

# POSITION DESCRIPTION

## Emergency Medicine Hospital Medical Officer



### 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:	Emergency Medicine Hospital Medical Officer
Enterprise Agreement:	Victorian Public Health Sector – Doctors In Training Enterprise Agreement 2018-2021, or its successor
Position Classification:	PGY3+ HM13+
Who does this position report to:	Manager Medical Workforce Executive Director Medical Services
Does this position manage or supervise others:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Workplace Location:	Green Street Campus
Primary purpose of the position:	<p>The primary role of the Emergency Medicine Hospital Medical Officer (HMO) is to consolidate and enhance clinical skills in the provision of high quality patient care and develop collaborative relationships with other junior and senior medical staff and nursing, allied health and other support staff.</p> <p>The HMO assists and promotes these strategies by ensuring duties are performed within legislative /policy / guideline compliance including but not restricted to the NHW policies and procedures and relevant legislation pertaining to the delivery of health care</p>
Position Description reviewed:	November 2021

### Learning Objectives (linking to the Australian Curriculum Framework)

#### Clinical Management

- Take a comprehensive history with specific reference to prior medical conditions/ surgical treatments and perform a complete and accurate physical examination for each patient under your care and record this legibly in the patients' medical record
  - Identify and prioritise the issues/problems relevant to the patient's presentation and future well-being and refer up deteriorating patients
  - Develop a differential diagnosis, formulate an appropriate management plan and implement it after consultation with your clinical senior (Registrar/Consultant)
  - Perform appropriate pathology ordering and investigation based on evidenced based practice and be able to correctly interpret the results
  - Demonstrate competence and knowledge of medical and surgical conditions and treatments
  - Make effective use of medical technology in the diagnosis and care of patients
  - Become familiar with agreed protocols for the management of emergencies
  - Perform common procedures for the management of acute conditions (with adequate supervision)
  - 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

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<ul style="list-style-type: none"> <li>▪ Complete an electronic discharge summary and send to the patients GP within 48 hours of discharge</li> <li>▪ Refer cases to the coroner promptly</li> <li>▪ Undertake such duties as the DMS, VMO or Manager Medical Workforce may determine either by roster or from time to time as occasion may demand</li> </ul>
<p><b>Professionalism</b></p> <ul style="list-style-type: none"> <li>▪ Develop a clear understanding of the medico-legal responsibilities and indemnity issues as appropriate to rural practice</li> <li>▪ Refer medico-legal issues to the Director of Medical Services for advice and direction</li> <li>▪ Demonstrate a commitment to the principles of co-ordination of care and the provision of continuity of care</li> <li>▪ Work as a member of a team of professionals, understanding the role and expertise of each member of the team.</li> <li>▪ Develop time management skills</li> <li>▪ Develop an appreciation for sharing knowledge and assisting others in the team to learn</li> <li>▪ Make the most of opportunities to become involved in research and educational bodies/committees</li> <li>2. ▪ Learn to monitor your own health and welfare for your benefit and the benefit of patients, colleagues and family</li> <li>▪ Appreciate the particular need and difficulty in maintaining confidentiality in rural/remote communities</li> <li>▪ Demonstrate an awareness of the differing client needs with regards to resource availability especially in rural/remote communities</li> <li>▪ Demonstrate respect for patients, their families and carers</li> <li>▪ Demonstrate an awareness of cultural, ethical and religious beliefs as they may impact on patients and their families' wishes</li> <li>▪ Make such reports and issue certificates as are necessary by the nature of the appointment</li> <li>▪ Advise the DMS, VMO or Manager 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</li> </ul>
<p><b>Communication</b></p> <ul style="list-style-type: none"> <li>▪ Develop an appreciation of how to communicate effectively with patients, their relatives, peers, supervising medical staff, nursing and allied health colleagues, departments where investigations are being conducted, referring doctors, medical records staff and switchboard staff</li> <li>▪ 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</li> <li>3. ▪ 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</li> <li>▪ Recognise the effect of language, cultural differences and socio-economic status on communication</li> <li>▪ Develop an understanding of the requirements for informed consent and be able to obtain informed consent</li> <li>▪ Be able to document precisely, accurately and legibly information related to patient care</li> <li>▪ Provide safe and effective handover utilising current hospital programs and policies</li> </ul>
<p><b>Organisation Strategic Priorities</b></p>
<p><b>Quality &amp; Innovation</b></p> <ul style="list-style-type: none"> <li>4. ▪ Participate in peer review and quality improvement activities and ward based workshops</li> </ul>
<p><b>People, Learning and Research</b></p> <ul style="list-style-type: none"> <li>▪ Attend weekly Medical staff education and training forum</li> <li>▪ Attend monthly medical grand round</li> <li>5. ▪ Participate in clinical meetings and journal clubs</li> <li>▪ Participate in General Practice teaching opportunities, as available</li> <li>▪ 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.</li> </ul>

