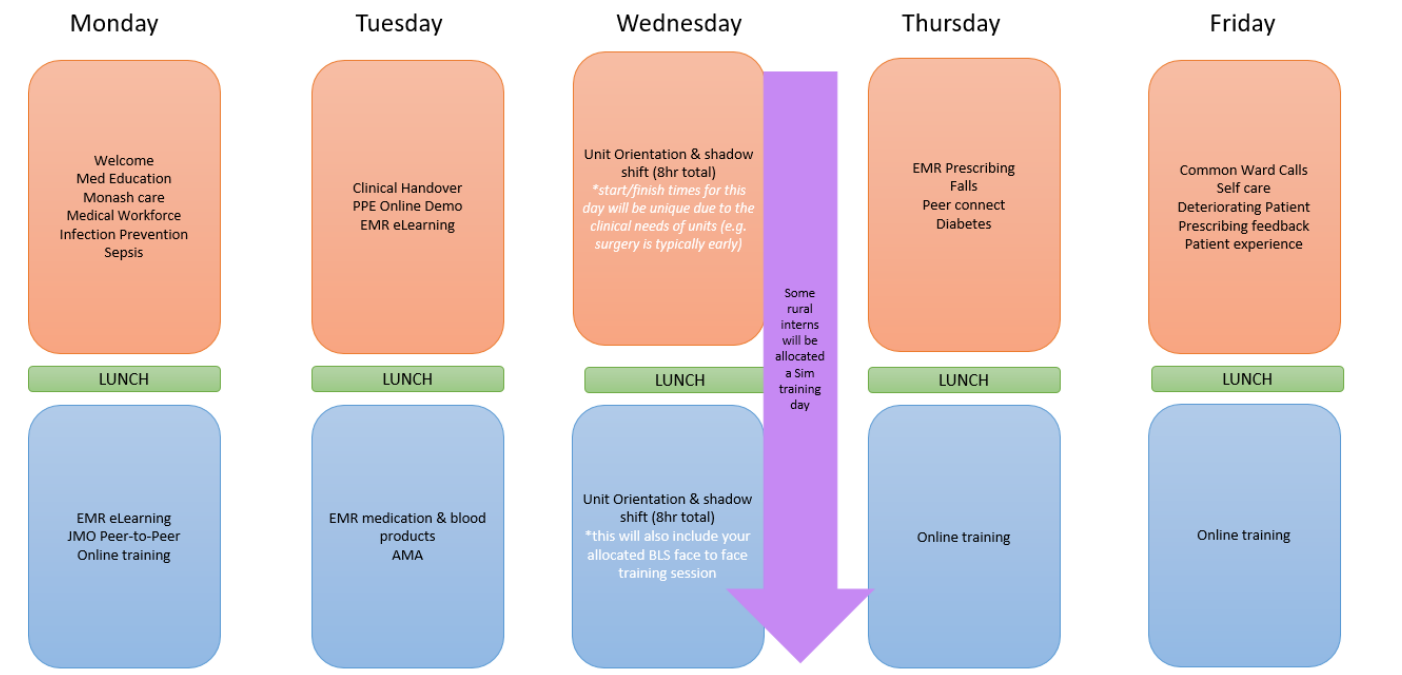


# Welcome to the Monash Health 2023 Orientation Program for Interns

Please ensure that you have this program with you every day during orientation. It contains individualised information related to the groups and locations you will need to be in throughout the week. You can also view the program at <http://monashdoctors.org/intern-orientation/>

## Quick Overview of Intern O-week 2023 Online (Jan 9<sup>th</sup> – 13<sup>th</sup>)

Refer to the full program for further details



The focus of the Monash Health orientation program is to ensure your readiness for work. The objectives include:

- Set work and learning expectations for the internship year
- Foster strong relationships between interns and Monash Doctors Education (MDE)/Monash Doctors Workforce (MDW)
- Support transition from student to doctor with skills/knowledge and professionalism that will enable interns to perform well in the first month
- Enable interns to have some awareness of the roles other health professions play within the team
- Model Monash Health as a health care organisation that develops effective teams in addition to individual competence

**Prior to the commencement of O-week, you need to ensure you have already done the following:** Customise your Monash Health login password. You will have already received an email with instructions. This is critical to your O-Week, as it links to your Microsoft Teams account to access the online sessions and access to all IT systems at Monash Health. Download the Microsoft teams app... To log into Microsoft Teams:

- Go to <https://www.microsoft.com/en-ww/microsoft-teams/log-in>
- Make sure you have downloaded the Microsoft team app (click on link) <https://monashdoctors.org/wp-content/uploads/2021/12/Accessing-Microsoft-Teams-QRG.pdf>
- Make sure you are using your Monash Health email address.
- Preferably don't use Intern Explorer, use google chrome or Microsoft Edge
- For any Teams troubleshooting issues, call IT 03 9594 7255.

