

POSITION DESCRIPTION

Position Title:	Emergency Medicine Medical Officer (PGY3+) (ED-MO)
Business Unit/Department:	Emergency Department, Footscray & Sunshine Hospitals
Division:	Emergency Medicine and Intensive Care Services
Award/Agreement:	Doctors in training (Victorian Public Health Sector) (AMA Victoria/ASMOF) (single interest employers) Enterprise Agreement 2022-2026
Classification:	HM13-15
Reports To:	Directors of Emergency Medicine
Direct Reports:	N/A
Date Prepared/Updated:	December 2024

Position Purpose

The role of the Emergency Medicine Medical Officer is to assist in the clinical management of patients in the Footscray and Sunshine Emergency Departments under the supervision and direction of Emergency Registrars and Consultants.

The foci of this position are:

1. Clinical care of patients within the ED and Short Stay Unit
2. Leadership, including incorporation of evidence and best practice into ED work practices.
3. Supervision of junior staff including HMOs and interns.
4. Teaching of medical students, junior medical staff and nurses.
5. Commitment to delivery of high-quality clinical care and development of ED quality improvement initiatives

Business Unit Overview

The Division of Emergency Medicine and Intensive Care (EMIC) Services spans across 5 Western Health sites encompassing three emergency departments, two urgent care centres and two intensive care units.

Delivering care to over 200,000 patients annually the Division is committed to innovation, the development of services and treatment of diverse population groups across Western Health to ensure Best Care for the community of Western Melbourne.

The Divisional Director (DD) and the Clinical Services Director (CSD) function in partnership to provide leadership, clinical, operational and financial governance to the Division ensuring the efficient and effective delivery of Best Care within allocated resources.

The Footscray and Sunshine Hospital Emergency Departments together see more than 140,000 adult and paediatric presentations per year, providing assessment, investigations, and treatment to patients who present for urgent and emergency care.

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Each contain Emergency Observation Units providing extended emergency management for patients requiring short term observation and treatment for up to 24 hours.

There are over 40 EFT of Emergency Physicians across the two campuses, and together the Departments are responsible for the supervision and training of over 60 EFT of registrars, both training and non-training with ACEM, along with multiple interns and HMOs.

The Western suburbs continues to be an area of significant growth, which has seen the expansion of the Sunshine Hospital Emergency Department which now features a Behavioural Assessment Unit and Hub, a standalone Fast Track and a dedicated paediatric emergency zone. The new Footscray Hospital is scheduled to open in September 2025.

Key Responsibilities

Clinical Practice

- Provide quality care to patients in the Emergency Department through appropriate clinical assessment, investigation, management and communication in consultation with the Emergency Physician or senior registrar in Charge
- Understand and comply with timely disposition practices in accordance with National Emergency Access Targets, state based and hospital based KPI's in consultation with senior colleagues
- Perform clinical duties as directed by the Emergency Physician or senior registrar in accordance with Western Health policies and procedures and relevant legislation
- Assume responsibility for patient care in accordance with the care model of the Emergency department, ensuring that clinical procedures are performed in accordance with Western Health policy and procedure
- Assume responsibility for communication with community providers of patients discharged from the Emergency Department.
- Accurately reflect the patient's requirements, outcomes or events within prescribed Western Health documentation, ensuring all legal requirements are met in regards to legibility of content and identity of reporter in accordance with Western Health policies and procedures
- Participate in clinical handovers at change of shift

Professionalism

- Ensure own health and well-being and seek assistance if impairment in physical or mental health is impacting on job performance
- Work collaboratively and respectfully with multi-disciplinary team members and colleagues to achieve desired outcomes for patients through effective communication and collaboration.
- Demonstrate a caring and empathetic approach towards patients at all times
- Maintain currency with department communication and processes

Quality and Education

- Support and contribute to research activities as relates to professional level
- Undertake ongoing self-directed learning by participation in continuing education activities and attendance at schedule departmental teaching sessions
- Participate in on-going assessment of competency via a mid and end of term unit assessment
- Participate in the teaching of Interns and medical students where appropriate
- Perform other duties as delegated by the department directors

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

Key Working Relationships

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- Director and Deputy Director of Emergency and Senior Medical Staff
- Clinical staff including medical, nursing, and allied health
- Patient support and administrative staff
- Medical Workforce Unit
- Medical Education Unit

Selection Criteria

- A medical qualification recognised in Victoria, Australia
- Current Australian medical registration or eligibility for Provisional Registration with AHPRA with a minimum supervision level 2 or higher.
- Have at least 3 years clinical experience, ideally with 2+ years employed in Australia or a similar health system.
- Completion of minimum 3 months employment in an Emergency Department (preferable)
- An interest in pursuing Emergency Medicine as a career.
- Clinical competence as required for level of position
- Ability to work as part of a team
- Commitment to professional development

Additional Requirements

All employees are required to:

- Obtain a police / criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your employment
- Comply with relevant Western Health clinical and administrative policies and guidelines
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, Work Health and Safety Act 2011, the Work Health and Safety Regulations 2011 (and 2012), the Victorian Occupational Health and Safety Act 2004, Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

General Information

- Redeployment to other services and sites within Western Health may be required
 - Employment terms and conditions are provided according to relevant award/agreement
 - Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
 - Western Health is committed to Gender Equity
 - Western Health provides support to all personnel experiencing family and domestic violence
 - This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Western Health is a smoke free environment

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I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee's Name: _____

Employee's Signature: _____ Date: _____

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