

## POSITION DESCRIPTION

<b>Position Title:</b>	Hospital Medical Officer – HMO (PGY3+)
<b>Business Unit/Department:</b>	Medical Services & relevant Clinical Division
<b>Division:</b>	N/A
<b>Award/Agreement:</b>	Doctors in Training (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) – Enterprise Agreement 2022-2026
<b>Classification:</b>	HM13
<b>Reports To:</b>	Chief Medical Officer Clinical Department Head as per rotations
<b>Direct Reports:</b>	N/A
<b>Date Prepared/Updated:</b>	19 April 2023

<b>Position Purpose</b>
The role of the HMO is to assist in the clinical management of patients and undertake clinical duties for the Unit under the supervision and direction of the Department Head of Unit or Consultant.
<b>Business Unit Overview</b>
<p>The Medical Workforce Unit is responsible for the recruitment, administration and support of junior medical staff at Western Health.</p> <p>The Medical Education Unit is responsible for the education and training of prevocational medical staff at Western Health.</p> <p>The relevant Clinical Division is responsible for the provision of inpatient and outpatient clinical services by a multidisciplinary team. Unit Handbooks detailing unit structures, key staff, services provided and other specific unit information are provided to junior medical staff at the commencement of their rotation within each unit.</p>
<b>Key Responsibilities</b>
<ul style="list-style-type: none"> <li>• Participate in on-going assessment of competencies via a mid and end of term unit assessment</li> <li>• Work under the supervision and support of the registrar or consultant to further develop general clinical and decision-making skills</li> <li>• Assume responsibility for patient care in accordance with the care model of the ward/unit, ensuring that clinical procedures are performed in accordance with Western Health policy and procedure</li> <li>• Ensure quality patient care via clinical assessment, admissions and development of management plans</li> </ul>

### Our Vision

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- Undertake clinical assessments of urgent and non-urgent patients within clinically appropriate time frames and participate in the ordering and interpretation of clinical investigations, ensuring communication of abnormal results
- Participate in the development of discharge plans that reflects the needs of patients and their significant others and demonstrates understanding of the role of community providers. Assume responsibility for communication with community providers
- Accurately reflect the patient's requirements, outcomes or events within prescribed Western Health documentation, ensuring all legal requirements are met in regards to legibility of content and identity of reporter in accordance with Western Health policies and procedures
- Provide clinical handovers to covering HMOs
- Ensure own health and well-being and seek assistance if impairment in physical or mental health is impacting on job performance
- Work collaboratively and respectfully with multi-disciplinary team members to achieve desired outcomes for patients through effective communication and attendance and participation in unit and site clinical meetings
- Exchange and share information from participation in seminars and conferences with colleagues via in-services, presentations, education forums, team meetings, etc.
- Demonstrate a caring and empathetic approach towards patients at all times
- Support and contribute to research activities as relates to HMOs
- Participate and contribute to improvement of policies, procedures and protocols and identify areas of improvement in clinical practice
- Undertake ongoing self-directed learning by participation in HMO continuing education activities and attendance at clinical meetings, including any mandatory training programs
- Participate in the teaching of Interns and medical students where appropriate
- Cover other Units as part of the after-hours roster or as requested by the Medical Workforce Unit
- Perform other duties as delegated by the Unit Head or Unit Registrar

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

### Key Working Relationships

- Clinical staff including medical, nursing, and allied health
- Patient support and administrative staff
- Medical Workforce Unit
- Medical Education Unit

### Selection Criteria

- A medical qualification recognised in Victoria, Australia
- Current Australian medical registration
- Clinical competence as required for level of position
- Ability to work as part of a team
- Commitment to professional development

### Additional Requirements

All employees are required to:

- Obtain a police / criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your employment
- Comply with relevant Western Health clinical and administrative policies and guidelines
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures

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- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, Work Health and Safety Act 2011, the Work Health and Safety Regulations 2011 (and 2012), the Victorian Occupational Health and Safety Act 2004, Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

### General Information

- Redeployment to other services and sites within Western Health may be required
- Employment terms and conditions are provided according to relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Western Health is a smoke free environment

*I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.*

Employee's Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

[Click here to enter a date.](#)

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