

## POSITION DESCRIPTION

# Career Medical Officer - General Medicine - Griffith Base Hospital

Organisation	NSW Health
Local Health District / Agency	Murrumbidgee Local Health District
Position Classification	Career Medical Officer
State Award	Public Hospital Career Medical Officers (State) Award
Category	Medical Officers   General Medicine
Vaccination Category	Category A
ANZSCO Code	253311 Specialist Physician (General Medicine)
Website	<a href="http://www.mlhd.health.nsw.gov.au">www.mlhd.health.nsw.gov.au</a>

## PRIMARY PURPOSE

The primary purpose of the Career Medical Officer (CMO) is to provide independent, high level medical care, including responsibility for the assessment, investigation and initial management of patients, responding to all wards and inpatient units of the hospital, with a potential for a 7 on - 7 off lifestyle

The CMO will be supervised by specialist staff, and provide supervision and support to junior medical staff in the General Medicine Department.

## 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, currently registered 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 Working with Children Check
- Cleared National Police Check
- Aged Care Check for Australian Government funded positions
- 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 amendments made from time to time.

## KEY ACCOUNTABILITIES

Work with consultant medical practitioners in accordance with delegated responsibilities and own level of competence to provide high level medical services to inpatients, in order to provide high quality, safe, patient-centred care.

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Perform procedures as approved and/or supervised, to contribute to patient care and professional development objectives.

Oversee patient discharge, ensuring that all relevant protocols are followed and liaison with clinical care providers in community settings, so there is effective follow up and continuity of care of patients after discharge.

Manage workload volumes cooperatively with other staff to promote timely treatment of patients and reduce treatment delays.

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. Supervision includes checking work is conducted to standards, providing constructive feedback, contributing to professional development, assisting to solve problems, and clinical workload management.

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.

Actively monitor and manage own safety and wellbeing, seeking assistance when needed.

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

## KEY CHALLENGES

- Working co-operatively with other medical staff and multidisciplinary teams to ensure the efficient management of patients presenting for assessment and management, with a view to enabling appropriate access for all presenting patients.

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- Leading difficult and critical conversations with colleagues, patients, families, clients and carers.
- Maximising the efficient utilisation and allocation of physical, human and financial resources in line with facility and district performance benchmarks, budgets and financial targets.

## KEY RELATIONSHIPS

Who	Why
Inpatient (ward) teams, including other clinical staff/streams/divisions across medical, nursing and allied health	To co-coordinate patient care and follow up as part of a multi-disciplinary team and across other supporting teams that is timely, progressive and positive for each clinical care episode To promote positive working relationships between inpatient professional groups.
Patients/Consumers/Families/carers/guardians accompanying a patient	To communicate information regarding hospitalisation, treatment, and progress in a sensitive, timely, and clear nature as essential for optimal patient care and experience
Consultants providing clinical supervision	To enable positive working relationships whilst under direct supervision to facilitate professional development. To participate in discussion and decisions, escalate issues, propose solutions, receive guidance, and provide regular updates regarding patients and their management. To enable supportive working connections whilst working in a challenging and complex environment, with the aim of upholding personal health and wellbeing.
Community based health professionals and services, including General Practitioners and emergency services such as Police and Ambulance	To maintain continuity of high level health care in the transition to home and local based care. To provide the patient with links to non-hospital based clinicians and emergency services and assistance with identifying sources of information to achieve health outcomes. To promote best clinical practice through collaborative efforts between primary care providers and hospital providers.

## SELECTION CRITERIA

1. Advanced ability to work effectively as part of a multi-disciplinary team in the planning, delivery and coordination of patient care.
2. MBBS or equivalent, currently registered with the Medical Board of Australia in an appropriate registration category with at least three (3) years experience in a Public Health setting.
3. Advanced written and verbal communication skills and ability to communicate effectively and respectfully with patients, family members and others members of the health care team.
4. Advanced organisational and time management skills and ability to manage competing priorities in a complex environment.
5. Demonstrated commitment to quality improvement, patient safety and risk management.
6. Evidence of continuing professional development and commitment to self education.

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## OTHER REQUIREMENTS

Each employee is required to work towards the priorities as outlined in the MLHD Strategic Plan. The role and responsibilities are to be carried out in a manner that is consistent with delegations, policies, procedures and operations systems of Murrumbidgee LHD, and in line with the NSW Health Code of Conduct.

Model the NSW Health CORE Values of Collaboration, Openness, Respect and Empowerment.

Participate in a 24/7 roster and may be rostered to day, evening or night shifts across a seven day roster

Move between services and geographical locations to deliver patient care

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.

Complete mandatory training as required by the hospital, local health district or specialty network, and NSW Health

Attend all applicable organization-wide, hospital, department and role orientation sessions

Abide by all conditions/provisions of employment as outlined in the relevant Award

Conduct all required responsibilities and tasks of the role in a manner that is consistent with legislation, local and state-wide delegations, procedures, policies and manuals, which include but are not limited to the following areas:

- o NSW Health Code of Conduct
- o performance management and development
- o work, health and safety
- o records management
- o confidentiality and privacy

All staff are expected to take reasonable care that their acts and omissions do not adversely affect the health and safety of others, that they comply with any reasonable instruction that is given to them and with any policies/procedures relating to health or safety in the workplace, as well as notifying any hazards/risks or incidents to their managers.

Act as role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients/clients/employees

Comply with supervision requirements as set out by the Australian Health Practitioner Regulation Agency