

POSITION DESCRIPTION

Position:	Honorary Medical Trainee
Directorate	Chief Medical Officer
Division:	Medical Workforce
Business Unit:	Medical Education
Enterprise Agreement	N/A
Reports to:	Director of Medical Education



MILDURA BASE PUBLIC HOSPITAL

At Mildura Base Public Hospital, we aspire to provide exceptional patient care and be a leading healthcare provider in the north west of Victoria. We are committed to delivering a high level of professionalism, quality care and community engagement while fostering a supportive and collaborative workplace culture.

MBPH is a tertiary teaching hospital, employing over 900 staff with 172 beds, and providing a range of acute services in emergency, maternity, intensive care, rehabilitation, community services, psychiatric in and out patient care, palliative care, renal dialysis and chemotherapy service to the people of North West Victoria. The hospital also provides medical imaging and pathology services.

Mildura Base Public Hospital is excited to introduce a new training pathway designed to support International Medical Graduates (IMGs) in developing their clinical practice within a supportive regional health service environment. We are seeking enthusiastic and committed doctors to join our new IMG training program, which offers structured supervision, education, and professional development opportunities aimed at supporting progression toward registration and ongoing medical careers in Australia. This program reflects our strong commitment to workforce development, high-quality patient care, and supporting IMGs to successfully integrate into the Australian healthcare system.

VISION

Mildura Base Public Hospital – providing exceptional care.

PURPOSE

To improve health outcomes for our tri-state communities by creating partnerships, leading culture and building our team to deliver sustainable services.

VALUES

All employees and trainees of the Mildura Base Public Hospital are required to uphold the HEART values of our organisation. For information on our **HEART** values and the expectations to uphold the values, please refer to **page 6** of this document.

INCLUSION

At MBPH, we firmly believe that fostering diversity, equity, and inclusion is essential to the success of our health service, our employees, our patients, and the wider community. We wholeheartedly embrace diversity and highly value the diverse experiences of individuals from all ethnicities, faiths, ages, disabilities, cultures, languages, gender identities, sexes, and sexual orientations.

We extend a warm welcome to lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) individuals, inviting them to be a part of our inclusive health service.

Aligned with our HEART Values, we are dedicated to further enhancing accessibility and promoting inclusive practices across all aspects of our workplace.

STRATEGIC OBJECTIVES



PROGRAM SUMMARY

Mildura Base Public Hospital is offering the Mildura (MiCAP) IMG Clinical Academy Program, an intensive 12-week unpaid clinical training and orientation program designed to support International Medical Graduates (IMGs) to gain core knowledge and skills to assist with transitioning into supervised clinical practice within the Australian healthcare system.

The MiCAP training program provides a structured and supportive learning environment that builds clinical capability, professional confidence, and readiness for practice. Through a combination of clinical education, workplace-based learning, simulation activities, supervised clinical exposure, and professional development sessions, participants strengthen the knowledge, skills, and behaviours required to deliver safe and effective patient care.

Honorary Medical Trainees at Mildura Base Public Hospital (MBPH) work to ensure that high quality, evidence based and medical care is delivered within a safe team environment. MBPH provides a supported environment and commitment to the training and education of junior doctors. The Honorary Medical Trainees provides effective baseline management of the patient under the guidance of approved medical supervisors including the Hospital Medical Officers, Registrar and Staff Specialist.

Participation in the course does not guarantee future employment with Mildura Base Public Hospital.

PROGRAM CURRICULUM

- Orientation to the Australian healthcare system and hospital operations
- Clinical assessment, documentation and clinical reasoning
- Communication skills and patient-centred care
- Emergency and deteriorating patient management
- Safe prescribing and medication practices
- Professional standards, ethics and cultural safety
- Interdisciplinary teamwork and escalation pathways
- Quality improvement and reflective practice
- Clinical assessment and supervised practice

Week 1

- Orientation and intensive learning modules.

Week 2-12

- Three (3) clinical core skills and placement components as an Honorary Trainee in Emergency, General Medicine and Surgery within Mildura Base Public Hospital under supervised practice in accordance with AHPRA registration.
- Weekly face-to-face training sessions including Hitting the Ground Running, Pharmacy teaching, Crucial Conversations, Communication in the healthcare system and more.
- Weekly procedural skills session including cannulation, aseptic technique, catheterisation and more.
- You will have a portfolio of assessments including direct observation of procedural skills, entrustable professional activities, Mini Clinical Examination (Mini CEX), and logbook.

Fees

Program fee: \$10,000(+GST).

Deposit of 25% payable when accepting the Trainee position.
Balance payable 7 days before start date of the program.

The fee does not include additional costs such as AHPRA registration, professional indemnity, travel or accommodation.

