

## POSITION DESCRIPTION

# Resident Medical Officer



Northern Sydney  
Local Health District



Organisation	NSW Health
Local Health District / Agency	Northern Sydney 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.nslhd.health.nsw.gov.au/">www.nslhd.health.nsw.gov.au/</a>

## PRIMARY PURPOSE

The purpose of the position is 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 in the Hisher Unit and across the network, including Frenchs Forest and Westmead Children's Hospital 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 within the Australian Healthcare system.
- Understanding of Aboriginal and Torres Strait Islander cultures and health issues.
- Preparedness and ability to participate in after-hours overtime and call rosters.
- **Competent in the following procedures:** Paracentesis, pleurocentesis, lumbar punctures and joint aspiration and injection with supervision, safe and appropriate use of IV drugs, blood products and IV and subcutaneous fluids, proficiency in basic cardiopulmonary resuscitation, venepuncture, blood sampling for arterial blood gas analysis, insertion of a NG tube/or gastric tube, intravenous cannulation, application of

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- plaster, suturing, removal of foreign bodies from the eye, under supervision.
- Produce appropriate discharge summaries (electronic and written)
  - Development of clinical skills in relation to medical conditions frequently seen in hospital Emergency Departments, such as acute asthma, pulmonary oedema, chest pain, lacerations etc
  - Attaining basic procedural skills such as ENT procedures/nasal packing
  - 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

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. Co-ordinating the admission, management and discharge planning of patients seen in or admitted within the Area Health Service, Service, and ensuring that the admission and plans are documented in the medical record.
5. 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.
6. 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.
7. 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.
8. 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.
9. Contribute to research projects to contribute to scholarly knowledge that leads to better patient outcomes and to develop skills and understanding of quality research.
10. 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.
11. Actively monitor and manage own safety and wellbeing, seeking assistance when needed.
12. 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.

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## 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.

## 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 Inpatient (ward) teams, including other clinical staff/streams/divisions across medical, nursing and allied health	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. Qualifications and experience commensurate with the Essential Requirements for the role
2. Demonstrated ability to work independently in a supervised environment.
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.

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- 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:
  - 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.
- 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

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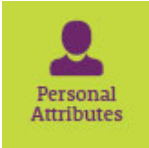
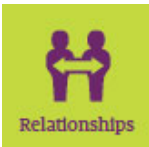

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## CAPABILITIES FOR THE ROLE

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	Highly Advanced
	Act with Integrity	Highly Advanced
	Manage Self	Highly Advanced
	Value Diversity and Inclusion	Highly Advanced
 Relationships	Communicate Effectively	Highly Advanced
	Commit to Customer Service	Highly Advanced
	Work Collaboratively	Highly Advanced
	Influence and Negotiate	
 Results	Deliver Results	Highly Advanced
	Plan and Prioritise	Highly Advanced
	Think and Solve Problems	Highly Advanced
	Demonstrate Accountability	Highly Advanced

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### NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Display Resilience and Courage	Highly Advanced	<ul style="list-style-type: none"> <li>• Create a culture that encourages and supports openness, persistence and genuine debate around critical issues</li> <li>• Provide clear exposition and argument for agreed positions while remaining open to valid suggestions for change</li> <li>• Raise critical issues and make tough decisions</li> <li>• Respond to significant, complex and novel challenges with a high level of resilience and persistence</li> <li>• Consistently use a range of strategies to remain composed and calm and act as a stabilising influence even in the most challenging situations</li> </ul>
<b>Personal Attributes</b> Act with Integrity	Highly Advanced	<ul style="list-style-type: none"> <li>• Champion and model the highest standards of ethical and professional behaviour</li> <li>• Drive a culture of integrity and professionalism within the organisation, and in dealings across government and with other jurisdictions and external organisations</li> <li>• Set, communicate and evaluate ethical practices, standards and systems and reinforce their use</li> <li>• Create and promote a culture in which staff feel able to report apparent breaches of legislation, policies and guidelines and act promptly and visibly in response to such reports</li> <li>• Act promptly and visibly to prevent and respond to unethical behaviour</li> </ul>
<b>Personal Attributes</b> Manage Self	Highly Advanced	<ul style="list-style-type: none"> <li>• Promote and model the value of self-improvement and be proactive in seeking opportunities for growth and new learning</li> <li>• Actively seek, reflect on and integrate feedback to enhance own performance, showing a strong capacity and willingness to modify own behaviour</li> <li>• Manage challenging, ambiguous and complex issues calmly and logically</li> <li>• Model initiative and decisiveness</li> </ul>
<b>Personal Attributes</b> Value Diversity and Inclusion	Highly Advanced	<ul style="list-style-type: none"> <li>• Create and drive a culture where all staff practice inclusion and value the diversity of people, experiences and backgrounds</li> <li>• Take advantage of a diverse and inclusive workplace to foster innovation, drive change across the organisation and deliver business outcomes</li> <li>• Drive the design of equitable workplace systems, policies and practices that enable individuals to contribute to their fullest ability</li> <li>• Inspire others to become inclusive leaders by modelling inclusive behaviours in everyday actions</li> </ul>



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### NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Relationships</b> Communicate Effectively	Highly Advanced	<ul style="list-style-type: none"> <li>Articulate complex concepts and put forward compelling arguments and rationales to all levels and types of audiences</li> <li>Speak in a highly articulate and influential manner</li> <li>State the facts and explain their implications for the organisation and key stakeholders</li> <li>Promote the organisation's position with authority and credibility across government, other jurisdictions and external organisations</li> <li>Anticipate and address key areas of interest for the audience and adapt style under pressure</li> </ul>
<b>Relationships</b> Commit to Customer Service	Highly Advanced	<ul style="list-style-type: none"> <li>Create a culture that embraces high-quality customer service across the organisation, ensuring that management systems and processes drive service delivery outcomes</li> <li>Engage and negotiate with stakeholders on strategic issues related to government policy, standards of customer service and accessibility, and provide expert, influential advice</li> <li>Ensure that responsiveness to customer needs is central to the organisation's strategic planning processes</li> <li>Set overall performance standards for service delivery across the organisation and monitor compliance</li> </ul>
<b>Relationships</b> Work Collaboratively	Highly Advanced	<ul style="list-style-type: none"> <li>Establish a culture and supporting systems that facilitate information sharing, communication and learning across the sector</li> <li>Publicly celebrate the successful outcomes of collaboration</li> <li>Seek out and facilitate opportunities to engage and collaborate with stakeholders to develop solutions across the organisation, government and other jurisdictions</li> <li>Identify and overcome barriers to collaboration with internal and external stakeholders</li> </ul>
<b>Results</b> Deliver Results	Highly Advanced	<ul style="list-style-type: none"> <li>Use own professional knowledge and the expertise of others to drive forward organisational and government objectives</li> <li>Create a culture of achievement, fostering on-time and on-budget quality outcomes in the organisation</li> <li>Identify, recognise and celebrate success</li> <li>Establish systems to ensure all staff are able to identify direct connection between their effort and organisational outcomes</li> <li>Identify and remove potential barriers or hurdles to achieving outcomes</li> <li>Initiate and communicate high level priorities for the organisation to achieve government outcomes</li> </ul>
<b>Results</b> Plan and Prioritise	Highly Advanced	<ul style="list-style-type: none"> <li>Establish broad organisational objectives, ensure that these are the focus for all planning activities and communicate these objectives to staff</li> </ul>

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Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"><li>• Influence the organisation's current and potential future role within government and the community, and plan appropriately</li><li>• Ensure effective governance frameworks and guidance enable high quality strategic corporate, business and operational planning</li><li>• Consider emerging trends, identify long-term opportunities and align organisational requirements with desired whole-of-government outcomes</li><li>• Drive initiatives in an environment of ongoing, widespread change with consideration given to policy directions set by the government</li></ul>
<b>Results</b> Think and Solve Problems	Highly Advanced	<ul style="list-style-type: none"><li>• Establish and promote a culture that encourages innovation and initiative and emphasises the value of continuous improvement</li><li>• Engage in high-level critical analysis of a wide range of complex information and formulate effective responses to critical policy issues</li><li>• Identify and evaluate organisation-wide implications when considering proposed solutions to issues</li><li>• Apply lateral thinking and develop innovative solutions that have a long-lasting, organisation-wide impact</li><li>• Ensure effective governance systems are in place to guarantee quality analysis, research and reform</li></ul>
<b>Results</b> Demonstrate Accountability	Highly Advanced	<ul style="list-style-type: none"><li>• Direct the development of effective systems for establishing and measuring accountabilities and evaluate ongoing effectiveness</li><li>• Promote a culture of accountability with clear links to government goals</li><li>• Set standards and exercise due diligence to ensure work health and safety risks are addressed</li><li>• Inspire a culture that respects the obligation to manage public monies and other resources responsibly and with the highest standards of probity</li><li>• Ensure that legislative and regulatory frameworks are applied consistently and effectively across the organisation</li><li>• Direct the development of short and long-term risk management frameworks to ensure government aims and objectives are achieved</li></ul>