

POSITION DESCRIPTION

Critical Care Senior Resident Medical Officer (PGY3+)



Working at Northeast Health Wangaratta

At Northeast Health Wangaratta (NHW), we value our employees. We offer leadership, vision and an environment with a strong sense of teamwork, integrity, accountability, and respect. We are committed to providing staff with continuing education, research and professional development opportunities. This ensures that our people are part of a skilled and knowledgeable workforce, delivering exceptional high quality safe patient care. When you choose to work at NHW, you are committing to aligning everything you do with our values – **Fairness, Excellence, Respect, Kindness, Integrity and Courage.**

Position Details:

Position Title:	Critical Care SRMO (PGY3+)
Enterprise Agreement:	Victorian Public Health Sector – Doctors In Training Enterprise Agreement 2018-2021
Position Classification:	Hospital Medical Officer Year 3+ HM13+
Who does this position report to:	<ul style="list-style-type: none"> ▪ Clinical Director Intensive Care, Clinical Director of Anaesthetics, Clinical ▪ Director of Emergency Medicine, Executive Director of Medical Services, ▪ Manager Medical Workforce
Does this position manage or supervise others:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Workplace Location:	Green Street, Wangaratta
Primary purpose of the position:	<p>The Critical Care (CC) Resident provides direct clinical services in NHW’s Critical Care Services. The primary role is to improve care of patients in Emergency Department (ED), Intensive Care (ICU), Anaesthetics and Perioperative Care.</p> <p>The CC Resident will provide clinical management and consultation service to all Critical Care patients either under direct supervision or supported over the telephone by respective Consultants. The CC Resident will engage in quality assurance activities within the Departments allocated.</p> <p>This became a new position in 2021 and the position provides a foundation towards advancing into specialty training programs offered by the Australasian College for Emergency Medicine (ACEM), College of Intensive Care Medicine of Australia and New Zealand (CICM), Australian and New Zealand College of Anaesthetists (ANZCA), the Royal Australian College of General Practitioners (RACGP) and/or the Royal Australian College of Rural and Remote Medicine (ACRRM).</p> <p>About the Critical Care Unit(s):</p> <ol style="list-style-type: none"> 1. NHW is a sub-regional health service that serves a population of roughly 100,000. 2. There are about 25,000 emergency department attendances, 19,000 admissions, 7,000 surgical procedures and nearly 700 deliveries annually. The Critical Care Unit is a combined Intensive Care, High Dependency and Coronary Care Unit that currently has 8 beds. 3. The Critical Care Unit admits over 1,000 patients per year, of which about 8% are classified as Intensive Care (ICU), 20% Coronary Care (CCU) and the rest High Dependency (HDU) patients. On average there is one elective post-surgical admission daily.

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	In 2022 there will be 8 Critical Positions available with rotations summarised below:				
		Term 1 (3 Months)	Term 2 (3 Months)	Term 3 (3 Months)	Term 4 (3 Months)
	1	Anaesthetics	ED	ICU	ED
	2	ICU	ED	Anaesthetics	ED
	3	ED	Anaesthetics	ED	ICU
	4	ED	ICU	ED	Anaesthetics
	5	Anaesthetics	ED	ICU	ED
	6	ICU	ED	Anaesthetics	ED
	7	ED	Anaesthetics	ED	ICU
	8	ED	ICU	ED	Anaesthetics
<i>NOTE: Annual leave will be rostered during ED rotations.</i>					
Position Description reviewed:	July 2022				

Key Responsibilities and Duties:

Clinical Management

1.
 - Responsible to the Director(s) and Term Supervisor(s) for the assessment, investigation, treatment and review of patients admitted to the Critical Care Departments for acute management.
 - Be involved in day to day clinical management of ICU patients including transporting patient to and from X-ray/ theatre etc.
 - Assist ED in management of critically unwell patients
 - When on Duty, to be a member of Medical Emergency Team (MET) and respond to all such calls including code blues.
 - Develop and apply a good working knowledge of the Critical Care Department KPIs and to help expedite patient access and flow through each Department. This includes department specific services and established work processes.
 - Independently increase workload to match Critical Care Department(s) patient demand.
 - Ensure patients/families are given adequate information about management decisions and follow-up plans
 - Write comprehensive notes into the medical records or computer system as required for appropriate care provision
 - Ensure the comprehensive and safe handover of all patients to another doctor at the end of shift
 - Ensure effective discharge planning of patients including written communication and/or discharge summary provided at, or close to the time of, discharge and forwarded to all necessary Medical Practitioners.
 - Ensure availability when rostered on duty & ensure that you are contactable at all times
 - Arrange autopsies, death, cremation and other certificates as appropriate.

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- Adhere to all policies, procedures and code of conduct of NHW

Educational Support

- Participate in the educational programs of the department, including teaching of nursing staff, medical student and relevant junior medical officers.
 - Participate in, encourage and foster research activity within the Department.
 - Attend all education sessions as required
 - Be aware of and compliant with VRGP/CICM/ACEM/ANZCA training requirements as required
 - Participate in Mentoring process if required
- Active involvement in training programs for medical officers undertaking any other exams and professional development.
 - Provide constructive and frequent feedback of department's teaching program and related issues.
 - Attend annual fire safety, child protection, manual handling and any other mandatory training as directed
 - Anticipate attendance at education programs jointly attended with other HMOs and/or Residents from NHW.

Learning Objectives (linking to the Australian Curriculum Framework)

Patient Assessment

- Effectively elicit patient history, symptoms and signs relevant to a patient's presenting problem.
 - Recognise and assess acutely ill, deteriorating or dying patients. Employ principles of medical triage and provide clinical care in order of priority.
 - Identify acute illness in patients and assist transfer to acute services.
 - Know the differential diagnosis relevant to the presenting problems and using information gained through assessment, generate ranked problems and provisional diagnosis.
 - Regularly re-evaluate the patient problem list and diagnoses.
 - Identify and understand the investigations relevant to a patient's presenting problem, using investigation results appropriately to guide patient management.
 - Recognize and utilise clear communication with patients, with awareness of cultural, religious and gender differences.
 - Identify the criteria for referral and effectively access other health professionals in the patient assessment phase, seeking help at any time to meet the needs of patient safety.
 - Provide senior clinical services in Critical Care under supervision of the Consultant
 - Participate in the roster and on-call roster with support from the Consultant. Support from the Consultant may involve telephone advice or on-floor supervision as required depending on the clinical situation.

Patient Management

- Use the principles of evidence based practice and access relevant, current literature in formulating management decisions.
 - Develop, implement and evaluate a plan of management, understanding the range of management plans available for common acute and chronic conditions including those listed in the Australian Curriculum Framework for Junior Doctors. To employ appropriate medical therapy techniques, understanding the actions, indications, contra-indications and adverse effects of medications.
 - Employ sound decision making in the selecting of patients for particular procedures.
 - Employ sound peri and post-operative patient management.
 - Understand and apply the principles of informed consent, recognising that it may need to be obtained by a senior clinician.

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- Understand clinical limitations and when to seek help from senior clinicians.
- Identify ambulatory and community services available to patients and employ these resources in effective discharge planning.
- Perform appropriate pathology ordering and investigation based on evidenced based practice and be able to correctly interpret the results.
- Develop an appreciation of which patients and types of conditions require hospital admission as opposed to those who may be best managed within an outpatient, community and other ambulatory settings.
- Complete an electronic discharge summary and send to the patients respective specialist discipline within one day of discharge.
- Understand the role of PETS/NETS and issues of inter-hospital patient transport.
- Refer cases to the coroner promptly.
- Facilitate the efficient running of the department when on duty by:
 - Monitoring of the department’s performance, waiting times, emergency target performance and timely access to specialist care. Directing and supervising the Department to reach target performances.
 - Ensure close liaise and communication with both bed management and hospital administration to ensure the facilitation of timely transfer to an inpatient unit, intensive care unit or another Health Facility.
 - Comply with hospital / Local Health District / Ministry of Health policies and procedures regarding the prescription of medications and order of tests.
 - Supervise and commit to accurate documentation in and completion of medical records to reflect clinical decisions, tests, and procedures and discharge diagnoses.
 - Comply with patient admission and discharge polices; including documentation, planning of admission/discharge, day of procedure admission, timely discharge. Supervision of junior staff, formal handover, communication between clinicians with deteriorating patients, and meet standards of care.
 - When on call (if required), the practitioner must be within an accessible distance in order to respond to urgent precipitous events.
 - Ensure appropriate arrangements are made for patients on discharge from hospital to maximise continuity of care and good health outcomes. Liaise with patient family and carers as appropriate.

