



**SAMPLE INTERN JDF – EMPLOYING HOSPITALS HAVE SIMILAR SPECIFIC JDFs**

## Intern

**WA Health System – Medical Practitioners – AMA Industrial Agreement 2016**  
**St John of God Health Care – AMA WA – Medical Practitioners Enterprise Agreement 2016**  
**Joondalup Health Campus – Medical Practitioners Award 2020**

**Position Number: Various**

### Clinical Services

**Fiona Stanley Fremantle Hospital Group, South Metropolitan Health Service**  
**Joondalup Health Campus, Ramsay Health Care**  
**Royal Perth Bentley Group, East Metropolitan Health Service**  
**Sir Charles Gairdner Osborne Park Health Care Group, North Metropolitan Health Service**  
**St John of God Health Care**  
**WA Country Health Service**

### Reporting relationships

Director of Clinical / Medical Services  
FSFHG / JHC / RPBG / SCGOPHCG / SJOGHC / WACHS  
Position Number: Various



Heads of Specialty  
(supervision by Consultants and Registrars)  
FSFHG / JHC / RPBG / SCGOPHCG / SJOGHC / WACHS  
Position Number: Various



**This position**



Reporting to this position: □□  
**Title** Nil **Classification**  
FTE

← Also reporting to this supervisor:

- Consultants
- Senior Registrars / Fellows
- Registrars
- Resident Medical Officers

### Key responsibilities

To provide a high quality clinical service to all hospital patients under the supervision of Clinical Supervisors (including Consultants and Registrars) and within a multidisciplinary team. To work within your ability and according to the hospital's core values. To expand your knowledge and skills through the available learning opportunities. To perform satisfactorily under supervision in a range of accredited terms and complete the mandatory experience required to be granted general registration with the Medical Board of Australia under the registration standard "Granting general registration as a medical practitioner to Australian and New Zealand medical graduates on completion of intern training".



## Brief summary of duties (in order of importance)

1. Manages patients under the supervision of Consultants and Registrars, and ensures a detailed history and physical examination are done for each admission, and documents these findings on their medical record.
2. Seeks assistance from their Clinical Supervisor if uncertain about any aspect of their clinical work.
3. Investigates and completes Pathology request forms and arranges Radiology and other procedures including consultations.
4. Communicates and coordinates within a multi-professional team in regards to management plans, drug prescriptions and diagnostic requests, consultations and discharge plans which will be reviewed daily.
5. Communicates with patients about their condition and management, or with the immediate family if the patient is unable to comprehend within their scope of knowledge and understanding, and counsel patients and relatives as necessary.
6. Ensures effective discharge planning occurs with the involvement of the patient, family and/or other care providers; liaises with the patient's General Practitioner.
7. Completes consultation requests for Allied Health and other medical specialties.
8. Carries out procedures within their capabilities (e.g. venepuncture, ECG) or with supervision (e.g. sutures, CVC insertion).
9. Completes discharge summaries in a timely fashion, with adequate information for the General Practitioner and others to continue care; provides copy of discharge letter and medical certificates to patients; arranges discharge medications, in advance, whenever possible.
10. Ensures discharge summaries are succinct and list all medical conditions, comorbidities, complications, procedures and treatments.
11. Completes documentation required at the time of death, including death certificate or referral to Coroner. Telephones the General Practitioner to advise of the death.
12. Completes Notifiable Disease forms and adverse drug reaction reports, including clinic notes, writes to the General Practitioner and/or referring doctor.
13. Attends outpatient clinics and assesses follow-up patients as required.
14. Carries pagers while on duty and participates in after-hours and weekend rosters.
15. Explain procedures/operations to patient and orders investigations as necessary. Assists with medical procedures/operations, as required.



16. Participates in unit and hospital meetings, grand rounds, clinical reviews, Pathology/ Radiology meetings; prepares case presentations for departmental meetings; and attends intern training lectures.
17. Participates in research and clinical audits as required, ensuring correct procedures are followed; assists in teaching medical students, as required.
18. Participates in ongoing professional development activities, including regular performance reviews and commits to maintaining and upgrading knowledge, skills and participates in quality improvement activities.
19. Performs duties in accordance with relevant Acts and legislation including Occupational Safety and Health Act; Disability Services Act; Equal Opportunity legislation; and WA Health, and Health Service specific policies and procedures including Code of Conduct; Code of Ethics; performance management; and other relevant departmental/program policies and procedures.
20. Undertakes other duties as directed.



## Work related requirements

### Essential selection criteria

1. Primary medical degree, from an Australian Medical Council accredited medical school, registrable with the Medical Board of Australia.
2. Ability to work effectively in a healthcare environment. In your answer, provide examples of good interpersonal skills, an ability to work in a multidisciplinary environment and good organisation and time management skills.
3. Commitments to working in Western Australia to promote, protect, maintain and restore the health of the people in Western Australia. Indicate how these commitments have influenced your decision to choose your hospital of first preference.
4. Commitment to continued learning and academic excellence.

### Appointment prerequisites

Appointment is subject to pre-employment requirements as per the employing sites, including (but not limited to):

- Applicants must be eligible to work in Australia. Evidence of valid Australian citizenship, permanent residency or temporary residency (or eligibility to obtain) must be provided prior to commencement.
- Working with Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- Successful Criminal Record Screening check, Pre-Employment Integrity check and Pre-Employment Health assessment.
- Evidence of registration as a Medical Practitioner by the Medical Board of Australia must be provided prior to commencement.

## Certification

**The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.**

Manager / Supervisor Name

Signature or

HE Number

Date

Dept. / Division Head Name

Signature or

HE Number

Date

**As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.**

Occupant Name

Signature or

HE Number

Date

Effective Date .....

**HSS registration details** (to be completed by HSS)

Created on .....

Last updated on .....



