

Position Description

Position Title	Emergency Hospital Medical Officer
Position Number	30026507
Division	Clinical Operations
Department	Emergency Medicine
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
Mandatory Requirements	<ul style="list-style-type: none"> • National Police Record Check • Working with Children 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

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 PGY3+ 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.

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 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.

Key Selection Criteria

Essential

1. MBBS or equivalent degree with current General or Provisional Registration or eligible for Provisional Registration with AHPRA
2. Intention to register with an appropriate college (such as ACEM), or complete an ACEM Certificate or Associateship.
3. Have a minimum of two years' postgraduate clinical experience and be PGY3 or above by the 2027 clinical year
4. Demonstrated appropriate level of experience and skills in medical assessment and clinical management of patients

Desirable

5. Advanced Life Support, BASIC or other critical care skills certificates or diplomas are desirable
6. Thorough understanding of the relevant legislation pertaining to Medical Officers
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

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.