POSITION DESCRIPTION

Position Number	Various
Position Title	Resident Medical Officer, Year 1 - 3
Classification	Resident Medical Officer
Division	Various Locations
Directorate	Executive Director, Medical or Clinical Services, Various Locations
Branch	Various Locations
Position Status	Fixed-Term – Full time, Part time
Award	WA Health System – Medical Practitioners – AMA Industrial Agreement 2016
Site Location	Various (FSH, KEMH, RPH, SCGH, WACHS)

ORGANISATIONAL ENVIRONMENT

Our Vision	A WA health system that delivers safe, high quality and sustainable services that support and improve the health of all West Australians.
Our Mission	To lead and steward the WA health system.
Our Values	Respect, Excellence, Integrity, Teamwork, Leadership

REPORTING RELATIONSHIPS

Health Site

Responsible to:
Executive Director, Medical or Clinical Services

⬆

Responsible to:
Consultant and Registrar

⬆

This Position

⬆

Directly reporting to this position: **NA**

KEY RESPONSIBILITIES

To provide a high quality of clinical service to all hospital patients under the supervision of clinical supervisors including Registrars, Consultants and other senior staff within a multidisciplinary team. To work within your ability and according to the hospital's core values. To expand your knowledge and skills through the available learning opportunities.

BRIEF SUMMARY OF DUTIES

This section outlines the results and outcomes required of an individual in this position.

Employees are required to undertake all duties and responsibilities in accordance with Department of Health WA Code of Conduct, Policies/Procedures and relevant legislation.

1. Patient Care

1.1 Manages patient care under the supervision of Registrars and Consultants and ensures a detailed history and physical examination are done for each presentation/admission, and documents these findings on their medical record.

1.2 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 (within scope of knowledge and understanding of the situation).

1.3 Ensures effective discharge planning occurs with involvement of the patient, family and/or other care providers;

- Completes discharge summaries promptly, ensuring patients, General Practitioners and other care providers have adequate information to continue care.
- Ensures discharge summaries are succinct and include all medical conditions, co- morbidities, complications, procedures and treatments/medication list.
- Arranges discharge medications, in advance whenever possible.

1.4 Completes consultation requests for other medical specialties, allied health and other health care professionals.

1.5 Completes documentation required at the time of death, including death certificate or referral to Coroner and telephones the General Practitioner to advise of death.

1.6 Attends outpatient clinics and assesses patients as required.

1.7 Carries pagers while on duty and participates in afterhours and weekend rosters. Is contactable and able to return promptly to hospital when on call.

2. Clinical responsibilities

2.1 On admission, explains procedures/operations to patient and orders investigations as necessary. Assists with medical procedures/operations, as required.

2.2 Carries out procedures within their capabilities or with senior supervision if required, e.g. venepuncture, sutures, CVC line insertion, etc.

2.3 Organises requests for pathology, radiology and other investigations.

2.4 Communicates and co-ordinates within a multi-disciplinary team in regards to management plans, drug prescriptions, diagnostic requests, consultations and discharge plans which will be reviewed daily.

2.5 Completes documentation as appropriate including Notifiable Disease forms, adverse drug reaction reports, patient notes and correspondence with the General Practitioner and/or referring doctor.

2.6 Participates in unit and hospital meetings, grand rounds, clinical reviews, pathology/radiology meetings; prepares case presentations for departmental meetings; and attends RMO training lectures.

2.7 Seeks assistance from their Clinical Supervisor if uncertain about any aspect of their clinical work.

3. Research and Development

3.1 Participates in research and clinical audits as required, ensuring correct procedures are followed; assists in teaching of medical students and interns, as required.

3.2 Participates in ongoing professional development activities, including regular performance reviews and commits to maintaining and upgrading knowledge, skills and participates in Quality Improvement activities.

4. Conduct and Professionalism

4.1 Complies with and demonstrates a positive commitment to the health service values throughout the course of their duties.

4.2 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.

4.3 Rural and outer metropolitan allocations are part of the rotations for Residents employed at metropolitan hospitals and these may include Albany, Armadale, Broome, Bunbury, Kalgoorlie, Midland, Rockingham, Osborne Park, Joondalup, Hedland Health Campus and other allocations as determined.

4.4 Undertakes other duties as directed.

WA Country Health Service

In addition to the above Brief Summary of Duties

1. Liaises with external agencies and community services such as Police, St John Ambulance and the Royal Flying Doctor Service, as required.

WORK RELATED REQUIREMENTS

Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.

Essential Selection Criteria

1. Eligible for registration with the Medical Board of Australia.
2. Demonstrated clinical and procedural experience as a registered medical practitioner for a minimum of 6 months in an Australian hospital or comparable hospital setting.
3. Demonstrated verbal and written communication skills, and interpersonal skills which include the ability to interact and work appropriately with patients, their families, and an inter-professional health care team.
4. Demonstrated organisational and time management skills.
5. Demonstrated commitment to clinical governance within health care.
6. Demonstrated awareness of safe clinical practice within own limitations and the environment in which they are practicing.
7. Commitment to meeting shift requirements as rostered, where a current 'C' or 'CA' driver's license and/or access to transport must be sustained.

ADDITIONAL ESSENTIAL MINIMUM REQUIREMENTS

***Only address the additional essential minimum requirements if you are applying to*:**

King Edward Memorial Hospital (KEMH)/Obstetrics and Gynaecology

1. Dedication to and interest in pursuing a career in Obstetrics and Gynaecology, Emergency Medicine or General Practice and has a positive attitude to learning and developing skills.

King Edward Memorial Hospital (KEMH)/Neonatology

1. Dedication to and interest in pursuing a career in Neonatology, Emergency Medicine or General Practice and has a positive attitude to learning and developing skills.

WA Country Health Service

1. An interest in experiencing health service delivery and patient care in rural areas.
2. Demonstrated understanding of the differences in delivery of service between tertiary and rural medicine.

Desirable Selection Criteria
1. Commitment to continuous improvement of patient outcomes including participation in clinical audit and research. 2. Demonstrated commitment to continued medical education and the development of teaching and supervision skills. 3. Current knowledge of legislative obligations for equal opportunity, disability services and occupational health and safety, and how these impact on employment and service delivery. 4. **(For KEMH only)** At least two years of current clinical experience post-graduation.

Appointment Factors	– Applicants must be eligible to work in Australia. Evidence of valid Australian citizenship, permanent residency, temporary residency (or eligibility to obtain) must be provided prior to commencement. – Western Australian Working with Children (WWC) Check, compulsory for people who carry out child related work in Western Australia; – Successful Criminal Record Screening Check; – Successful Pre-Employment Integrity Check; – Successful 100 point Identification Check; – Pre-Employment Health Assessment; and – Evidence of registration as a Medical Practitioner by the Medical Board of Australia, must be provided prior to commencement.

CERTIFICATION

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

Manager/Supervisor	Director/Division Head
NAME:	NAME:
SIGNATURE:	SIGNATURE:
DATE:	DATE:

Job description approved

Human Resources Delegate
NAME:
SIGNATURE:
DATE:

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

Human Resources Delegate
NAME:
SIGNATURE:
DATE: