

AlfredHealth

Junior Medical Staff Recruitment



2012

Alfred Health Recruitment

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TheAlfred

Our Vision, Our Mission, Our Values

Our Vision

Trusted to Deliver Outstanding Care

Our Mission

Highest Quality Clinical Practice: Delivered in partnership with patients, carers, the community and other health care providers

Our Values

- Integrity:** We engage others in a respectful, fair and ethical manner, fulfilling our commitments as professionals and employees. We ensure the highest degree of dignity, equity, honesty, and trust.
- Accountability:** We show pride, enthusiasm and dedication in everything that we do. We ensure quality patient care and use resources appropriately. We accept professional responsibility for all our decisions and actions.
- Collaboration:** We consult and collaborate with others and respect the diverse knowledge and skills of our partners; working as a team we ensure the best inter-professional patient care.
- Knowledge:** We create opportunities for education and are committed to continuous development. We enable everyone to make knowledge-based decisions.



Experience the Best

Founded in 1871, The Alfred is Melbourne's oldest hospital operating on its original site. The Alfred continues to provide excellence in patient care, service, education and research.

The Alfred is:

- A member of Alfred Heath which includes Caulfield Hospital and Sandringham Hospital
- Affiliated with Monash University Faculty of Medicine and has strong links to the Baker Medical Research Institute

The Alfred has:

- Over 70,000 inpatient visits and over 53,000 emergency department attendances and 17,700 elective surgery patients annually
- State of the art short stay surgery complex – The Alfred Centre

The Alfred is a State Services Facility for:

- hyperbaric medicine service
- adult cystic fibrosis unit
- major adult burns service
- heart lung transplant service, an internationally renowned lung transplant program and paediatric transplant
- stereotactic surgery
- HIV / AIDS and sexual health
- haemophilia and bone marrow transplant
- major trauma
- melanoma service
- rehabilitation – amputation, non traumatic spinal and burns rehab
- psychiatric intensive care

We welcome you to join our team of Junior Medical Staff at Alfred Health, where you will be provided with the clinical experience, mentoring, education, training and support necessary to enhance your chosen medical career...



Alfred Health provides all Junior Medical Staff with:

Diverse career options

Broad range of rotations offering excellent experience and accredited training for specialty exams

An excellent mentoring program by Senior Medical Staff

A dedicated Medical Education Officer

A dynamic HMO Support Unit

A vibrant HMO Society & Committee

As part of our commitment to you, we provide a comprehensive orientation program and numerous unit and hospital educational meetings including weekly intern education sessions.

Our teaching program recognises that the bulk of your training is at ward level under the supervision of registrars and consultants.



The Team

To help you with your career decisions and provide guidance during your training, we have dedicated team members including:

- Director of Clinical Training**
- Supervisor of Intern Training**
- Supervisor of Surgical Training**
- Supervisor of Critical Care Training**
- Medical Education Officer**
- Directors of the respective College training programs**
- HMO Support Unit**

All are available to provide you with guidance and support regarding career options.

You will find our dedicated Senior Medical Staff approachable and eager to assist.

We have established an excellent mentoring program for all junior medical staff.

Support

The Alfred has an active JMO Committee that meets monthly to discuss concerns from doctors at all levels. The Committee is funded by contributions made by the doctors and supports events such as Friday lunches, morning teas, BBQ's in the comfortable Residents' Quarters, and a number of dinners throughout the year. Cable TV and snack provisions are also provided in the Quarters.

Diverse Units & Specialties

The Alfred offers Junior Medical Staff clinical experience in the following Medical, Surgical and Specialty units...

MEDICAL STREAM

General Medical Unit: This unit has exposure to a variety of complex medical conditions in inpatient and outpatient settings and now includes a new 30 bed General Medical Short Stay Assessment Unit.

SPECIALTY MEDICAL UNITS

Our high quality Specialty Medical Units incorporate many medical disciplines and offer excellent exposure to common and uncommon medical ailments under expert supervision...

Allergy, Immunology and Respiratory Medicine: Includes general respiratory, cystic fibrosis, lung transplantation, sleep and ventilatory failure

Cardiology: General ward, coronary care and heart failure units with a 24 hour angiography laboratory offering angioplasty when indicated

Clinical Haematology: Haemostasis / thrombosis, haemophilia and bone marrow transplant units

Endocrinology: Offering exposure to diabetes and thyroid diseases as well as a range of less common endocrine conditions

Gastroenterology: Exposure to GI bleeding and chronic liver and inflammatory disorders

Infectious Diseases: Includes HIV / AIDS. HMOs develop an understanding of various antibiotics and anti-viral agents in the treatment of various infectious diseases

Medical Oncology: Offering chemotherapy and palliative care

Neurology: A dynamic unit with exposure to many common and uncommon neurological conditions

Stroke: A designated stroke service

Radiation Oncology: An ideal rotation for anyone interested in this specialty

Renal: Including dialysis and transplant services

Rheumatology: Covering the spectrum of rheumatologic conditions

SURGICAL STREAM

General surgery:

These include units with high exposure to all surgical conditions including upper gastrointestinal and hepatobiliary surgery as well as colorectal, breast and endocrine surgery.

