



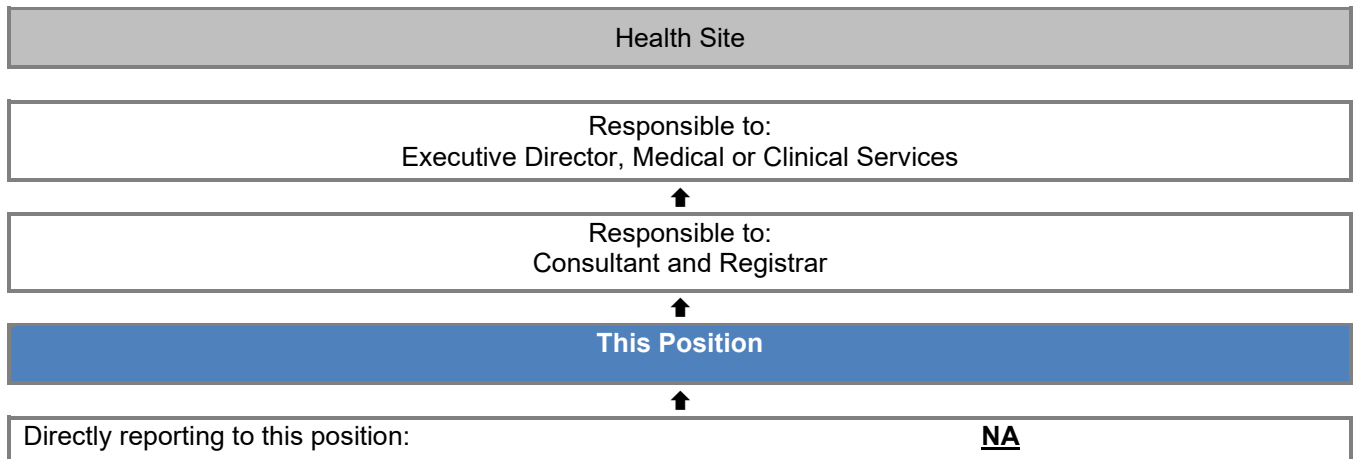
## POSITION DESCRIPTION

<b>Position Number</b>	Various
<b>Position Title</b>	Resident Medical Officer, Year 1 - 3
<b>Classification</b>	Resident Medical Officer
<b>Division</b>	Various Locations
<b>Directorate</b>	Executive Director, Medical or Clinical Services, Various Locations
<b>Branch</b>	Various Locations
<b>Position Status</b>	Fixed-Term – Full time, Part time
<b>Award</b>	WA Health System – Medical Practitioners – AMA Industrial Agreement 2022
<b>Site Location</b>	Various

## ORGANISATIONAL ENVIRONMENT

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

## REPORTING RELATIONSHIPS



## 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, ensuring a detailed history and physical examination is completed for each presentation/admission, and documents these findings on the patients' medical record.
- 1.2 Communicates and counsels patients about their condition and required management, or with the immediate family if the patient is unable to comprehend the situation.
- 1.3 Ensures effective discharge planning occurs with involvement of the patient, family and/or other care providers including:
  - Completing discharge summaries promptly ensuring patients, general practitioners and other care providers have adequate information to continue care;
  - Ensuring discharge summaries are succinct and include all medical conditions, comorbidities, complications, procedures and treatments, and a medication list;
  - Arranging any discharge medications in advance, whenever possible.
- 1.4 Completes consultation requests for allied health and other medical specialties or health care professionals as required.
- 1.5 Completes documentation required at the time of death, including the Medical Certificate of Cause of Death or referral to the Coroner, and contacts the patient's general practitioner to advise of death.
- 1.6 Attends outpatient clinics and assesses patients as required.
- 1.7 Participates in afterhours and weekend rosters and without exception, is contactable and able to return to the hospital promptly when on call.

### 2. Clinical responsibilities

- 2.1 On admission, explains procedures/operations to the patient and organises pathology, radiology and other 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 Communicates and co-ordinates within a multi-disciplinary team regarding management plans, drug prescriptions, diagnostic requests, consultations and discharge plans which will be reviewed daily.
- 2.4 Completes documentation as appropriate including notifiable disease forms, adverse drug reaction reports, and patient notes.
- 2.5 Participates in unit and hospital meetings, educational and quality improvement activities, clinical reviews, and other meetings as required/requested.
- 2.6 Prepares case presentations for departmental meetings and attends RMO training lectures.
- 2.7 Seeks assistance from clinical supervisor/s if uncertain about any aspect of clinical work.

### 3. Research and Development

- 3.1 Participates in research and clinical audits as required and ensures correct procedures are followed.
- 3.2 Assists in teaching of medical students and interns, as required.
- 3.3 Participates in ongoing professional development activities including regular performance reviews.
- 3.4 Commits to maintaining and upgrading knowledge and skills.

### 4. Conduct and Professionalism

- 4.1 Complies with and demonstrates a positive commitment to health service values throughout the course of their duties.
- 4.2 Performs duties in accordance with relevant Acts and legislation including (but not limited to):
  - Occupational Safety and Health Act 1984;
  - Disability Services Act; and
  - Equal Opportunity legislation.
- 4.3 Performs duties in accordance with:
  - WA Health and site-specific policies and procedures (including Code/s of Conduct);
  - Code of Ethics;
  - Performance Management; and
  - Any other relevant departmental programs, policies and procedures.
- 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.

Selection Criteria	
Applicants are asked to refer to the separate 'Application Selection Criteria' document and address the required criteria in your response.	
<b>Appointment Factors</b>	<ul style="list-style-type: none"><li>– 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.</li><li>– Evidence of registration as a Medical Practitioner with the ability to undertake at a minimum shared responsibility for each individual patient by the Medical Board of Australia, must be provided prior to commencement.</li><li>– Western Australian Working with Children (WWC) Check, compulsory for people who carry out child related work in Western Australia.</li><li>– Successful Criminal Record Screening Check.</li><li>– Successful Pre-Employment Integrity Check.</li><li>– Successful 100-point Identification Check.</li><li>– Pre-Employment Health Assessment.</li></ul>

Title: Resident Medical Officer

Position Number: Various

## CERTIFICATION

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

<b>Manager/Supervisor</b>	<b>Director/Division Head</b>
NAME:	NAME:
SIGNATURE:	SIGNATURE:
DATE:	DATE: