



**HSS REGISTERED**

**Supervised Medical Officer**  
**Medical Practitioners Agreement: MP Year 1-9**  
**Position Number: Various**  
**Mental Health Division**  
**Royal Perth Bentley Group/East Metropolitan Health Service (EMHS)**

**Reporting Relationships**

Executive Director  
Royal Perth Bentley Group



Medical Co-Director  
Mental Health Division  
Royal Perth Bentley Group  
Position Number: Various



Also reporting to this supervisor:

- Consultants
- Senior Registrars/Fellows
- Registrars
- Resident Medical Officers

**This Position**



Directly reporting to this position:

<b>Title</b>	<b>Classification</b>	<b>FTE</b>
Resident Medical Officer	MP Year 1-3	

**Key Responsibilities**

Provides and promotes high quality and patient centred care to inpatients and outpatients of the specialty under the supervision of consultant psychiatrists. Provides training, supervision and education for Resident Medical Officers (RMOs) and Interns. In collaboration with the interdisciplinary team, works to achieve National, State and East Metropolitan Health Service (EMHS) performance standards and the National Safety and Quality Healthcare Standards.

## 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.

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

### 1. General

- 1.1 Under the supervision of a consultant psychiatrist, and as part of a multidisciplinary mental health team, to provide an excellent standard of psychiatric care for patients of the Royal Perth Bentley Group.
- 1.2 To contribute to the culture and esteem of the hospital by upholding high professional standards and participating actively in education, training and research.

### 2. Clinical

- 2.1 Undertakes clinical shifts and after hours duties as directed.
- 2.2 Oversees the care of patients, including clinical assessment, formulating a differential diagnosis, arranging appropriate investigations and referrals, and instituting a documented management plan in conjunction with the supervising consultant.
- 2.3 Regularly reviews patients as per expected standards for their allocated clinical setting and at the request of medical staff, nursing staff, patients or families, as appropriate. Keeps the supervising consultant informed of any patient whose condition is not improving, or who is causing concern. Requests assistance from consultants when necessary.
- 2.4 Supervises, supports, mentors and teaches RMOs, Interns and medical students at all times. Actively intervenes to reduce delays in patient investigation, management, transfer or discharge.
- 2.5 Performs procedures and/or diagnostic interventions within their scope of practice as agreed with the supervising consultant for the patient.
- 2.6 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. Discusses the management plan with the patient/family. Promotes healthy lifestyle choices and preventative health care.
- 2.7 Works within the multidisciplinary team and attends multidisciplinary team meetings to ensure coordinated timely care.
- 2.8 Facilitates admissions of patients. This includes assisting consultant staff to ensure there are adequate beds available for new admissions
- 2.9 Performs all duties relevant to after-hours shifts and provides adequate handovers to medical colleagues. Escalates to the duty psychiatrist, when appropriate
- 2.10 Ensures that the medical record (including discharge summaries) is accurately updated daily and that all medical diagnoses, comorbidities, procedures and complications are clearly listed.
- 2.11 Participates in Divisional 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 Prepares presentations for academic meetings, hospital and departmental meetings, clinical reviews and other relevant activities as required.
- 3.3 Participates in relevant clinical governance activities including regular clinical meetings, adverse event investigations and morbidity/mortality reviews as required and participates in the implementation of endorsed recommendations.
- 3.4 Participates in the education and training of medical students, interns, resident medical officers and other members of the interdisciplinary team through ward rounds, formal presentations, tutorials and other modalities.
- 3.5 Completes a beginning-of-term planning and end-of-term professional development review of their performance with the Clinical Lead or delegated consultant and required reviews with their Supervisor.

### **4. EMHS Governance, Safety and Quality Requirements**

- 4.1 Participates in the maintenance of a safe work environment.
- 4.2 Participates in an annual performance development review.
- 4.3 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.
- 4.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.5 Performs duties in accordance with Government, WA Health, East 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

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 the Medical Board of Australia.
2. Demonstrated clinical and procedural experience sufficient to undertake the safe care of patients of the specialty.
3. Demonstrated ability to provide medical education, teaching, supervision, training and support to Resident Medical officers and Interns.
4. Demonstrated verbal, written communication and interpersonal skills to interact effectively with patients, their families and staff at all levels.
5. Demonstrated organisation and time management skills to provide safe, timely patient centred care.
6. Demonstrated participation in continuing medical education activities including regular performance reviews to maintain and upgrade knowledge and skills.

### Desirable Selection Criteria

1. Knowledge of Mental Health Act (2014) and other related legislation.
2. 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.
- Provision of the minimum identity proofing requirements in line with the standards set by the National Security Strategy.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.
- Evidence of registration 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.

Dr Dharjinder Rooprai	HE160666	7 May 2019
Manager / Supervisor Name	Signature or HE Number	Date
Monica Taylor	HE21038	7 May 2019
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			

HCN Registration Details (to be completed by HSS)

Created on	November 2016	Last Updated on	25/02/2021
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