



Job Ad Reference:	RMO Campaign 2024
Role Title:	Advanced Trainee in Sleep Medicine
Status:	Temporary Full Time
Unit/Branch:	Department of Respiratory & Sleep Medicine
Division/District:	Multiple Hospital and Health Services (HHSs)
Location:	Multiple locations
Classification Level:	L4 – L9: L10 – L13
Salary Level:	XXXXXXXXXX
Closing Date:	Monday 3 July 2023 at 3PM AEST
Contact:	Heads of Respiratory Departments or Directors of Advanced Training at any of the listed Hospitals
Email:	RespSleepAT.PAH@health.qld.gov.au
Online Applications:	www.health.qld.gov.au/rmo/default.asp

ABOUT OUR ORGANISATION:

Queensland Health's mission is 'creating dependable health care and better health for all Queenslanders'. Within the context of this organisation there are five core values that guide our behaviour. These values are -

1. **Caring for People:** Demonstrating commitment and consideration for people in the way we work.
2. **Leadership:** We all have a role to play in leadership by communicating a vision, taking responsibility and building trust among colleagues.
3. **Respect:** Showing due regard for the feelings and rights of others.
4. **Integrity:** Using official positions and power properly.
5. **Innovation:** We value creativity. We are open to new ideas and different approaches and seek to continually improve our services through our contributions to, and support of, evidence, innovation and research.

PURPOSE OF POSITION:

The Sleep Medicine Advanced Trainee is an advanced trainee registrar of the Royal Australasian College of Physicians. The Advanced Trainee provides inpatient and outpatient medical services within the Department of Respiratory & Sleep Medicine and a consultative service to other departments. It is intended that the Advanced Trainee will maximise their professional development, with a view to completing specialist training according to the guidelines of the RACP, Australasian Sleep Association and the TSANZ. It is expected that the Advanced Trainee will be involved in the professional development of junior medical staff & education/development of sleep laboratory Health Practitioners.

KEY ACCOUNTABILITIES:

EDUCATIONAL AND RESEARCH RESPONSIBILITIES:

Personal:

Demonstrate a high level of motivation, commitment and enthusiasm while developing an understanding of the theoretical aspects, and clinical proficiency in management of patients with sleep disorders & associated conditions.

Actively participate in the Department's educational and patient care meetings. This may include organising or chairing meetings when required or being present and contributing to the discussions.

Develop the social and ethical behavioural skills required of a practitioner. This includes developing the communication skills necessary to effectively produce positive patient outcomes.

Actively participate in supervised training opportunities provided by the Hospital, Queensland Respiratory & Sleep Advanced Training Committee, and TSANZ-Q.

Undertake a planned program to establish and maintain an appropriate knowledge base.

Undertake self-education and practice of evidence-based medicine strategies/knowledge.

Develop necessary personal management skills including time management, prioritisation and effective delegation.

Keeping a personal record of required procedures, presentations, and responsibilities.

Participation in the inter-hospital Respiratory and Sleep Medicine dinner meetings, TSANZ-Q winter meeting, and November physiology day is expected.

Presentation at the Australasian Sleep Association annual scientific meeting is expected.

Professional:

Participate in education programs for patients, their relatives, and the general community.

Actively participate in unit teaching of junior medical staff, medical students, and other health care professionals.

Demonstrate appropriate behaviour & attitude in working as part of a multi-disciplinary team in delivery of Sleep Medicine services.

Research: an interest in research and commitment to performing a research project.

Administrative Duties Include:

Complying with and promoting hospital policies and procedures including workplace health and safety equal employment opportunity and anti-discrimination policies.

Ensuring appropriate arrangements for transfer of patients to the community are in place.

Maintenance of accurate records (using legible handwriting if appropriate) and prompt completion of correspondence, according to Hospital policy including ensuring reliable and complete follow-up of outstanding results.

Responsive communication with referring practitioners.

Participating in the collection of outcome-based clinical information.

Participation in peer review and quality assurance programs.

Other administrative tasks, as required.

PRIMARY DELEGATIONS AND ACCOUNTABILITIES:

Accountable to senior medical officers for the overall clinical care of allocated patients as well as for maintaining the highest professional standards of practice and care.

Accountable to Supervising Medical Consultant(s) for professional development.

Accountable to the Director of Respiratory & Sleep Medicine and finally the HHS Chief Executive Officer for compliance with hospital policy and procedures, for general behaviour and standards, practice and care. In particular, the Registrar is responsible to assist in ensuring economy in the use of equipment, prescribed medications, consumables, and investigations. The use of certain types of prescribed medications, i.e. subject to approval by a higher medical authority.

Under supervision of senior medical staff, clinical duties include:

Acting on behalf of senior medical staff, to ensure that problems are identified, and patients are fully assessed.

Maintaining responsibility for planning of all clinical care, in consultation with senior medical staff.

Supervising the appropriate selection and arrangements of investigations for patients.

Developing a close, supportive, working relationship:

to provide day to day supervision and guidance to junior house officers/interns working in the Respiratory Medicine Unit.

with nursing and allied health staff.

Maintaining responsibility for overall management of patients assigned to their care by senior medical officers. This includes assessment of consultations (generally within 1 working day) and the provision of ongoing advice where necessary.

Compiling appropriate comprehensive, timely and concise documentation of all observations, opinions, diagnoses, other data and investigations undertaken.

Undertaking appropriate and timely summary documentation, particularly when responsibility for the care of the patient is transferred.

Undertaking appropriate consultation with colleagues, other professional staff, patients and their relatives.

Ensuring appropriate communication with senior medical staff, taking responsibility for advising on and implementing major decisions for care.

Providing appropriate medico-legal and other (eg insurance) reports, as required.

Maintaining patient comfort and safety in co-operation with nursing and allied health staff in accordance with hospital policy.

Participation in weekend and on-call rosters.

Other clinical duties as required.

PERSONAL SPECIFICATION:

MANDATORY REQUIREMENTS/QUALIFICATIONS

1. A medical degree registrable with the Medical Board of Queensland, and at least three years of recent post-intern clinical experience in internal medicine or its subspecialties.
2. Eligible for completion of core Advanced Training in Respiratory Medicine with the Royal Australasian College of Physicians (RACP) prior to commencing Sleep Medicine position **OR** plan to complete 2 years of core Sleep Medicine training.
3. A sound knowledge of and commitment to the Code of Conduct for the Queensland Public Service.

KEY SKILL REQUIREMENTS (or Competencies)

- KSR1:** To have completed core Advanced Training in Respiratory Medicine with the RACP prior to commencing Sleep Medicine or planning to complete 2 core years of Sleep Medicine training – **MANDATORY**
- KSR2:** Demonstrated evidence of competence and safe practice in the management of a wide variety of medical conditions.
- KSR3:** Highly developed interpersonal skills including the ability to work within Departmental and Hospital goals.
- KSR4:** Excellent written and oral communication skills necessary for effective interaction with the public and Hospital staff, as well as the ability to make presentations to an audience.
- KSR5:** Demonstrated commitment and motivation to ongoing education and research.
- KSR6:** Commitment to total quality and risk management programs.

HOW TO APPLY

Applications are to be submitted via the RMO2024 Campaign website:

www.health.qld.gov.au/rmo/default.asp

Please apply via the [RMO Campaign](#) and provide the following information for us to assess your suitability:

- **Your current CV/ resume, including referees.** Referees should have a thorough knowledge of your work performance and conduct, and it is preferable to include one current and previous supervisor. Referees will only be contacted with your consent.
- **A cover letter** (maximum of total of 3 pages) summarising:
- Your **response** to the above Key Skill Requirements on how your experience, abilities and knowledge would enable you to achieve the key accountabilities and meet the key skill requirements (maximum of 2 pages).
- Your **reflection** on your training to date and Sleep Medicine training goals, with reference to your hospital preferences (maximum of 1 page).
- These two documents should be merged into one file and submitted in the CV section of the online application form.

TO FIND OUT MORE ABOUT QUEENSLAND HEALTH

Visit the **Queensland Health website** - www.health.qld.gov.au