

**POSITION DESCRIPTION – Alfred Health / The Alfred / Caulfield Hospital / Sandringham Hospital**

<b>DATE REVISED:</b>	July 2021
<b>POSITION:</b>	<b>Fellow in Headache</b>
<b>AWARD/AGREEMENT:</b>	AMA Victoria - Victorian Public Health Sector - Doctors in Training Enterprise Agreement 2018-2021
<b>CLASSIFICATION TITLE:</b>	<b>HM16 (Registrar Yr 3)</b>
<b>DEPARTMENT/UNIT:</b>	<b>Neurology</b>
<b>CLINICAL PROGRAM:</b>	Alfred Brain
<b>DIVISION:</b>	Operations / Medical Services
<b>ACCOUNTABLE TO:</b>	Dr Elspeth Hutton, Head Headache Service

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**ALFRED HEALTH**

Alfred Health is the main provider of health services to people living in the inner southeast suburbs of Melbourne and is also a major provider of specialist services to people across Victoria. The health service operates three outstanding facilities, The Alfred, Caulfield, and Sandringham.

Further information about Alfred Health is available at [www.alfredhealth.org.au](http://www.alfredhealth.org.au)

**OUR BELIEFS**

Our staff are expected to demonstrate and uphold Alfred Health beliefs, which are:

- Patients are the reason we are here – they are the focus of what we do.
- How we do things is as important as what we do. Respect, support and compassion go hand in hand with knowledge, skills and wisdom. Safety and care of patients and staff are fundamental.
- Excellence is the measure we work to everyday. Through research and education, we set new standards for tomorrow.
- We work together. We all play vital roles in a team that achieves extraordinary results.
- We share ideas and demonstrate behaviours that inspire others to follow.

**OUR VALUES**

Our staff are expected to demonstrate and uphold our values of:

**Integrity, Accountability, Collaboration and Knowledge.**

Our values provide the platform for the way we work and the decisions we make. Through this approach, our Vision and Mission are achieved.

## DEPARTMENT

Neurology has long been recognised as one of the major clinical and research strengths of Alfred Health. Core activities of the department include:

- Clinical services: The Neurology Unit at The Alfred is recognised as one of the premier clinical neurology departments. There are specialist clinics (and consultants with particular expertise) in Movement Disorders, Neuropathy, Headache, Multiple Sclerosis and Neuroimmunology, Epilepsy, Stroke and Neurogenetics. There is an active Neurophysiology Department providing EEG, EMG, Evoked potential studies and Tremor analysis and a strong neuropsychology service.
- The Headache Unit at The Alfred has grown rapidly over the last few years, to support headache care in the era of new, targeted headache therapies. We currently have 6 headache consultants, a Headache Nurse and are the only hospital in Australia to offer a Headache Fellowship to Neurology Trainees. We conduct 2 clinics per week, as well as a botulinum toxin and nerve block clinic weekly. Inpatient infusional therapies are also supported by our service. We are actively involved in clinical trials and clinical research. The headache service has administrative support, and is working to build a multidisciplinary team to better care for our patients.
- The Peripheral Neuropathy, Pain and Headache Group, Monash University Department of Neurosciences is closely linked to clinical care delivery. Research interests of the headache group include exploring shared mechanisms of head and neck pain with cervical dystonia, cognitive impairment in migraine and the perimenopausal migraine phenotype, genetic basis of migraine phenotypes, and optimising effective migraine therapeutic use. We are actively engaged in clinical trials, supported by the Clinical Trials Unit.
- Education and training: We support education in headache neuroscience and clinical care to both undergraduate and postgraduate medical and science students, advanced trainees in neurology and nursing and allied health.

## SUPERVISION

### Alfred Health Approach

All junior medical staff at Alfred Health work under supervision. Supervision can be either direct or indirect and MUST be provided by a more senior doctor e.g. consultant, fellow, registrar and in some circumstances, a more senior HMO. The nature of the supervision provided will depend on the complexity of the care being delivered and the experience of the junior doctor.

Direct supervision is defined as supervision where the designated supervisor is either present where the care is delivered or is on-campus and available within a few minutes.

