

# Position Description

Position Title	Casual Hospital Medical Officer
Position Number	Enter position number
Division	Clinical Operations
Department	Medical Services
Team	Choose an item.
Enterprise Agreement	Doctors in Training (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement 2022-2026
Classification Description	Hospital Medical Officer
Classification Code	
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 <a href="#">staff capabilities statement</a>

## Bendigo Health

With more than 4,500 staff and volunteers and covering an area a quarter of the size of Victoria, Bendigo Health, is an expanding regional health service offering the advantages of city life combined with the beauty and freedom that comes from living in a regional area.

Bendigo Health is a 700 bed service that treats more than 45,000 inpatients, triages more than 65,000 emergency attendees and welcomes more than 1,600 new born babies in a year. In addition more than 15,000 operations are performed in our operating theatres and more than 100,000 occasions of services are provided in our clinics to outpatients.

The organisation provides services in emergency, maternity, women’s health, medical imaging, pathology, rehabilitation, community services, residential aged care, psychiatric care, community dental, hospice/palliative care, cardiology, cancer services and renal dialysis to the people of the Loddon Mallee region.

With our main campus based in Bendigo, our services extend throughout the Loddon Mallee with sites in areas such as Mildura, Echuca, Swan Hill, Kyneton and Castlemaine.

Demand on services is increasing rapidly with Bendigo being one of Victoria’s fastest growing regional cities.

## Our Vision

Excellent Care. Every Person. Every Time.

## Our Values

CARING – We care for our community

PASSIONATE – We are passionate about doing our best

TRUSTWORTHY - We are open, honest and respectful

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.

## The Clinical Operations Division

The Clinical Operations Division encompasses acute, allied health, cancer and mental health services. We provide a wide range of general medical, surgical and specialty services including but not limited to; Oncology, Cardiology, Renal, Emergency, Women's and Children's, Critical Care, Specialist Clinics, Cancer Clinics and Mental Health Services. Our Allied Health teams provide a diverse range of programs and person centred care in inpatient, outpatient, community, home and residential care settings.

Within a state-of-the-art hospital, our Ambulatory and Critical Care, Medical Services, Surgical Services and Women's and Children's areas use the latest technologies to provide excellent care. Our world class Cancer Centre uses a multi-disciplinary, integrated approach to treat specific cancers. The Cancer Centre offers medical oncology, radiation oncology, specialist nurses, clinical trials and cancer research, palliative care, and a Cancer Wellness Program.

The Mental Health Service provides psychiatric care and treatment across a large catchment area in Victoria stretching from Swan Hill in the north of the state to Gisborne in the south. Family sensitive practice is central to our models of mental health care and best practice ensures the identification, inclusion and support of families, carers and children.

Each year our onsite Specialist Clinics provide over 100,000 service events, we also see more than 60,000 people in our Emergency Department and welcome around 1700 babies into the world. The Clinical Operations Division assists with the admission of more than 50,000 patients into the hospital each year.

## The Position

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.

As a casual Hospital Medical Officer you will be able to work across many specialties and have some flexibility in your time to be able to fill vacancies in rosters as they arise.

There is a need to be adaptable to the different environments that may be worked in, and a "hit the ground running" attitude.

**As a casual you may work in the following areas:**

- Cardiology
- ENT
- Intensive Care Unit
- General Medicine
- Obstetrics & Gynaecology
- Oncology
- Palliative Care
- Rehabilitation Medicine
- Emergency Medicine
- GEM on Acute
- General Surgery
- Geriatric Medicine
- Orthopaedics
- Paediatrics
- Psychiatry
- Renal

# Responsibilities and Accountabilities

The key responsibilities will vary depending on the Unit you are covering and will be covered prior to and at the commencement of your shifts.

## Clinical Duties

- Regular attendance according to the roster.
- Provision of clinical duties according to unit specific guidelines and procedures.
- Daily ward rounds of all inpatients as required and participation in regular duties such as outpatients clinics as per duty roster.
- Provision of clinical support for other HMOs where this may be required due to workload or other unforeseen circumstances.
- Take a comprehensive history and perform a competent physical examination with appropriate interpretation of signs and construct a differential diagnosis.
- Plan, order and interpret appropriate investigations and formulate a detailed management plan for patients presenting to the hospital with common medical problems.
- Develop a therapeutic plan that shows knowledge of the common therapeutic agents, their clinical uses and dosages, adverse effects and potential drug interactions, as applied to each of your patients.
- Demonstrate safe prescribing of medications associated with practice on a general medical unit, with particular emphasis on the safe use of medicines, such as anti-coagulants, sedatives and hypoglycaemic agents.
- Perform simple procedural skills with minimal supervision (venipuncture, IV cannulation, ABG sampling, peak flow measurement, ECGs, insertion of IDC and nasogastric tube measure, visual acuity, simple wound management.)

## Professionalism

- Engage in critical thinking and take an evidence-based approach to medicine
- Recognise own limitations and practise within the appropriate clinical scope
- Seek help and escalate patient care to a more senior level when needed
- Take responsibility for ensuring that factors such as fatigue, illness and stress in self and other staff do not adversely affect patient outcomes.

## Communication

- Communicate clearly and concisely with all other healthcare professionals involved in a patients care.
- Demonstrate effective communication at breaking bad news and demonstrate appropriate situational communication response.
- Legibly document the history, clinical findings and management plan in the hospital unit record, including a detailed and accurate record of the patient's status on admission.
- Write suitable progress notes identifying changes in principal clinical problems and management plans, results of investigations and procedures performed and their interpretation.

## Medical Records

- 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 a discharge summary at the time of discharge.

- Understand and be involved in the process of discharge planning from the time of patient admission until discharge. Ensure concise discharge summaries are completed before the time of patient discharge.

## Education and training

- Attendance at training sessions appropriate to your level of training is actively encouraged. Unit specific activities are listed in the individual unit guide handbooks.
- Build on prior clinical experience as the basis for future independent professional practice.

Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

## Generic Responsibilities

**Code of Conduct** - The Victorian Government's Code of Conduct is binding on all Bendigo Health staff. Contravention of a provision in the code may constitute misconduct and/ or regarded as a breach of the employee's employment agreement and will be dealt with under the organisations Counselling and Disciplinary Action Policy.

**Compliance with policies and procedures** - All Bendigo Health's policies and procedures are set out in its clinical and managerial policy manuals located on the intranet under PROMPT and in hard copy. All staff must ensure they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breach in compliance may result in disciplinary action.

**Occupational Health and Safety** - Every staff member has the responsibility to take reasonable care of their own health and safety and the safety of others, to cooperate with Bendigo Health's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. Any breach in compliance may result in disciplinary action.

**Infection Control** - Every staff member has the responsibility to minimise incidents of infection/ cross infection of residents, staff, visitors and the general public. All staff must adhere to the policies and procedures as set out in Bendigo Health's infection control manuals. Any breach in compliance may result in disciplinary action.

**Confidentiality** - All information concerning Bendigo Health, its patients, clients, residents and staff should remain strictly confidential. Any unauthorised disclosure of such information may result in disciplinary action.

**Quality Improvement** - Bendigo Health is dedicated to improving the quality and safety of health services by providing care within the following domains of quality: Consumer Participation, Clinical Effectiveness, Effective Workforce and Risk Management. As a result, we apply the concept of the quality cycle for all our quality activities, initiatives and projects thereby ensuring the best possible care and treatment results are achieved. The underlying principle of the cycle is that an activity is not complete until evaluation shows that it has been effective and reached the desired outcome. As a Bendigo Health employee you have a responsibility to participate in and commit to ongoing quality improvement activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

**Diversity** – Each person has a right to high-quality health care and opportunities regardless of diversity factors, which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age and socio-economic status. Every staff member has a responsibility to recognise and respect diversity. Inclusiveness improves our service to our community and promotes engagement amongst staff.

Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

## Key Selection Criteria

### Qualifications

- MBBS or equivalent degree with current General or Provisional Registration with AHPRA

### Specialist Expertise

- Demonstrated appropriate level experience and skills in medical assessment and clinical management of patients
- Thorough understanding of the relevant legislation pertaining to Medical Officers

### Personal Qualities, Knowledge and Skills

- High level interpersonal and communication skills and the ability to communicate confidently and appropriately with patients and their families and other health professionals
- Evidence of on-going professional development to continually update personal medical knowledge and skills
- Ability to effectively use organisational skills (incorporating documentation, time management skills, critical thinking and priority setting)
- Ability to operate in an environment of change
- Ability to work as an effective team member in a multi-disciplinary environment as well as independently (under appropriate supervision)

## Mandatory Requirements

**National Police Record Check** A current and satisfactory National Police Record Check must be completed by all new staff prior to commencement at Bendigo Health.

**Immunisation** As a health provider dedicated to providing quality patient care, we all need to be aware of the critical importance of infection control. Each staff member has a responsibility to comply with Bendigo Health's Staff Immunisation Policy and various infection control policy and procedures. All staff are required to provide evidence of vaccinations prior to commencement at Bendigo Health

**Working with Children Check** Bendigo Health has a responsibility to provide a child safe environment. This position is a defined "child-related role" at Bendigo Health. As such you must maintain a valid working with

children check. In addition you will be required to assist Bendigo Health in providing a child safe environment by participating in any training or reporting required to ensure the protection of children in our care.

**Registration with Professional Regulatory Body or relevant Professional Association** For example, AHPRA, AHRI, RACS etc. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

*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.*