Night Shift 09:00-08:30	Either consistent with the team to which the JMO is allocated OR Evening shift 14:00-22:00 OR Night Shift 09:00-08:30	Either consistent with the team to which the JMO is allocated OR Evening shift 14:00-22:00 OR Night Shift 09:00-08:30	Either Day shift 8:00-22:00 OR Night Shift 09:00-08:30	Either Day shift 8:00-22:00 OR Night Shift 09:00-08:30
		Simulation "STAR" training sessions 15:30-16:30 for afternoon relief staff	JMO Education Program 13:00-14:00			

NB: Rosters vary from enormously between individuals and from week to week. Please see the "Relief Roster" which is published 2-4 weeks before each term, for details