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<b>Position:</b>	HMO Emergency Medicine
<b>Reports To:</b>	Medical Workforce Manager Director Of Emergency
<b>Award:</b>	AMA Victoria – Victorian Public Health Sector – Doctors in Training Enterprise Agreement 2022-2026
<b>Minimum Qualifications:</b>	Medical registration with the Australian Health Practitioner Regulation Agency (AHPRA)

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## **ORGANISATIONAL MISSION, VISION AND VALUES:**

### **Our Mission**

To support our community's physical, mental and social wellbeing by:

- Providing high quality and innovative services;
- Building enduring partnerships; and
- Delivering customer service excellence.

### **Our Vision**

Creating healthier communities

### **Our Values**

#### **Integrity**

- We will be open and honest and will do the right thing for the right reason.

#### **Innovation**

- We will be an industry leader by breaking new ground and improving the way things are done.

#### **Collaboration**

- We will actively work together in teams and partnerships.

#### **Accountability**

- We will take personal responsibility for our decisions and actions.

#### **Respect**

- We will value all peoples opinions and contributions.

#### **Empathy**

- We will endeavour to understand other peoples' feelings and perspectives.

This position of HMO Emergency Medicine is primarily based at the Hamilton Campus of WDHS

Three campuses in the region (Hamilton, Penshurst and Coleraine) provide opportunity for staff and students across a wide range of professional specialties including a staffed ED including with ED specialists, acute, sub-acute, maternity, residential aged care, allied health, community health, information technology, administration, finance and extensive support services. As the Hamilton's largest employer, WDHS attracts many professionals to the region, and maintains a strong commitment to developing key strategic partnerships with other Health Services to enhance healthcare services in the region.

We maintain a strong commitment to understand the health service needs of the local population. Our fundamental commitment to partnering with our consumers through ongoing collaboration supports our delivery of great consumer experience and health outcomes.

WDHS is located on the lands of the Gunditjmarra people.

## **PRIMARY OBJECTIVES:**

The role of HMO Emergency Medicine is to work collaboratively in an interdisciplinary fashion to optimise the outcomes of all patients presenting to our Emergency department.

- Provide patient assessment (history taking, physical examination, diagnostic formulation, appropriate investigations, consult and refer) as required and appropriate to the level of trainee Emergency Registrar.
- Provide patient management (care planning – curative and symptomatic, providing continuity of care from admission to discharge, frequent and regular patient reviews, discharge planning, referral for ongoing care, end-of-life care).
- Participate in case conference and other interdisciplinary processes for the optimal care of patients and their families / carers.
- Provide emergency care (assessment and prioritisation, participation in Code Blue responses, Advanced Life Support, emergency patient transfers).
- Procedural skills (pre-procedure care, principles of informed consent, minor/ward procedures and assisting with major/theatre procedures, post-procedure care).
- Provide patient care that is appropriate to the rural setting of BRHS.
- Use evidence to guide clinical practice.
- Provide multidisciplinary teamwork with all team members (collaborative and respectful communication, participation in multidisciplinary care planning and discharge planning, conflict resolution).
- Demonstrate effective teamwork with external health care providers.
- Provide appropriate, timely and respectful communication to patients and carers, involving them in clinical decision-making.
- Participate in breaking bad news and open disclosure of adverse events.
- Participate in complaints management and clinical governance duties as requested.
- Ensure timely, concise and informative clinical handover.
- Provide supervision and support to interns and medical students.
- Ensure Legislative compliance (privacy and confidentiality, notifiable diseases reporting, medico-legal reports, equal opportunity, human rights and responsibilities).
- Ensure professional and ethical behaviour (consult colleagues about ethical concerns, accept responsibility for behaviour, punctuality, assistance of colleagues, participation in after-hours and on-call roster, participation in education activities, seeks and responds to feedback about performance).
- Ensure you working within your scope of practice, and escalate when uncertain, or concerned about a patient.
- Work with an awareness of the cost versus the benefit of blood tests and imaging requests
- Undertake other duties as required by the Manager/Clinical Lead that are within the scope and skill consistent with the position.

To personally deliver excellent general emergency care at Western District Health Services The HMO will demonstrate clinical leadership and work collaboratively with relevant organisational colleagues at WDHS and outside organisations. Relevant colleagues and departments at WDHS include emergency department, outpatients department, other physicians, general surgeons, radiologists, junior medical staff, nursing staff and the pathology service.

## **Key accountabilities**

### **Organisational**

- Actively contribute to strategic planning and development of emergency medical care at WDHS
- Adhere to organisational procedures when given opportunities to promote general medicine at WDHS in the media, including social media
- Demonstrate leadership in building and maintaining a safe and health working environment in line with WDHS Occupational Health and Safety policies and procedures
- Adhere to WDHS People and Culture policy and procedures with regard to leave application, termination process etc
- Work collaboratively across teams within WDHS, and across organisations where appropriate, as a representative of WDHS.

