



SPORTSMED · SA

<b>Position Title:</b>	<b>Orthopaedic Research Fellow</b>
<b>Fellowship Title:</b>	<b>Sports Surgery &amp; Arthroplasty</b>
<b>Accountable To:</b>	<b>- Chairperson, Research &amp; Education Committee - Supervising Surgeons - Orthopaedic Manager</b>
<b>Occupant:</b>	<b>(Vacant)</b>
<b>Salary:</b>	<b>\$70,553.00 (Aus) per annum</b>

**SPORTSMED-SA Mission Statement:-** Leading the way in sports medicine

**Fellowship Objectives:**

- To teach recent orthopaedic graduates current specialised clinical and surgical techniques pertaining to the management of acute and chronic orthopaedic sports injuries and current techniques in arthroplasty surgery.
- To involve the graduate in clinical and laboratory based research leading to the publications of that work.
- To involve the graduate in the clinic's educational program by way of seminar presentations at divisional and tri-divisional educational meetings.
- To expose the graduate to newer techniques in orthopaedic rehabilitation by involvement with the group's Physiotherapy Division.
- To allow the graduate time to familiarise him/herself with Australia and its unique culture.

**Qualifications & Competencies required:**

- Medical degree recognised by the Medical Board of South Australia
- Previous experience in Orthopaedic treatment of conditions, surgery, joint replacements, treatment and management of arthritis conditions.
- A recent\* original or a certified copy of the International English Language Testing System(IELTS) certificate (academic module only) or approved equivalent (completed within 2 years of presentation). A minimum individual band score of 7 must be obtained for IELTS (less than 2 years old).

- Certificate of Good Standing from the medical board you currently hold registration with.
- Demonstrated sound, effective communication skills with patients, medical and surgical colleagues and other staff.
- Proven satisfactory clinical performance supported by submissions of two current referees

**Experience Required/Knowledge:**

- Fellows have had at least five years of previous surgical training with a major experience in orthopaedic surgery.
- Experience to perform clinical care in an effective and evidenced-based manner
- Skill to be able to perform appropriate therapeutic procedures safely
- Capacity to design and carry out effective management plans
- Knowledge to identify the need for appropriate therapeutic procedures
- Knowledge of the sports medicine industry.
- Knowledge of Orthopaedic procedures, treatment methods and options.
- Sound knowledge of clinic procedures and systems.
- Knowledge of personal computers and associated software programs (would be an advantage).

**Roster/Hours of Work:**

- The hours of work are based on a roster and flexibility is required at this level.
- Weekend cover for on call will be required and is at the discretion of the supervising surgeon.
- Time Off in Lieu will be granted for hours worked over and above the required 40 hours per week.

**Key areas of responsibility:**

**Inpatients:**

- SPORTSMED-SA Hospital, Burnside War Memorial Hospital, Greater Western Area Health Service (Broken Hill)
- Cover on call as requested by supervising surgeon
- Ward rounds as per supervising surgeons requirements
- Discharge summaries, medical charts, medical case notes to be kept legible and entries dated and initialled
- The clinical management of inpatients, as required, in association with the specialist and other medical, nursing and allied health staff
- The participation in pre-operative and ward rounds as required
- Assistance in the operating theatre as required

**Administrative tasks/matters:**

- Preparation and presentation of surgical audit every six months
- Medical reports, 5 per supervising surgeon per week prepared in accordance with SPORTSMED-SA standards (available from each supervising surgeons PA)
- Operation log developed and maintained.
- Research and review of medical data or literature as directed for audit purposes.
- Maintain legible entries in medical records, including date and initial of entry
- Compliance with the policies and procedures of SPORTSMED-SA, Orthopaedic Division, SPORTSMED-SA Hospital and SPORTSMED-SA Day Surgery
- Completion of all forms, required by statute and by the policies of the SPORTSMED-SA, Orthopaedic Division, SPORTSMED-SA Hospital and SPORTSMED-SA Day Surgery
- 6-8 weeks notice of requests for annual leave to the Supervising Surgeon
- Notification as soon as possible to the supervising surgeon, Orthopaedic Manager or Fellowship Manager of unplanned leave of absence eg, illness, other personal reasons

**Meetings:**

- Research and education general meetings (every 4 – 6 week)
- Research and education weekly meetings and presentations as per roster.
- Attendance at bimonthly night meetings for the clinic review of difficult patients

- Attendance at surgical audit meetings six monthly

### **Training activities:**

- Preparation and delivery of lectures for nursing staff, physiotherapists and allied health providers.
- Education and handover to new fellows.

### **Research:**

- Research will be developed in conjunction with the supervising surgeon/s
- There is a requirement that the fellow complete two papers for publication per six month period.
- All data in relation to research is the property of SPORTSMED-SA and all documentation in relation to the study is to be retained by SPORTSMED-SA
- You will be jointly responsible with the other appointed Research Fellows to organise and attend the Research Meetings on a weekly basis
- Participate in the presentation of research material at local society meetings such as the AOA (SA Branch).
- Participation in programs organised by the SPORTSMED-SA Orthopaedic Division, SPORTSMED-SA Hospitals and SPORTSMED-SA Day Surgery
- Responsible to organise and attend the Research Meetings on a weekly basis
- Attend any journal club meetings, scientific presentations as requested by your supervising surgeon.

### **Communication/lines of responsibility:**

There are generally two or three fellows who report to the chairperson of the Research & Education Committee, supervising surgeons and Orthopaedic Manager.

### **People management:**

The fellows are expected to maintain an excellent working relationship with all hospital and clinic staff.

- Participate in the general medical management of patients, including diagnosis, treatment, interacting with patients' families etc.

- Assist the nursing staff in the hospital with patient management and perform surgical assisting procedures. All operating assisting will be conducted under the direct supervision of the supervising surgeon.
- Attend as assistant surgeon under supervision at Burnside War Memorial Hospital, Greater Western Area Health Service (Broken Hill), Noarlunga Hospital, Wakefield Hospital as per fellowship roster and requirements of supervising surgeons.
- The Fellow will be expected to supervise medical students as requested by the supervising surgeon.
- Liaise with senior management within SPORTSMED-SA, surgeons, staff, patients, their families and friends.
- Liaise with government agencies, medical board and numerous external companies.
- Interpersonal skills which engender the trust, cooperation and confidence of others.

**Personal Responsibilities:**

As an Orthopaedic Fellow you shall:

- Maintain confidentiality and exercise discretion in relation to all matters
- 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
- Have a commitment to Occupational Health and Safety
- Understand and address Occupational Health and Safety issues
- Be aware of Occupational Health and Safety responsibilities.
- Demonstrate safety in the workplace.
- Cooperate by complying with any requirements imposed in the interests of health, safety and welfare
- Observe and participate in relevant quality improvement programs, awareness and compliance of the Accreditation process
- Adhere to all Department SPORTSMED-SA Orthopaedic Division, SPORTSMED-SA Hospital and SPORTSMED-SA Day Surgery policies, procedures and guidelines.
- Have the ability to work within a multidisciplinary team and communicate effectively

**Special Conditions:**

- Patient service focus and total quality service initiatives to be maintained promoted and developed at all times.
- This is a full time position and the hours of duty will vary extensively and be dependent on the needs of the supervising surgeon, Orthopaedic Division and Hospitals.

- It is expected that an employee at this level will use a flexible approach to working hours in order to ensure the performance requirements of the position are met and additional hours are a normal requirement for this position.
- Salary is in accordance with the Medical Board of SA guidelines and equivalent to that of a senior registrar in the public system.
- Remuneration will be reviewed subject to increases as determined by the Medical Board of SA.
- SPORTSMED·SA maintains a smoke-free workplace.

### **At completion of Fellow's training**

- At the completion of training, fellows should have acquired extensive experience in comprehensive management of orthopaedic conditions and refined their surgical skills.
- Operative experience is at all times under direct supervision of the responsible supervising surgeon.
- Depending on previous experience, many fellows would be ready to function independently as consultant orthopaedic surgeons in their own units upon completion of the fellowship.
- Fellowship reports are required to be provided every 6 months including a summary of all research completed, presentations and operation log.
- Handover of research projects to the relevant supervising surgeon with a summary sheet completed.

### **Orientation/Induction:**

Induction and orientation will be completed in conjunction with the Fellowship Manager approximately one – two weeks prior to commencement date of fellowship.

Induction will include:-

- Tour of SPORTSMED·SA Hospital, SPORTSMED·SA Day Surgery, the clinic at the Stepney Branch.
- Registration with the Medical Board of SA
- Mutual registration with the Medical Board of NSW (if assisting Dr Crowley)
- Completion of application for provider and prescriber numbers with the Health Insurance Commission
- Attendance at Health Insurance Commission seminar.
- Application for Medical Defence to be completed
- Induction manual provided, which includes policies and procedures for SPORTSMED·SA.
- Meeting with Hospital Executive Director and Finance Unit Director

- Signing of employment contract
- Signing of terms and conditions for evaluation payment
- Information Technology induction with IT Systems Administrator

**Performance Management:**

Your Performance Management is evaluated by the supervising surgeons and any issues address as per the performance management policies and procedures of SPORTSMED·SA Orthopaedic Division, SPORTSMED·SA Hospital and SPORTSMED·SA Day Surgery. Your performance will be based on predetermined objectives established by yourself and your supervisor

**Breach of Contract:**

A breach of the terms and conditions detailed in this contract and outlined in the Research Fellows Code Of Conduct may result in the termination of your Research Fellowship employment with SPORTSMED·SA.

Any breach of the above contract or inability to complete the Research Fellowship appointment will result in the withholding of performance evaluation payments. A certificate of completion will not be issued. The Medical Board of South Australia, the Australian Orthopaedic Association and the governing body in your country of origin will be notified accordingly.