



HSS REGISTERED

Head of Emergency Medicine

Medical Practitioners Agreement: Year 1-9

Position Number: RP602554

Emergency Medicine/Service 1

Royal Perth Hospital/ East Metropolitan Health Service (EMHS)

Reporting Relationships

<p>Medical Co-Director, Service 1 MP year 1-9 Position Number: 602506</p>	<p>Service Co-Director, Service 1 HSO G-14 Position Number: 602502</p>
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This Position



Clinical supervision and direction of the staff allocated to the Consultant

Title	FTE
Consultants	
Senior Registrars	
Registrars	
Resident Medical Officers	
Interns	



Also reporting to this supervisor:

- Consultants
- Senior Registrars
- Registrars
- RMO's
- Admin Assistant

Key Responsibilities

Provides collaborative clinical leadership to ensure personalised, safe, effective and timely patient care for all patients of the specialty. Ensures efficient use of human and physical resources so that the specialty operates within the allocated financial, bed and clinic resources. Leads initiatives to improve the quality of patient care in line with hospital wide priorities and minimise adverse events and mitigate clinical risks. Motivates and mentors all levels of the clinical team and ensures junior medical staff are appropriately supervised at all times. Facilitates multidisciplinary coordination of patient care and promotes education and research. Is accountable to the Service Co-Directors for the specialty meeting the hospital's strategic initiatives and Key Performance Indicators as outlined in the agreed annual RPH operational plan.

EMHS Vision and Values

Our Vision

*Healthy people, amazing care.
Koorda moort, moorditj kwabadak.*

Healthy people refers to the commitment we have as an organisation to ensure our staff, patients and the wider community have access to comprehensive healthcare services, in order to maintain healthy lives.

Amazing care reflects the sentiment of those consumers accessing our healthcare services from feedback provided to us. This common statement resonates with the health service, and reflects our intentions in our practice and work every day.

As a health service which celebrates diversity of culture and languages, it is also important that our vision is shared in the Noongar language.

Our Values

Our Values reflect the qualities that we demonstrate to each other and our community every day. Our staff make a difference every day to the patients, families and consumers they provide care, advice and support to. The EMHS values capture the shared responsibility that we uphold as most important, which are:

- **Kindness** – kindness is represented in the support that we give to one another. This is how we demonstrate genuine care and compassion to each and every person.
- **Excellence** – excellence is the result of always striving to do better. This is represented by constant improvements to the way in which we deliver our services, which results in a high performing health service.
- **Respect** – we demonstrate respect through our actions and behaviours. By showing each other respect, in turn we earn respect.
- **Integrity** – integrity is doing the right thing, knowing it is what we do when people aren't looking that is a true reflection of who we are.
- **Collaboration** – collaboration represents working together in partnership to achieve sustainable health care outcomes for our community with a shared understanding of our priorities.
- **Accountability** – together we have a shared responsibility for ensuring the best health care outcomes for our community. This is a reminder that it is not only our actions, but also the actions we do not do, for which we are accountable.



Royal Perth Hospital staff share a strong sense of pride in the longstanding principles of Servio, Latin for 'to serve' which adorns our historic crest. The principles of this statement, adopted in 1937 bear testimony to the longstanding tradition of excellence in service that we strive to perpetuate into the future.

Brief Summary of Duties (in order of importance)

1. Leadership and Accountability

- 1.1 In collaboration with the ward/clinical area nurse leaders provides clinical leadership to ensure personalised, safe, effective and timely patient care for all patients of the specialty. Acts as a contact point for matters of concern raised by nursing, allied health and executive staff.
- 1.2 Ensures efficient use of human and physical resources so that the specialty operates within the allocated financial, bed and clinic resources.
- 1.3 Continuously reviews models of care to deliver a contemporary and innovative service.
- 1.4 Actively intervenes to resolve delays in patient care and works collaboratively with the inpatient teams.
- 1.5 Champions patient consultation and engagement in decisions regarding their care; and open disclosure when difficulties arise.
- 1.6 Ensures multidisciplinary team meetings are conducted regularly by each clinical team to ensure the best possible integration of patient management.
- 1.7 In collaboration with the Co-Directors, monitors key performance (at specialty and consultant level) and financial indicators and takes appropriate action to address variance.
- 1.8 Ensures the specialty works cooperatively with departments across EMHS.
- 1.9 In consultation with all staff, leads change and management within the specialty.
- 1.10 Within an activity based framework, contributes to decision making on service issues, including the development and implementation of strategic and operational plans in alignment with the vision and guiding principles of the hospital and EMHS.
- 1.11 Oversees training and other educational activities ensuring that the specialty meets the accreditation standards of the Australian College of Emergency Medicine and the Postgraduate Medical Council of WA.
- 1.12 Actively promotes research into patient care and patient care systems as a key component of tertiary medical specialty practice.
- 1.13 Is accountable to the Service Co-Directors for the specialty meeting the hospital's strategic initiatives and Key Performance Indicators as outlined in the agreed annual RPH operational plan.

