



North Metropolitan Health Service  
**Job Description Form**

HSS Registered May 2019

**Resident Medical Officer – Emergency Medicine**

**Medical Practitioners Agreement: Year 1-3**

**Position Number: 005576**

**Emergency Department/ Medical Division**

**Sir Charles Gairdner Hospital / North Metropolitan Health Service**

**Reporting Relationships**

Head of Department  
 Award Level: MP Year 1-9  
 Position Number: Various



Registrar – Trainee – Emergency Medicine  
 Award Level: MP Year 1-7  
 Position Number: 001945



**This Position**



Also reporting to this supervisor:

- RMO – Medical Workforce  
 Emergency Medicine – Position  
 Number 002302
- Intern – Emergency Medicine,  
 Award Level 1, Position Number  
 Numerous

Directly reporting to this position:			Other positions under control
<b>Title</b>	<b>Classification</b>	<b>FTE</b>	•

**Prime Function / Key Responsibilities**

To provide a high quality clinical service to all hospital patients under the supervision of Clinical Supervisors including Consultants and Registrars and within a multidisciplinary team. To work within your ability and according to the hospital's core values of Commitment, Accountability, Respect and Excellence. To expand your knowledge and skills through the available learning opportunities.

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

### 1. Clinical

- 1.1 Manages patients under the supervision of consultants and registrars, and ensures a detailed history and physical examination are done for each admission, and documents these findings appropriately in their medical record.
- 1.2 Seeks assistance from their clinical supervisor if uncertain about any aspect of their clinical work.
- 1.3 Investigates and completes pathology request forms and arranges radiology and other procedures including consultations using electronic systems where available.
- 1.4 Communicates and coordinates within a multi-professional team in regards to management plans, drug prescriptions and diagnostic requests, consultations and discharge plans which will be reviewed daily.
- 1.5 Communicates with patients about their condition and management, or with the immediate family if the patient is unable to comprehend within their scope of knowledge and understanding, and counsel patients and relatives as necessary.
- 1.6 Ensures effective discharge planning occurs with the involvement of the patient, family and/or other care providers; liaises with the patient's general practitioner.
- 1.7 Completes consultation requests for allied health and other medical specialties.
- 1.8 Carries out procedures within their capabilities (e.g. Venepuncture, ecg) or with supervision (e.g. Sutures cvc insertion).
- 1.9 Completes discharge summaries in a timely fashion, with adequate information for the general practitioner and others to continue care; provides copy of discharge letter and medical certificates to patients; arranges discharge medications, in advance, whenever possible.
- 1.10 Ensures discharge summaries are succinct and list all medical conditions, comorbidities, complications, procedures and treatments in accordance with clinical coding requirements.
- 1.11 Completes documentation required at the time of death, including death certificates or referral to coroner. Telephones the general practitioner to advise of the death.
- 1.12 Completes notifiable disease forms and adverse drug reaction reports, including clinic notes, writes to the GP and/or referring doctor.
- 1.13 Carries DECT phones while on duty and participates in afterhours and weekend rosters. Be contactable and able to return promptly to hospital when on-call.
- 1.14 Explain procedures/operations to patient and orders investigations as necessary. Assists with medical procedures/operations, as required.
- 1.15 Participates in unit and hospital meetings, grand rounds, clinical reviews, pathology/radiology meetings; prepares case presentations for departmental meetings; and attends intern training lectures.
- 1.16 Participates in research and clinical audits as required, ensuring correct procedures are followed; assists in teaching medical students, as required.
- 1.17 Participates in ongoing professional development activities, including regular performance reviews and commits to maintaining and upgrading knowledge, skills and participates in quality improvement activities.
- 1.18 Performs duties in accordance with relevant acts and legislation including occupational safety and health act; disability services act; equal opportunity legislation; and WA Health, and health service specific policies and procedures including code of conduct; code of ethics; performance management; and other relevant departmental/program policies and procedures.
- 1.19 Follows legislative & SCG&OPHCG policies & procedures for all medical administration requirements including leave applications, rostering allocations etc.

### 2. NMHS Governance, Safety and Quality Requirements

- 2.1 Participates in the maintenance of a safe work environment.
- 2.2 Participates in an annual performance development review.

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- 2.3 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.
  - 2.4 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.
  - 2.5 Completes mandatory training (including safety and quality training) as relevant to role.
  - 2.6 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
  - 2.7 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.
- 3. Undertakes other duties as directed.**

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## Work Related Requirements

### Essential Selection Criteria

1. Eligible for registration by the Medical Board of Australia.
2. Demonstrated clinical and procedural experience adequate to undertake the duties required of an Emergency Medicine Resident Medical Officer.
3. Demonstrated verbal and written communication skills and interpersonal skills to effectively interact with patients, their families, others and staff at all levels.
4. Ability to work effectively as a team member in a multidisciplinary team.
5. Demonstrated experience and knowledge of clinical governance.
6. Demonstrated organisational and time management skills.
7. Commitment to the Hospital's Vision, Mission and Values.

### Desirable Selection Criteria

1. Demonstrated commitment to ongoing education and research in Western Australia hospitals.
2. Current provider status of any of ATLS / EMST / ALS course.
3. Eligible for registration with the Medical Board of Australia via the competent authority pathway or via completion of the Australian Medical Council clinical exam.
4. 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: Dr Peter Allely  
Signature/HE34394  
Date: 4 April 2017

### Dept./Division Head

Name: Dr Peter Allely  
Signature: HE34394  
Date: 4 April 2017

### Position Occupant

Name:  
Signature:  
Date: