

A: ACCREDITED PREVOCAATIONAL 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	RHEUMATOLOGY
Overview of Unit or Service	<p>Please outline the role of the unit and range of clinical services provided: Welcome to the Rheumatology Unit. You will learn to manage and recognise the more severe manifestations of multi-system diseases that require admission. There is an average of 4-6 inpatients with an average length of stay of about 1 week. There is an active consultation load within the hospital. There are a number of outpatients clinics for those interested that will allow you to familiarise yourself with the more common musculoskeletal problems seen in the community.</p> <p>Our aim is to provide high quality care for our patients using a multi-disciplinary approach consisting of physiotherapists, occupational therapists, social workers, nurses and doctors.</p> <p>Our inpatient ward is A4C, although our patients are often accommodated throughout the hospital. On commencing the term, page the Rheumatology registrar on 27244. The Dept. secretary number is 9845-8099 for any inquiries.</p> <p>Also it is hoped that you will be confident in differentiating between degenerative and inflammatory arthropathies and doing simple procedures such as joint aspiration and injection.</p> <p>Please outline the patient case mix, turnover and how acutely ill the patients generally are:</p> <p>The Hospital admission is usually an acute and usually short interval event in the long term management of chronic disease with a strong emphasis on ongoing management in the community. Case mix typically involves joint disease, degenerative and inflammatory arthropathies, as well as scleroderma</p>
Term Duration (Weeks)	10 – 12 weeks
HETI Term Identifier Number <i>HETI Assigned after accreditation decision</i>	050032
Date of Accreditation by HETI	19/11/2008

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) For information on 'core' terms please see the last page of this document.</i>	Core Medicine	If other please specify:
Is the term a PGY1 or a PGY2 term?	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>

D: TERM CAPACITY			
Please indicate the term capacity – maximum number of PGY1s and PGY2 trainees	PGY1 <input type="text" value="0"/>	PGY2 <input type="text" value="1"/>	MAXIMUM NUMBER OF TRAINEES IN TERM <input type="text" value="1"/>
NOTE: number of PGY1s + number of PGYs=maximum Capacity			

E: TERM SUPERVISION	
Name, Position and Contact Details of Term Supervisor <i>Responsible for trainee term orientation and assessment</i>	Prof Nick Manolios Department Head Rheumatology Dr Vipin Tayal Staff specialist Rheumatology
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>	General Contact: Prof Manolios. 8890-8099 or called via switchboard dept. Orientation: Registrar-Page 27244 Mid Term: Dr V Tayal. 8890-8099 End of Term: Dr V Tayal. 8890-8099
Primary Clinical Supervisor (if not Term Supervisor) <i>Consultant or senior medical practitioner with experience in managing patients in the relevant discipline (PGY3+)</i>	Name, Position and Contact details Dr V Tayal – contact through Hospital switchboard
Immediate Supervisor with direct responsibility for day to day supervision (PGY3+)	Name, Position and Contact details Rheumatology advanced trainee. Pager: 27244
Clinical Team Structure <i>Provide positions of all members of the clinical team</i>	Name, Position and Contact details Prof Nick Manolios Dept Head 8890 8099

<i>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>	Dr Graydon Howe	VMO	9635 6962
	Dr David Spencer	VMO	9633 5322
	Dr Helen Englert	VMO	Happy to be contacted on her mobile which will be provided at orientation to the term.
	Dr Haesun Bak	VMO	96808215
	Dr Wendy Lau	VMO	8890 8099
	Dr K Pavic	Registrar	Pager 27244

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>General clinical skills only.</p> <ul style="list-style-type: none"> • Rheumatology Unit Protocols (on ward) • RMO Handbook • CIAP site via Intranet • Internet
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G: TERM LEARNING OPPORTUNITIES

Please list top 5 learning opportunities/objectives	1	<p>At the end of your time in the unit we expect that you would be able to differentiate between inflammatory and degenerative arthritis and have seen and be familiar in the investigation and management of common disorders such as:</p> <ul style="list-style-type: none"> • Osteoarthritis • Rheumatoid arthritis, psoriatic arthritis, ankylosing spondylitis • Gout/pseudogout • Soft tissue rheumatism • Lupus, scleroderma • Septic arthritis • Be able to perform arthrocentesis of the knee
	2	
	3	
	4	
	5	

