Position Description

Position Title	Career Medical Officer
Position Number	Multiple
Division	Clinical Operations
Department	Medical Services
Enterprise Agreement	Doctors In Training (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement 2022-2026
Classification Description	Medical Officer Year 5 to Senior Medical Officer Year 3 and thereafter (with above award payment), Relevant to year of experience
Classification Code	HM18-HM23 (with above award payment); Relevant to year of experience
Reports to	Professional: Clinical Director/ Unit Head Operational: Medical Workforce Unit
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	• National Police Record Check • Registration with Professional Regulatory Body or relevant Professional Association • Immunisation Requirements

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: Bendigo Health Website - About Bendigo Health

As an organisation we are committed to delivering safe, inclusive and high-quality care to our diverse communities across the Loddon Mallee Region. We value and respect the unique backgrounds, cultures and experiences of the people we serve and those who work with us.

We are a proud child safe organisation, dedicated to the safety, wellbeing and voice of all children and young people. We are committed to creating a culturally safe and welcoming environment where Aboriginal and Torres Strait Islander peoples—adults, children and families—are respected, supported and empowered to express and celebrate their culture.

Our Vision

To be a trusted regional healthcare service recognised for delivering exceptional care, being a great place to work, and being deeply connected to our community.

Our Values

PASSIONATE – We are passionate about doing our best – for our patients, our colleagues and our community.

ACCOUNTABLE – We take ownership of our actions and outcomes, always striving for integrity and improvement.

CARING – We care deeply for our community – and our community cares for us. Compassion is at the heart of everything we do.

TRUSTWORTHY - We are open, honest and respectful in all that we do – earning the trust placed in us every day.

The Position

Several Career Medical Officer (CMO) positions are available at Bendigo Health. These includes:

- CMO – Rotational
- CMO – General Medicine
- CMO – Subacute Medicine
- CMO – Palliative Medicine
- CMO – Emergency Medicine
- CMO – HITH

Suitably experienced and trained candidates may combine more than one role, depending on operational requirement.

In these positions, you will be a key contact for medical advice on the hospital site and whilst this can be challenging, we hope you find the experience rewarding.

Whilst you may feel more exposed than at larger hospitals, there is always someone more senior to ask for advice, either in person or via phone. These include Registrars, your unit Consultants, and the AMU consultant who works during weekdays, ICU/surgical/ED registrars and Consultants as well as some very experienced nursing colleagues.

These positions have been designed to provide a wide range of opportunities to the successful candidate.

Depending on the CMO role, there will be core medical responsibilities to the Emergency Department or Acute Medical Unit and specialist experience will be given in speciality medicine, such as – General Medicine, Subacute Medicine, Palliative Medicine, Renal Medicine, Cardiology, Endocrinology, Respiratory, Gastroenterology and Oncology in the Out-patient setting, to be decided upon appointment and needs of the successful candidate.

The successful candidate will be required to draw up a Professional Development Plan with the relevant Clinical Director & Clinical Unit Head.

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

Responsibilities and Accountabilities

Key Responsibilities

- Clinical management of medical patients and the supervision of, and adequate documentation their medical care.
- Initiate, implement and monitor management of patients under supervision, incorporating the appropriate testing and investigation.
- Thoroughly and promptly correlate and record in the medical record the information obtained from its various sources, in an appropriate and ongoing manner, from the initial assessment, treatment, clinical progress and investigations, and to succinctly record this in discharge summary at the time of discharge.
- Foster rapport and good communications using appropriate language, written or verbal, with the patient and other parties as required; including contact with the referring Medical Practitioner.
- Use technology appropriately, with cost benefit and potential patient benefit and complications considered.
- Appropriately liaise with all staff involved in the care of the patient, including communication and referrals necessary for ongoing care post-discharge.
- Perform certain procedures, under supervision as appropriate.
- Regularly review patient objectives, interpretative, physical and mental status, including the development of communication of a discharge plan from the time of admission.
- Counsel and support patients and their families.
- Fulfil duties as outlined in the Duty Roster of the post undertaken.
- As a representative of the Hospital and the Medical Profession, present an appearance and demeanour of professionalism at all times.
- Continually update and extend personal medical knowledge and skills, regularly attend Clinical Meetings and remain familiar with current medical literature.
- Participate in Divisional/Department/Unit Quality Improvement activities.
- Participate in teaching and educational activities as required.
- Partake in any BH Research Ethics Committee - approved research studies that may be necessary as part of duties
- Perform other duties as agreed to and as required on occasions by Medical Administration in relation to cover of other registrars due to illness, bereavement or patient transfer.

Key Selection Criteria

Essential

1. MBBS or equivalent degree with current General Registration with AHPRA
2. Completion of minimum of 6 years medical experience (PGY6+)
3. Demonstrable recency of practice within the last 12 months
4. Demonstrated appropriate level experience and skills in assessment and clinical management of patients.
5. Thorough understanding of the relevant legislation pertaining to Medical Officers.
6. High level interpersonal and communication skills and the ability to communicate confidently and appropriately with patients and their families and other health professionals
7. Evidence of on-going professional development to continually update personal medical knowledge and skills

8. Ability to work as an effective team member in a multi-disciplinary environment as well as independently (under appropriate supervision)

Desirable

9. Current fellowship from relevant College training program for RACGP or ACRRM
10. Completion of Advanced Skills in Adult Internal Medicine through RACGP or ACRRM
11.
12. Ability to effectively use organisational skills (incorporating documentation, time management skills, critical thinking and priority setting)
13. Ability to operate in an environment of change.

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Support research activities in alignment with the National Clinical Trials Governance Framework to ensure high-quality, safe, and ethical clinical trials and research practices across Bendigo Health
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

All Bendigo Health sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.