

File name:

Revised and by whom:

<b>Hospital Term Based at</b>	
<b>Term Name</b>	Emergency Medicine
<b>Term Supervisor</b>	
<b>Signature</b>	
<b>Term Identifier Number (IMET Assigned)</b>	
<b>Hospital no (optional)</b>	
<b>Term Duration (Weeks)</b>	10 - 11 weeks
<b>Date</b>	16 January 2009

<b>Clinical Team</b> <i>Please include contact details</i>	
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<b>Is the term a PGY1 or a PGY2 term?</b> <i>Please note that a PGY2 ONLY accredited term may not be staffed by a PGY1. Specific accreditation must be sought for a PGY1 term</i>	PGY1 <input checked="" type="checkbox"/> PGY2 <input checked="" type="checkbox"/>
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<b>Term Capacity</b> <i>Please indicate the term capacity – total number of PGY1s and PGY2s</i>	PGY1 <input type="text"/> PGY2 <input type="text"/> TOTAL <input type="text"/>
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<b>Term Category</b>	Medicine <input type="checkbox"/> Surgery <input type="checkbox"/> Emergency <input checked="" type="checkbox"/> Other <input type="checkbox"/> _____
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<b>A: Overview of unit or service</b> <i>Please provide details of the role of the unit, the range of care service, etc</i>	
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<b>B: Term Objectives</b> <i>By the completion of this term the JMO may expect to acquire the following knowledge:</i>	<p>The most important learning objective of a term in ED is the time taken to conduct an appropriate history and examination of undifferentiated patients, leading to a concise problem list, provisional diagnosis and management plan.</p> <p>During this rotation, the listed skills and conditions below are likely to be seen or be available to perform. You will however need to actively seek out opportunities to completed some of them. For example:</p> <ul style="list-style-type: none"><li>• <b>Managing Ophthalmic conditions</b></li><li>• <b>Managing ENT conditions</b></li><li>• <b>Administering Intra-muscular and subcutaneous injections</b></li></ul>
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You will receive a list of Eye/Ear Outpatient sessions and the names and contact details of specialists conducting these sessions. **Visits to these clinics must be pre-arranged and must not impact on service provision in your current term. The Staff Specialist in charge must be informed at the start of the shift of your wish to attend and you will only be able to go if the patient load of the department allows it.**

**Following are the most common presenting problems to an Emergency Department. By the end of this term, the JMO should be competent and confident in assessing and managing patients with these problems:**

**Commonly Presenting Problems in the ED**

(JMOs should be competent and confident in assessing and managing these problems)

<b>Condition</b>	<b>Own Learning</b>	<b>Managed</b>	<b>Competently Assessed and Managed (Signature)</b>
Breathlessness			
Collapse/syncope			
Chest pain			
Injury			
Nausea and vomiting			
Fever			
Cough			
Limb/Joint pain			

By the completion of this term the JMO may expect to gain competency in the following skills:

<b>Skills JMOs will be exposed to (with sign-off by Supervisor)</b>			
<b>Skills</b>	<b>Seen</b>	<b>Performed</b>	<b>(Signature)</b>
Venepuncture			
IV cannulation			
Preparation and administration of IV medication, injections & fluids			
Arterial puncture in an adult			
Blood culture (peripheral)			
IV infusion including the prescription of fluids			
IV infusion of blood & blood products			
Injection of local anaesthetic to skin			
Subcutaneous injection			
Intramuscular injection			
Perform & interpret and ECG			
Perform & interpret peak flow			
Urethral catheterisation in adult females			
Urethral catheterisation in adult males			
Airway care including bag mask ventilation with simple adjuncts such as pharyngeal airway			
NG & feeding tube insertion			
Gynaecological speculum and pelvic examination			
Surgical knots & simple suture insertion			
Corneal & other superficial foreign body removal			
Plaster cast/splint limb immobilisation			

**Skills JMOs may be exposed to during the  
Emergency Medicine Term**

<b>Cardiopulmonary</b>	<b>Seen</b>	<b>Performed</b>	<b>Self - Assessed</b>
Peak Flow Measurement			
<b>Mental Health</b>			
Suicide risk assessment			
Alcohol withdrawal scale use			
Application of Mental Health Schedule			
<b>Ophthalmology</b>			
Eye bandage application			
Eye irrigation			
Eyelid eversion			
Corneal foreign body removal			
<b>Ear Nose and Throat</b>			
Throat Swab			
Anterior Rhinoscopy			
Anterior nasal pack insertion			
Auroscopy/otoscopy			
External auditory canal irrigation			
<b>Urogenital</b>			
Bladder catheterisation (M & F)			
PV Examination			
<b>General</b>			
Blood pressure measurement			
Pulse oximetry reading			
Core temperature measurement			
Blood sugar estimation			
Venepuncture			
Intravenous cannulation			
Intravenous infusion set-up			
Intravenous drug administration			
Intravenous fluid & electrolyte therapy			
Oxygen Therapy			
Nebuliser treatment			
Intramuscular injections			
Subcutaneous injections			

This questionnaire to be completed at the end of Term Assessment and returned with the Skills and Conditions checklists to the HNE Health JMO Unit

**ACFJD PILOT PROJECT**  
**JMO SATISFACTION QUESTIONNAIRE**

**I have found that:**

The "Model Format" Term Description is helpful in terms of:	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
Term Supervisor Feedback					
Supervision during the Rotation					
Providing a structured and meaningful mid-term appraisal and end-of-term assessment					
<b>My term expectations have been met</b>					

<p><b>C: Requirements for commencing the term</b></p> <p><i>Please identify the knowledge or skills required by the JMO before undertaking the term and how they will be assessed. (E.g.: Paediatric resuscitation, assessed by demonstration).</i></p>	<p>Aside from a basic medical education there are no prerequisites. The JMO must be flexible enough to deviate from the traditional linear approach to medicine (eg. History-Examination-Investigation-Management) to that of emergency care which, out of necessity, is non-linear.</p> <p><b>Orientation:</b></p> <p>Physical layout orientation to the Emergency Medicine Department is done for each JMO using MP3 player.</p> <p>Orientation regarding term specific requirements which will allow JMOs to work safely in the Emergency Medicine Department is conducted over ½ - 1 day at the commencement of the term.</p>
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<p><b>D: JMO responsibilities and daily tasks</b></p> <p><i>Please list</i></p>	<p>JMOs and RMOs function as part of the Emergency Department team of doctors and nurses. They see appropriate patients de novo and undertake history, examination, investigation and management of these patients under the supervision of their senior colleagues.</p> <p><b>Use of the ISBAR Clinical Handover Template will assist in optimizing patient care and will also serve to facilitate acquisition of ACF-recommended Learning Capabilities related to Communication Skills.</b></p> <p><b>ISBAR Handover</b></p> <table border="1" data-bbox="461 1229 1477 1971"> <tr> <td data-bbox="461 1229 1139 1323"> <p style="text-align: center;"><b>I am</b></p> </td> <td data-bbox="1139 1229 1477 1323"> <p>I am ..... I am the ..... I am ringing from.....</p> </td> </tr> <tr> <td data-bbox="461 1323 1139 1478"> <p style="text-align: center;"><b>S Situation</b></p> </td> <td data-bbox="1139 1323 1477 1478"> <p>I have a (name, age, gender) patient with..... Presenting complaint/ current problem</p> </td> </tr> <tr> <td data-bbox="461 1478 1139 1632"> <p style="text-align: center;"><b>B Background</b></p> </td> <td data-bbox="1139 1478 1477 1632"> <p>The relevant background Medical History/ Observations/ Relevant Investigations are.....</p> </td> </tr> <tr> <td data-bbox="461 1632 1139 1816"> <p style="text-align: center;"><b>A Assessment</b></p> </td> <td data-bbox="1139 1632 1477 1816"> <p>On the basis of the above history and findings my assessment is: the patient's condition is.... and they are at risk of... and in need of .....</p> </td> </tr> <tr> <td data-bbox="461 1816 1139 1971"> <p style="text-align: center;"><b>R Recommendation</b></p> </td> <td data-bbox="1139 1816 1477 1971"> <p>I think this patient needs transfer to..... under the care of ..... for..... in the following timeframe..</p> </td> </tr> </table>	<p style="text-align: center;"><b>I am</b></p>	<p>I am ..... I am the ..... I am ringing from.....</p>	<p style="text-align: center;"><b>S Situation</b></p>	<p>I have a (name, age, gender) patient with..... Presenting complaint/ current problem</p>	<p style="text-align: center;"><b>B Background</b></p>	<p>The relevant background Medical History/ Observations/ Relevant Investigations are.....</p>	<p style="text-align: center;"><b>A Assessment</b></p>	<p>On the basis of the above history and findings my assessment is: the patient's condition is.... and they are at risk of... and in need of .....</p>	<p style="text-align: center;"><b>R Recommendation</b></p>	<p>I think this patient needs transfer to..... under the care of ..... for..... in the following timeframe..</p>
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	<b>In the Emergency Department, clinical handover occurs three times a day at commencement of each shift and involves transfer of patient care to oncoming staff. It is a verbal handover in from of the Patient Information whiteboard in the Emergency Department.</b>	
<b>Patient load</b> <i>(average)</i>	JMOs are expected to manage new patients presenting to the Emergency Department and they have no responsibility for continuing care of admitted patients. The amount of time and effort a JMO might expend in managing an emergency patient varies enormously. The Australasian College for Emergency Medicine has attempted to quantify this work and provide guidelines for estimating the workload of Emergency Department staff by allocating 30 minutes work to management of an ambulant patient not requiring assessment for admission and 60 minutes work to a nonambulant, Emergency Room patient who requires assessment for possible hospital admission. Although these guidelines do not allow for the experience of the medical officer or the complexity of the patient they are a reference point from which we may work. JMOs are also expected to care for patients transferred to the Emergency Short Stay Unit. This will involve review of these patients and discharging them home, or to another unit after consultation with the Emergency physician in charge.	
<b>Hours/ Wk</b>	<b>Rostered</b> <i>(average hours/wk)</i> <input type="text" value="40"/>	<b>Unrostered</b> <i>(average hours/wk)</i> <input type="text" value="2-4"/>

<p><b>E: Education and Supervision</b></p> <p><b><u>Education sessions</u></b></p> <p><i>Please outline content and timing of unit based sessions and the arrangements for JMOs to attend hospital wide education sessions throughout the term</i></p>	<ul style="list-style-type: none"> <li>▪ "Bedside" teaching available from senior medical staff 0800 to 2300 weekdays and SRMO/Registrar staff 7 days / 24 hours / day with case presentation to senior medical staff with advice about patient management.</li> <li>▪ Additional informal (not "bedside") teaching from senior medical staff when workload permits.</li> <li>▪ Procedural instruction by senior medical staff at the time the procedure is performed.</li> <li>▪ Computer-based educational resources via the Intranet.</li> <li>▪ Attendance at the teaching sessions run by the JMO unit is strongly encouraged.</li> </ul>
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<p><b><u>Educational resources</u></b></p> <p><i>Please outline the information resources available to JMOs during this term and how to access them</i></p>	A copy of the 'Emergency Department Junior Medical Officer Orientation Folder accompanies this Term Description.
<p><b><u>AMO Teaching</u></b></p> <p><i>Please list the AMOs who will provide workforce/bedside teaching to JMOs</i></p>	See Clinical Team Page 1
<p><b><u>Registrar Teaching</u></b></p> <p><i>Please list the Registrars who will provide workforce/bedside teaching to JMOs</i></p>	See Clinical Team Page 1