H: EXPECTATIONS OF THE PREVOCATIONAL TRAINEE

Please list expectations	<p>Summary:</p> <ul style="list-style-type: none"> • Admit and discharge patients • Deal with any medical problems while patient is an inpatient • Perform investigations and follow up results • Daily following up of patients • Do whatever is necessary when the patient is admitted for the welfare of the patient • Attend outpatients when possible • Attend seminars and unit education programmes <p>Medical Administration have detailed a list of requirements for RMO training and RMO duties. You are expected to fulfil your JMO duties as outlined in your Duty Statement.</p>
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	<p>With regard to the Unit, we would like to highlight the following:</p> <p>You should know all your patients. Be familiar with their history, social details and physical findings. If you do the initial admission, formulate a provisional and differential diagnosis and enter it in the chart. List any investigations you have arranged and your plan of management. Notify your registrar of the patient's admission (or in his/her absence, the consultant). Be prepared to present the case (in succinct form) to your registrar and consultant and to express your opinion.</p> <p>Attend continuing education programmes of the Dept.</p> <p>Ask questions about pathophysiology, diagnosis and management. Don't be afraid to learn. Aim to learn something from every patient. The best way to do this is to know the case in detail, ask questions on rounds and read around the subject. It will help you remember in the future.</p> <p>(For reading, we recommend Harrison's "Principles of Internal Medicine" and the "Primer in Rheumatic Diseases". More detailed texts can be borrowed from your registrar or consultant).</p> <ul style="list-style-type: none"> • See your patients daily. Keep them (and their family) informed of their progress and treatment. Let your registrar know of changes in condition and results of investigations. In particular, let him or her know promptly about any deterioration in condition. • Start thinking about discharge from the day of admission. Is the patient self-caring or will they need convalescence post discharge? Are home support services required? Liaise with the nursing staff discharge planner with regard to these details. • Work with the nursing staff. A good working relationship is valuable to everyone. <p>Discharge Summaries</p> <p>Please write an interim discharge summary to accompany the patient on their discharge. Discharge summaries will be reviewed on a random basis at the Tuesday afternoon round. Remember, this is our prime means of communication with the patient's local doctor and a summary of that admission for future reference.</p> <p>Discharge summaries are also important for accurate DRG coding. In this regard it is important to mention complications and co-morbidity.</p> <p>Informing your Consultant</p> <p>Consultants wish to be notified regarding significant changes in their patient's condition.</p> <p>Other Information</p> <p>If interested in writing a case report during the term, notify Prof N Manolios</p> <p>Management of patients admitted to Medical High Dependency Unit – see Guidelines for Medical Care of B5b patients.</p>				
<p>Patient Load <i>(average per shift)</i></p>	<table border="0"> <tr> <td data-bbox="491 1944 810 2087"> <p>Patient Load per trainee</p> </td> <td data-bbox="810 1944 932 2087" style="text-align: center;"> <div style="border: 1px solid black; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center;">6</div> </td> <td data-bbox="932 1944 1222 2087"> <p>Patient load total for team</p> </td> <td data-bbox="1222 1944 1347 2087" style="text-align: center;"> <div style="border: 1px solid black; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center;">6</div> </td> </tr> </table>	<p>Patient Load per trainee</p>	<div style="border: 1px solid black; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center;">6</div>	<p>Patient load total for team</p>	<div style="border: 1px solid black; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center;">6</div>
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<p>After hours Roster</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. Supervision is provided by the following on site staff:</p> <ul style="list-style-type: none"> • Medical Registrar • Surgical Registrar • Anaesthetic Registrar • ICU Registrar <p>JMOs should read "A Guide to Medical Ward After-Hours Shifts at Westmead Hospital" as edited by the Medical Clinical Superintendent.</p>
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I: SIGN OFF
Terms will not be considered unless this section is completed.

<p>Revision date and by who <i>(Name and Position)</i></p>	<p>N Manolios 9.6.17</p>
<p>Endorsement by Term Supervisor <i>(Name, Date and Signature)</i></p>	<p>N Manolios 9.6.17</p>
<p>Endorsement by GCTC Chair (or representative) <i>(Name, Date and Signature)</i></p>	<p>Dr Vana Tam, Staff Specialist Geriatrician and Co-chair PCTC</p>

<p>HETI OFFICE USE ONLY – Approved by PAC or PAC Member</p>	
<p>Date</p>	
<p>Signature/TRIM DOC number of PAC minutes</p>	

J: TERM / UNIT TIMETABLE AND INDICATIVE DUTY ROSTER

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Orthopaedic Meeting Education Block Submit x-ray list and Pathology list for Tuesday Sessions	0800** Seminar Education Block	0800 – 0900 Critical Review Meeting # Education Block				
	900** Outpatients Clinic University O/P Clinic	1300 – 1400 Grand Rounds Education Block	1300 – 1400 JMO Education Session WECC	1600 – 1700 Ward Round (Dr Howe)		
	1200** Registrar (*), RMO Optional Dr Paul Curtin's Rooms	1730 – 1900 Case Discussion # Education Block				
	1330-1400** Hand Clinic (Teaching Session) Registrar (*) Dr Paul Curtin's Rooms		1600 – 1700 Ward Rounds (Dr Spencer)			
	1400-1500 X-ray/Pathology Meeting (Alternating) X-ray Seminar Room 1 or Anatomical Pathology Library lvl 3 ICPMR 1500 – 1700] Unit Ward Rounds A4c	** Fortnightly	* Mandatory	# Once/month		

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)