2. Medical Workforce

- 2.1 Motivates and mentors staff at all levels of the clinical team and undertakes annual professional development reviews of all consultants in the specialty. Agrees their professional development needs for the following 12 months.
- 2.2 Ensures compliance with RPH Guidelines for Medical Staff and other WA Health and hospital operational policies.
- 2.3 Manages consultant leave to ensure continuity of service provision.
- 2.4 Manages the on call rosters for consultant staff to ensure appropriate staff are always available (in person and / or by phone) to manage patients.
- 2.5 Ensures all junior medical staff receive both a verbal and written orientation outlining the educational objectives of the term, their duties, when and how to escalate concerns regarding patient care and the criteria for evaluation and their performance at term's end.
- 2.6 Ensures junior medical staff are appropriately supervised at all times.
- 2.7 Ensures departmental discharge summaries, coding and reporting requirements are met in a timely accurate manner.
- 2.8 Undertakes an informal performance review of all junior medical staff within 6 weeks of commencement; reviews RPH appraisal which is completed by their supervising consultant at the end of the term and discusses it with the JMO. Conducts additional appraisals if appropriate.
- 2.9 Ensures that all medical staff contribute to clinical service, teaching and research to a level commensurate with their appointment. Monitors each consultant's use of non-clinical time. Ensures all junior staff participates in one audit or other appropriate quality/service improvement activity during their term.
- 2.10 Organises and chairs regular departmental meetings (including multidisciplinary meetings) to consider matters affecting operation of the specialty.
- 2.11 Performance manages subordinate staff who do not meet time, quality or clinical expectations.

3. Education/Training/Research

- 3.1 Implements specialty specific clinical governance activities including morbidity & mortality reviews, clinical incident reporting and investigation, and departmental quality initiatives and meetings. Ensures all endorsed recommendations are fully implemented.
- 3.2 Actively addresses significant clinical risks and uses a risk analysis to prioritise safety and quality initiatives.
- 3.3 Participates in initiatives to address the National Safety and Quality Health Services Standards. This may include participating in the development, implementation, reporting and monitoring of quality assurance measures and activities.

4. EMHS 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 Actively participates in a regular performance development program.
- 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 Adheres to the performance framework for procurement and contract management and oversees and promotes to other staff this process and function in accordance with EMHS Policy and the Delegations and Authorisations Schedule.
- 4.5 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.6 Performs duties in accordance with the EMHS Vision and Values, WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act and Government, WA Health, EMHS and Departmental / Program specific policies and procedures.

5. Undertakes other duties as directed.

Work Related Requirements

The following criteria should be read together with the Brief Summary of Duties and considered in the context of the EMHS Values.

Essential Selection Criteria

1. Eligible for registration with Medical Board of Australia and a specialist Medical Practitioner with Fellowship of ACEM (Australian College of Emergency Medicine) or equivalent.
2. Demonstrated experience of working within an acute hospital environment, preferably a teaching hospital.
3. Demonstrated ability to provide clinical leadership and facilitate effective patient centred multidisciplinary teamwork.
4. Demonstrated ability to implement sustainable change to improve patient safety and reduce unnecessary delays in patient management.
5. Demonstrated ability to manage financial resources, preferably within an Activity Based Funding environment.
6. Demonstrated negotiation and conflict resolution skills and proven ability to work in partnership with managers and other clinicians.
7. 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. Knowledge of Activity Based Funding and its implications for service delivery
2. Knowledge of National Safety and quality Healthcare Standards.

Appointment Prerequisites

Appointment is subject to:

- Evidence of current medical registration by the Medical Board of Australia must be provided prior to commencement.
- Working With Children Check
- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.
- Successful applicant is required to complete the Accountable and Ethical Decision Making e-learning package within three (3) months of commencement.

Certification

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

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Manager / Supervisor Name

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Signature or

.....
HE Number

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Date

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Dept. / Division Head Name

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Signature or

.....
HE Number

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Date

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

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Occupant Name

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Signature or

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HE Number

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Date

.....
Effective Date

HSS Registration Details (to be completed by HSS)

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Created on

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Last Updated on

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 July 2019