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6.	<p><b>Organisational Management</b></p> <ul style="list-style-type: none"> <li>Meet and maintain standards of regulatory compliance for administrative and clinical information records &amp; systems within the Australian Legislation and Regulation, Victorian Legislation and Regulation (i.e. Public Record Office of Victoria) and Northeast Health Wangaratta Policy and Procedure Framework.</li> </ul>
7.	<p><b>Facilities &amp; Environment</b></p> <ul style="list-style-type: none"> <li>Understand and comply with the general principles of the Occupational Health and Safety Act</li> <li>Hospital provided accommodation is respected and any maintenance or faults are reported to engineering or medical workforce ASAP</li> </ul>
8.	<p><b>Community &amp; Partnerships</b></p> <ul style="list-style-type: none"> <li>Develop relationships and communicate effectively with General Practitioners in a timely manner</li> <li>Activate appropriate referrals, in consultation with other senior and junior medical staff to hospital or community agencies</li> </ul>
<b>Behavioural Outcomes</b>	
9.	<p><b>Team player</b></p> <ul style="list-style-type: none"> <li>Cooperates and works well with others in the pursuit of team goals</li> <li>Collaborates and shares information</li> <li>Shows consideration, concern and respect for the feelings and ideas of others</li> <li>Accommodates and works well with the different working styles of others</li> <li>Encourages resolution of conflict within the team</li> </ul>
10.	<p><b>Demonstrated ability to withstand conflicting priorities</b></p> <ul style="list-style-type: none"> <li>Perseveres to achieve goals, even in the face of obstacles</li> <li>Copes effectively with setbacks and disappointments</li> <li>Remains calm and in control under pressure</li> <li>Accepts constructive criticism in an objective manner</li> </ul>
11.	<p><b>Able to build relationships</b></p> <ul style="list-style-type: none"> <li>Establishes and maintains relationships at all levels</li> <li>Promotes harmony and consensus through diplomatic handling of disagreements</li> <li>Forges useful partnerships with people across departments and services</li> <li>Builds trust through consistent actions, values and communication</li> </ul>
12.	<p><b>Possesses appropriate communication, consultation and interpersonal skills</b></p> <ul style="list-style-type: none"> <li>Collaborates and shares information</li> <li>Ensures good working relationships exist with internal and external customers, external health providers, government departments and all stakeholders</li> </ul>
13.	<p><b>Customer service</b></p> <ul style="list-style-type: none"> <li>Respects the cultural needs of others</li> <li>Communicates effectively</li> <li>Treats patient's family and visitors with respect at all times</li> <li>Abides by all NHW values of integrity, compassion, excellence and respect</li> </ul>
<b>Employee Obligations – Medication Safety</b>	
14.	<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>
<b>Appraisal and Individual Development Work Plan</b>	
15.	<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>
16.	<p>Other tasks as directed</p>

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Key Relationships:	
Internal	External
1. Medical Workforce Unit	1. Patients, Families and Visitors
2. All NHW Workforce	2. External Consultants, including GPs
	3. Paramedics
	4. Other Health Care Services
Key Selection Criteria:	
1. M.B.B.S. Current Registration	
2. General or Limited Registration as a Medical Practitioner with AHPRA	
3. PGY3 or above, at the commencement of position	
4. Ability to comply with the "Behavioural Outcomes" for this role (listed above)	
In addition to the above, all staff must have an remain current for continued employment, the following:	
1. Covid-19 Vaccination	
2. Current Class C Driver's Licence	
3. A current National Police Check (renewed every 3 years)	
4. A current Employer Working with Children Check (renewed every 5 years)	
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 are 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.	
Performance & Accountability:	
A review of performance shall be undertaken within six months following commencement and annually thereafter. There is an expectation that staff will assume responsibility for completion of any learning requirements advised by the organisation.	
Quality and Risk Management:	
In order to help ensure continued employee, patient safety and quality of care:	
<ul style="list-style-type: none"> <li>▪ Understanding individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines at NHW</li> <li>▪ Comply with requirements of the National Safety and Quality Health Service Standards, Aged Care Quality Standards and other relevant standards, regulations and legislative requirements.</li> </ul>	

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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.

**Name:**

**Signature:**

**Date:**

# POSITION DESCRIPTION – Jobs Demands Checklist

## Emergency Medicine Hospital Medical Officer



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.

<b>Position:</b>	Emergency Medicine Hospital Medical Officer
<b>Department / Unit:</b>	Medical Workforce
<b>Workplace Location:</b>	Green Street Campus

### Frequency Definitions:

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

Demands	Description	Frequency					
		I	O	F	C	R	N
<b>Physical Demands:</b>							
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					

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Driving	Operating any motor powered vehicle								X
<b>Sensory Demands:</b>									
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			
<b>Psychosocial Demands:</b>									
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					
<b>Environmental Demands:</b>									
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 or 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									