



HSS registered February 2020

## Resident Medical Officer

**WA Health System - Medical Practitioners - AMA Industrial Agreement 2016:  
 MP Year 1-3**

**Position Number: 007665**

**Clinical Services**

**Fiona Stanley Fremantle Hospital Group / South Metropolitan Health Service**

### Reporting Relationships

Medical Co-Director Year 1 – 9 Position Number: various	Service Co-Director HSO Level G14 Position Number: various
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Heads of Specialty (Supervision by Consultants & Registrars) Year 1 – 9 Position Number: various
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<b>This Position</b>
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Directly reporting to this position:		
<b>Title</b>	<b>Classification</b>	<b>FTE</b>
• Nil		

← Also reporting to this supervisor:

- Consultants, Year 1 - 9
- Senior Registrars, Year 1 - 2
- Registrars, Year 1 - 7
- Resident Medical Officers, Year 1 - 3
- Interns, Year 1

### 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. 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 weekends 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, ECG, sutures, CVC line insertion, etc.
- 2.3 Organises requests for pathology, radiology and other procedures including consultations.
- 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 Notifiable Disease forms and adverse drug reaction reports, including clinic notes-write to 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, Rockingham, Osborne Park, Kalgoorlie, Joondalup, Hedland Health Campus and other allocations as determined.

### **5. SMHS Governance, Safety and Quality Requirements**

- 5.1 Participates in the maintenance of a safe work environment.
- 5.2 Participates in an annual performance development review.
- 5.3 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.
- 5.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 5.5 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 5.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

### **6. Undertakes other duties as directed.**

**Work Related Requirements**

**A) 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 or comparable\* hospital setting.
3. Demonstrated verbal and written communications skills and interpersonal skills with the ability to interact appropriately with patients, their families, and staff of all levels.
4. Ability to work effectively in a multidisciplinary health care team environment.
5. Demonstrated organisational and time management skills.
6. Demonstrated commitment to clinical governance within health care.
7. Demonstrated awareness of safe clinical practice within own limitations and the environment in which they are practicing.
8. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.
9. Access to transport and a commitment to meeting shift requirements as rostered.

**B) 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 'C' or 'CA' class drivers licence.

**C) 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**

<b>The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.</b>			
<b>Manager / Supervisor Name</b>	<b>Signature</b>	<b>or</b>	<b>HE Number      Date</b>
<b>Dept. / Division Head Name</b>	<b>Signature</b>	<b>or</b>	<b>HE Number      Date</b>
<b>As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.</b>			
<b>Occupant Name</b>	<b>Signature</b>	<b>or</b>	<b>HE Number      Date</b>
<b>Effective Date</b>			
<b>HSS Registration Details (to be completed by HSS)</b>			
<b>Created on</b>		<b>Last Updated on</b>	11 February 2020