Clinical Skills

- 3.
- Demonstrate competency in basic life support techniques – airway management, ventilatory and circulatory support.
 - Understanding of basic competence in advanced life support techniques, including advanced airway management. As experience is gained it is expected that you will be appropriately trained and experienced to demonstrate advanced life support techniques.
 - Safely and competently perform common procedures as listed in the Australian Curriculum Framework for Junior Doctors, knowing the indications and contra-indications for these procedures.

Professionalism

- 4.
- Develop a clear understanding of the medico-legal responsibilities and indemnity issues as appropriate to rural practice.
 - Refer medico-legal issues to the Consultant or Director of Medical Services for advice and direction
 - Demonstrate a commitment to the principles of co-ordination of care and the provision of continuity of care.

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- Work as a member of a team of professionals, understanding the role and expertise of each member of the team.
- Refine time management skills.
- Develop an appreciation for sharing knowledge and assisting others in the team to learn.
- Make the most of opportunities to become involved in research and educational bodies/committees.
- Learn to monitor your own health and welfare for your benefit and the benefit of patients, colleagues and family.
- Appreciate the particular need and difficulty in maintaining confidentiality in rural/remote communities.
- Demonstrate an awareness of the differing client needs with regards to resource availability especially in rural/remote communities.
- Demonstrate respect for patients, their families and carers.
- Demonstrate an awareness of cultural, ethical and religious beliefs as they may impact on patients and their families' wishes.
- Make such reports and issue certificates as are necessary by the nature of the appointment.
- Advise the Departmental Head and Nursing Supervisor and or Medical Workforce as early as possible when unable to attend to rostered duties because of sickness, accident or other event or if it is necessary to leave the hospital during a period of duty.
- Undertake such duties as the Departmental Head, DMS or Manager Medical Workforce may determine either by roster or from time to time as occasion may demand.

Communication

- Effective and timely communication with supervisors and staff involved in the patient's care, in regard to admission, discharge, management plans, diagnostic requests and consultations.
- Timely communication with other Medical Practitioners and other referring health care providers, especially on discharge or death of a patient.
- Provide clear and comprehensive handover information to senior clinicians, colleagues, nurses and allied health professionals in particular on very sick patients.
- Employ good communication strategies especially in dealing with difficult or vulnerable patients.
- Treat patients with respect and courtesy, maintaining privacy and confidentiality.
- Provide clear and honest information and respect patient treatment choices.
- Employ empathy and compassion in breaking bade news, with full understanding of the issues of loss and bereavement.
- 5.
 - Adopt behaviours that promote patient health and patient satisfaction with the health care service.
 - Employ communication that ensures educated awareness for patients with different cultural and religious backgrounds.
 - Become familiar with the requirements for presenting patient case histories and clinical details at the bedside during ward rounds concisely and with appropriate sensitivity to each patient's condition, needs and wishes.
 - Become familiar with the requirements for presenting at unit and other meetings, as well as to other clinical staff when requesting consultations from or transfer to other units.
 - Develop an understanding of the requirements for informed consent and be able to obtain informed consent.
 - Able to document precisely, accurately and legibly information related to patient care.
 - Work as part of and contribute to a multi-disciplinary team.
 - Deal with matters of an urgent or sensitive nature.

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	<ul style="list-style-type: none"> ▪ Exercise discretion and sensitivity, and maintain confidentiality. ▪ Demonstrate leadership within a team environment and actively contribute to team activities including meetings and decision making processes. ▪ Demonstrate an ability to initiate and undertake discussions with patients and their families regarding their hospitalisation, treatment and progress.
6.	<p>Challenges/Problem Solving</p> <ul style="list-style-type: none"> ▪ Maintain a professional role and responsibility for patient care, in close liaison with supervising consultants. ▪ Work collaborate with other staff in a multi-disciplinary team. ▪ Maximise the efficient utilisation of the physical resources of the Health Service ▪ Responsible for supervision and teaching of more junior medical staff.
7.	<p>Administrative</p> <ul style="list-style-type: none"> ▪ Participate in Departmental Meetings, M&M meetings, Grand Rounds, Divisional and Hospital Senior Staff meetings as required. ▪ Represent Department at hospital committee meetings as requested by the Clinical Director. ▪ Contribute to the administrative functions of the Department as requested by Clinical Director including development of policy and procedure, JMO rostering recruitment issues. ▪ Provide a minimum of four weeks request to the Clinical Director and Manger of Medical Workforce of planned/intended leave arrangements, ensuring any on-call commitments are covered by an appropriate colleague. ▪ Notify the Clinical Director or Director of Medical Services of any event likely to give rise to a medico-legal claim or complaint, and complete the appropriate Notification of Incident Form for TMF Claims.
8.	<p>Quality & Innovation</p> <ul style="list-style-type: none"> ▪ Participate in peer review and quality improvement activities and ward based workshops ▪ Involvement in clinical audits ▪ Assistance with the investigation and response to complaints and incident reports ▪ Participation in the formal QI activities of the hospital and department ▪ Assist Clinical Director as requested
9.	<p>People, Learning and Research</p> <ul style="list-style-type: none"> ▪ Attend relevant weekly Medical staff education and training forum ▪ Attend monthly medical grand round ▪ Complete mid and end of term performance appraisal with your consultant, based on the Australian Curriculum Framework for Junior doctors. Return this assessment to the Medical Workforce Unit ▪ Review and update orientation and Rolling Handover (ROVER) Documentation relevant to each department ▪ Undertake other such duties as requested from time to time by the Clinical Director
10.	<p>Organisational Management</p> <ul style="list-style-type: none"> ▪ Meet and maintain standards of regulatory compliance for administrative and clinical information records & systems within the Australian Legislation and Regulation, Victorian Legislation and Regulation (ie Public Record Office of Victoria) and NHW Policy and Procedure Framework. ▪ Comply with relevant Acts of Parliament, professional conduct, Local Health District Code of Conduct, OHS, EEO, and Bullying and Harassment and other policies and procedures. ▪ Use resources efficiently, minimising cost and wastage, and ensure waste products are disposed of in line with waste management guidelines

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	<ul style="list-style-type: none"> Understand and comply with the general principles of the Occupational Health and Safety Act
11.	<p>Community & Partnerships</p> <ul style="list-style-type: none"> Develop relationships and communicate effectively with General Practitioners in a timely manner Activate appropriate referrals, in consultation with other senior and junior medical staff to hospital or community agencies
12.	<p>Quality, Safety, Risk and Improvement:</p> <ul style="list-style-type: none"> In partnership with the Clinical Director: <ul style="list-style-type: none"> promote and monitor quality improvement activities and programs within the Critical Care Unit continually measure and monitor trends of clinical outcomes and service performance over time analyse measures, flag significant issues for attention, investigate underlying causes, and implement improvement strategies focusing on systems issues and improvement rather than blaming individuals communicating quality and safety issues to all levels of the service encouraging risk reporting by staff Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines Maintain a safe working environment for yourself, your colleagues and members of the public Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the NHW workforce Contribute to organisational quality and safety initiatives Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public Comply with requirements of the National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements.
13.	<p>Other requirements for all clinical employees:</p> <ul style="list-style-type: none"> Where relevant collaborate with consumers and the community in the development, implementation and review of health service planning, policies and quality improvement activities Demonstrate sensitivity, empathy and respect for the customs, values and spiritual beliefs of others at all times Assist with the supervision of students where appropriate Understand and act in accordance with the NHW Code of Conduct, relevant college codes and ethics, values and relevant policies, procedures and guidelines Comply with the principles of Patient and Family Centred Care Promote NHW as a quality regional health care provider
Employee Obligations	
<p>Communicating for Patient Safety</p> <p>It is an expectation of NHW that all Medical staff actively participate in initiatives to improve patient safety, and will do everything possible to ensure safe and effective communications. This includes supporting and undertaking effective clinical hand over and NHW patient safety and communications programs.</p>	
<p>Medication Safety</p> <p>It is an expectation of NHW that all Medical staff actively participate in initiatives to improve medication usage and safety, and will do everything possible to ensure safe and effective medication prescribing, administration and usage. This includes clear completion of the National Inpatient Medication Chart for all inpatients, and clear and where possible PBS compliant prescribing for all patients consistent with the restrictions listed in the NHW medication formulary.</p>	