During O-week, if you are having IT difficulties during a presentation, contact ITS on 9594 7255 and please text Monash Doctors Education on 0437 272 833 so we can note your absence and support you.

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# 2023 Intern Orientation Program

## Monday 9<sup>th</sup> January 2023




Online via Teams

### Goals of Medical Intern Orientation

- Set work and learning expectations for the internship year
- Foster strong relationships between interns and between MDE/MDW and interns
- Support transition from student to doctor with skills/knowledge and attitudes that will enable them to perform well in the first month

Time	Session	Presenter	Primary Learning Objectives
08:30-08:50	Housekeeping	Monash Doctors Education Team	<ul style="list-style-type: none"> <li>• How to use Microsoft Teams and other IT interfaces during O Week</li> <li>• Expectations on using Teams, troubleshooting support options</li> </ul>
08:50-09:10	Chief Operating Officer Chief Medical Officer	Mr. Martin Keogh, Chief Operating Officer Associate Professor Anjali Dhulia, Chief Medical Officer	<ul style="list-style-type: none"> <li>• Welcome new interns to Monash Health</li> <li>• Strategic direction for Monash Health</li> </ul>
09:10-09:30	Monash Doctors Monash Care	Associate Professor Christina Johnson, Director, Monash Doctors Education  Rosemary McKemmish, Wellbeing Officer Manna McLeod, Medical Education Officer (MEO) Shayne Magee, Medical Education Officer (MEO)	<ul style="list-style-type: none"> <li>• Welcome and introduction to the MDE team</li> <li>• Outline of intern training               <ul style="list-style-type: none"> <li>○ opportunities</li> <li>○ expectations</li> <li>○ available supports</li> </ul> </li> <li>• Learn about the role of the Wellbeing Officer and the Medical Education Officers and what supports are available both within and outside of MH for your wellbeing</li> </ul>
09:30-09:40	Director Medical Services	Monash Doctors Workforce Team	<ul style="list-style-type: none"> <li>• Professional behaviour</li> <li>• Clinical photos &amp; social media</li> <li>• Overtime and practice expectations</li> <li>• Building professional relationships with your colleagues</li> </ul>
09:40-09:50	Peer Connect	MDE and JMO	<i>Get to know fellow interns in a casual, fun environment</i>
09:50-10:20	Monash Doctors Workforce (MDW)	Monash Doctors Workforce Team	<ul style="list-style-type: none"> <li>• Roster and shift swap process</li> <li>• Rural rotations</li> <li>• UKG and leave entitlements/process</li> <li>• Employee self service</li> <li>• General registration process and requirements</li> </ul>
10:20-10:30	Break		<i>Lots of interesting tips, tricks, advertisements from our sponsors – please be sure to view throughout the day</i>
10:30-11:10	 Infection Prevention	Professor Rhonda Stuart, Director, South East Public Health Unit, Director, Infection Prevention & Epidemiology, Monash Health	The prevention and control of infection is critical for optimal health outcomes, optimal patient experience and keeping our patients safe. Everyone is expected to take all possible care to prevent infections and to stop infections spreading.

