

Position Description

Position Title	Hospital Medical Officer (HMO) Coordinator
Position Number	30101824
Division	People and Culture
Department	Medical Workforce Support
Enterprise Agreement	Health And Allied Services, Managers and Administrative Workers (Victorian Pub Sector)(Single Interest)EnterpriseAgreement 2021-2025
Classification Description	Manager and Administrative Workers Grade 4
Classification Code	HS4
Reports to	Director Medical Workforce Unit
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	<ul style="list-style-type: none">• National Police Record Check• 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](#)

Our organisation is a child safe organisation, committed to the safety and wellbeing of all children and young people. All Aboriginal and Torres Strait Islander adults, children and families will be supported to express and be proud of their culture in an environment that is culturally safe and supported.

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

The Position

The HMO Coordinator assists in managing the operational requirements relating to Junior Medical Staff. Reporting to the Director Medical Workforce Unit the position includes duties such as recruitment, rostering, leave management, and review of payroll/attendance records of Junior Medical Staff.

The HMO Coordinator works collaboratively with the Office of the Chief Medical Officer, Clinical Unit Heads and Clinical Directors to ensure Junior Medical Staff are employed and paid appropriately at Bendigo Health.

This will also involve working collaboratively with other internal stakeholders to assist with processes around recruitment, agreement interpretation and onboarding for Junior Medical Staff.

The incumbent will undertake the role in a manner that demonstrates commitment to the positive leadership behaviours of Bendigo Health, to the principles of working together and to the Bendigo Health Vision, Purpose and Values.

Responsibilities and Accountabilities

This role oversees the Junior Medical Staff workforce, including rostering, leave coordination, recruitment, onboarding, and education support. It ensures safe staffing levels, compliance with accreditation and policy requirements, and contributes to workforce planning and development. The position also supports junior doctors in their training and wellbeing while working closely with internal teams and external health services to maintain effective operations.

Key Responsibilities

Rostering and Resourcing

- In consultation with key stakeholders prepare Junior Medical staff rosters and templates and distribute to all medical staff enabling appropriate clinical resourcing and coverage across all areas is sustained, ensuring compliance with safe working hours, EBA requirements and accreditation standards. This includes using best endeavours to find replacement of rostered junior medical staff at short notice in situations such as sick leave and/or other circumstances.
- Coordinate all leave requirements of the Junior Medical staff workforce including developing and maintaining the leave planner to ensure appropriate resources are in place to deliver critical care.
- Participation in a weekly after-hours oncall roster to provide assistance in the service coverage of the junior medical workforce.
- Administer the Time and Attendance system to ensure that Junior Medical staff leave, contracted hours and overtime are recorded and paid each fortnight.
- Assist in facilitating the on boarding, induction and orientation of the Junior Medical staff including the coordination of rotational doctors to and from other health services.
- Provide support and assistance to Junior Medical staff in difficulty in line with Bendigo Health processes and refer them to the appropriate services were needed.
- Develop and maintain effective relationships with parent and rotational health services including attending site visits and complying with and reviewing secondment agreements and memorandums of understanding (MOUs) to ensure resourcing of relevant clinical services.

Recruitment & Selection

- Assist with and participate in the annual Careers Events and other recruitment promotional activities as required in conjunction with the Workforce Planning and Resourcing team.
- In conjunction with People & Culture, participate in the recruitment process for the Junior Medical staff workforce on an annual basis and as vacancies or new developments occur during each year.

Education and Training

- Understanding of the assessment processes for JMOs and the role of the Medical Education Unit Team in relation to the National Framework for Prevocational Medical Training (NFPMT) - training and assessment requirements to contribute to each JMO receives a fair and equal assessment to their peers.

- Support and encourage JMO education attendance for both protected teaching time and external educational opportunities through rostering practices and in collaboration the Medical Education Unit.
- Work collaboratively with the Medical Education Unit to ensure that Junior Medical Staff meet their outcome statements in a timely manner.
- Understand the level of expectation, responsibility & entrustability of PGY1 and PGY2 doctors.
- An understanding of the medical supervision requirements in line with Bendigo Health Medical Supervision policy and the NFPMT for training and assessment and training environment.

Quality & Safety

- Work collaboratively with colleagues to meet NSQHS, relevant College and PMCV accreditation requirements.
- Assist in completing pre-visit or progress reports and gathering evidence related to junior medical workforce requirements.
- Complete term accreditation applications and report back to PMCV on changes made to existing positions in conjunction with the Director Medical Workforce Unit and team.
- Consult with PMCV as required to meet accreditation requirements.
- Assist in monitoring, completion and submission of AHPRA Registration paperwork as required to ensure compliance.

General

- Work in consultation with the Director Medical Workforce Unit and other key stakeholder including the Office of the Chief Medical Officer, People and Culture (P&C) and clinical staff to ensure consistency in processes and outcomes relating to Junior Medical staff matters.
- Participate in planning of the junior medical workforce including consideration of the medical education program and actively supporting succession planning for the MWU team and medical workforce.
- Participate in the review and development of the annual MWU budgets as required.
- Prepare and develop ongoing and in some cases adhoc reporting and analysis to ensure the effective operation of services with respect to junior medical staff.
- Participate in committee meetings as required.
- Assist in developing and maintaining HMO Support systems and processes.

Other

- Participate in processes with the Office of the Chief Medical Officer (CMO), Clinical Directors and other stakeholders in the development of workforce and succession plans for Junior Medical Staff.
- Participate in projects under the direction of the Director Medical Workforce Unit, DCMO and Chief People Officer.
- Other duties as directed by the Director Medical Workforce Unit.

Key Selection Criteria

Essential

Qualifications/ Certificates

1. A tertiary qualification in Human Resources/Health Services/Business Management or a related field and/or demonstrated experience in a similar role preferably in a Health Care setting

Specialist Expertise

2. Demonstrated experience in providing high level customer service to senior staff with a sound understanding of the importance of confidentiality and proven discretion in the handling of sensitive matters.
3. Demonstrated high level computer with a sound expertise and knowledge of Microsoft Office suite products, including Outlook, word processing, Excel and other applications where appropriate.
4. Ability to identify and seek information and resources required for others to work effectively, ensuring practical needs are met and able to solve work process problems.
5. Ability to accurately estimate resource requirements for particular tasks i.e. preparation of rosters and roster maintenance.
6. Ability to participate in a weekly on-call roster to help ensure the service coverage of the HMO workforce is maintained.

Personal Qualities, Knowledge and Skills

7. Excellent interpersonal, verbal and written skills with the ability to work confidently and courteously with people at all levels.
8. Demonstrated well-developed problem-solving skills including the use of analytic thinking and initiative.
9. Well established organisational and time management skills with the ability to respond quickly and efficiently to demands, successfully manage competing priorities, maintain attention to detail and meet deadlines
10. Demonstrated experience in positively contributing to a workplace where change has occurred, including the ability to operate in an environment of change and continuous improvement
11. Confidently conveys ideas and information in a clear and concise way
12. Ability to work collaboratively in a small team environment and actively builds interpersonal relationships with key stakeholders.

Desirable

13. Previous experience working with all levels of medical staff and/or experience working in a public health organisation.

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.
- 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.