<p><b>Supervision</b> Please identify staff members with responsibility for JMO supervision and the mechanisms for contacting them, particularly after hours</p>	<p>All senior staff are term supervisors. All our staff specialists participate in an on-call roster and take responsibility for ED staff after hours.</p>
<p><b>Supervision</b> Does this term include participation in an after hours roster and if so please advise of supervision available after hours</p>	<p>During weekdays after-hours a staff specialist is on the floor 1700 – 2300. On weekends there is at least 8 hours of staff specialist cover. At night staff specialists are on remote call but JMO's are directly supervised by Emergency medicine registrars.</p>

<p><b>Rounds / Surgery</b> No of AMO Rounds per week</p>	
<p>No of AMO Rounds attended by JMOs</p>	
<p>No of Out of Hours Rounds attended by JMOs</p>	
<p>No of operating sessions per week</p>	
<p>No of operating sessions attended by JMOs</p>	

<p><b>Assessment and Feedback</b> The Term Supervisor will provide formal assessment and feedback using the IMET Progress Review Form at mid-term and at the end of term. In completing the Progress Review Form, the Term Supervisor may consult with other members of the team (AMOs, registrars, nurses and other professional staff).</p>	<p><b>Importantly, at both mid-term Appraisal and end-of-term Assessment the Term Supervisor and JMOs are encouraged to use the Term Description and self-reflective portfolio as a template to track ACF learning objectives covered. Hence, JMOs are requested to bring a copy of the Term Description and Portfolios to their Orientation Mid and End-of-Term meetings for discussion with Supervisors.</b></p> <p>Assessment and feedback will be provided and reported at regular intervals during the rotation.</p> <p>In completing the Progress Review Forms, the Term Supervisor may consult with other members of the team (AMO's, registrars, nurses and other professional staff). The JMOs are expected to approach the ED Staff Specialist to arrange this.</p> <hr/> <p><b>During this term, was the following achieved:</b></p> <ol style="list-style-type: none"> <li>1. JMO attendance at Emergency Presentations of common conditions <b>Y/N</b></li> <li>2. JMO attendance at Outpatient Clinics of common presenting conditions/post-operative follow-up <b>Y/N</b></li> <li>3. ISBAR Handover guidelines were discussed at Term Orientation <b>Y/N</b></li> <li>4. ACFJD Framework was discussed by Term Supervisor or Registrar At Term Orientation <b>Y/N</b></li> </ol>
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<b>Additional Information</b> <i>(Optional)</i>	<b>Suggested Readings (include commonly required clinical practice guidelines)</b>  Familiarity with the Emergency intranet site www. XXX with links to other Department of Health and Medical Journals and relevant sites.  <table border="1" data-bbox="459 443 1431 875"> <thead> <tr> <th data-bbox="459 443 924 472">For JMO and Supervisor:</th> <th data-bbox="924 443 1431 472">Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="459 472 924 546">Have you read through this Term Description with your supervisor?</td> <td data-bbox="924 472 1431 546"></td> </tr> <tr> <td data-bbox="459 546 924 620">Do you understand what is expected of you during this term?</td> <td data-bbox="924 546 1431 620"></td> </tr> <tr> <td data-bbox="459 620 924 694">Are you confident about who to contact if you have any queries?</td> <td data-bbox="924 620 1431 694"></td> </tr> <tr> <td data-bbox="459 694 924 768">Have you read and understood the additional guidelines of the unit?</td> <td data-bbox="924 694 1431 768"></td> </tr> <tr> <td data-bbox="459 768 924 842">JMO Signature:</td> <td data-bbox="924 768 1431 842">Supervisor Signature:</td> </tr> <tr> <td data-bbox="459 842 924 875">Date:</td> <td data-bbox="924 842 1431 875">Date:</td> </tr> </tbody> </table> <p data-bbox="671 904 1222 999" style="text-align: center;"><b>Please keep a copy and return original to the at the end of the rotation</b></p>	For JMO and Supervisor:	Comments	Have you read through this Term Description with your supervisor?		Do you understand what is expected of you during this term?		Are you confident about who to contact if you have any queries?		Have you read and understood the additional guidelines of the unit?		JMO Signature:	Supervisor Signature:	Date:	Date:
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