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Key Performance Indicators	
Registration is maintained and working within scope of practice	
Attendance and active participation at meetings as required	
100% compliance with core competencies and training requirements	
Active participation in the Performance and Development review process	
Behavioural Outcomes	
Team player	
1.	<ul style="list-style-type: none"> ▪ Cooperates and works well with others in the pursuit of team goals ▪ Collaborates and shares information ▪ Shows consideration, concern and respect for the feelings and ideas of others ▪ Accommodates and works well with the different working styles of others ▪ Encourages resolution of conflict within the team
Demonstrated ability to withstand conflicting priorities	
2.	<ul style="list-style-type: none"> ▪ Perseveres to achieve goals, even in the face of obstacles ▪ Copes effectively with setbacks and disappointments ▪ Remains calm and in control under pressure ▪ Accepts constructive criticism in an objective manner
Able to build relationships	
3.	<ul style="list-style-type: none"> ▪ Establishes and maintains relationships at all levels ▪ Promotes harmony and consensus through diplomatic handling of disagreements ▪ Forges useful partnerships with people across departments and services ▪ Builds trust through consistent actions, values and communication
Possesses appropriate communication, consultation and interpersonal skills	
4.	<ul style="list-style-type: none"> ▪ Collaborates and shares information ▪ Ensures good working relationships exist with internal and external customers, external health providers, government departments and all stakeholders
Customer service	
5.	<ul style="list-style-type: none"> ▪ Respects the cultural needs of others ▪ Communicates effectively ▪ Treats patient's family and visitors with respect at all times ▪ Abides by all NHW values of integrity, compassion, excellence and respect
Employee Obligations – Medication Safety	
<p>It is an expectation of NHW that all Medical staff actively participate in initiatives to improve medication usage and safety, and will do everything possible to ensure safe and effective medication prescribing, administration and usage. This includes clear completion of the National Inpatient Medication Chart for all inpatients, and clear and where possible PBS compliant prescribing for all patients consistent with the restrictions listed in the NHW medication formulary.</p>	
Appraisal and Individual Development Work Plan	
<p>Where a new employee is appointed to this position, a review of the appointment will occur prior to the end of the 6-month probationary period.</p> <p>Complete mid and end of term performance appraisal with your consultant, based on the Australian Curriculum Framework for Junior doctors. Return this assessment to the Medical Workforce Unit.</p> <p>The position description will be reviewed annually.</p>	
Key Relationships:	
Internal	External

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1. Medical	1. Patients and family
2. Nursing	2. Other Health Care Services
3. Allied Health & Support Staff	3. External Consultants including GP's
4. Medical Workforce Unit	

Essential Key Selection Criteria

1. M.B.B.S. or equivalent
2. Valid General Registration as a Medical Practitioner with AHPRA
3. At least three years (PGY3) of clinical experience in Australian Health Service setting
4. Demonstrated interest in pursuing specialty training in Intensive Care, Emergency Care, Anaesthetic Care or General Practice
5. Advanced life support and emergency resuscitation skills with commensurate procedural skills
6. Mandatory employment requirements (eg. current Working with Children Check (renewed every 5 years), National Police Check (renewed every 3 years), Australian Citizen or holder of Valid Working Visa)
7. Demonstrated commitment to rural / regional practice
8. Appropriate experience to practice as a senior HMO level
9. Highly developed interpersonal and communication skills
10. Demonstrated ability to work in a complex clinical environment with excellent clinical skills and judgement and expertise
11. Demonstrated teamwork, time management and problem solving skills in the clinical setting, with excellent verbal and written communication skills

