

**A: Overview of unit or service:**

**Term Description**

**Hospital or Service:**

**Term Name:**

**General Medicine**

**Term Supervisor:**

*\* Please note – if there are multiple potential term supervisors listed, please discuss with the specialist asterisked as to who should be your Term Supervisor for the term. This should occur at the commencement of term.*

**Signatures:**

**Date:**

**10 January 2009**

**Clinical Team:**

*(Please include contact details)*

**Team 1**  
**Team 2**  
**Team 3**  
**Team 4**

**Term Duration in weeks:**

**10 weeks / 11 weeks**

**Is the term a PGY1 or a PGY2 term (or both)? (Please tick):**

**PGY 1**



**PGY 2**



*Please provide details of the role of the unit, the range of care/service, etc:*

- Responsible for the management of General Medicine patients.
- Responsible for teaching and education of medical students through links with \_\_\_\_\_ University.
- Frequent auditing to ensure continuous quality improvement.

**B: Term Objectives:**

*By the completion of this term the JMO may expect to acquire the following knowledge:*

- Simple care of patients with common medical problems.
- Appreciation of teamwork and involvement with Allied Health.
- Development of flexibility in assessment and management skills.

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 complete some of them.

**Visits to outpatient 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 an outpatient clinic and you will only be able to go if the patient load of the department allows it.**

The following is a list of conditions and situations which JMOs may expect to see and manage during their General Medicine Term:

**Australian Curriculum Framework for Junior Doctors  
Term 1, 2009**

**Conditions and situations which JMOs may expect to see and manage during their General Medicine term.**

	<b>Seen (Tick ✓)</b>	<b>Managed (Tick ✓)</b>
Non-specific febrile illness	<input type="checkbox"/>	<input type="checkbox"/>
Sepsis	<input type="checkbox"/>	<input type="checkbox"/>
Shock	<input type="checkbox"/>	<input type="checkbox"/>
Anaphylaxis	<input type="checkbox"/>	<input type="checkbox"/>
Envenomation	<input type="checkbox"/>	<input type="checkbox"/>
Diabetes mellitus and direct complications	<input type="checkbox"/>	<input type="checkbox"/>
Thyroid disorders	<input type="checkbox"/>	<input type="checkbox"/>
Electrolyte disturbances	<input type="checkbox"/>	<input type="checkbox"/>
Malnutrition	<input type="checkbox"/>	<input type="checkbox"/>
Obesity	<input type="checkbox"/>	<input type="checkbox"/>
Red painful eye	<input type="checkbox"/>	<input type="checkbox"/>
Cerebrovascular disorders	<input type="checkbox"/>	<input type="checkbox"/>
Meningitis	<input type="checkbox"/>	<input type="checkbox"/>
Seizure disorders	<input type="checkbox"/>	<input type="checkbox"/>
Delirium	<input type="checkbox"/>	<input type="checkbox"/>
Common skin rashes & infections	<input type="checkbox"/>	<input type="checkbox"/>
Burns	<input type="checkbox"/>	<input type="checkbox"/>
Fractures	<input type="checkbox"/>	<input type="checkbox"/>
Minor Trauma	<input type="checkbox"/>	<input type="checkbox"/>
Multiple Trauma	<input type="checkbox"/>	<input type="checkbox"/>
Osteoarthritis	<input type="checkbox"/>	<input type="checkbox"/>
Rheumatoid arthritis	<input type="checkbox"/>	<input type="checkbox"/>
Gout	<input type="checkbox"/>	<input type="checkbox"/>
Septic arthritis	<input type="checkbox"/>	<input type="checkbox"/>
Hypertension	<input type="checkbox"/>	<input type="checkbox"/>
Heart failure	<input type="checkbox"/>	<input type="checkbox"/>
Ischaemic heart disease	<input type="checkbox"/>	<input type="checkbox"/>
Cardiac arrhythmias	<input type="checkbox"/>	<input type="checkbox"/>
Thromboembolic disease	<input type="checkbox"/>	<input type="checkbox"/>
Limb ischaemia	<input type="checkbox"/>	<input type="checkbox"/>
Leg ulcers	<input type="checkbox"/>	<input type="checkbox"/>
Oral infections	<input type="checkbox"/>	<input type="checkbox"/>
Periodontal disease	<input type="checkbox"/>	<input type="checkbox"/>
Asthma	<input type="checkbox"/>	<input type="checkbox"/>
Respiratory infection	<input type="checkbox"/>	<input type="checkbox"/>
Chronic Obstructive Pulmonary Disease	<input type="checkbox"/>	<input type="checkbox"/>
Obstructive sleep apnoea	<input type="checkbox"/>	<input type="checkbox"/>
Liver disease	<input type="checkbox"/>	<input type="checkbox"/>
Acute abdomen	<input type="checkbox"/>	<input type="checkbox"/>
Renal failure	<input type="checkbox"/>	<input type="checkbox"/>
Pyelonephritis & UTIs	<input type="checkbox"/>	<input type="checkbox"/>
Urinary incontinence & retention	<input type="checkbox"/>	<input type="checkbox"/>