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11:10-11:20	Self-Care	Manna McLeod (MEO)	<i>An opportunity to discover how other doctors practice self-care</i>
11:20-12:10	 Sepsis	Dr David Antognini, Director of Clinical Training (DCT)	<ul style="list-style-type: none"> <li>Understand and use the Monash Health Sepsis Pathway to:               <ul style="list-style-type: none"> <li>Improve the early recognition of sepsis</li> <li>Improve the initial escalation of care, investigation and management of sepsis on the ward</li> </ul> </li> <li>Be aware of the Antimicrobial Stewardship Program</li> </ul>
12:10-12:20	Fun activity	MDE	<i>A fun way to lighten your learning day – generously sponsored by MDA</i>
12:20-12:30	Medical Indemnity	Associate Professor Christina Johnson, Director, Monash Doctors Education	A perspective on the relevance and importance of Medical Indemnity – for all doctors
12:30-13:00	Lunch		Participants can stay online with medical indemnity representatives for question if they like
13:00-14:50	 EMR eLearning	Chirag Lodhia and the EMR Team	<ul style="list-style-type: none"> <li>Interns are required to complete the mandatory eLearning package “Doctors: Junior Medical Staff” via <a href="#">Latte</a>. The eLearning package contains mandatory videos that are required to be completed, along with optional videos relating to specialties that we strongly recommend you complete if you are rotating to the specialty area. For a step-by-step guide on how to complete the eLearning, and who to contact at each step if you have troubleshooting issues, <a href="#">click here</a>.</li> </ul>
14:50-15:30	JMO Peer-to-Peer Session	JMO Education and Training committee	Current Monash Health JMS talk directly with interns (without the presence of MDE/MDW) – where questions around ‘what is it <i>really</i> like’ and other practical questions can be discussed
15:30-15:40	Break – Maxxia to present (5 minutes)		<i>Lots of interesting tips, tricks, advertisements from our sponsors – please be sure to view throughout the day Maxxia to present</i>
15:40-15:50	W/up & evaluation	MDE	
15:50-16:36	 Online Training must include all modules. <i>* note the dates on the online training requirements document (PPE/BLS)</i> Self-directed		This online training must be completed on this day, as it relates to sessions that will occur on the next day or two. Refer to the website for the online training information.

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# 2023 Intern Orientation Program

## Tuesday 10<sup>th</sup> January 2023

Online via Teams

Time	Session	Presenter	Primary Learning Objectives
08:30-08:40	Recap	MDE	
08:40-08:50	Peer Connect	MDE	<i>Get to know fellow interns in a casual, fun environment</i>
08:50-09:40	 Clinical Handover	Dr Chris Woo, Director of Clinical Training (DCT)	<ul style="list-style-type: none"> <li>Recognise the importance of clinical communication and risks of poor communication</li> <li>Reinforce key strategies for effective communication, including ISBAR and escalation</li> </ul>
09:40-09:50	Break		<i>Lots of interesting tips, tricks, advertisements from our sponsors – please be sure to view throughout the day</i>
09:50-10:30	 PPE Online Demo	MDE team	<ul style="list-style-type: none"> <li>State MH PPE requirements</li> <li>Demonstrate MH PPE donning and doffing live online</li> </ul>
10:30-12:30	 EMR eLearning (Continued)	Self – Directed	<ul style="list-style-type: none"> <li>Interns are required to complete the mandatory eLearning package “Doctors: Junior Medical Staff” via <a href="#">Latte</a>. The eLearning package contains mandatory videos that are required to be completed, along with optional videos relating to specialties that we strongly recommend you complete if you are rotating to the specialty area. For a step-by-step guide on how to complete the eLearning, and who to contact at each step if you have troubleshooting issues, <a href="#">click here</a>.</li> </ul>
12:30-12:40	Self-Care	Manna McLeod, (MEO)	<i>An opportunity to practice self-care</i>
12:40-13:10	Lunch		
13:10-15:40	 EMR Medication & Blood Products	Chirag Lodhia and the EMR team	<ul style="list-style-type: none"> <li>Interns will attend an online webinar via Teams where clinical case scenarios focusing on medication and blood product ordering will be conducted, and provide interns the opportunity to ask questions they have related to the EMR via the QR. Interns will need Teams meetings and the EMR practise domain opened to complete the webinar. Interns should ensure they are able to access Teams meeting and the EMR practise domain before the webinar. For a step-by-step guide on how to access Teams and the practise domain; and who to contact at each step if you have troubleshooting issues, <a href="#">click here</a>.</li> </ul>
15:40-15:50	Break		<i>Lots of interesting tips, tricks, advertisements from our sponsors – please be sure to view throughout the day</i>
15:50-16:00	AMA	AMA team	Explain services and supports that AMA membership can provide
16:00-16:10	Fun	MDE Team	<i>Get to know fellow interns in a casual, fun environment</i>
16:10 – 16:20	Housekeeping	MDE	Referral Cheat sheet introduction
16:20-16:36	W/up & evaluation	MDE	

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2023 Intern Orientation Program  
Wednesday 11<sup>th</sup> January 2023  
Shadow Shift on Various Sites

Today (Wednesday), please refer to the shadow shift information sheets that are on the website – click on this link

<https://monashdoctors.org/2023-intern-shadow-day-information/>

For further information,  
you can go to the [Intern Orientation website](#).

