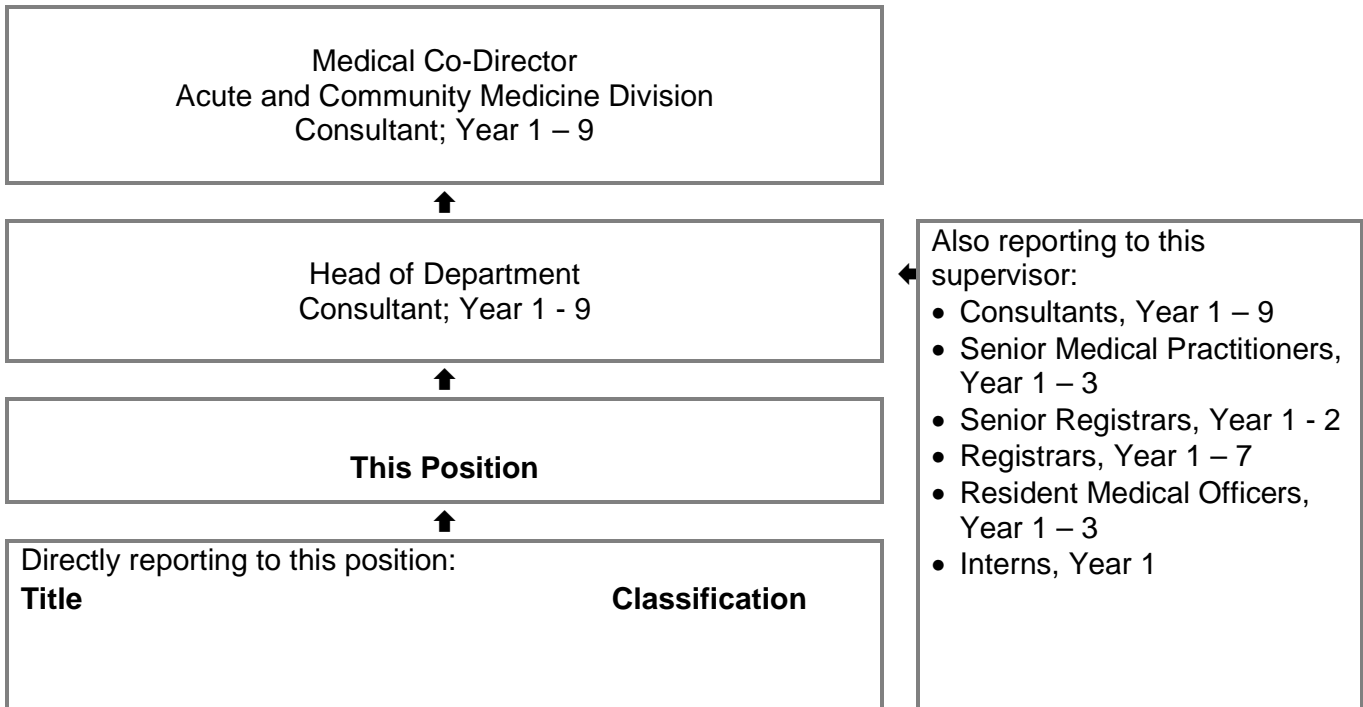




HSS Registered March 2017

Registrar – Service – General
WA Health System - Medical Practitioners – AMA Industrial Agreement
MP: Year 1 – 7
Position Number: 510549
Acute and Community Medicine Division
Rockingham Peel Group / South Metropolitan Health Service

Reporting Relationships



Key Responsibilities

Provides a high quality, patient centred care to inpatients and outpatients, under the supervision of the Head of Department (HoD) in the Department/Unit in which the doctor is allocated.

Works as part of a multidisciplinary team to review the medical needs of patients within Rockingham Peel Group (RkPG) and provides teaching and support, as appropriate to Doctors in Training (DiT's), Nursing, Allied Health and other multidisciplinary team members across the service.

Works with the hospital(s) and health service to achieve National, State, and South Metropolitan Health Service (SMHS) performance standards and targets and National Safety and Quality Healthcare Standards.

Brief Summary of Duties (in order of importance)

The positions will be required to rotate through various areas including, but not limited to:

- **General Medicine Department;**
- **Medical Assessment Unit (MAU);**
- **Intensive Care Unit (ICU)**
- **Infectious Diseases Department (IDD);**
- **Aged Care and Rehabilitation Unit (ACRU), including Murray District Hospital.**

The duties will vary, depending on the department or unit to which the position is allocated. There will also be a number of positions that will be utilised for leave relief which may rotate to any or all of the above areas at short notice.

1. Clinical Duties (75%)

- 1.1 Undertakes clinical shifts and on-call duties as directed by the Head of Department.
- 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, requesting assistance from senior practitioners where necessary.
- 1.4 Works within competence level to provide safe patient care and seeks advice and assistance from senior practitioners as required, in order to provide safe, high-quality patient care.
- 1.5 Assists with the supervision, support, mentoring and teaching of Doctors in Training (DiT's) at all times and actively intervenes to reduce delays in patient investigation, management, transfer or discharge.
- 1.6 Ensures a detailed history and physical examination have been conducted for each patient and ensures all patient management documentation is completed.
- 1.7 Where appropriate, assists senior practitioners in undertaking operative and other procedures.
- 1.8 Performs procedures and/or diagnostic interventions within their scope of practice as agreed with the supervising Consultant for the patient. Moves patients to procedural area, only with the express permission of a Consultant responsible for the patient.
- 1.9 Responds to consult requests from other speciality areas within 24 hours.
- 1.10 Promotes patient engagement in their care, through clear communication with patients/families (at their level of understanding) regarding the patient's condition, options for treatment and progress. Agrees the management plan with the patient/family and promotes healthy lifestyle choices and preventative health care.
- 1.11 Completes pathology requests, books radiology and other procedures, reviews results and follows-up abnormal results.
- 1.12 Communicates with the interdisciplinary team members and attends interdisciplinary team meetings to ensure coordinated timely care.
- 1.13 Facilitates emergency and elective admissions for patients including assisting senior practitioners to ensure adequate beds are available for new admissions.
- 1.14 Facilitates discharges and when rostered to be in the hospital for emergency admissions is available to review patients immediately when they arrive on the ward.
- 1.15 Prescribes drugs and treatment.
- 1.16 Completes notifiable disease forms and adverse drug reaction reports.
- 1.17 Ensures that all medical records (including discharge summaries) are accurately updated daily and that all medical diagnoses, comorbidities, procedures and complications are clearly listed.
- 1.18 Communicates and liaises with patients' next of kin, General Practitioner's (GP's) and Specialist(s) as appropriate.
- 1.19 Counsels patients and relatives as required;
- 1.20 The Aged Care, Rehabilitation position(s) may also involve the following:
 - i. Working with ortho-geriatric services and rehabilitation in the home programs.
 - ii. Assessing aged care patients in the hospital and community, prescribing management plans and deciding on suitability for geriatric medicine care.

- iii. Attending geriatric medicine syndrome clinics such as falls, memory, incontinence and provides timely communication to general practitioners.
 - iv. Liaising with the Aged Care Assessment Team (ACAT) and contributing by providing timely and appropriate medical advice.
 - v. Undertaking consults in hospitals, clinics and in the community on behalf of unit specialist.
 - vi. Providing ortho-geriatric services, rehabilitation in the home and clinical emergencies as required.
 - vii. Utilising validated geriatric medicine assessment tools, attending multi-disciplinary team meetings and participating in family meetings as required.
 - viii. Assisting with consults and ward work as required.
- 1.21 Participates in the on-site Medical Emergency Response Team.

2. Education/Training/Research (10%)

- 2.1 Participates and engages in continuing professional development (CPD) and educational activities.
- 2.2 Maintains and develops own professional skills and knowledge in accordance with the requirements of the relevant college.
- 2.3 Prepares case presentations for grand rounds, hospital and departmental meetings, clinical reviews and other relevant activities as required.
- 2.4 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.
- 2.5 Participates in the education and training of medical students, DiT's and other members of the interdisciplinary team, through ward rounds, formal presentations, tutorials and other modalities.
- 2.6 Completes beginning-of-term planning and end-of-term Professional Development Reviews (PDR's) with the HoD or delegated senior practitioner as well as required reviews with supervisors.
- 2.7 Participates in teaching sessions, educational activities, research and training projects.
- 2.8 Participates in mandatory training activities to ensure compliance with SMHS policies.

3. Governance/Compliance (5%)

- 3.1 Ensures compliance with departmental policies, by which medical personnel are governed, including, but not limited to, clinical service models, clinical protocols and service role delineation.
- 3.2 Ensures records and statistics are kept in accordance with established procedures.
- 3.3 Initiates quality improvement and clinical governance projects at ward/unit level.

4. After Hours

- 4.1 Supervises and provides advice to after-hours junior medical staff relating to clinical management of patients.
- 4.2 Participates in the 24 hour on call roster for after-hours and weekend rosters as required.
- 4.3 Assists in providing cover for unexpected absence(s).
- 4.4 Is easily contactable, and able to return promptly to hospital, when on call.

5. SMHS Governance, Safety and Quality Requirements (5%)

- 5.1 Participates in the maintenance of a safe work environment.
- 5.2 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 5.3 Completes mandatory training (including safety and quality training) as relevant to role.
- 5.4 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures, including the relevant Occupational Safety and Health legislation, Equal Opportunity legislation and WA Health Code of Conduct.

6. Undertakes other duties as directed (5%)

Work Related Requirements

Essential Selection Criteria

1. Eligible for registration by the Medical Board of Australia.
2. Demonstrated clinical and procedural knowledge, experience, judgement and skills in an equivalent setting to undertake the safe care of patients within RKPG.
3. Demonstrated effective communication (verbal and written), interpersonal, negotiation and conflict resolution skills to effectively interact with patients, families and personnel at all levels.
4. Demonstrated organisational and time management skills to provide safe, timely patient centred care.
5. Ability to work effectively, as a team member in a multidisciplinary team or independently without supervision.
6. Demonstrated experience, commitment and ability to provide education, teaching, supervision, training and support to a variety of personnel with the ability to monitor and review subordinate DIT's clinical effectiveness, note limitations and put in strategies to ensure safe patient care.
7. Demonstrated knowledge and understanding of continuous quality improvement principles.
8. Demonstrated participation in continuing medical education activities, including regular performance reviews to maintain and upgrade knowledge and skills.

Desirable Selection Criteria

1. Completion of skills courses conducted by the relevant College.
2. Prior experience with research and/or publication and/or clinical audit.
3. Recent, relevant experience in a multidisciplinary Australasian (or equivalent) Geriatric Medicine Area with completion of at least two years post intern year.
4. Current "C" or "C.A." class drivers licence.
5. 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.
- Working With Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

Certification

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

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			

HCN Registration Details

Created on 4 August 2016	Last Updated on March 2017
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