In addition to the above, all staff must have an remain current for continued employment, the following:

1. Current Class C Driver's Licence

Immunisation:

It is a condition of appointment that all employees comply with our immunisation requirements during employment. This position is classified as Category A. Covid-19 Vaccination and yearly Flu Vaccination required.

Diversity:

We encourage you to bring your 'whole self to work'. NHW is a safe and inclusive workplace. We value the visible and invisible qualities that make you who you are. We expect our workforce to align with our diversity expectations and programs. Working at NHW means you are on board with our journey, you will show respect, understanding and kindness to other regardless of ethnicity, sexuality, identity or any other protected attribute. We particularly acknowledge the traditional custodians of our land and pay our respects to elders past, present and emerging.

Mandatory Training:

It is a condition of appointment that all employees complete Mandatory Training and Clinical Competencies as required upon commencement, annually and in accordance with timelines specified in relevant health service policies and procedures.

Quality and Risk Management:

In order to help ensure continued employee, patient safety and quality of care:

- Understanding individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines at NHW
- Comply with requirements of the National Safety and Quality Health Service Standards, Aged Care Quality Standards and other relevant standards, regulations and legislative requirements.

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- Contribute to organisational quality and safety initiatives and participate in the development and review of policies and procedures as appropriate
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public
- Maintain a safe working environment at all times
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and our workforce
- Staff are required to abide by the Code of Conduct for NHW.

Occupational Health & Safety and Wellbeing:

The safety, health and wellbeing of employees is a priority for NHW and I recognise the importance of an environment that promotes and nurtures the physical, mental, emotional and social wellbeing of all individuals. I commit to:

- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures
- Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation
- Reporting through the incident management system any near misses or incidents as they occur
- Not place others at risk by any act or omission
- Not wilfully or recklessly interfere with safety equipment
- Partaking in the promotion of the health and wellbeing of employees
- Contributing to an inclusive and health promoting environment
- Promoting our values and vision

An organisational culture that promotes positive mental health and wellbeing through supportive leadership, employee participation and shared decision making.

Policies & Procedures:

Whilst the policies and procedures do not form part of your employment contract it is expected that you will comply with NHW's policies, procedures and reasonable instructions at all times during the course of your employment.

Confidentiality:

Confidentiality is a matter of concern for all persons who have access to personal information about patients, clients, residents or employees of NHW. Staff must understand and accept that in accessing this personal information they hold a position of trust relative to this information. In recognising these responsibilities staff must agree to preserve the confidential nature of this information. Failure to comply with this agreement may result in disciplinary action and may include termination of employment.

Declaration:

As the incumbent of this position, I acknowledge that I have read this Position Description, understand its contents and agree to work in accordance with the contents therein. I understand that other duties may be directed from time to time.

I understand and accept that I must comply with the policies and procedures applicable to NHW. I also agree to strictly observe the NHW Code of Conduct and policy on confidentiality of commercial and patient information or such sensitive information that I may come across in the course of my employment.

I acknowledge:

1. That I will observe child safe principles and expectations for appropriate behaviour toward and in the company of children.
2. That NHW has a zero tolerances of child abuse and all allegations and safety concerns will be treated very seriously. For more information, refer to NHW Child Safety Standards procedure.
3. That I have read and fully understand the Position Description and Inherent Physical Requirements of the position.
4. I agree that I have the physical ability to fulfil the inherent physical requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.
5. I understand that the information provided is a general outline and may not encompass every aspect of the position.

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6. NHW may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
7. I understand that this is separate to the Employment Agreement that I will sign, outlining the terms and conditions of my employment.

