



Internship Opportunity

Dr Angelo Tsirbas / Jamison Street Day Surgery

Current parent Dr Angelo Tsirbas is offering a Medical Administration internship at his practice in Sydney. Dr. Angelo Tsirbas is an internationally renowned ophthalmologist specializing in Oculoplastic Surgery. He sees patients that have functional as well as cosmetic needs. He has a consulting practice and an accredited day surgery based in Sydney's CBD where he provides the highest level of surgical and medical services.

Details

Location: 1 Jamison St Sydney

Type of Internship: Combination of term time and summer vacation

Commitment: 1 – 2 days per week – 7 hours per day

Website: <https://drtsirbas.com/>

Responsibilities:

- Marketing and social media for the practice
- Type letters and other admin duties
- Attend patient consultation and join the team on surgery days in and out of the operating theatre

Dr. Tsirbas's interns do a variety of work. Those who have a desire to become a GP or surgeon will assist Dr. Tsirbas and his staff throughout his day whether in patient consultations or surgical procedures. They assist the practice manager with administrative duties such as typing letters and mailing information to patients or other health professionals. This gives them insight as to how a successful Medical Practice is operated. The intern would also take mail to the post office and pack post-operative goodie bags for patients. If an intern has a special interest in marketing and social media, they help out with marketing needs.

Dr. Tsirbas understands the importance and value of mentorship. He had a great experience interning during his studies and takes on the teachings to interns with great importance. Interns that have an interest in going to medical school attend the patient consultations and are in attendance in the operating theatre during surgeries. They also attend follow-up appointments and these exercises give

them first-hand knowledge of what life as a physician or surgeon would be. They also help staff with letters that explain complex medical issues and come familiar with anatomy and other medical jargon in a practical setting. Doctors and surgeons also have to be good business managers and this exposure is very educational.

Skills and Attributes

The intern needs to have a true interest in a profession in the medical industry. They must be dependable and have initiative. The intern must have professional communication skills, a positive attitude and an eagerness to learn. Most importantly they must understand the responsibility of patient confidentiality.

- Communication
- Teamwork
- Responsibility
- Productive prioritising

Application process

Please prepare a resume as well as a covering letter stipulating your interest in the above internship and your suitability for this role.

Submit your application in a Word or PDF format to Skye Barry, Ascham Community Relations Manager, via email at community@ascham.nsw.edu.au

The resume should include:

- Any relevant work experience
- A minimum of two references (employment references are preferred but not essential)
- Contact details
- Availability for the role in 2021/2022

Shortlisted candidates will be contacted by the host company.

Remuneration, timing and 2021 commencement date for the internship will be negotiated directly between the successful candidate and host company. Please note the internship is first and foremost a learning experience. The benefits of the opportunity afforded to the intern will be considered in the remuneration.

Applications close 5pm, Friday 13 August 2021