

Position Title:	Hospital Medical Officer Year 2		
Department:	Medical Services	Cost Centre: P0880	Various (dependant on rotation)
Enterprise Agreement:	DOCTORS IN TRAINING (VICTORIAN PUBLIC HEALTH SECTOR) (AMA VICTORIA/ASMOF) (SINGLE INTEREST EMPLOYERS) ENTERPRISE AGREEMENT 2022-2026		
Classification	Hospital Medical Officer Year 2		
Reports To:	Clinically – Director of Clinical Training, Relevant Supervisors Administratively – Medical Workforce Coordinator		
Infection Control Risk Category:	Risk Category A - Staff with direct contact with blood or body substances		

Primary Purpose

The HMO Year 2 Position is a general year involving rotations through several clinical disciplines, inclusive of Emergency Medicine, General Medical, Surgery, Surgical Sub-Specialties, Rehabilitation/Geriatrics, Paediatrics, Womens Health, Oncology, Mental Health and Rural Generalist(Camperdown Campus).

Rotations involve one or more rotations to an external hospital- Portland District Health, Portland. All rotations are accredited with Post Graduate Medical Council of Victoria (PMCV). Clinical supervision will be provided by a consultant in each of the relevant units. The HMO2 will coordinate and document the admission, day to day

Accountabilities and Key Results Areas

Clinical • Conduct daily ward rounds in conjunction with the relevant consultants and registrars.

- Complete patient admissions, including documenting the clinical history, physical examination and management plan in the medical record in a detailed, accurate and legible manner. This includes consideration of relevant psychosocial issues.
- Order and coordinate investigations and check and document the results
- Provide day to day patient assessment and maintain progress notes in the patient's medical record.
- Liaise as relevant with other members of the treating team, including Nursing staff, Allied Health staff, General Practitioners and staff in other Clinical Units
- Participate in family meetings as relevant
- Participate in multidisciplinary meetings and case conferences.
- Communicate with patients and their families
- Provide appropriate clinical handover to other clinicians involved in the ongoing care of patients.
- Participate in the discharge planning of patients, including completing discharge summaries and medication prescriptions for all patients prior to their discharge

Participate in clinical meeting as required

- Participate in specialis clinic, e.g Falls and Continence

After Hours:

- Participate in an after hours general ward cover roster. This enable exposures to a broader range of acute and chronic medical conditions, whilst under the supervision of Medical Registrars and specialist Physicians.
- Provide coverage of other Medical Officers as required.

Profesional Development Be proactive in attaining learning objectives.

- Attendance clinical review meetings, in-service meetings and grand rounds. In addition the HMO2 will participate in the general Hospital Medical Officer education program
- Provide support to medical students attached to their unit.

Evaluation is by the rotation supervisor, A mid term and end of term evaluation occurs..

Generic Responsibilities and Accountabilities

- Comply with all relevant legislative requirements, organisational policies, by-laws, standing orders, vision or mission statements and values including, but not restricted to:
 - Infection Control policies
 - Confidentiality policy and privacy legislation
 - Occupational Health and Safety policies and regulations
 - Guidelines of the State Services Authority including the public sector employment principles and Code of Conduct
 - Fire, disaster and other emergency procedures
 - Smoke Free Campus policy
 - Risk Management policies and guidelines
 - Consumer Participation Strategy
- Attend orientation/induction or other mandatory training and relevant Health Safety updates in areas such as Fire, Emergency Responses and Manual Handling
- Current Immunisation status in alignment with South West Healthcare's Immunisation policy
- Promote the organisation in a positive manner
- Participate as a cohesive member of the health care team
- Respect the rights of individuals
- Provide a child safe environment
- Participate in Continuous Quality Improvement within the organisation
- Accept responsibility for your own personal belongings
- Respect and appropriately care for the organisation's property and equipment
- Participate in an annual Staff Development Review.

Key Relationships

Internal: Term Supervisors, Relevant Registrars, Director of Clinical Training

External: Patients and their families

Position Impact

Direct Reports: N/A

Budget: N/A

Selection Criteria:

- Holds a medical degree (MBBS of equivalent) which is recognized for registration by the Medical Board of Australia
- Demonstrates an appropriate level of clinical knowledge and skills
- Is committed to providing safe, high quality patient care
- Is committed to working in an interdisciplinary team including seeking advice when necessary
- Has a commitment to ongoing learning and self-development.
- Effective written and verbal communication skill

Approvals

Employee Signature:		Date:	
Manager's Signature:		Date:	