Name:	
Signature:	
Date:	

POSITION DESCRIPTION – Jobs Demands Checklist

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The purpose of this section is to describe the physical and psychological risk factors associated with the job. Applicants must review this form to ensure they can comply with these requirements and successful applicants will be required to sign an acknowledgment of their ability to perform the job demands of the position.

Position:	Critical Care Senior Resident Medical Officer
Department / Unit:	Medical Workforce
Workplace Location:	Northeast Health Wangaratta

Frequency Definitions:

I Infrequent - intermittent activity exists for a short time on a very infrequent basis	C Constant - activity exists for more than 2/3 or the time when performing the job
O Occasional - activity exists up to 1/3 of the time when performing the job	R Repetitive - activity involved repetitive movements
F Frequent - activity exists between 1/3 and 2/3 of the time when performing the job	N Not Applicable - activity is not required to perform the job

Demands	Description	Frequency					
		I	O	F	C	R	N
Physical Demands:							
Sitting	Remaining in a seated position to perform tasks		X				
Standing	Remaining standing without moving about to perform tasks			X			
Walking	Floor type: even / uneven / slippery, indoors / outdoors, slopes			X			
Running	Floor type: even / uneven / slippery, indoors / outdoors, slopes	X					
Bend / Lean Forward from Waist	Forward bending from the waist to perform tasks		X				
Trunk Twisting	Turning from the waist while sitting or standing to perform tasks	X					
Kneeling	Remaining in a kneeling posture to perform tasks	X					
Squatting / Crouching	Adopting a squatting or crouching posture to perform tasks	X					
Leg / Foot Movement	Use of leg and / or foot to operate machinery	X					
Climbing (stairs / ladders)	Ascend / descend stairs, ladders and steps	X					
Lifting / Carrying	Light lifting and carrying (0 - 9 kg)	X					
	Moderate lifting and carrying (10 – 15 kg)	X					
	Heavy lifting and carrying (16 kg and above)	X					
Reaching	Arms fully extended forward or raised above shoulder	X					
Pushing / Pulling / Restraining	Using force to hold / restrain or move objects toward or away from the body	X					
Head / Neck Postures	Holding head in a position other than neutral (facing forward)	X					
Hand & Arm Movements	Repetitive movements of hands and arms	X					
Grasping / Fine Manipulation	Gripping, holding, clasping with fingers or hands		X				
Work At Heights	Using ladders, footstools, scaffolding, or other objects to perform work	X					
Driving	Operating any motor powered vehicle						X

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Sensory Demands:						
Sight	Use of sight is an integral part of work performance, eg: Viewing of X-Rays, computer screens, etc				X	
Hearing	Use of hearing is an integral part of work performance, eg: Telephone enquiries			X		
Smell	Use of smell is an integral part of work performance, eg: Working with chemicals	X				
Taste	Use of taste is an integral part of work performance, eg: Food preparation					X
Touch	Use of touch is an integral part of work performance				X	
Psychosocial Demands:						
Distressed People	Eg: Emergency or grief situations.			X		
Aggressive & Uncooperative People	Eg: Drug / alcohol, dementia, mental illness.	X				
Unpredictable People	Eg: Dementia, mental illness, head injuries.	X				
Environmental Demands:						
Dust	Exposure to atmospheric dust.	X				
Gases	Working with explosive or flammable gases requiring precautionary measures.	X				
Fumes	Exposure to noxious or toxic fumes.	X				
Liquids	Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE.	X				
Hazardous Substances	Eg: Dry chemicals, glues.	X				
Noise	Environmental / background noise necessitates people raise their voice to be heard.	X				
Inadequate Lighting	Risk of trips, falls or eyestrain.	X				
Sunlight	Risk of sunburn exists from spending more than 10 minutes per day in sunlight.	X				
Slippery or Uneven Surfaces	Greasy or wet floor surfaces, ramps, uneven ground.	X				
Inadequate Housekeeping	Obstructions to walkways and work areas cause trips and falls.	X				
Biological Hazards	Eg: Exposure to body fluids, bacteria, infectious diseases.		X			
The area below is for any special comments or notes on significant physical or other demands required to perform this job:						
Nil						