

## POSITION DESCRIPTION

# Resident Medical Officer



Mid North Coast  
Local Health District

Our CORE values  
Collaboration Openness Respect Empowerment



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

## PRIMARY PURPOSE

To provide medical care and support, as part of a multi-disciplinary team, that is consistent with the level of clinical competency and experience of the appointed trainee. This includes the assessment and management of patients across several clinical departments under the supervision of senior practitioners whilst developing broad skills in clinical decision making and practice.

## 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 or eligible for registration with the Medical Board of Australia in an appropriate registration category
- A minimum of 1 (one) full year of postgraduate experience.
- Must not currently hold an Intern position
- 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
- Compliance with NSW Health Policy Directive PD2018\_009 for Occupational assessment, screening and vaccination against specified infectious diseases

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## KEY ACCOUNTABILITIES

1. Assist with the management of patients in order to provide high quality, safe, patient-centred care. This includes coordinating admissions, assisting with patient assessments, implementing treatment plans, and organizing referrals, consultations, and diagnostic investigations.
2. Perform procedures under instruction and supervision, to assist with patient care and contribute to learning.
3. Assist with discharging patients as directed, following all relevant protocols, to ensure effective follow up and continuity of care of patients after discharge.
4. 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.
5. 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.
6. Teach other clinical staff, to ensure an optimal learning environment, promote growth and development of others. Teaching may include assisting with formal education sessions, providing learning experiences on the job, and giving constructive feedback and informal instruction.
7. 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.
8. Contribute to research projects to contribute to scholarly knowledge that leads to better patient outcomes and to develop skills and understanding of quality research.
9. 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.
10. Actively monitor and manage own safety and wellbeing, seeking assistance when needed.
11. 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.
12. Comply with legislative, policy/protocol requirements and all applicable public health and organisation directives and guidelines including the NSW Health Code of Conduct.

## KEY CHALLENGES

- Balancing professional development and hospital mandated training and education requirements with the delivery of high level medical care and services in a challenging, demanding and varying environment.
- Participating in difficult and critical conversations with colleagues, patients, families, clients and carers.
- Maintaining the efficient utilisation and allocation of physical, human and financial resources in line with facility and district performance benchmarks, budgets and financial targets.

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## 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	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.
Other clinical staff across medical, nursing and allied health and community based health professionals and services	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. 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.

## SELECTION CRITERIA

1. Qualifications and experience commensurate with the Essential Requirements for the role
2. Demonstrated commitment to rural and regional health with an understanding of the health requirements of these communities and the ability to work independently in these supervised environments.
3. Adept ability to work effectively as part of a multi-disciplinary team with an understanding of the roles of the doctor and other members of the healthcare team.
4. Adept written and verbal communication skills and ability to communicate effectively and respectfully with patients, family members and others members of the health care team.
5. Adept good organisational and time management skills and ability to manage competing priorities in a complex environment
6. Demonstrated commitment to quality improvement, patient safety and risk management.
7. Evidence of continuing professional development and commitment to self-education.

## OTHER REQUIREMENTS

- 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; participate in an after hours roster including nights and weekends.
- 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:

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- 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.