



HSS Registered

Registrar Service – Otolaryngology ENT

Medical Practitioners (Metropolitan Health Services) Agreement
SMP Year 1 - 7

Position Number: 510183

Otolaryngology ENT – Service 1

Rotating through Royal Perth Hospital and other Metropolitan Health Services

Reporting Relationships

Surgical Co-Director
SMP Year 9
Position Number: 602035:



Head of Department Otolaryngology ENT
SMP Year 1-9
Position Number: 602141



This Position



Directly reporting to this position:

Title	Classification	FTE
Resident Medical Officer	SMP Year 1-3	Various

Also reporting to this supervisor:

- Consultants
- Senior Registrar/Fellows
- Registrars
- Resident Medical Officers

Key Responsibilities

Provides and promotes high quality and patient centred care to inpatients and outpatients of the speciality under the supervision of the Consultant medical staff. Provides training, supervision and education for Resident Medical Officers (RMO's) and Interns. In collaboration with the interdisciplinary team, works to achieve National, State and East Metropolitan, North Metropolitan and South Metropolitan Health Service performance standards and the National Safety and Quality Healthcare Standards.

Brief Summary of Duties

1. Clinical

- 1.1 Undertakes clinical shifts and on call duties as directed by the Head of Otolaryngology ENT and/or Surgical Co-Director/Director of Clinical Services.
- 1.2 Oversees the care of inpatients and outpatients including clinical evaluation, formulating a differential diagnosis, arranging appropriate investigations and referrals, and instituting a documented management plan in conjunction with the supervising consultant.
- 1.3 Reviews inpatients daily and at the request of medical staff, nursing staff, patients or families. Keeps the supervising consultant informed of any patient whose condition is not improving, or who is causing concern. Requests assistance from consultants when necessary.
- 1.4 Supervises, supports, mentors and teaches RMOs, Interns and medical students at all times. Actively intervenes to reduce delays in patient investigation, management, transfer or discharge.
- 1.5 Where appropriate, assists consultants to undertake operative and other procedures. Performs procedures and/or diagnostic interventions within their scope of practice as agreed with the supervising consultant for the patient. Takes patients to procedural suites only with the express permission of a consultant who is responsible for the patient and for assisting the registrar if necessary.
- 1.6 Responds to consult requests from other specialties within 24 hours.
- 1.7 Promotes patient engagement in their care through clear communication with patients/families (at their level of understanding) regarding their condition, options for treatment and progress. Agrees the management plan with the patient/family. Promotes healthy lifestyle choices and preventative health care.
- 1.8 Communicates with the interdisciplinary team and attends interdisciplinary team meetings to ensure coordinated timely care.
- 1.9 Facilitates emergency and elective admissions for patients. This includes assisting consultant staff to ensure there are adequate beds available for new admissions; facilitating discharges before 10am and when rostered to be in the hospital for admissions, being available to review patients when the patient arrives on the ward.
- 1.10 Ensures that the medical record (including discharge summaries) is accurately updated daily and that all medical diagnoses, comorbidities, procedures and complications are clearly listed.
- 1.11 Participates in departmental and other meetings as required to meet organisational and service objectives.

2. Education/Training/Research

- 2.1 Participates and engages in continuing professional development and educational activities.
- 2.2 Prepares case presentations for grand rounds, hospital and departmental meetings, clinical reviews and other relevant activities as required.
- 2.3 Participates in the education and training of medical students, interns, resident medical officers and other members of the interdisciplinary team through ward rounds, formal presentations, tutorials and other modalities.
- 2.4 Completes mandatory training activities to ensure compliance with the relevant Health Service policy.
- 2.5 Completes an end-of-term professional development review of their performance with the Head of Specialty and required training reviews with their Supervisor of Training.

3. EMHS Governance, Safety and Quality Requirements

- 3.1 Works within their ability to provide safe patient care and seeks advice and assistance from consultant staff in order to provide safe, high quality patient care.
 - 3.2 Fulfils the requirements of the National Safety and Quality Health Services Standards including but not limited to:
 - Participating in continuous safety and quality improvement activities, such as audits, reviews and drills that result in improvements to patient care, staff knowledge or the consumers experience and that align with actions described within the standards.
 - Participating with the development, implementation, reporting and monitoring of quality assurance measures and activities.
 - Ensuring records and statistics are kept in accordance with established procedures.
 - 3.3 Participates in relevant clinical governance activities including regular clinical meetings, adverse event investigations and morbidity/mortality reviews as required and participates in the implementation of endorsed recommendations.
 - 3.4 Participates in clinical service redesign and in clinical research with a view to improving the care of patients.
 - 3.5 Responsible for ensuring, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
 - 3.6 Performs duties in accordance with Government, WA Health, and Departmental / Program Specific Policies and Procedures including the relevant Occupational Safety and Health legislation, Equal Opportunity legislation and WA Health Code of Conduct.
- 4. Undertakes other duties as directed.**

Work Related Requirements

Essential Selection Criteria

1. Eligible for registration by the Medical Board of Australia.
2. Demonstrated clinical and procedural experience sufficient to undertake the safe care of patients of the specialty.
3. Demonstrated ability to provide medical education, teaching, supervision, training and support to resident medical officers and interns.
4. Demonstrated verbal and written communication skills and interpersonal skills to effectively interact with patients, their families, medical students, junior doctors and staff at all levels.
5. Demonstrated organisational and time management skills and commitment to safe, timely patient centred care.
6. Demonstrated participation in professional continuing medical education activities including regular performance reviews and a commitment to maintain and upgrade knowledge & skills.
7. Participation in a 24-hour on-call roster; and ability to work and be self-sufficient in transport to place of employment, including placement sites (e.g. Fiona Stanley Hospital, Rockingham General Hospital).

Desirable Selection Criteria

1. Demonstrated ability to monitor and review their clinical effectiveness, note their limitations and put in place strategies to ensure safe patient care.
2. Demonstrated commitment to continuous improvement of patient outcomes and patient experience.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Evidence of registration by the Medical Board of Australia must be provided prior to commencement.
- A Working With Children (WWC) Check is compulsory for staff who carry out child-related work in Western Australia.
- This position is subject to a Successful Criminal Record Screening Check, Pre-Employment Integrity Check and Pre-Employment Health Screening Check.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

DR STEPHEN RODRIGUES

Manager / Supervisor Name

Signature or

HE Number

Date

Dept. / Division Head Name

Signature or

HE Number

Date

As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Occupant Name

Signature or

HE Number

Date

Effective Date

HSS Registration Details (to be completed by HSS)

Created on Insert date

Last Updated on

July 2016 HE104557