

Position Description

Position Title	Emergency Hospital Medical Officer
Position Number	
Division	Clinical Operations
Department	Emergency Medicine
Team	Emergency Department
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	HM13 – HM20
Reports to	Professional: Clinical Unit Head Operational: Medical Workforce Unit
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement

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.

Clinical Operations

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 Emergency Department

The team is part of Bendigo Health's Acute Ambulatory and Critical Care Department.

The Emergency Department (ED) includes a twelve-bed short stay unit, state of the art, four-bed resuscitation area and fast track area and sees around 50,000 patients each year, making it one of the busiest emergency departments in regional Victoria. The ED is open 24 hours per day, 365 days per year and is staffed by a dedicated team of professionals including emergency medicine specialist doctors, critical care trained nurses, nurse practitioners specialising in emergency care and physiotherapists with expertise in urgent conditions, supported by technical and clerical staff.

The Position

This ED Hospital Medical Officer (HMO) position is suitable for applicants seeking a 6- or 12-month position within a sought-after regional health service.

The primary responsibilities of the ED HMO are to ensure that care is delivered in a safe and timely manner and optimise the patient flow through the ED. This will be achieved by working in partnership with the duty medical consultant. This position is designed to provide graduated levels of training and experience, consistent with the goals and objectives, and under appropriate supervision.

The Emergency year is designed as a stepping stone for a career Emergency Medicine. It is considered to be a 'pre-registrar year' for PGY2+ junior doctors who are intending to enter the ACEM training program.

During the 6- or 12-month Emergency rotation, HMOs will have the opportunity to complete their EMC (Emergency Medicine Certificate). Through the course of clinical work in the above rotations the HMO will gain broad exposure to general emergency medicine. In addition, there are educational, governance and professional expectations to supplement the overall learning experience for the Emergency HMO.

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Responsibilities and Accountabilities

Key Responsibilities

Clinical duties

- Regular attendance according to the EBA-compliant roster.
- Provision of clinical duties according to unit specific guidelines and procedures.
- Facilitation of clinical care through the use of the electronic Patient Record (ePR) and paper records.
- Daily ward rounds of all inpatients as required and participation in regular duties as per duty roster.
- Provision of clinical support for other HMOs where this may be required due to workload or other unforeseen circumstances.
- Undertake a comprehensive history
- Perform a competent physical examination with appropriate interpretation of signs.
- Construct a differential diagnosis.
- Plan, order and interpret appropriate investigations and formulate a detailed, well-considered management plan for patients presenting to the hospital with common medical problems.
- Perform simple procedural skills with minimal supervision (venepuncture, venous cannulation, arterial blood gas sampling, peak flow measurement, ECGs, insertion of IDC and nasogastric tube measure, visual acuity, simple wound management).
- Perform advanced procedural skills (which may include arterial line insertion, CVC insertion, ICC insertion, LP) under graded supervision with progress monitored via logbook.

Professionalism

- Engage in critical thinking and take an evidence-based approach to medicine
- Demonstrate reflective practice and to recognise own limitations and practise within the appropriate clinical supervisory scope
- Seek help and escalate patient care to a more senior level when needed
- Proactively manage factors in self-care such as fatigue, illness and stress in self and others to ensure patient safety and staff wellbeing.

Communication

- Demonstrate effective communication and appropriate situational communication response.
- Communicate clearly and concisely with all other healthcare professionals involved in a patient's care, supported by structured communication templates and cognitive aids
- Clearly document admission notes to include history (inclusive of functional status), clinical findings and management plan in the hospital unit record
Clearly document progress notes identifying changes in principal clinical problems and management plans, results of investigations and procedures performed

Medical Records

- Thoroughly corroborate and document in the patient medical record, any information obtained from its various sources in a timely manner the initial and subsequent assessments, treatments, clinical progress and investigations, and to synthesise this in a discharge summary by the time of discharge.
- Where appropriate, to understand and be involved in the process of discharge planning from the time of patient admission until 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

Essential

Qualifications / Certificates

1. MBBS or equivalent degree with current General Registration, or eligible for General Registration via the Competent Authority Pathway with AHPRA
2. Intention to register with an appropriate college (such as ACEM), or complete an ACEM Certificate or Associateship.
3. Advanced Life Support, BASIC or other critical care skills certificates or diplomas are desirable
4. Have a minimum of two years' postgraduate clinical experience and be PGY3 or above by the 2026 clinical year

Specialist Expertise

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

Personal Qualities, Knowledge and Skills

7. High level interpersonal and communication skills and the ability to communicate confidently and appropriately with patients and their families and other health professionals
8. Ability to effectively use organisational skills (incorporating documentation, time management skills, critical thinking and priority setting)
9. Ability to work as an effective team member in a multi-disciplinary environment as well as independently (under appropriate supervision)

10. Evidence of on-going professional development to continually update personal medical knowledge and skills with a focus on broader team development
11. Ability to operate in an environment of change

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.