

## POSITION DESCRIPTION

# Senior Resident Medical Officer

Our CORE values  
Collaboration Openness Respect Empowerment



Organisation	NSW Health
Local Health District / Agency	Central Coast Local Health District
Position Classification	JMO Senior Resident Medical Officer
State Award	Public Hospital Medical Officers (State) Award
Category	Medical Officers   Emergency Medicine
Vaccination Category	A+
Website	<a href="http://www.cclhd.health.nsw.gov.au">www.cclhd.health.nsw.gov.au</a>

## PRIMARY PURPOSE

- CCLHD is part of the Emergency Medicine Network 2 Training Program for Trainees. Gosford & Wyong Emergency Departments are educationally networked for training with ACEM and offer a comprehensive education programme contributing to Primary & Fellowship exam preparation with a high success rate at both.
- CCLHD offers a four-term year for ED SRMOs, consisting of with two continuous terms (= 6 Months) at each Emergency Department. This supports the 6-month requirement for future registration with ACEM.
- Weekly, protected, Consultant-led, skills-based teaching program is available for all ED SRMOs.
- The primary purpose of the position is to provide quality care to patients in a complex clinical environment.
- Medical Officers will work under an appropriate level of supervision according to their level of competence to evaluate, diagnose, treat & provide consultation to patients of all ages presenting in any condition & will work in a variety of inpatient & outpatient setting.
- Responsibilities include: Coordinating and documenting the admission, management and discharge planning of patients seen in or admitted to his/her Unit within the public health organisation. The day-to-day assessment and management of patients, communicating with them and their family/carer, the nature of their condition and its treatment. Communicating and coordinating care within a multidisciplinary team, arranging consultation with other staff when appropriate, arranging discharge and liaising with local medical officers and other community-based care modalities. All decisions concerning the patient(s) in consultation with their immediate supervisor. Provision of early clinical decision making as well as the immediate documentation and implementation of a management plan which achieves patient outcomes with the most efficient use of resources.
- A minimum of Level 2 Supervision from the Medical Board of Australia is required.

## 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.

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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 or eligible for registration with the Medical Board of Australia in an appropriate registration category.
- 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, as noted in the selection criteria.
- Valid Working with Children Check
- Cleared National Police 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: Supervisor:** - As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace.

**Responsibilities Under WHS: Non-Supervisor** - 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

- Under appropriate supervision, provide day to day care in such a manner as to ensure the provision of high-quality clinical services to hospital patients, access and manage the patients' conditions under your care.
- 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 and timely information transfer.
- Ensure accurate documentation in relation to patient care, whilst maintaining confidentiality and privacy, to ensure timely and efficient communication, and that 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, certificates and any other documentation in relation to patient care and management.
- Teach other more junior clinical staff, to ensure an optimal learning environment, promote growth and development of others, and to develop skills in teaching. Teaching may include participating in/assisting with/leading formal education sessions, providing learning experiences on the job, case presentations, giving constructive feedback and informal instruction, undertaking formal/informal assessments, role modelling and mentoring.
- Supervise other more junior clinical staff, to enable them to develop the competence and knowledge required for responsible practice, promote team building and a supportive environment, enhance their performance, monitor their welfare, and contribute to development as a supervisor. Supervision includes clinical supervision, checking work is conducted to standards, providing constructive feedback and guidance, 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 the quality research including research methods, ethics, managing conflict of interest, obtaining informed consent, recruiting and supervising participants, and understanding scientific principles.
- Participate in the Department's quality assurance activities to ensure that appropriate standards are

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maintained, gaps in safety and quality standards are identified, and to contribute to the continual improvement of the department and the service provided by the hospital. This includes audit activities, morbidity and mortality meetings, quality improvement programs, peer review, relevant committee participation, root cause analyses, infection control reporting, and complaints investigations.

- Leading or participating in difficult and critical conversations with patients, families, clients and carers, especially from diverse backgrounds with beliefs and customs that may be contrary to evidence based medical practice.
- Create a personal training or development plan, participate in available educational experiences, and actively seek to learn and obtain feedback in order to develop and understand your own skills, knowledge and capability; and therefore to exercise judgement and know when to seek assistance.