SPECIALTY SURGICAL UNITS

Our high quality Specialty Surgical Units cover all surgical disciplines and offer excellent exposure to common and unique surgical conditions under expert supervision. The opening of the innovative Alfred Centre in early 2007, operating as a 'one stop' service to provide short stay elective surgery has enhanced the service of all The Alfred's specialty units, increasing exposure to all Surgical Specialties...

Cardiothoracic Surgery: The Alfred is Victoria's centre for heart and lung transplantation and the second largest transplant unit in the world. Patient groups include coronary artery bypass grafting, heart valve replacement / repair, heart & lung transplantation and alternatives to transplantation such as lung volume reduction surgery and artificial heart devices

Otolaryngology: Provide a full range of adult ear, nose and throat services.

Neurosurgery: With expertise in the area of neurovascular conditions, and a strong association with the Trauma Unit

Ophthalmology: With exposure to a full range of adult ophthalmological conditions both elective and emergency

Orthopaedic Surgery: providing services for elective and emergency conditions in a busy unit with strong association with the Trauma Unit

Plastic surgery: A well-established unit with both elective surgery and emergency components and microsurgery expertise

Faciomaxillary surgery: The busiest faciomaxillary unit in Melbourne

Urology: Full range of adult urological conditions

Vascular surgery: A comprehensive vascular surgery service is provided.

Trauma: A dedicated trauma unit for multi-system trauma patients in a combined orthopaedic / trauma ward

Burns: The only dedicated adult burns service for the state of Victoria

CRITICAL CARE STREAM

Emergency Medicine:

The Alfred is a busy adult Accident and Emergency Trauma Centre which includes a 12 bed Short Stay Unit for Emergency patients requiring less than 24 hour inpatient care.

Sandringham Hospital also provides a busy and growing 24 hour emergency service for the Bayside community. Both sites are accredited with the College of Emergency Medicine.

Intensive Care Medicine:

The Intensive Care unit has 32 beds which includes dedicated areas for Cardiothoracic, Trauma and General patients. The ICU has HMO3+ pre training positions available

Hyperbaric Medicine: (amalgamated with ICU) The only unit in Melbourne dealing with a range of elective and emergency patients .

Anaesthetics:

The Anaesthetic Department has 10 operating theatres at The Alfred (with an additional 6 at The Alfred Centre and 3 at Sandringham), a pre-admission clinic and pain service with HMO3+ pre training positions available.



ADDITIONAL SPECIALTY STREAMS

Clinical Pharmacology: Excellent exposure to clinical trials.

Pathology / Laboratory Haematology: Includes transfusion medicine, bone marrow biopsy and all haematology laboratory activities.

Biochemistry: A laboratory based position with some clinical exposure and excellent teaching.

Dermatology Unit: A comprehensive referral service and Melanoma Clinic.

Psychiatric Unit: A large diverse unit; covering community houses, counselling and acute/intensive care inpatient services and aged care psychiatry at Caulfield Hospital. Junior HMO2+ positions for pre training experience are available.

Radiology Department: Including Nuclear Medicine, CT scanning, Ultrasonography, DEXA-scanning and MRI.

Obstetrics & Gynaecology (Sandringham Hospital): Over 1000 deliveries per year, including outpatients.

Sexual Health Services (Melbourne Sexual Health Centre): Providing clinical services in the treatment of sexually transmissible diseases and HIV Aids, including testing, counselling and clinical management staffed by GP Registrars.

Medical Education

Alfred Health is committed to postgraduate medical education. It is seen as an investment in the future for our junior medical staff, the hospital and our patients...

Post Graduate Medical Education Unit:

Postgraduate medical education and training at The Alfred is an integral part of the Hospital's operations and philosophy.

The hospital supports postgraduate medical education by providing a wide range of postgraduate educational activities together with a strong commitment from the senior medical staff, both full time and visiting.

The role of the Medical Education Officer (MEO) is to assist in facilitating educational training programs with particular support to the continuing of education to interns and PGY2s.

The MEO works closely with the: Director of Clinical Training; the Supervisor of Physician Training; the Supervisors of Surgical Training and the Supervisor of Intern Training to develop and implement relevant educational programs.

Our supervisors are dedicated to supporting our junior medical staff in their chosen career pathway, and take a keen interest in their overall professional development.

We seek continual feedback from junior medical staff to ensure that programs are tailored to meet their needs.

OUR CURRENT PROGRAMS INCLUDE:

Mentor Program:

Our Mentor Program commenced in 2005. Our mentors are senior consultants who want to be involved with our junior staff and follow their professional development and career paths with great enthusiasm and interest

Our Mentor philosophy is simple - to help create a connection between our Senior and Junior Medical Staff and provide a 'haven', where it is possible to share experiences, reflect, seek advice or discuss sensitive issues without prejudice with a senior member of staff who will have had similar experiences.

Upon commencement as an intern at The Alfred you will be offered a mentor. Like any relationship, it is two way and we have an expectation of our interns to be proactive with their Mentor/mentee relationship.

We hope the mentor/mentee relationship will develop and extend well beyond your intern years.

Intern Orientation Program:

(Mapped to the Australian Curriculum Framework)

The Intern Orientation Program is designed to provide an appropriate balance between hands on procedures, systems & information technology knowledge & skills, general medical knowledge and skills and shadowing.

