

# Position Description

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|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Position Title             | Casual Hospital Medical Officer                                                                                                                                                                                                                             |
| Position Number            | Enter position number                                                                                                                                                                                                                                       |
| 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 | Hospital Medical Officer                                                                                                                                                                                                                                    |
| Classification Code        | ZZ09                                                                                                                                                                                                                                                        |
| Reports to                 | Professional: Clinical Director/ Unit Head<br>Operational: Medical Workforce Unit                                                                                                                                                                           |
| Management Level           | Non Management                                                                                                                                                                                                                                              |
| Staff Capability Statement | Please click here for a link to <a href="#">staff capabilities statement</a>                                                                                                                                                                                |
| Mandatory Requirements     | <ul style="list-style-type: none"> <li>• National Police Record Check</li> <li>• Working with Children Check</li> <li>• Registration with Professional Regulatory Body or relevant Professional Association</li> <li>• Immunisation Requirements</li> </ul> |

## 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

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

### Key Responsibilities

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 patient's 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.

## Key Selection Criteria

### Essential

1. MBBS or equivalent degree with current General or Provisional Registration with AHPRA

### Desirable

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

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

## 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.*