Indirect supervision occurs where the designated supervisor is not present but available by telephone for advice and to attend in accordance with Unit and Alfred Health requirements.

The Alfred Health approach should not be confused with the Medical Board of Australia supervision guidelines for limited registration which apply to the registration requirements of international medical graduates (*Supervised practice for international medical graduates, January 2016*

<http://www.medicalboard.gov.au/Registration/International-Medical-Graduates/Supervision.aspx>).

## POSITION SUMMARY

## **Clinical**

The fellow will participate in the daily workings of the Alfred Headache Service. These will include:

- Headache Clinics (two per week)
- Injection (botulinum toxin) clinic weekly
- Clinical assessment of Headache Trial patients, working closely with the Clinical Trials Unit.
- Assessment of patients admitted for Headache infusional therapies.
- Fortnightly Headache journal club
- Weekly Headache administrative meeting
- Presentations at Department and Hospital Meetings.

## **Education**

It is expected that the fellow would also be involved in the educational activities of the Department of Neurology which include:

- Weekly joint clinical meetings with the Departments of Neurology
- Weekly neuroradiology meetings
- Monthly neuropathology meetings
- Weekly University Department of Neuroscience seminars

## **Research**

The Headache Fellow position is 50% clinical and 50% research, and typically appointees are for 2 years. Fellows are encouraged to consider a higher degree as part of the research aspect of their role, either Masters or Doctoral. This aspect of training is well supported by the Monash Department of Neuroscience.

Each Alfred Health Unit has specific requirements which are provided in the individual unit handbook, available on the Alfred Health intranet at [Resources/ HMO Resources](#). **It is most important that the relevant unit handbook be read prior to the commencement of each rotation.**

## **SCOPE OF PRACTICE**

**Scope of practice** is the extent of an individual medical practitioner's approved clinical practice within a particular organisation based on the individual's credentials, competence, performance and professional suitability and the needs and capability of the organisation<sup>1</sup>

Fellows may work under direct and indirect supervision.

Fellows should be proficient in most of the skills and procedures outlined in the *Australian Curriculum Framework for Junior Doctors* (ACF version 3.1 2012) Further information is available at [www.cpmec.org.au/page/acfjd-project](http://www.cpmec.org.au/page/acfjd-project).

### **Core Scope of Practice**

This includes

Venepuncture, IV cannulation, Arterial blood gas sampling, Lumbar puncture, Preparation and administration of IV medications, injections and fluids, IV infusion including prescription of fluids, IV infusion of blood and blood products, Injection of local anaesthetic to skin, Subcutaneous injections, Intramuscular injections, Performing and interpreting ECGs

Outpatient and inpatient neurological consultations, injection of botulinum toxin for migraine (after appropriate training), Greater occipital and other cranial nerve blocks (after appropriate training).

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<sup>1</sup> ACSQHC, *Standard 1 Governance for Safety & Quality in Health Service Organisations*, October 2012

## Advanced Procedures –

**Fellows should NOT undertake any advanced procedures without direct supervision unless there is specific authorisation from a consultant from the relevant Unit.**

- These procedures include joint aspiration; laryngeal mask & ETT placement; complex wound suturing; proctoscopy; lumbar puncture; fine bore NG feeding tube insertion.
- **Procedures requiring specific credentialing** include: intercostal catheter insertion, central venous line insertion, Biers blocks, as well as specific procedures approved by Heads of Unit for limited operating rights.

## College Standards

For more specific information on scope of practice, refer to the relevant College publications related to training and specific College curricula, which detail expected learning outcomes and/ or competencies at various stages of training.

## Alfred Health Consultant Notification and Escalation Requirements

Fellows play a pivotal role in informing senior medical staff (SMS) of important changes in their patients' conditions. Registrars must adhere to and support the following Alfred Health guidelines:

- [Consultant Notification Policy](#); and
- [Escalation of Care Guideline](#);

and must encourage other junior medical staff and nursing staff to escalate concerns appropriately.

Registrars/Fellows may not undertake a broader scope of practice than they have officially been granted by Alfred Health. However, Registrars/Fellows should not feel compelled to undertake procedures without direct supervision where they are not comfortable with the circumstances of a particular case.

The determination and documentation of scope of practice for surgical Registrars/Fellows should be reviewed 6 monthly<sup>2</sup>.

In exceptional (e.g. emergency) circumstances, a surgical Registrar/ Fellow may undertake a procedure for which they are not formally credentialed, upon verbal advice from the Unit Director/Head or his/her delegate and the anaesthetist in charge (and consultant back-up must be available). If this addition is agreed, it must then be formally added to the Registrar/Fellow's credentialing within 24 hours of the procedure.

## KEY RESPONSIBILITIES

- Support (under consultant supervision) the Neurology inpatient team in the management of headache patients.
- Assessment and management of outpatient Headache patients under consultant supervision.
- Support identification and recruitment of patients for various pharma sponsored and investigator initiated clinical trials being conducted by the Alfred Headache unit.
- Responsibility and accountability for maintaining clinical and research governance and has a clear understanding of organisational processes that exist to support the conduct of good clinical research.
- Assessment of appropriateness and injection of botulinum toxin under supervision for management of migraine.
- Supervision of more junior medical staff within the Unit – education of junior staff in clinical management and procedural techniques;
- Work closely with other members of the Headache Service (medical, nursing and administrative) to assist in smooth operational running of the service, with consultant support.

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<sup>2</sup> ACSQHC, *Credentialing health practitioners and defining their scope of clinical practice: A guide for managers and practitioners*, December 2015

- Thoroughly and promptly correlate and document in the medical record the relevant patient information in an appropriate and ongoing manner, from the initial assessment, differential diagnosis, investigations, treatment plan and clinical progress;
- Participate in clinics and other Unit activities as rostered and required;
- Foster rapport and good communication using appropriate language, written or verbal, with the patient and other parties as required, including contact with the referring Medical Practitioner;
- Use technology appropriately, with cost benefit and potential patient benefit and complications considered;
- Fulfil duties as outlined in the “Duty Roster” of the post undertaken and oncall roster as applicable;
- As a representative of the Hospital and the Medical Profession, present an appearance and demeanour of professionalism at all times;
- Continually update and extend personal medical knowledge and skills, regularly attend clinical and educational meetings and remain familiar with current medical literature;
- Participate in Division / Departmental / Unit Quality Improvement and audit activities;
- Perform other duties as agreed to and as required on occasions by Medical Administration in relation to cover of others due to illness, bereavement or patient transfer;
- Undertake research activities commensurate with the role.

#### **QUALITY, SAFETY, RISK and IMPROVEMENT**

- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives
- Follow organisational safety, quality & risk policies and guidelines
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Escalate concerns regarding safety, quality & risk to appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with principles of Patient Centred Care.
- Comply with Alfred Health mandatory continuing professional development requirements.
- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.

#### **OTHER REQUIREMENTS FOR ALL ALFRED HEALTH STAFF:**

- Provide junior medical staff, medical students and nursing staff working in Neurology Unit with appropriate supervision, training and instruction in accordance with Alfred Health policies.
- Ensure compliance with relevant Alfred Health clinical and administrative policies and guidelines.
- Comply with relevant privacy legislation.
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Alfred Health.
- Comply with Alfred Health medication management and medication safety policies and guidelines.
- In this position you must comply with the actions set out in the relevant section(s) of the OHS Roles and Responsibilities Guideline.
- Research activities will be undertaken commensurate with the role

## **QUALIFICATIONS/EXPERIENCE REQUIRED**

- Medical graduate;
- Successful completion of relevant post graduate years;
- Acceptance into and continuation in relevant College training program if applicable;
- AHPRA medical registration without conditions, undertakings or reprimands.

## **OTHER RELEVANT INFORMATION**

- Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive;
- Ongoing performance reviews and feedback will be undertaken across the year. It is anticipated that a formative and summary assessment will be undertaken during the rotation.
- Mandatory Police Check and Working with Children Check to be completed if appointed.

**Position Description authorised by: Dr Elspeth Hutton**

**Date:** 27 July 2021