Practical Sessions Include:

Suturing

Plastering

Bladder Catheterisation

Basic and Advanced Life support simulation training, including Paediatric life support

Eye Examination

A day of 'shadowing'

Junior Medical Staff After Hours Education Program

(Mapped to the Australian Curriculum Framework)

The Alfred Hospital After Hours program was designed to precede the commencement of the Intern year.

The aim of the program is to familiarise you with the presentation, investigation and management of acute medical emergencies and common after hour calls and to better prepare you for rotations where you may need to lead management of acute presentations for after hour shifts or rural rotations.

The program is case-based and interactive.

Program consists of:

Pain Management

Management of the Septic patient

Management of Abnormal BSLs, sliding scales, oral hypoglycaemics

Management of the diabetic patient and insulin administration and dosages

Management of fluid balance

Management of Acute Coronary Syndrome

Management of Dyspnoea

Management of Atrial fibrillation

Transfusion Indications and complications

Anticoagulation

Common Electrolyte Abnormalities

Management of the patient presenting with an acute abdomen

ABCDE of Multi Trauma

Met Calls

Code Grey

INTERN / HMO & REGISTRAR EDUCATION PROGRAMS:

Junior Medical Staff Emergency Program

Our Medical Emergency Program is specifically designed to provide extra support in medical knowledge and confidence of our junior doctors working in emergency departments, tailored to junior staff allocated to rural or nights' rotations which may lack immediate senior staff support.

The Medical Emergency Program is seen as a complimentary component of our junior staff education and orientation program. It is case based and interactive and addresses all Alfred specialty areas.

Specialty	Topics
Neurology	Seizures
Intensive Care	Inotropes
Infectious Diseases	Pneumonia Meningitis Febrile Neutropenia
Cardiology	ACS AF APO Arrhythmias
Respiratory	Asthma and Allergic Diseases Respiratory Failure Use of NIV
Haematology	Haematology Emergencies Anticoagulation Clotting abnormalities
Endocrinology	DKA HONK Thyrotoxicosis
Neurology	Stroke
Electrolytes	Common Electrolyte Abnormalities
Renal	ARF

Weekly Intern Education Programs

(Mapped to the Australian Curriculum Framework)

Career Information Evening

HMO Education Program

(Mapped to the Australian Curriculum Framework)

Cardiac Simulation Program

Suturing Master Class

Basic Sciences Program

Our Basic Science programs have been designed to assist our junior doctors sitting their first part written exam in the following domains Emergency Medicine, Anaesthetics, Physician and Surgical training.

The programs cover:

Renal Physiology

Respiratory System

Immunology

Cardiology

Pharmacology

All programs consist of MCQs and MCQ feedback.

Professional Development Program

Professional Development Programs for junior medical staff have been designed to cover areas outside those of clinical skills and knowledge, they are an essential component of training aimed at enhancing patient interaction, teamwork and professional behaviour.

Physician Trainees

Our basic physician trainee programs have been developed in conjunction with The Royal Australasian College of Physician basic training curriculum.

We offer specifically designed 'in house' programs dedicated to long and short case preparation, preparing for mini-CEX, mock trial exam preparation and a comprehensive study guide.

Mock SET Interview Process

In keeping with our philosophy of providing assistance and guidance to junior doctors for their career aspirations and goals, we provide a comprehensive practice interview process for surgical staff applying to The Royal Australasian College of Surgeons SET training programs.

The process involves a structured 30 minute practice interview under strict interview guidelines with a Consultant panel followed by individual Consultant feedback sessions. Mock interviews are recorded and DVDs provided to individuals for self-critiquing. The program also consists of a session on behavioural interviewing techniques and a session on developing a framework to help structure SET interview questions.

Resources

Comprehensive HMO Handbooks are provided as part of Orientation package together with detailed Unit specific handbooks.

Detailed program booklets are provided for all specialty educational programs and in many cases programs are recorded for viewing via the intranet.

Procedural DVDs are also developed and provided.

The Moodle website is the latest technological initiative allowing all current junior medical staff access to all educational material externally

The Intern Year

Alfred Health recognises the difficult transition from medical student to intern and provides dedicated support to help you through your first postgraduate year.

Upon commencement of your employment you will attend an orientation program designed to make your transition a smooth one.

Rotations include core terms in Medicine, Surgery & Emergency Medicine. Rotations are at The Alfred, Caulfield Hospital, Sandringham Hospital and Calvary Health Care (Bethlehem). There are country rotations to Central Gippsland Health Services (Sale) and a GP rotation to either Heyfield, Maffra or Clocktower Medical Centres.

Weekly intern meetings cover topics designed to help further your career and bridge the gap between learning and clinical practice.

On the wards your registrar and consultant will provide you with supervision. The Intern Supervisor (one on each campus) and Medical Education Officer are also available for career advice and assistance with any concerns you may have.

Mid and end of term feedback forms are distributed and active feedback between Consultant and Intern encouraged.

INTERN FAQ'S

What supports are available?

What rotations are available and how are rotations allocated?

What are the education opportunities available?

Can I do research?

Can I have conference leave?

Supports

Orientation

On commencement you will attend a comprehensive orientation program designed to make your transition a smooth one. This includes an introduction to all of the clinical systems, practical skills refresher, medico legal updates, administrative responsibilities and much more.

Supports

Mentor Program

All interns are matched with a senior clinician mentor. This role of mentor is to provide you with a senior clinician to share and discuss your concerns, plans, successes and other issues. In many cases junior doctors have gone on to form lasting relationships with their mentor.

Supervisor of Intern Training

The Supervisor of Intern Training is responsible for your clinical progress. She is available to discuss any clinical issues / concerns if and when they arise.

HMO Support Unit

The role of the HMO Support Unit is to assist and guide junior doctors. They will assist with rosters, timesheets, visas, training programs, general advice, advocacy with senior staff and much more.

Postgraduate Medical Education Unit

As well as training activities the Postgraduate Medical Education Unit, which consists of the Medical Education Officer, part time Assistant to the Medical Education Officer and the Director of Clinical Training provide support and assistance with most aspects of your internship.

Career Assistance and Advice

Support regarding your future career will come from a variety of sources including all of the above, and the various supervisors of Physician, Surgical, Critical Care and Psychiatric training as well as the Director of Clinical Training.

Rotations and allocations

You will be allocated core rotations in Medicine, Surgery and Emergency and have the opportunity to select non-core rotations in a variety of specialties.

Two and possibly three rotations will be based at The Alfred.

The majority of Interns will spend one rotation at a regional site. It is possible to extend this on request

Allocations:

On appointment you will be sent a form which enables you to nominate:
your preferred rotation(s),

preferred site of rural rotation (you can request two rural placements)

preferred timing of the first two weeks of leave (the final three will be in January 2012 upon completion of your intern year)

This information is then collated and rotations allocated. The HMO Unit Staff endeavour at all times to consider preferred options.

INTERN ROTATIONS

LOCATIONS

The Alfred
Caulfield Hospital
Sandringham Hospital
Calvary Health Care (Bethlehem)
Central Gippsland Health Services (Sale)
Heyfield Medical Centre
Maffra Medical Group
Clocktower Medical Centre

ROTATIONS:

Cardiology
Emergency (Alfred / Sale)
General Medicine (Alfred / Caulfield / Sandringham / Sale)
General Surgery – (UGIS, Hepatobiliary, Oesophagastric,
Breast Endocrine, Colorectal, Orthopaedics)
Palliative Care (Bethlehem)
Pathology
Radiology
Rehabilitation (Caulfield)
Southern GP Training (Heyfield, Maffra, Clocktower)
Stroke
Trauma
Urology
Vascular Surgery

Please note: the above rotations may be subject to change

Applying for Internship at Alfred Health

What do we look for?

The ideal Alfred Health Intern candidate is one who

Has an expressed and demonstrated desire to train at Alfred Health;

Demonstrates academic/practical and personal traits consistent with Alfred Health values.

We select candidates who display or demonstrate

Excellent theoretical knowledge;

A holistic approach to patient care with an appreciation of the multidisciplinary and interdisciplinary nature of patient care;

Well developed interpersonal skills;

Evidence of the ability to work within a team;

Maturity evidenced through leadership roles or other activities (including non-medical).

Evidence of interest in academic pursuits including research;

All of the above are **factors** in selection. It should however be noted that meeting the selection criteria of all of the above is **NOT** required to potentially be selected as an employee. Consistency in all, or strengths in some, will enable potential candidates to meet Alfred Health's selection criteria.

How is my application assessed and ranked?

All eligible intern applications are short listed by a panel to determine provisional ranking.

The panel considers

1. Curriculum Vitae information and Cover Letter

Clinical Experience

Communication / Teamwork & Maturity

Knowledge of Alfred Health, i.e. How a candidate fits with the working culture

Academic & Scholarly pursuits

2. Referee ratings and comments

3. Academic results at a basic level

The score from each of the three areas is weighted equally to determine the initial provisional ranking.

From this initial ranking, a selected number of applicants will then be asked to interview. Selection of applicants for interview is based on the above mentioned criteria.

As it is not practical to interview every applicant, please note that not getting an interview **DOES NOT** indicate that you will not be ranked, and **DOES NOT** indicate that you will not have an opportunity of being match through the Computer Match.

The combination of the initial score plus the interview outcome (if applicable) will determine the final ranking.

Can I get more information?

Our web address www.doctors.alfred.org.au will have links to all of our position information.

You may also wish to go to www.alfred.org.au to find out more about Alfred Health.

You can also attend the Medical Careers Expo on Saturday 14th May, 2011 (Melbourne Park Function Centre, (Tennis Centre) for more information about internship, training, and the great facilities at Alfred Health.

Current members from the Senior and Junior Medical Workforce will be there to answer your questions as well as the Alfred Medical Education Officer and the HMO Unit Support team.

Attendance at the Careers Expo will not influence your Intern application to Alfred Health.

Application Process - Internship 2012

There are a number of steps you must complete to ensure you participate successfully in the Intern Match in Victoria. It is a two part process:

1. PMCV Computer Matching Application

Website <http://computermatching.pmcv.com.au>

Complete and submit your Candidate's Priority Form (Alfred Health as your first choice) and arrange for the submission of 2 Clinical Referee Assessment Forms online before the due dates as advised.

2. Alfred Health Application

Website www.doctors.alfred.org.au or www.alfred.org.au

Complete and submit Alfred Health Application form online, together with covering letter, curriculum vitae and any other documentation.

You must apply to both the PMCV **AND** to Alfred Health

- If we do not receive your application, we are unable to consider you eligible for employment;
- If you do not register for the computer match and nominate Alfred Health as a hospital you are interested in, we are unable to consider you eligible for employment.

What do I include in my Alfred Health application?

Your curriculum vitae – this **MUST** include the following information:

- University Degrees
- MBBS Clinical placements and electives
- Research / Presentations / Publications
- Academic history including prizes, awards and (if available) degree grades
- Extra curricular activities
- Employment history.

Your cover letter – **should** include the following information:

- Motivation / reason for applying to Alfred Health;
- Particular skills and attributes you feel you would bring to the position and how you feel they relate to the skills and attributes of a good intern;
- Long term professional goals;
- Address cover letter to Intern Recruitment Team, HMO Support Unit.

What about Referees?

TWO (2) referee reports will be provided to the PMCV and accessed by Alfred Health from the PMCV website

- It is expected that your Clinical Referees will include 2 from either Medical and / or Surgical specialist consultants
- References must be from local placements undertaken within the past 24 months
- Alfred Health does not generally accept Registrars or overseas elective supervisors as referees. If you see no alternative to this, please give a brief explanation in your cover letter
- Your THIRD (3rd) referee's contact details should be attached to your Alfred application and submitted online. This referee should ideally be a previous employer.

To summarise, the steps below must be completed to ensure you participate successfully in the Intern Match in Victoria:

- Step 1:** Determine if you meet the eligibility criteria for participation in the match. If required, check what documentation is needed to support your eligibility and ensure this is sent to the PMCV before the closing date for applications.
- Step 2:** Read the Schedule of Dates to make sure you complete all the steps in the process by the specified dates.
- Step 3:** Within the Computer matching website, register for a username and password, via PMCV website.
- Step 4:** Decide on THREE (3) referees – 2 for PMCV and 1 to submit with your Alfred application online and ensure two referees are able to complete the standardised online Referee Assessment Form (see instructions for more information – Referee Support), via PMVC Website.
- Step 5:** Via the PMVC website (www.computermatching.pmvc.org.au) click on the *Manage My Application* homepage. Follow the links on the screen to:
- Nominate your chosen referee's;
 - Submit your Candidate Priority List (CPL), and nominate your preferences against the list of hospital / health service, ranking the Alfred (Alfred Health) as No.1. You can come back into the system and review your preference list, edit and delete preferences until the closing date.
- Step 6:** Log onto www.doctors.alfred.org.au and click **Medical Recruitment 2012** for Intern information and application form. Lodge an application with the Alfred Health (either Victorian OR Non Victorian)

APPLICATION CHECKLIST

- Do you meet the eligibility criteria listed on the PMCV Website?
- Have you registered for a username and password on the PMCV website?
- Have you viewed the Victorian Hospitals websites for additional application requirements?
- Have you contacted and nominated two Referees?
- Have you submitted your Candidate Priority List (CPL) with The Alfred listed as No.1?
- Have you lodged your individual application including Curriculum Vitae and cover letter with The Alfred via www.doctors.alfred.org.au?

Good Luck with your Application

PGY2 Training

The early postgraduate years are designed to provide exposure to your selected discipline without exam pressure and allow you to decide on a career pathway.

On completion of the intern year at The Alfred, you are in a position to pursue **any** career direction you may be interested in.



The Alfred provides many PGY2 rotations with excellent training in Medicine, Surgery and more recently General Practice aimed to provide trainees with the required terms and other rotations of interest to general practice (see rotations listed on next page). We recognise the pressures of career selection and to assist with future direction and training requirements The Alfred has applied for the majority of PGY2 and 3 rotations to be accredited by the RACGP.

The Director of Clinical Training will support your continued learning and provide career advice.

PGY2 TRAINING

Locations

The Alfred
Caulfield Hospital
Sandringham Hospital
Central Gippsland Health Service (Sale)
Southern Health
Cabrini Health
Mildura Base Hospital

General Practice Stream Rotations

Aged Care (Caulfield)
Aged Psychiatry (Caulfield)
Emergency (Alfred/Sandringham/Sale)
Obstetrics & Gynaecology (Sandringham)
Paediatrics (Sandringham/Southern Health)
Psychiatry
Rehabilitation (Caulfield)

Medical Stream (BPT1) Rotations

Aged Care/Rehabilitation (Caulfield)
Cardiology
Emergency (Alfred / Sandringham)
Endocrinology
Gastroenterology
General Medicine (Alfred/Cabrini)
Haematology
Infectious Diseases
Intensive Care
Neurology
Alfred Hospital Nights
Radiation Oncology
Renal
Rheumatology

Basic Physician Training

Information for PGY1, PGY2's and PGY3 interested in Physician Training

The main focus of your first postgraduate or intern year, is the successful completion of all its components and adapting to your changing role from student to medical practitioner.

Although the Postgraduate Medical Council of Victoria recommends that the first 2 postgraduate years remain undifferentiated most junior staff will already have, or will develop, some idea of the direction they wish to pursue during this time.

Applications for PGY2 and for more senior positions commence midyear. If you are unsure of the rotations or the positions you wish to apply for, feel free to discuss this with any, or all, of the Director of Clinical Training, Director of Physician Training, or Senior Registrar's.

You are required to register with the College as a BPT 1 (Basic Physician Trainee Year 1) as a PGY2 if you wish to complete the exam in your 4th Year of post graduation (PGY4).

The following meetings and reading materials are recommended, as a way of enhancing your knowledge within The Alfred's teaching / learning environment and of assessing your early interest in physician training.

Weekly Meetings

Professorial medical meeting or Grand Round held on: Thursday's lunchtime in the AMREP Seminar Room.

Intern meeting: Wednesday's lunchtimes in the HMO Education Room.

Departmental and Consultant Rounds.

It is recommended you do at least one preferably two oral presentations during each rotation.

For further information see the Monthly Post Graduate Education Bulletin

Journals:

It is a good idea to start reading the editorial and review articles in some of the following journals:

1. The New England Journal of Medicine
2. The Lancet
3. Internal Medicine Journal (formerly The Australian and New Zealand Journal of Medicine)
4. The British Medical Journal
5. The Medical Journal of Australia

Excellent therapeutic reviews can be found in the following journals:

1. Current Therapeutics.
2. Australian Prescriber, including Australian Adverse Drug Reaction Bulletin.

General Recommendations:

Start reading around the areas in which you work and clinical problems you encounter. The recommended text is Harrison's Textbook of Internal Medicine (current edition).

For specific advice on physician training or employment options please contact the Director of Physician Training, Senior Medical Registrar, the Director of Clinical Training or the Supervisor of Intern Training.

Basic Physician Training formally commences at the beginning of PGY2 (first year of basic training, {BPT 1}) and enrolment with the College is encouraged at this time. You will not be charged a fee until your second year of basic training (BPT 2, PGY 3) when registration becomes compulsory.

You are encouraged to attend the "in house" hospital tutorials which start in August after the clinical examination finishes, in order to familiarise yourself as early as possible with the required standard of knowledge for the exam.

Advantages of registration at the beginning of PGY2 year include the following:

- Identifying your intentions with the college;
- Receiving relevant training information, including the "mango book".

All prospective candidates are advised to make early contact with the Director of Physician Training to discuss their training requirements.

For further information contact Dr. Oldmeadow at The Alfred or visit the RACP Web site at <http://www.racp.edu.au/>

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Director of Physician Training

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E-mail: M.Oldmeadow@alfred.org.au

Closing date for submission of Basic Physician Training applications for each BPT year is late March (forms available from RACP or DPT).

Physician Training

Years 1 & 2 and beyond

The Alfred as part of the Bayside Peninsular Consortia, under the supervision of the Director of Physician Training, offers a comprehensive physician-training program aimed at providing optimal preparation for the Part I Fellowship examination of the Royal Australasian College of Physicians (RACP).

The Alfred is recognised as a University training hospital by the RACP. All 36 months of basic training can be undertaken at The Alfred within its Consortia rotations.

The Alfred boasts a high success rate in both the written and clinical FRACP exams and there is commitment by senior staff to support registrars through the exam process.

Rotations are tailored around exam / course times so candidates are local during exam preparation time.

Advanced training in General Medicine and most subspecialties can be undertaken at The Alfred. There is also scope for part of the advanced training to be spent in research.



BASIC PHYSICIAN TRAINING

BPT2 and BPT3

Locations

The Alfred
Caulfield Hospital
Sandringham Hospital
Calvary Health Care (Bethlehem)
Peninsula Health (Frankston)
Goulburn Valley Base Hospital
Mildura Base Hospital

Rotations

Aged Care - (Alfred & Caulfield)
Cardiac Transplant
Cardiology
General Medicine (Alfred/Caulfield/Frankston/Sandringham/Goulburn Valley)
Haematology/Bone Marrow Transplant
Intensive Care (Alfred/Frankston)
Medical Oncology
Neurology (Alfred/Bethlehem)
Endocrinology
Nights (Alfred/Caulfield)
Palliative Care
Relieving
Renal
Respiratory Transplant

Please note: the above rotations may be subject to change

Surgical Training

Information for PGY1, PGY2's and PGY3 interested in Surgical Training

Objectives

Surgical Training is a period when a surgical trainee acquires basic surgical skills, competency in clinical assessment and the use of diagnostic modalities, an understanding of basic surgical science and the principles of surgery and sufficient maturity to enter Advanced Surgical Training.

The training must be adequate and appropriate and have duration of at least two years after the PGY2 year.

The overall objectives in SET (Surgical Education and Training Program) are:

The understanding and application of basic sciences to the practice of surgery

The acquisition of appropriate knowledge, skills and behaviour in the management of surgical patients

The demonstration of sufficient knowledge, skill and behaviour for entry to Advanced Surgical Training (SET 2).

Generic eligibility requirements for selection into the SET program

Any person wishing to apply for selection into the training program of one (or more) of the surgical specialties must fulfil all of the generic eligibility criteria (or specialties)

The generic eligibility requirements which apply across all 9 specialties are:

- Permanent residency or citizenship of Australia or New Zealand at the time of registration. Permanent (non citizen) residents of New Zealand are not automatically entitled to residential approval in Australia. New Zealand (non citizen) residents who apply for a program with Australian rotations will be responsible for securing a visa. In the event that a visa cannot be obtained, no special arrangements can be made and the offer of a place on the program may be withdrawn or the trainee dismissed.
- General (unconditional) registration in Australia or general scope registration in the relevant specialty in New Zealand. Doctors with restricted scope practice can only apply for training in the specialty to which they are restricted (RACS Website)

Applicants may apply for SET if they can demonstrate at the time of submitting their application that they have completed or will complete prior to the start of the next training year all of the mandatory clinical requirements of the specialty to which they are applying. If a selected applicant does not fulfil the specialty requirements prior to the start of the next year of training, the offer will be withdrawn.

The usual point of entry to SET is in January of Postgraduate Year 3 (PGY 3), with applications accepted in any year after / from the HMO 2 year (PGY 2) if prerequisites have been met.

Advertisements will appear in the press, in hospitals and medical / surgical journals and the closing dates are quite early in the year (i.e. March). Please check the College of Surgeons website for dates.



General enquiries concerning the SET Programme should be directed to:

The Royal Australasian College of Surgeons:

Administrative Assistant OR Administrative Officer

Registrations and Examinations Department

Ph: (03) 9249 1244 or Ph: (03) 9249 1245

Email: Please see contacts on the Royal Australasian College of Surgeons website: <http://www.racs.edu.au/.contacts>

The Alfred:

All prospective candidates are advised to make early contact with the Supervisors of Surgical Training to discuss their training requirements:

Miss Meei Yeung
Supervisor of Surgical Training
Ph: (03) 9076 2000

Miss Kate Martin
Supervisor of Advanced Surgical Training
Ph: (03) 9076 2000

SURGICAL TRAINING AT THE ALFRED

The Alfred offers extensive training in General Surgery as well as in most surgical subspecialties and offers Surgical PGY2 and PGY3 rotations that satisfy all of the requirements for the SET Surgical Training Programme.

The Hospital ensures that all surgical trainees fulfil their requirements of pre-SET prerequisites and SET requisites including Accident and Emergency and Critical Care rotations, as well as providing an environment where learning is encouraged.

Rotations give surgical trainees a solid base from which to sit their 1st part exams. Potential SET candidates should be aware that they need to independently apply to individual hospitals, as well as to the College of Surgeons for SET credentialing, and should review application criteria at www.surgeons.org.

The Alfred also offers half year positions linked with Monash University's Anatomy School for SET or pre-SET candidates. The year consists of a fractional fully paid tutoring position with the Anatomy School with the alternate half year comprising rotations with the hospital. Four positions per each half year are available.

We also offer 6 month PGY 4 positions in most specialties for pre SET 2 experience (indicated with a * on the Rotation list).

The Alfred also offers Surgical Training Year 1 & 2 positions for non SET candidates.

These rotations are ideal for doctors considering a future in related specialties such as Emergency Medicine, Intensive Care, Radiology, or Anaesthetics.

ADVANCED TRAINING

The Alfred has 18 advanced surgical trainees in General Surgery as well as advanced trainee positions in most of the other surgical subspecialties. Appointments to these rotations are coordinated through the Royal Australasian College of Surgeons.

Appointment to the Advanced Surgical Training Programmes is independent of hospital appointment and details regarding applications are available through the College of Surgeons website at www.surgeons.org.

The Alfred has a proud tradition of surgical teaching. Consultant surgeons provide a tutorial programme that operates three mornings a week and provision is made for registrars to attend the College for the regular college based teaching program.

SURGICAL STREAM

ROTATIONS

Burns
Emergency (Alfred/Sandringham)
Intensive Care
Neurosurgery *
Alfred Hospital Surgical Nights
Ophthalmology
Orthopaedics (Alfred/Mildura/Sandringham)
Otolaryngology *
Relieving
Cardiothoracic Surgery *
General Surgery - Upper Gastrointestinal *
Breast and Endocrine Surgery
Colorectal
Plastics / Faciomaxillary Surgery *
Vascular Surgery
Alfred Hospital Nights
Trauma *
Urology
Otolaryngology/ Paediatrics & General Surgery (Wodonga Regional Health Service)

Please note: the above rotations may be subject to change

CRITICAL CARE STREAM

ROTATIONS

Aged Care (Caulfield)

Anaesthetics

Emergency (Alfred/Sandringham/Sale)

Intensive Care

Rehabilitation Medicine (Caulfield)

Trauma

Please note: the above rotations may be subject to change

Application Process

PGY2 POSITIONS

Access the Post Graduate Medical Council of Victoria's (PMCV) website at www.computermatching.pmcv.com.au and carefully review the eligibility requirements for the match and read carefully the selection criteria which will guide hospital / health service in its ranking of candidates.

If you do not ideally fit into the eligibility criteria it is advisable to contact the PMCV to confirm your eligibility before going further into the process.