Fee options

There are two package options available to participants taking part in the MiCAP program:

Option 1: Program fee incurred by participants of \$10,000 (+GST), exclusive of Accommodation and AHPRA fees.

Option 2: Program fee incurred by participants of \$16,600 (+GST), inclusive of Accommodation, exclusive of AHPRA fees.

Deposit is not refundable if the applicant accepts the trainee position, but withdraws prior to starting the program.

Program fee is not refundable should the applicant withdraw after starting the program.

ACCOMMODATION

It is the responsibility of the participant to organize their own accommodation during the 12-week period, unless the participant has opted to pay for package two inclusive of accommodation.

TRAVEL

All applicants will require their own form of transport to and from the Mildura Base Public Hospital.

KEY RESPONSIBILITIES AND DUTIES

A MiCAP honorary trainee is accountable to Hospital Medical Officers, Registrars and/or Specialists for the care of all patients in the rotational unit.

Clinical participation and training

- Participate in supervised clinical activities within the allocated department to develop and broaden clinical knowledge, skills and professional practice standards relevant to the training program.
- Contribute to patient assessment, clinical documentation, care planning and management activities appropriate to level of training and supervision arrangements.

- Attend and actively engage in clinical rounds, outpatient clinics, procedural sessions and multidisciplinary team meetings as applicable.
- Demonstrate knowledge of medical and surgical conditions and treatments.
- Demonstrate effective communication strategies when dealing with vulnerable or difficult patients.
- Maintain an accurate and comprehensive record of patient condition and treatment plans ensuring each entry is dated, timed and signed.
- Participate in discharge planning, coordinating requirements and liaison with internal/external providers as determined by the patient treatment and discharge plan, including completing timely discharge summaries and/or assisting with transfer of patients to metropolitan centres as directed by Specialist.

Education and professional development

- Complete all training, orientation, assessments and educational activities required under the training program.
- Demonstrate ongoing reflection, learning and incorporation of feedback into clinical practice.
- Maintain a personal learning portfolio, logbook or evidence of progression where required.

Supervised practice and governance

- Practise within the scope of appointment and level of supervision approved by the organisation and relevant regulatory requirements.
- Seek senior clinical input appropriately and escalate patient concerns in a timely manner.
- Adhere to hospital policies, clinical protocols, accreditation standards and professional codes of conduct.

Communication and team collaboration

- Communicate effectively and professionally with patients, carers and members of the multidisciplinary team.
- Provide patients with open and transparent information on treatment choices.
- Provide comprehensive handover of patient history, treatment and management to Specialists, colleagues, nurses and other staff as appropriate
- Work collaboratively to support service delivery and a positive learning environment.

Patient safety, compliance and professional standards

- Contribute to safe, patient-centred care and participate in quality improvement and clinical governance activities where appropriate.
- Support accurate and timely clinical documentation and handover processes.
- Comply with hospital and legal requirements relating to patient and hospital confidentiality.
- Follow professional and ethical standards of medical practice.
- Maintain required registrations, credentialing, mandatory training and compliance obligations relevant to the honorary appointment.
- Demonstrate ethical conduct, confidentiality and professionalism at all times.

KEY SELECTION CRITERIA

Essential

- International Medical Graduate with undergraduate medical degree and internship (one year) completed in country of study (within the last 2.5 years)
- Australian Working Rights
- Successful completion of AMC Part One (CAT MCQ)
- Proof of English Language Test (IELTS or similar)
- Be eligible for or have limited or provisional registration with AHPRA
- Have practised medicine for a minimum of two; either in Australia or overseas
- Recency of practice within the last three years

Desirable

- More than two years' experience practising medicine
- Advanced or Basic Life Support or EMST/ATLS certification or equivalent

Priority consideration may be given to applicants who currently live in the Mildura region.

GENERAL RESPONSIBILITIES

Honorary Medical Trainees are required to comply with the **Victorian Government's Code of Conduct**. They must ensure they comply with **policies, procedures** and standard ways of work practices when carrying out their work.

Honorary Medical Trainees are responsible to take reasonable care of their own **health and safety** and the safety of others, to cooperate with the group's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. All staff must adhere to the policies and procedures as set out in the hospital's **infection control** manuals.

All information concerning Mildura Base Public Hospital, its patients, clients, residents and staff should remain strictly **confidential**. Any unauthorised disclosure of such information may result in disciplinary action. As a Mildura Base Public Hospital Trainee, you have a responsibility to participate in and commit to ongoing **quality improvement** activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

Any breach in compliance to any of the above general responsibilities may result in disciplinary action.

MANDATORY REQUIREMENTS

National Police Record Check - A current and satisfactory National Police Record Check must be presented prior to commencement at Mildura Base Public Hospital.

