

POSITION DESCRIPTION

Position Title:	Hospital Medical Officer – General Medical & Urgent Care
Business Unit/Department:	Medical Services & relevant Clinical Division
Division:	N/A
Award/Agreement:	Doctors in Training (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) – Enterprise Agreement 2022-2026
Classification:	HM13+
Reports To:	Chief Medical Officer Clinical Department Head as per rotations
Direct Reports:	N/A
Date Prepared/Updated:	19 June 2024

Position Purpose
The role of the HMO is to assist in the clinical management of patients and undertake clinical duties for the Unit under the supervision and direction of the Department Head of Unit or Consultant.
Business Unit Overview
The Medical Workforce Unit is responsible for the recruitment, administration and support of junior medical staff at Western Health.
The Medical Education Unit is responsible for the education and training of prevocational medical staff at Western Health.
The relevant Clinical Division is responsible for the provision of inpatient and outpatient clinical services by a multidisciplinary team. Unit Handbooks detailing unit structures, key staff, services provided and other specific unit information are provided to junior medical staff at the commencement of their rotation within each unit.
The role consists of two rotations: emergency medicine in urgent care & general/geriatric/palliative medicine and is an opportunity to work in what is essentially a rural style hospital that is now an integral part of Western Health. The focus of this rotation will be divided into 3 month blocks to provide a valuable inpatient experience, along with the opportunity to work in a busy Urgent Care Centre (UCC).
MSU:
<ul style="list-style-type: none"> The focus of this rotation will be to provide a valuable inpatient experience caring for low-acuity, low-complexity patients in a semi-rural setting. Our medical-surgical ward (MSU) is an 18-bed ward: <ul style="list-style-type: none"> 1-2 UCC short-stay inpatients (e.g. renal colic, cellulitis, dehydration, urinary retention, acute back pain etc.)

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- 3-4 general medical / rehabilitation inpatients (functional decline, pneumonia, leg ulcers, pressure care, non-weight-bearing etc.)
- 2 palliative care beds
- 1 drug & alcohol detox bed (managed by a local GP with a special interest)
- 8-10 surgical inpatients (orthopedic, ENT, urology, general surgery & gynecology)

UCC:

- There are two UCCs: Bacchus Marsh Hospital & Melton Health. The JMO's responsibilities will only be at Bacchus Marsh Hospital UCC.
- We see the full spectrum of ambulatory emergency care with 40% paediatrics.
- The majority of presentations are category 3-5 (minor trauma, eye injuries, wound infections, burns, abdominal pain, CVAs, head-ache, respiratory illness etc.).
- More serious category 1&2 cases arrive fairly frequently & we have a fully-equipped resuscitation bay. These unstable patients are transferred out to Sunshine or Footscray Hospital promptly after initial stabilization.
- There are on-call obstetricians, gynecologists, pediatricians, & anaesthetists for emergency situations which require a code response.
- In the UCC, there is a direct phone-line to Western Health ED Consultants (Footscray & Sunshine) for both pediatric & adult Patients. The Specialty Registrars at Sunshine & Footscray Hospital are also available 24/7 for phone support when required.
- On-site pathology, X-ray, CT & ultrasound is available
- HMOs will under-take the following procedures:
 - Suturing
 - Plastics
 - Removal of FB eyes
 - Simple joint dislocation reductions
 - Simple fracture reductions

Key Responsibilities

General:

- Participate in on-going assessment of competencies via a mid and end of term unit assessment
- Work under the supervision and support of the registrar or consultant to further develop general clinical and decision-making skills
- Assume responsibility for patient care in accordance with the care model of the ward/unit, ensuring that clinical procedures are performed in accordance with Western Health policy and procedure
- Ensure quality patient care via clinical assessment, admissions and development of management plans
- Undertake clinical assessments of urgent and non-urgent patients within clinically appropriate time frames and participate in the ordering and interpretation of clinical investigations, ensuring communication of abnormal results
- Participate in the development of discharge plans that reflects the needs of patients and their significant others and demonstrates understanding of the role of community providers. Assume responsibility for communication with community providers
- 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
- Provide clinical handovers to covering HMOs
- 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 to achieve desired outcomes for patients through effective communication and attendance and participation in unit and site clinical meetings
- Exchange and share information from participation in seminars and conferences with colleagues via in-services, presentations, education forums, team meetings, etc.
- Demonstrate a caring and empathetic approach towards patients at all times
- Support and contribute to research activities as relates to HMOs

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- Participate and contribute to improvement of policies, procedures and protocols and identify areas of improvement in clinical practice
- Undertake ongoing self-directed learning by participation in HMO continuing education activities and attendance at clinical meetings, including any mandatory training programs
- Participate in the teaching of Interns and medical students where appropriate
- Cover other Units as part of the after-hours roster or as requested by the Medical Workforce Unit
- Perform other duties as delegated by the Unit Head or Unit Registrar

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.

Aims of the rotations to MSU & UCC is to gain better exposure & confidence in:

- Detailed & thorough history & physical examinations
- Formulation of a meaningful medical care plan
- Completion of medication charts & update changes as required
- Communication with members of the team involved in inpatient care
- Contribute to discharge planning
- Managing emergencies in an efficient, effective & competent manner

Deteriorating patient response:

- Attend MET calls & code blue events in all departments (including theatre, maternity, urgent care, radiology etc.) (Excludes Grant Lodge nursing home). The HMO from MSU & UCC will be joining the existing emergency response teams which includes UCC SMO, senior nurse from UCC, incident controller and obstetricians, gynecologists, pediatricians, anaesthetist and ARV / MICA when called-upon

Admit patients to the MSU:

- Admission paperwork, medication chart, initiate treatment, goals of care & communication with family will all be the responsibility of the HMO. Examples include:
 - Short stay admissions from urgent care
 - Transfers from Western Health for Post-Acute Care
 - Pre-operative admissions

Daily MSU ward duties:

- At all times, the HMO will be expected to escalate any patient they feel is deteriorating or needs senior involvement.
- Clear, accurate & thorough documentation of ward-rounds, daily progress, team meetings, family meetings & conversations & medical plans.
- Ward round of UCC patients with UCC Dr, post-op patients with surgical registrar & general patients with the visiting & staff GPs.
- Discharge patients including scripts, discharge summaries, contact families & family doctor
- HMO to hand-over any unstable patients or concerns to UCC

Urgent Care:

- Performing an initial assessment of patients who present to the urgent care - including a history & examination of all patients who attend the urgent care, initiating investigations, & treatment & completing all appropriate documentation
- Communicate with referring General Practitioners, community nurses & allied health staff regarding patient progress & care requirements.
- Timely communication of management plan / formulation with UCC nurses to assist with discharge & patient flow.
- Assist with the teaching of our resident Deakin University medical students
- Participate in monthly Mortality & Morbidity meetings, clinical audits, research redesign & accreditation against healthcare standards to ensure ongoing clinical practice improvement.

Key Working Relationships

- Clinical staff including medical, nursing, and allied health
- Patient support and administrative staff

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- Medical Workforce Unit
- Medical Education Unit

Selection Criteria

- A medical qualification recognised in Victoria, Australia
- Current Australian medical registration
- 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
- 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

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:

Click here to
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