

## POSITION DESCRIPTION

# Resident Medical Officer



South Eastern Sydney  
Local Health District

**Our CORE values:** Collaboration Openness Respect Empowerment

**Our Vision:** Exceptional care, healthier lives.



**Our Purpose:** To enable our community to be healthy and well; and to provide the best possible compassionate care when people need it.

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

## PRIMARY PURPOSE

To provide effective medical services to patients under supervision in a complex clinical environment.

Responsibilities include:

- Coordinating the admission, management and discharge planning of patients seen in or admitted to his / her Unit within the Local Health District, and ensuring that the admission and plans are documented in the medical record.
- Communicating with the patient and their family regarding the nature of their condition and its treatment
- Communicating and coordinating care with the team, arranging consultation with other staff when appropriate then arranging/planning discharge where applicable and liaising with local medical officers and other community based care modalities
- All decisions concerning the patient(s) should be in consultation with their immediate supervisor

## 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 in an appropriate registration

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category

- Completion of Internship at the end of the current clinical year
- 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 any amendments made from time to time.

## KEY ACCOUNTABILITIES

- 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.
- Perform procedures under instruction and supervision, to assist with patient care and contribute to learning.
- Assist with discharging patients as directed, following all relevant protocols, to ensure effective follow up and continuity of care of patients after discharge.
- 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.
- 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.
- 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.
- 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

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- Working in a complex environment where there are competing priorities and strict deadlines & developing strong working relationships with a multidisciplinary workforce.
- Ensuring that a comprehensive patient history is completed using available sources including the patient as well as other relevant sources (e.g. medical record, family, nursing home, general practitioner, ambulance transfers sheet etc.); Designing then communicating a discharge plan containing an accurate history of their admission and a clearly identified and attainable management plan.
- Formulating a management plan for every patient in consultation with more senior medical staff, appropriate investigations are ordered and followed up and that the management plan is altered necessarily; patients with acute problems are assessed and treated in a timely and appropriate manner.

## KEY RELATIONSHIPS

Who	Why
Nursing, Allied Health, All Medical Officers involved in patient care	To ensure patient care is provided to the utmost level
Relevant Committees & Hospital Executive	To provide information to relevant key people and groups
Medical Workforce Unit	To ensure required information is passed to the department that looks after Payroll/Human Resources matters and Welfare & Wellbeing Junior Medical Officers
Medical Board of Australia, HETI & Professional Training Governing Bodies	Ensure currency of registration, professionally observe the policies & regulations of the Medical Board of Australia to allow them to practice
Other Hospitals & Local Health Districts in relation to patient care and training	To ensure continuity of patient care as required

## SELECTION CRITERIA

1. MBBS or equivalent, currently registered with the Medical Board of Australia in an appropriate registration category.
2. Must be currently in an Intern position and completing Internship at the end of the current clinical year
3. Will complete 12 months experience working as a medical officer (not observer) in an Australian Public Hospital.
4. Demonstrated excellent communication skills (verbal and written), and computer skills.
5. A professional attitude and flexibility in work with a preparedness and ability to participate in after-hours overtime and on-call rosters.
6. Willingness to work and rotate in different hospitals within the network, including rural hospital
7. Demonstrated ability to work independently within a supervised complex clinical environment

## 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

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- 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.