



HSS REGISTERED

Resident Medical Officer – Obstetrics Gynaecology
Medical Practitioners Agreement: Year 1-3
Position Number: 500046
Obstetrics and Gynaecology Clinical Care
King Edward Memorial Hospital

Reporting Relationships

Executive Director, Medical Services



Medical Director, Obstetric
 Medical Director, Gynaecology



This Position



← Also reporting to this supervisor:

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Directly reporting to this position:			Other positions under control
Title	Classification	FTE	•

Prime Function / 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 (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;
 - 1.3.1) Completes discharge summaries promptly, ensuring patients, General Practitioners and other care providers have adequate information to continue care.
 - 1.3.2) Ensures discharge summaries are succinct and include all medical conditions, co-morbidities, complications, procedures and treatments/medication list.
 - 1.3.3) 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.

5. NMHS 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, North 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

Essential Selection Criteria

1. Eligible for registration by 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's 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.

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.

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.
- Provision of the minimum identity proofing requirements.
- Evidence of a current "C" or "C.A." class driver's licence.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

Manager/Supervisor

Name:
Signature/HE:
Date:

Dept./Division Head

Name:
Signature/HE:
Date:

Position Occupant

Name:
Signature/HE:
Date: