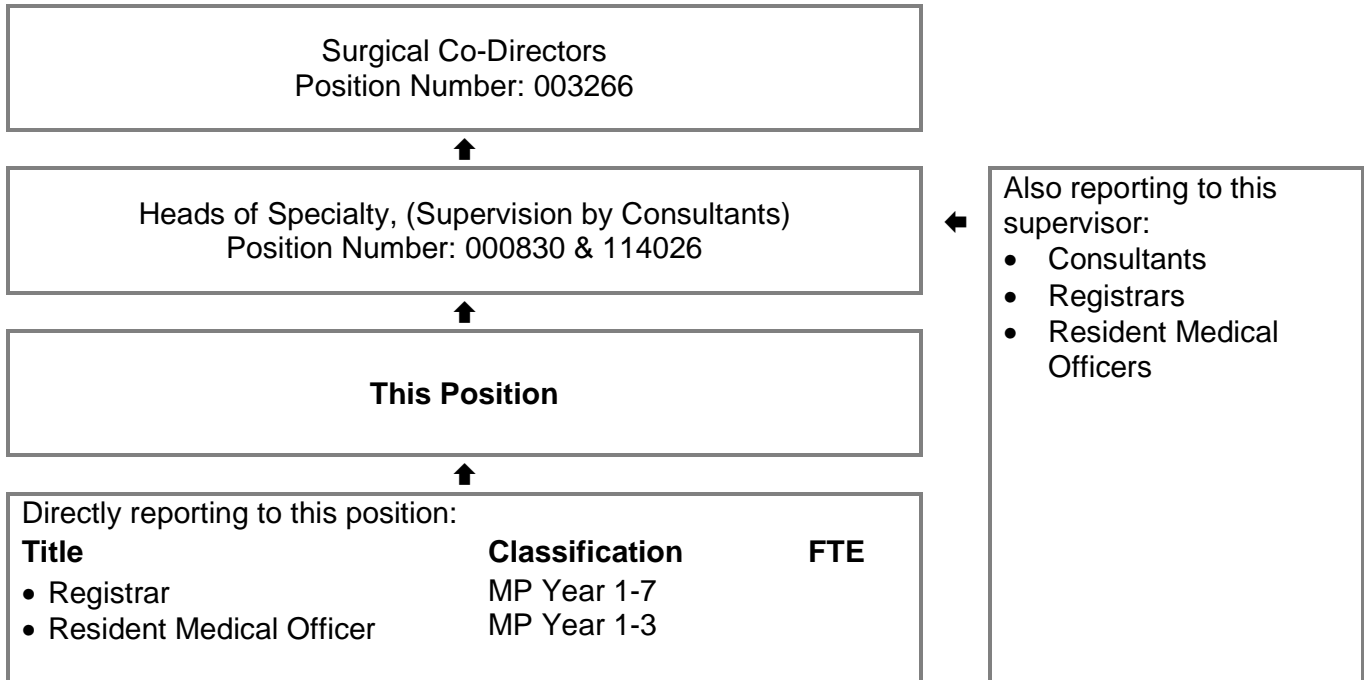




**HSS Registered**

**Fellow Plastic Surgery**  
**Medical Practitioners Agreement: MP Year 1-2**  
**Position Number: 510519**  
**Hand Surgery**  
**Fremantle Hospital and Health Service; South Metropolitan Health Service**

**Reporting Relationships**



Directly reporting to this position:

| Title                      | Classification | FTE |
|----------------------------|----------------|-----|
| • Registrar                | MP Year 1-7    |     |
| • Resident Medical Officer | MP Year 1-3    |     |

**Key Responsibilities**  
 Provision of direct clinical care of patients in Hand Surgery at Fremantle Hospital & Health Service. Pre-operative review of patients and their investigations, assistance and operation in the operating theatres under the supervision of a Consultant Surgeon. Provide Teaching and Support to RMOs and Interns.

## Brief Summary of Duties (in order of importance)

### 1. Specific duties relevant to Specialty

- 1.1 Provision of Clinical support for inpatient, outpatient, operations and procedures, Hand Surgery Service Fremantle Hospital
- 1.2 Supervision and teaching of junior medical staff.

### 2. Clinical

- 2.1 Participate in quality improvement programs in Hand Surgery.
- 2.2 Fulfil Australian Council on Health Care Standards regarding clinical record keeping and audit.
- 2.3 Undertakes clinical shifts and on call duties as directed by the Head of Specialty and/or Co- Directors/Director of Clinical Services.
- 2.4 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.
- 2.5 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.
- 2.6 Supervises, supports, mentors and teaches Registrars, RMOs, Interns and medical students at all times. Actively intervenes to reduce delays in patient investigation, management, transfer or discharge.
- 2.7 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. Responds to consult requests from other specialties within 24 hours.
- 2.8 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.
- 2.9 Communicates with the interdisciplinary team and attends interdisciplinary team meetings to ensure coordinated timely care.
- 2.10 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 emergency admissions, being available to review patients in the emergency department within 30 minutes of request or when the patient arrives on the ward.
- 2.11 Ensures that the medical record (including discharge summaries) is accurately updated daily and that all medical diagnoses, comorbidities, procedures and complications are clearly listed.
- 2.12 Participates in departmental and other meetings as required to meet organisational and service objectives.

**3 Education/Training/Research**

- 3.1 Participates and engages in continuing professional development and educational activities.
- 3.2 Undertakes and completes research activities.
- 3.3 Prepares case presentations for grand rounds, hospital and departmental meetings, clinical reviews and other relevant activities as required.
- 3.4 Participates in the education and training of medical students, Interns, RMOs, Registrars and other members of the interdisciplinary team through ward rounds, formal presentations, tutorials and other modalities.
- 3.5 Completes mandatory training activities to ensure compliance with South Metropolitan Health Service policy.
- 3.6 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.

**4. SMHS Governance, Safety and Quality Requirements**

- 4.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 4.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 4.3 Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 4.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.5 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 4.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

**5. Undertakes other duties as directed.**

## Work Related Requirements

### Essential Selection Criteria

1. Eligible for registration by the Medical Board of Australia.
2. Completion of SET 5 with the Royal Australasian College of Surgeons or equivalent; and Fellow of the Royal Australasian College of Surgeons or equivalent.
3. Demonstrated clinical and procedural experience sufficient to undertake the safe care of patients of the specialty.
4. Demonstrated ability to provide medical education, teaching, supervision, training and support to resident medical officers and interns.
5. Demonstrated verbal and written communication skills and interpersonal skills to effectively interact with patients, their families and staff at all levels.
6. Demonstrated organisational and time management skills and commitment to safe, timely patient centred care.
7. Demonstrated participation in continuing medical education activities including regular performance reviews to maintain and upgrade knowledge & skills.
8. Demonstrated ability to monitor and review their clinical effectiveness, note their limitations and put in place strategies to ensure safe patient care.
9. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

### Desirable Selection Criteria

1. Registered as a Fellow with the Royal Australasian College of Surgeons (RACS) or equivalent.
2. Demonstrated commitment to continuous improvement of patient outcomes and patient experience.

### 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      .....

**HSS Registration Details** (to be completed by HSS)  
Created on      .....,      Last Updated on      December 2018  
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