[Group 1 rural interns \(8\) attend all day WARD Sim training at Moorabbin](#)





[Group 2 rural interns \(6\) attend shadow shift for their Term 2 rotation](#)

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# 2023 Intern Orientation Program

## Thursday 12<sup>th</sup> January 2023

Online via Teams






Time	Session	Presenter	Primary Learning Objectives
08:30-08:40	Recap	MDE	
08:40-09:40	 EMR Prescribing Test	Pharmacy Team	Participants will be asked to demonstrate their ability to safely prescribe medication in the EMR using a simulated case. The assessment will focus on demonstrating an ability to complete medication related processes a medical intern would be expected to perform independently in their first year of practice. This will include: documentation of allergy and ADR status, patient weight, and current on admission medications. In addition to this, the assessment will ensure medical interns can confidently prescribe simple medication orders and complex orders (such as care pathways and order sets).
09:40-10:00	Fun	MDE Team	<i>Get to know fellow interns in a casual, fun environment</i>
10:00-10:10	Break		<i>Lots of interesting tips, tricks, advertisements from our sponsors – please be sure to view throughout the day</i>
10:10-10:50	 Falls	Falls Representatives Christina Johnson, Karin White, Jess Baker, Georgina Moschos, Nicholas Radcliffe, Laura Mascitti, Vivien Hill	<ul style="list-style-type: none"> <li>• Appreciate that 'Falls are everyone's business'</li> <li>• Understand what everyone contributes within the multidisciplinary team, and particularly your role Apply critical thinking to the individualized screening and assessment of falls risks</li> <li>• Know how to assess a patient after a fall, and document it correctly</li> </ul>
10:50-11:00	Peer Connect	MDE	<i>Get to know fellow interns in a casual, fun environment</i>
11:00-12:00	 Diabetes	Dr Stella Sarlos, Director of Clinical Training (DCT)	<ul style="list-style-type: none"> <li>• To review the principles of inpatient diabetes management</li> <li>• To revise insulin options for inpatient diabetes management</li> <li>• To become familiar and be able to locate diabetes procedures and policy at Monash Health</li> <li>• To be aware of the diabetes referral process</li> </ul>
12:00-12:10	Self-Care	Yoga	<i>An opportunity to practice self-care</i>
12:10-12:30	W/up & evaluation	MDE	
12:30-1300	Lunch		
1300 - 1636	 Online Training must include all modules. * note the dates on the online training requirements document	Self-directed	This online training must be completed on this day, as it relatesto sessions that will occur on the next day or two. Refer to the website for the online training information.

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# 2023 Intern Orientation Program

## Friday 13<sup>th</sup> January 2023

Online via Teams

Time	Session	Presenter	Primary Learning Objectives
08:30-08:40	Recap	MDE	
08:40-09:30	 Common Ward Calls	Dr Stephanie Snedden, Director of Clinical Training (DCT)	<ul style="list-style-type: none"> <li>To be able to , arrange initial management and escalate for senior assistance for common ward calls</li> </ul>
09:30-09:40	Break		<i>Lots of interesting tips, tricks, advertisements from our sponsors – please be sure to view throughout the day</i>
09:40-10:00	Self-Care	Nathan Alkemade Senior Psychologist	<ul style="list-style-type: none"> <li>An Optimise wellbeing and self-care strategies</li> </ul> <b>Know who to contact for help</b>
10:00-10:30	 Deteriorating Patient – “The first 3 minutes of a MET Call”	Dr Stephanie Snedden, Director of Clinical Training (DCT)	<ul style="list-style-type: none"> <li>What to do while waiting for the MET - call team to arrive.</li> </ul>
10:30- 11:20	 Prescribing Feedback	Pharmacy Team	Participants will be provided the correct outcomes for the Prescribing in the EMR Competency Assessment with areas for improvement identified. Further opportunity to practice specific examples for concepts found to be poorly completed during the assessment will be provided.
11:20- 11:40	Indigenous Health	Dwayne Pearce	Manager Aboriginal and Torres Strait Islander Hospital Liaison Unit
11:40-12:10	 Patient Experience	Patient experience Team	Amy Lewis, Sue Viney, Janne Williams
12:10- 12:20	Peer connect Surprise skill (random BOR)		
12:20-12:40	W/up & Evaluation	MDE	
12:40-13:10	Lunch		
13:10- 16:36	 Online Training must include all modules. <i>* note the dates on the online training requirements document</i>	Self-directed	This online training must be completed on this day, as it relates to sessions that will occur on the next day or two. Refer to the website for the online training information.

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1. Clinical Governance



2. Partnering with Consumers



3. Preventing and Controlling  
Healthcare-Associated Infection



4. Medication Safety



5. Comprehensive Care



6. Communicating for Safety



7. Blood Management



8. Recognising and Responding  
to Acute Deterioration



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