There are a number of steps you must complete to ensure you participate successfully in the PGY2 match in Victoria:

- Step 1:** Determine if you meet the eligibility criteria for participation in the match. If required, check what documentation is needed to support your eligibility and ensure this is sent to the PMCV before the closing date for applications.
- Step 2:** Read the Schedule of Dates to make sure you complete all the steps in the process by the specified dates.
- Step 3:** Within the Computer matching website, register for a username and password, via PMCV Website.
- Step 4:** Decide on THREE (3) referees to nominate and ensure they are able to complete the standardised online Referee Assessment Form (see instructions for more information – Referee Support), via PMCV Website.
- Step 5:** Via the PMVC website (www.computermatching.pmvc.org.au) click on the *Manage My Application* homepage. Follow the links on the screen to:
- Nominate your chosen referee's
 - Submit your Candidate Priority List (CPL), and nominate your preferences against the list of hospital / health service, *ranking The Alfred (Alfred Health) as No 1*
- You can come back into the system and review your preference list, edit and delete preferences until the closing date.
- Step 6:** Log onto www.doctors.alfred.org.au and click **Medical Recruitment 2012** for an application form.

Lodge an application with the Alfred appropriate to your match (either General, Medical or Surgery – multiple if nominating for more than one match). For application close dates, please check our website at <http://www.doctors.alfred.org.au/>

INTERVIEW DATES

For interview dates, please check our website at <http://www.doctors.alfred.org.au/>

Additional Training Disciplines

In addition to the aforementioned, training and support through the required exam processes is provided in the following disciplines:

Pathology

Psychiatry

Radiology

Rehabilitation Medicine (Caulfield Hospital)

Psychiatry has limited PGY3 (or PGY 2) positions available.

ALL JUNIOR MEDICAL STAFF TRAINING ENQUIRIES

Director of Clinical Training:

Dr Laila Rotstein 9076 2000

Director of Physician Training:

Dr Mike Oldmeadow 9076 2000

Supervisor of Intern Training:

Dr Anna Korin 9076 2782

Supervisor Surgical Training:

Miss Meei Yeung 9076 2000

Supervisor of Advanced Surgical Training:

Miss Kate Martin 9076 2000

Supervisor of General Practice Training:

Dr Laila Rotstein 9076 2000

Supervisor of Emergency Medicine Training:

Dr Sean Arendse / Dr Fatima Rahman 9076 2782

Supervisor of ICU Training:

Dr Owen Roodenburg 9076 2000

Supervisor of Anaesthetics Training:

Dr Jamie Smart 9076 3716

General Enquiries to the HMO Support Unit:

Manager (Acting)

Jayne Harman

9076 2520

HMO Coordinators

Voula Tighe

9076 6050

Tracy Phillips

9076 5384

Jamie Campbell

9076 6052

Queenie Laquatoris

9076 2598

Email:

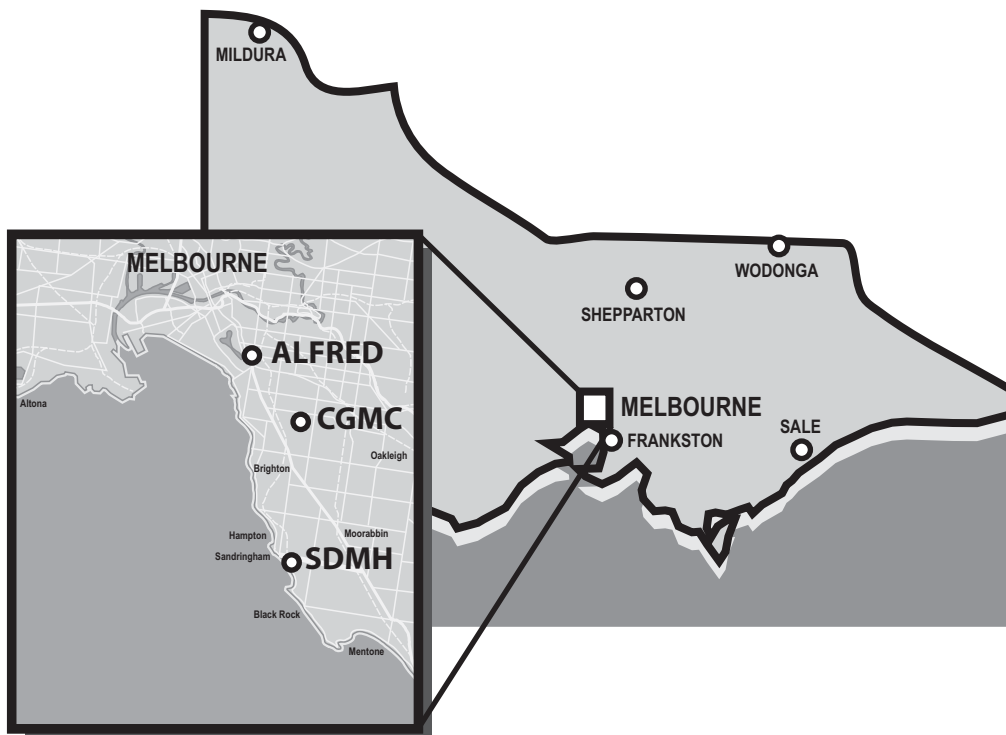
hmoenquiries@alfred.org.au

Medical Education Officer:

Lynne Denby

9076 3584

HMO WEBSITE: www.doctors.alfred.org.au - *Click Medical Recruitment 2012*





www.doctors.alfred.org.au