### **Research, teaching and training**

- Work collaboratively with the Chief Medical Officer, the National Centre for Farmer Health and other relevant stakeholders to identify and pursue opportunities for research into general medical care at WDHS and in the rural context in Australia
- Participate in teaching, supervision and mentoring of junior medical staff, medical students and specialist nursing staff. This will include junior doctor/registrar attendance at outpatient clinics, by agreement, and occasional direct teaching (tutorials/lectures)
- Maintain current credentialling in line with WDHS policies and as required by the RACP

### **Administration**

- Attendance and positive contribution to all relevant meetings to support general medical care at WDHS
- This will include representing the emergency medicine service at the Senior Medical Staff meeting, and from time-to-time at other organisational governance meetings

### **Typical Work Schedule**

- Working a Rotating Roster on a 14 day pay cycle
- Working on weekends & Public holidays as required
- Working variety of shifts days, nights & afternoons

## **Other Requirements**

- Current police check is required for this role
- Current Victoria Working with Children check is required for this role
- Current driver's licence is required for this role
- Some afterhours work is required in this position
- This position will entail on call work

## **Occupational Health and Safety Responsibilities**

All Western District Health Service employees share responsibility for occupational health and safety, (OH&S) with specific responsibilities and accountabilities allocated to positions within the organisational structure. Any employee who fails to meet his/her obligations concerning health and safety may, depending on the circumstances, face disciplinary action up to, and including, dismissal.

Employees have a responsibility to comply with all relevant WDHS OH&S management system Policies, Procedures and programs. This includes the WDHS Injury Management Program.

Employees have a responsibility to take all reasonable care to prevent incident or injury to themselves or to others in the workplace. Employees are expected to learn and follow approved standards and Procedures that apply to their activities and check with their Manager when they have any doubts concerning potential hazards.

Employees have a responsibility for:

- Looking after their own health and safety and those of others in the workplace;
- Follow safe work practices and use personal protective equipment as required;
- Participate in OH&S consultation and OH&S training initiatives;
- Report any accidents, incidents, injuries "near misses", safety hazards and dangerous occurrences, assist with any investigations and the identification of corrective actions;
- Cooperate with managers and supervisors so that they can meet their OH&S responsibilities;
- Don't wilfully interfere with or misuse anything provided in the interest of health and safety or wilfully put anyone at risk;
- Performing only those tasks for which they have received appropriate training and instruction;
- Ensuring that they understand and comply with those responsibilities which apply to them while performing their duties at the workplace;
- Participate in emergency evacuation exercises.

## **INHERENT PHYSICAL REQUIREMENTS:**

Western District Health Service has a duty of care to all staff. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or others. The role may require the following tasks among other things:

<b><u>1 Nursing / Patient Care Role</u></b> <ul style="list-style-type: none"> <li>▪ manual handling ( pushing, pulling equipment)</li> <li>▪ general patient handling and clinical nursing duties</li> <li>▪ sitting, standing, bending, reaching, holding</li> <li>▪ pushing pulling trolleys and equipment</li> <li>▪ general clerical, administration work, computer work</li> <li>▪ use of personal protective equipment and handling</li> <li>▪ handling general and infectious waste, <b>shift work in most roles</b></li> </ul>	<b><u>2. Maintenance / Hotel Services Staff Role</u></b> <ul style="list-style-type: none"> <li>▪ generic maintenance work, working at heights</li> <li>▪ generic out door work / pushing, pulling trolleys</li> <li>▪ sitting, standing, bending, reaching, holding</li> <li>▪ computer work</li> <li>▪ general clerical, computer and some admin work</li> <li>▪ use of personal protective equipment and handling</li> <li>▪ handling general and or infectious waste, <b>shift work in some roles</b></li> </ul>	<b><u>3 Clerical / Administration Role</u></b> <ul style="list-style-type: none"> <li>▪ sitting, standing, bending, reaching, holding</li> <li>▪ computer work, data entry</li> <li>▪ general clerical at varying levels ,</li> <li>▪ use of personal protective equipment</li> <li>▪ handling general waste</li> <li>▪ pushing and pulling trolleys / filing, <b>shift work in some roles</b></li> </ul>
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### Note to all employees

- You must work within the policies, procedures and guidelines of WDHS.
- You must participate in the WDHS integrated risk management and quality improvement systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleagues.
- You must ensure that the affairs of WDHS, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of WDHS.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- A Performance Review will occur within three (3) months of commencement, then annually taking account of the key roles and responsibilities outlined in this Position Description. In addition to reviewing performance (individual and work team), the annual meeting provides an opportunity to ensure role clarity, revise key performance activities/measure and set development objectives and goals for the year ahead.

APPROVALS	Name	Signature	Date
Divisional Head:			
Department Head:			
Employee:			

<b>Position code:</b> <i>People, Culture &amp; Development Department use only</i>	
<b>Date revised:</b> <i>People, Culture &amp; Development Department use only</i>	