

POSITION DESCRIPTION

Resident Medical Officer

Our CORE values
Collaboration Openness Respect Empowerment



Organisation	NSW Health
Local Health District / Agency	Northern NSW Local Health District
Position Classification	JMO Resident Medical Officer
State Award	Public Hospital Medical Officers (State) Award
Category	Medical Officers General
Vaccination Category	A+
Website	www.nnswlhd.health.nsw.gov.au/

PRIMARY PURPOSE

Providing clinical care, under appropriate supervision, to patients. Developing expertise in a clinical environment with responsibilities and opportunities for autonomous practice commensurate with the level of experience. Delivering medical service during and after hours.

Decision making and supervision will be at the appropriate level according to the trainee's skills, knowledge and experience. All patients managed within the hospitals of the health service are under the direct care of a specialist medical practitioner. All decisions regarding their care are to be clearly communicated with the specialist responsible for that care.

RESPIRATOR USE

NSW Health workers may be required to use a respirator, as part of their appointment with NSW Health. Where a respirator is required for use, workers will be instructed in their safe use; including donning, doffing and fit checking. Staff may be required to complete fit testing to selected respirator/s to assess their facial fit/seal.

At all times when a health worker is required to use a respirator, the health worker must not have any facial hair present. Processes are in place to support workers that need to keep facial hair due to religious observance requirements and/ or health conditions.

ESSENTIAL CRITERIA

MBBS or equivalent, current general registration with the Medical Board of Australia.

This position is subject to an appropriate supervision level which can be supported by the health agency. If the incumbent's registration conditions include supervision requirements, the level of supervision must be able to be supported by the health agency for this role.

Valid unrestricted drivers' licence for use in NSW/Australia.

Valid Working with Children Check

To be employed by NSW Health you are required to provide evidence of vaccination to comply with the NSW Health Occupational Assessment, Screening & Vaccination against Specified Infectious Diseases Policy, this includes any amendments made from time to time.

Responsibilities under WHS - Non-Supervisor

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You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing.

KEY ACCOUNTABILITIES

Assist with the management of patients in order to provide high quality, safe, patient-centred care. This includes coordinating admissions, assisting with patient assessments, implementing treatment plans, and organising referrals, consultations, and diagnostic investigations.

Participate in ward rounds and clinical handover, to transfer information, accountability and responsibility for a patient or group of patients, following the ISBAR protocol, National Australian Standards.

Perform procedures under instruction and supervision, to assist with patient care and contribute to learning.

Assist with discharging patients as directed, following all relevant protocols, to ensure effective follow up and continuity of care of patients after discharge.

Communicate patient-relevant information in a timely and clear manner to patients and their families/carers and all staff involved in the patient's care, to facilitate shared decision-making, timely information transfer, and hence ensuring quality patient care. This includes escalating issues when required, and respecting confidentiality and privacy.

Prepare and oversee accurate documentation in relation to patient care, maintaining confidentiality and privacy, to ensure timely and efficient communication of patient information, and to ensure patient records are effective and accurate for current and future use. This includes preparing treatment plans, correspondence with other treating practitioners, entry into medical records, referrals, discharge summaries, reports for coroners, death certificates and any other documentation in relation to patient care and management.

Teach other clinical staff, to ensure an optimal learning environment, promote growth and development of others. Teaching may include running formal education sessions, providing learning experiences on the job, and giving constructive feedback and informal instruction.

Supervise other clinical staff, to enable them to develop the competence and knowledge required for responsible practice, to ensure quality patient care and treatment, promote team building and a supportive environment, enhance the performance of those being supervised, and monitor their welfare.

Contribute to research projects to contribute to scholarly knowledge that leads to better patient outcomes and to develop skills and understanding of quality research.

Participate in quality assurance activities to ensure that appropriate standards are maintained, gaps in meeting safety and quality standards are identified and raised, and to contribute to the continual improvement of self, colleagues, the department and the service provided by the hospital.

Create a personal training or development plan, participate in available educational experiences, and actively seek to learn and obtain feedback in order to maintain lifelong learning and continuing professional development, to understand your own skills, knowledge and capability; and therefore to experience professional growth, exercise judgement and know when to seek assistance.

Participate in a 24/7 roster and may be rostered to day, evening or night shifts across a seven day roster and move between services and geographical locations to deliver patient care.

KEY CHALLENGES

- Working in a complex environment with competing priorities and deadlines, high volume workloads whilst balancing training and education requirements with service provision, within the limitations of a busy public health service.
- Maintaining excellent communication with supervisors, nursing, allied health staff and the

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patient/family/carers ensuring that all appropriate parties are aware of information related to diagnoses, progress, treatment, discharge plans and follow up contributing positively to overall outcomes.

- Participating in difficult and critical conversations with colleagues, patients, families, clients and carers.

KEY RELATIONSHIPS

Who	Why
Consultants providing clinical supervision	Enable positive working relationships whilst under direct supervision to facilitate professional development. Participate in discussion and decisions, escalate issues, propose solutions, receive guidance, and provide regular updates regarding patients and their management.
Inpatient (ward) teams, including other clinical staff/streams/divisions across medical, nursing and allied health	Co-coordinate patient care and follow up as part of a multidisciplinary team and across other supporting teams that is timely, progressive and positive for each clinical care episode. Promote positive working relationships between inpatient professional groups.
JMO Unit	Liaise over administrative matters, pay issues and other matters to assist with the provision of efficient and effective clinical services. Promote positive working relationships between inpatient professional groups.
Patients/consumers/families/carers/guardians accompanying a patient	Communicate information regarding hospitalisation, treatment, and progress in a sensitive, timely, and clear nature as essential for optimal patient care and experience.
Community based health professionals and services, including General Practitioners and emergency services such as Police and Ambulance	Maintain continuity of high level health care in the transition to home and local based care. Provide the patient with links to non-hospital based clinicians and emergency services and assistance with identifying sources of information to achieve health outcomes. Promote best clinical practice through collaborative efforts between primary care providers and hospital providers.

SELECTION CRITERIA

1. Qualifications and experience commensurate with the Essential Requirements for the role
2. Demonstrated clinical experience in an acute clinical setting
3. Demonstrated ability to work independently in a supervised environment and work effectively as part of a multidisciplinary team with an understanding of the roles of the doctor and other members of the healthcare team
4. Demonstrated high level written and verbal communication skills and ability to communicate effectively and respectfully with patients, family members and others members of the health care team
5. Good organisational and time management skills with the ability to manage competing priorities in a complex environment
6. Demonstrated commitment to quality improvement, patient safety and risk management
7. Evidence of continuing professional development and commitment to self-education
8. Valid unrestricted drivers' licence for use in NSW/Australia and willingness to travel in the course of

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employment. Availability and capacity to participate in a 24 hour/seven day rotating roster which includes working all shifts, all days of the week including public holidays

OTHER REQUIREMENTS

Professional Behaviour and Communication

All employees are required to achieve, uphold and model a high standard of professional behaviour and communication.

- Any conduct on your part, whether during or outside business hours, which has the capacity to affect or damage the professional reputation of NSW Health, or your ability to uphold that reputation or image, could lead to disciplinary action, including dismissal
- Appropriate professional behaviour incorporates all levels of interpersonal behaviour, including formal and informal communication with colleagues, patients and carers

All employees are responsible for:

- Complying with all current NSW Health and NNSWLHD policies, including the NSW Health Code of Conduct
- Complying with profession-specific Code of Ethics/Code of Professional Conduct and Scope of Practice

Workplace Culture

Your workplace behaviours and practices are expected to:

- Proactively contribute to a positive, productive and safe workplace culture
- Adhere to the CORE values of Collaboration, Openness, Respect and Empowerment identified in the NSW Health Workplace Culture Framework

Privacy

All employees are expected to comply with personal information protection principles and health privacy principles as per the NSW Health Privacy Manual for Health Information, NSW Health and NNSWLHD privacy policies and procedures, and relevant legislation:

- Privacy and Personal Information Protection Act 1998 (NSW)
- Health Records and Information Privacy Act 2002 (NSW)

Performance

All employees will:

- Have a performance agreement with their manager, linking individual performance objectives and role requirements to corporate objectives
- Participate in an annual performance appraisal
- Be responsible, with the support of their managers, for proactively developing their own performance to meet expectations and achieve objectives
- Actively contribute to their performance management by having open and honest conversations with managers and colleagues and providing and receiving constructive feedback

Quality Improvement

NNSWLHD complies with the National Safety and Quality Health Service Standards. All employees are expected to:

- Be aware of and comply with their responsibilities under the Standards
- Actively participate in quality improvement initiatives within their teams

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- Participate in organisation-wide quality improvement activities as required

Workplace Health & Safety

All employees have responsibilities under the Workplace Health & Safety Act of 2011. Signing this Position Description confirms you understand the responsibilities relevant to your role.

Risk Management

All employees are expected to notify into the incident management system any incidents and patient complaints which occur in your own area (both clinical and corporate incidents).

All employees will:

- Identify and manage risks in your own area, and report risks to your manager which are beyond your capacity or authority to manage.