

POSITION DESCRIPTION

Senior Resident Medical Officer



Far West
Local Health District

Live Your Best Life with Far West LHD

Our vision is for Excellence in Rural and Remote Health, providing high quality clinical services, and working with our communities to enable people to be as healthy as possible. At Far West Local Health District, we commit to empowering our staff and communities to *Live Your Best Life* through the demonstration of our CORE Values of **Collaboration**, **Openness**, **Respect** and **Empowerment**.

Organisation	NSW Health
Local Health District / Agency	Far West Local Health District
Position Classification	Agency Doctor
State Award	Public Hospital Medical Officers (State) Award
Category	Medical Officers General Medicine
Vaccination Category	Category A
ANZSCO Code	253112 Resident Medical Officer
Website	www.fwlhd.health.nsw.gov.au

PRIMARY PURPOSE

See all medical admissions and decide on their management including obtaining the services of specialist medical staff when necessary

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

- 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.

KEY ACCOUNTABILITIES

- Provide clinical care of all medical patients on assigned ward ensuring ward rounds are completed, comprehensive medical records for each occasion of service are maintained and the review of all patients prior to discharge.

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- Discharge patients from assigned ward ensuring patient has appropriate prescriptions on discharge with patient discharge summaries being completed and returned to Medical Records.
- Ensure the relevant consultant is aware of any admissions to assigned ward and of any deaths on the ward with consideration of the need for referral to Coroner.
- Supervise the Medical Resident/Intern and act as clinical resource and teacher for medical students and junior doctors.
- Provide on call shifts as rostered on HealthRoster.
- Respond to METcalls.
- Complete or assist as requested with the completion of legal and police reports on patients seen.
- Attend educational and clinical audit activities organised by the Hospital and be prepared to participate in these and other quality programs.
- Manage and develop people, inspire direction and purpose, optimise business outcomes, manage and reform change, and optimise rostering capability.

KEY CHALLENGES

- Showing a commitment to effective handover, given the competing priorities within a busy clinical setting.
- Health Service reliance on locum medical officers.
- Developing strong working relationships with a multidisciplinary workforce.

KEY RELATIONSHIPS

Who	Why
Manager	Participate in discussions and decisions; escalate issues and propose solutions; receive guidance and provide regular updates on key projects, issues and priorities.
Direct Reports	Clarify direction; lead discussions and make decisions; propose and implement solutions to issues; provide guidance and regular updates on key projects, and priorities.

SELECTION CRITERIA

1. Bachelor of Medicine and Bachelor of Surgery (MBBS) or equivalent and current authority to practice as a Medical Officer with the Medical Board of Australia (MBA).
2. At least 3 years postgraduate experience with recent extensive (>12months) experience in general medicine, both adult and paediatric, in a public hospital.
3. Demonstrated ability to work effectively as part of a multidisciplinary health care team, under direction of a Consultant, and ability to recognise own clinical limitations and consult as required.
4. Demonstrated time management skills and the ability to use problem solving skills and a multidisciplinary team approach in the planning, delivery and coordination of Patient care.
5. Demonstrated excellent written and verbal communication skills and computer skills applicable to Australian medical practice.
6. Demonstrated active participation in and commitment to quality assurance and improvement activities.
7. Demonstrated commitment to teaching and continuing medical education.
8. Valid unrestricted drivers licence for use in NSW/Australia and willingness to travel in the course of employment.

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OTHER REQUIREMENTS

The role and responsibilities are to be carried out in a manner that is consistent with delegations, policies, procedures and operations systems of Far West LHD. The following specific requirements should be noted:

Culture

Contribute to a constructive workplace culture and a safe workplace. Model the organisation's CORE values and ensure all workplace conduct is consistent with the behaviours associated with those values and the NSW Health Code of Conduct.

Finance and Resources

Manage allocated finance and resources efficiently and effectively in accordance with the Far West LHD Delegations Manual (and supporting corporate policies and documentation). This may include, but not be limited to, management of an allocated budget, assets and stores, corporate records, intellectual property and personnel records and include the correct retention of data and records.

Fraud and Corruption

Ensure there are effective and sustained controls to prevent, detect and respond to fraud and corruption.

Performance

Employees and managers should regularly check-in with each other, providing feedback to each other. All new staff should have an initial performance assessment within three (3) months following commencement of employment. At least every twelve (12) months, a Learning Agreement and Development Plan should be undertaken.

Risk Management

Undertake business unit risk planning and risk assessments, ensuring competence in risk management and assessment. Understand and abide by the organisation's risk policies, maintaining an understanding of the operational and risk management context, managing risk accordingly.

Rostering Management

Ensure data quality, integrity, policy and Award compliance is maintained in day to day rostering.

Work Health and Safety

Workers have a duty of care to ensure everyone is safe at work. Leaders must be safety aware and ensure that a culture of safe behaviour is well understood and strongly embedded in their teams. Everyone must Think Safe, Work Safe and Live Safe and follow our guide to safety excellence. This includes taking reasonable care for your own safety and the safety of others, participating with consultation arrangements, and working and behaving safely in accordance with safety instructions, the behavioural expectations of the workplace and work health and safety legislation, policies and procedures.

Workplace Diversity

Support the organisations workplace diversity goals and policies

Quality Improvement

FWLHD 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
- Participate in organisation-wide improvement activities as required

Training

Comply with and participate in the organisation's training program and policies, including satisfactory completion of all mandatory training.