**Australian Curriculum Framework for Junior Doctors  
Term 1, 2009**

**Conditions and situations which JMOs may expect to see and manage during their General Medicine term.**

	<b>Seen (Tick ✓)</b>	<b>Managed (Tick ✓)</b>
Menstrual disorders	<input type="checkbox"/>	<input type="checkbox"/>
Sexually Transmitted Infections	<input type="checkbox"/>	<input type="checkbox"/>
Anaemia	<input type="checkbox"/>	<input type="checkbox"/>
Bruising & Bleeding	<input type="checkbox"/>	<input type="checkbox"/>
Management of anticoagulation	<input type="checkbox"/>	<input type="checkbox"/>
Cognitive or physical disability	<input type="checkbox"/>	<input type="checkbox"/>
Substance abuse & dependence	<input type="checkbox"/>	<input type="checkbox"/>
Psychosis	<input type="checkbox"/>	<input type="checkbox"/>
Depression	<input type="checkbox"/>	<input type="checkbox"/>
Anxiety	<input type="checkbox"/>	<input type="checkbox"/>
Deliberate self-harm & suicidal behaviours	<input type="checkbox"/>	<input type="checkbox"/>
Paracetamol overdose	<input type="checkbox"/>	<input type="checkbox"/>
Benzodiazepine & opioid overdose	<input type="checkbox"/>	<input type="checkbox"/>
Common malignancies	<input type="checkbox"/>	<input type="checkbox"/>
Chemotherapy & radiotherapy side effects	<input type="checkbox"/>	<input type="checkbox"/>
The sick child	<input type="checkbox"/>	<input type="checkbox"/>
Child abuse	<input type="checkbox"/>	<input type="checkbox"/>
Domestic violence	<input type="checkbox"/>	<input type="checkbox"/>
Dementia	<input type="checkbox"/>	<input type="checkbox"/>
Functional decline or impairment	<input type="checkbox"/>	<input type="checkbox"/>
Fall, especially in the elderly	<input type="checkbox"/>	<input type="checkbox"/>
Elder abuse	<input type="checkbox"/>	<input type="checkbox"/>
Poisoning/overdose	<input type="checkbox"/>	<input type="checkbox"/>

**By the completion of this General Medicine Term the JMO may expect to gain competency in the following skills:**

<b>SKILL</b>	<b>Seen</b>	<b>Performed</b>
Assessment of vital sign		
Blood pressure measurement		
Pulse oximetry reading		
Core temperature measurement		
Blood sugar estimation		
Estimate the GCS		
Recording a 12 lead ECG		
Reading a 12 lead ECG		
Monitor Rhythm Scripts		
Gown and Glove in a sterile fashion		
Pleural Effusion/Pneumothorax Aspiration		
Bladder catheterisation (M & F)		
Urine dipstick testing – urinalysis		
Spirometry		
Peak Flow Measurement		
Oxygen Therapy		
Nebuliser treatment		
Interpret X-Rays/Scans		
Insert Nasogastric Tube		
Analysis of LFTs		
Venepuncture		
Intravenous cannulation		
Intravenous infusion set-up		
Intravenous drug administration		
Fluid Balance Assessment		
Intravenous fluid & electrolyte therapy		
Diagnose and manage Hyperkalemia		
Diagnose and manage Hypokalemia		
Diagnose and manage Hyponatremia		
Diagnose and manage Hyponatremia		
Diagnose and manage Hyperglycemia		
Diagnose and manage Hypoglycaemia		
Diagnose and manage Hypercalcemia		
Diagnose and manage Hypocalcemia		
Diagnose and manage Dehydration		
Diagnose and manage Fluid Overload		
Diagnose and manage Metabolic Acidosis		
Anticoagulant prescription/monitoring		
Antibiotic prescription/monitoring		
Insulin prescription/monitoring		
Intramuscular & Subcutaneous injections		
Manage a Febrile Patient		
Manage a Patient with Chest Pain		
Manage a Dyspnoeic Patient		
Manage a Comatose Patient		
Manage a Confused Patient		
Manage a Patient with GIH		
Use alcohol withdrawal scale		
Do mini mental state exam		
Schedule for Psychiatric care		

<b>SKILL</b>	<b>Seen</b>	<b>Performed</b>
Perform a Literature Search		
Do a case presentation at meeting		
Do a competent Discharge Summary		
Arrange a referral to another specialist		
Perform a comprehensive handover		
Communicate with GP		

**This questionnaire to be completed at the end of Term Assessment and returned with the Skills and Conditions checklists to the Medical Education Unit**

## **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>					

## C. Orientation

The RMO will be rostered on for the first morning of the term to attend orientation. This is conducted by Executive, Senior Medical and Administrative Staff of the Division of Medicine.

## D: Requirements for commencing the term:

*(Identify the knowledge or skills required by the JMO before undertaking the term and how they will be assessed. (Eg: Paediatric resuscitation, assessed by demonstration).*

There are no special skills needed before undertaking this term. However, the JMO is expected to perform basic clinical skills with competency ie history taking, physical examination and investigations. These are assessed at medical school.

## E: JMO responsibilities and daily tasks:

*Please list:*

### Under Registrar supervision.

**Responsible for:** Provision of safe, effective and equitable medical care to patients under the supervision of the Registrar and Specialist staff.

### General

- Assess frequently and be aware of the management plan for all unit patients and record these accurately and clearly in the medical notes.
- Be familiar with the protocols and policies of the unit/department.
- Be responsible for accurate completion of medication charts and intravenous orders.
- Attend and present case summaries and management.
- Co-ordinate and arrange investigations.
- Communicate in caring manner patients condition to relatives ensuring confidentiality.
- Communicate management plan with nursing staff and allied health staff.
- Conduct self in an expected professional manner observing patients and staff rights and ensure patient confidentiality.
- Assess and complete admission records as required.
- Complete discharge summary on all patients before leaving unit and communication with attending medical team.
- Handover patients to duty intern/RMO at the end of shift giving a brief summary of patients case and assessment including management plan.
- Be involved in Quality Assurance and educational activities of the unit.
- Ensure adequately detailed handover of all patients at commencement and completion of each relief period.

### Personal

- Take reasonable care for the health and safety of persons who are at your place of work and who may be affected by your acts or omissions at work, and co-operate with the hospital's efforts to comply with Occupational Health and Safety requirements.
- Observe the hospital's Infection Control policies and procedures.
- Attend essential inservice sessions annually: Fire/Evacuation, Back Awareness, Disaster Drills, CPR, Cultural Awareness and any other sessions as directed.
- Be aware of the hospital's Fire, Disaster and other emergency procedures and your role as set out in the Disaster Plan.

## Handover – ISBAR

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>I am</b>	I am ..... I am the ..... I am ringing from.....
<b>S Situation</b>	I have a (name, age, gender) patient with..... Presenting complaint/ current problem
<b>B Background</b>	The relevant background Medical History/ Observations/ Relevant Investigations are.....
<b>A Assessment</b>	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 .....
<b>R Recommendation</b>	I think this patient needs transfer to..... under the care of ..... for..... in the following timeframe..