Demonstrated commitment to Caring for the Coast vision, goals and strategies, with demonstrated behaviours which align with the NSW Health CORE values and CCLHD Values and behaviours charter.

## KEY CHALLENGES

- Time management and prioritisation of patients and liaising with local medical officers and other community base care modalities to ensure optimal patient care.
- Leading or participating in difficult and critical conversations with patients, families, clients and carers, especially from diverse backgrounds with beliefs and customs that may be contrary to evidence based medical practice.
- Maintaining 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
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 / Head of Department	To enable positive working relationships whilst under direct supervision to facilitate professional development and learning.
Inpatient (ward) teams, including other clinical staff/streams/divisions across medical, nursing and allied health.	To promote positive working relationships between inpatient professional groups, we all as support and maintain the need for a cooperative, and harmonious multidisciplinary working environment where everyone is supported to contribute and share professional advice.
Community based health professionals and services, for e.g. General Practitioners / Child and Family Health Centres	To maintain continuity of high level health care in the transition to home and local health care.

## SELECTION CRITERIA

1. MBBS or equivalent, currently registered or eligible for registration with the Medical Board of Australia in an appropriate registration category.
2. Aus/NZ/CAP: Completion of two years full time equivalent postgraduate years or more in an acute

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hospital setting with a minimum of four months Emergency Medicine experience in an Australian Emergency Department or equivalent at the time of commencement.

3. Standard Pathway: Completion of two years full time equivalent postgraduate years or more in an acute hospital setting with a minimum of eight months Emergency Medicine experience in an Australian Emergency Department or equivalent at the time of commencement.
4. Demonstrated excellent clinical skills, knowledge, and judgement.
5. Demonstrated success working in a multidisciplinary team, providing leadership and effective communication to ensure appropriate management of patients.

## OTHER REQUIREMENTS

- Model the NSW Health CORE Values of Collaboration, Openness, Respect and Empowerment.
- Participate in after-hours rosters including nights and weekends OR 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. Clinical handover happens within and between Medical, Surgical, Emergency, Paediatric and Critical Care teams.
- 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: NSW Health Code of Conduct, Performance Management and Development, Work Health and Safety, Records Management, 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.
- For accredited training roles, comply with the relevant specialist medical college's training and examination requirements.
- 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.
- The Workplace Based Assessment (WBA) Program is offered at CCLHD to Junior Medical Officers successful in gaining a CCLHD position. To be eligible to apply to the program candidates will need to secure a contract with CCLHD in the first instance.
- The WBA Program consists of 12 x Mini-Clinical Examination Assessments, 6 x Case Based Discussion Assessments, 7 x Direct Observation of Procedural Skills, 5 x Term Assessments and 2 x 8 Multi-Source Feedback Forms at Level 1 under direct supervision of an assessor in the following clinical areas: Emergency Medicine, General Medicine, Surgery, Paediatrics, Mental Health and Obstetrics & Gynaecology. A WBA Position Description will be provided to successful candidates, in addition to their CCLHD position based Position Description.
- Where, as part of this position, the Junior Medical Officer is required also to provide services in a private facility, the medical officer should do so as an employee of NSW Health. The provision of services in private facilities by medical officers who at that time are employees of NSW Health should only occur for training purposes and, in respect of each medical officer involved, require the prior written approval from the relevant District (TMF indemnity cover may not be available if such approval has not been obtained).

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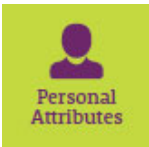
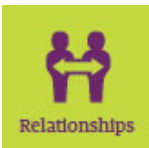


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## CAPABILITIES FOR THE ROLE

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available via the [Public Service Commission website](#).

### Capability Summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Advanced
	Act with Integrity	Advanced
	Manage Self	Adept
	Value Diversity and Inclusion	Adept
 Relationships	Communicate Effectively	Advanced
	Commit to Customer Service	Advanced
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
 Results	Deliver Results	Advanced
	Plan and Prioritise	Adept
	Think and Solve Problems	Advanced
	Demonstrate Accountability	Advanced
 Business Enablers	Finance	Foundational
	Technology	Adept
	Procurement and Contract Management	Foundational
	Project Management	Foundational