Working With Children Check - Evidence of a current Working with Children Check Victoria must be obtained and maintained throughout the program.

Immunisation Requirements - Documented evidence of healthcare worker immunisation or immunity to communicable vaccine-preventable diseases must be provided prior to commencement of the training program, in line with MBPH policy.

All Mildura Base Public Hospital sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Mildura Base Public Hospital's discretion and activities may be added, removed or amended at any time.

ACKNOWLEDGEMENT BY TRAINEE

I acknowledge having received and read the content of this position description (including but not limited to aspects of the role contained within) and understand the requirements of the honorary position.

Participant Name: _____

Participant Signature: _____

Date: _____



Happy

WE ARE POSITIVE

As an organisation

We aspire to be happy in all our dealings with people. Everyday we strive to be the best version of ourselves, and we seek to continuously improve our organisation, ourselves and each other through personal and professional growth. We believe that happy people do their best work. We know that joy in our journey is invaluable to a sustainable and lasting success.

Individually

- Use positive language in interactions with staff, patients and community
- Honour the work we do and choose candour, respect and kindness everyday
- Focus on the positive aspects of a situation, what is going well and what can be learned
- Share in moments of joy
- Welcome others to MBPH
- Bring an energy to work that is infectious to others
- Provide growth opportunities and effective feedback to staff to ensure they are supported to achieve their best



Empathetic

WE ARE CARING

As an organisation

We put our patients first, and we listen and deal with their needs. We are compassionate people who make MBPH a place for healing, growth and success for patients, their families and our staff.

Individually

- Make time to actively listen and understand one another
- Walk in others' shoes
- Consider an individual person's needs when making decisions and recommendations
- Treat others how I would like to be treated
- Recognise and support one another
- Make decisions based on patient's needs and in consultation with others involved in care



Accountable

WE ARE COMMITTED

As an organisation

We take ownership of the actions and decisions made. We do the right thing in all our interactions. We reward based on great outcomes, and we are transparent in both our successes and failures. We use good judgement and everyday we make our patients' journey better.

Individually

- Be courageous in challenging the process to get a better result
- Ensure the project is clear on roles, responsibilities and timeframes
- Be engaged throughout
- Keep a 'whole of life' picture
- Comply with Code of Conduct; company policies and procedures; industry standards and legislation
- Be responsible for monitoring the right way to do things.



Respectful

WE ARE OPEN TO OTHERS

As an organisation

We build effective relationships and emphasise the importance of diversity and inclusion in our workplace. We recognise and value the views and the experiences our staff and patients bring to our organisation.

Individually

- Show pride in our roles and our workplace
- Recognise and understanding the influence of a person's situation, background and beliefs and how they can be shown due respect
- Include all backgrounds – gender/ age/sex/abilities/race/religion/sexual orientation/culture
- Be aware of assumptions and biases when making decisions
- Take care of and sustain our workplace, equipment and environment
- Embrace awareness for other perspectives and experiences



Team-based

WE ARE ONE TEAM

As an organisation

We do our best work when we collaborate within and across teams. Everyday we strive to be our best selves. We know that individual differences can strengthen teams and we trust and respect each others' contribution. We make sure we have the right people in the right jobs with the right tools, resources and equipment. And we know, no single person is bigger than the team.

Individually

- Acknowledge contributions of team members
- Seek to understand the bigger picture, collaborate with others openly and honestly
- Lend a hand, always
- Encourage connections with relevant internal and external stakeholders to meet patients' needs
- Collaborate and share knowledge within and across teams
- Connect with exceptional industry leaders to build capabilities
- Recognise and foster talents in others

LANGUAGE WE USE

- | | |
|-------------------------------------|---|
| "I choose..." | "Can we explore that more so I can understand it better?" |
| "I care..." | "We will...us...we can..." |
| "I prefer..." | |
| "I will..." | |
| "I can..." | |
| "Is there a better way to do this?" | |

LANGUAGE WE DON'T USE

- | | |
|--------------------------------------|---|
| "I have to..." | "Things have always been done this way" |
| "I must ..." | "Them and us" |
| "If only..." | |
| "Ah well, that is because of XYZ..." | |
| "Our processes do not let us do it" | |

THINGS WE DON'T DO

- Negativity, sledging, rumours or gossip
- Unprofessional, inconsistent or showing lack pride in our work
- See only problems, block progress
- Wait for others to do the work
- Do nothing
- Find fault, see obstacles
- Victim mentality
- Lack of understanding for others' needs
- Emphasis on status, hierarchy, egos
- Ignore, disregard and show lack of appreciation for a person's situation, background and experience when making decisions and reacting to situations
- We will not waste others' time or keep people waiting
- Dismiss the efforts of others to achieve an outcome