***Please attach a term/unit timetable***

<b>Patient load: (average)</b>	15
<b>Overtime: (average/week)</b>	Rostered: 10-12 hrs      Unrostered: < 2 hrs



<b>F: Education and Supervision:</b>	
<b>1. Education sessions:</b>	
<i>Outline content and timing of unit based sessions and the arrangements for JMO's to attend hospital wide education sessions throughout the term:</i>	
<ul style="list-style-type: none"> <li>• <b>Orientation to the ACFJD by the Unit Registrar</b></li> <li>• Daily Morning Report.</li> <li>• Weekly Grand Rounds and Clinical Sciences program.</li> <li>• JMO training</li> <li>• Weekly ward meeting</li> </ul>	
<b>2. Educational resources:</b>	
<i>Outline the information resources available to JMO's during this term and how to access them:</i>	
<ul style="list-style-type: none"> <li>• Department Library</li> <li>• Department electronic information system.</li> </ul>	
<b>3. AMO Teaching:</b>	
<i>List the AMO's who will provide workplace/bedside teaching to JMO's:</i>	
<ul style="list-style-type: none"> <li>• See Clinical Team on Page 1</li> </ul>	
<b>4. Registrar Teaching:</b>	
<i>List the Registrars who will provide workplace/bedside teaching to JMO's:</i>	
<ul style="list-style-type: none"> <li>• See Clinical Team on Page 1</li> </ul>	
<b>5. Supervision:</b>	
<i>Identify staff members with responsibility for JMO supervision and the mechanisms for contacting them, particularly after hours:</i>	
<b><u>Team 1</u></b>	
<b><u>Team 2</u></b>	
<b><u>Team 3</u></b>	
<b><u>Team 4</u></b>	
<b>6. Supervision:</b> <i>Does this term include participation in an after hours roster. If so, please advise of supervision available after hours:</i>	
The incumbent will be required to participate in the Division of Medicine After Hours Roster where they will be supervised by the Registrars on duty.	
<b>G. Team, Rounds &amp; Surgery:</b>	
No of AMO Rounds per week	8
No of AMO Rounds attended by JMO's	6
No of out of Hours Rounds attended by JMO's	1 hr
No of operating sessions per week	0
No of operating sessions attended by JMO's	0

**7. Conditions:** Who provides cover for JMOs when they are attending their compulsory training sessions? How does this term ensure that JMOs adequately access their meal breaks?

**I. Additional Information:**

- During term orientation each JMO will be asked to meet with their term supervisor to set goals and objectives for the term and discuss any areas of concern.
- JMO's are to arrange a time in week 5 or 6 of the term for mid term appraisal with their term supervisor, and a time in the last week of term for end of term appraisal.
- JMO's are encouraged to discuss any concerns at any time on an individual basis with their term supervisor. If JMO's feel they cannot discuss matters with their designated supervisor they can approach Dr. XXX, Superintendent in Division of Medicine, Ms YYY, Director of Nursing, or Associate Professor DDD, Director of Prevocational Education and Training at the VVV Hospital.

**K Assessment and feedback:**

**ASSESSMENT AND FEEDBACK:**

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.

Assessment and feedback will be provided and reported at regular intervals during the rotation.

**During this term, was the following achieved:**

- |  |     |
|--|-----|
| 1. JMO attendance at Emergency Presentations of common conditions                                | Y/N |
| 2. JMO attendance at Outpatient Clinics of common presenting conditions/post-operative follow-up | Y/N |
| 3. ISBAR Handover guidelines were discussed at Term Orientation                                  | Y/N |
| 4. ACFJD Framework was discussed by Term Supervisor or Registrar At Term Orientation             | Y/N |

**For JMO and Supervisor:**

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: \_\_\_\_\_

**Please keep a copy and return original to the  
Medical Education Unit (Location)  
at the end of the rotation**