

# POSITION DESCRIPTION



|                                 |  |
|---------------------------------|--|
| Position                        | Hospital Medical Officer   |
| Division                        | Medical  |
| Classification                  | HMO12  |
| Enterprise Agreement            | Doctors in Training (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement 2022-2026 |
| Reports To                      | Director of Medical Services   |
| Direct Reports                  | Nil  |
| Infection Control Risk Category | A  |

|          |                           |               |            |
|----------|---------------------------|---------------|------------|
| Approved | Director Medical Services | Approval Date | April 2023 |
|----------|---------------------------|---------------|------------|

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| <b>PRIMARY OBJECTIVE (or purpose):</b>   |
| <p>The HMO will contribute to the overall performance of the Medical Services team in a manner consistent with PDH CARE Goals to deliver person-centred, safe, effective and connected care to all patients</p> <p>To provide high quality and comprehensive patient care at PDH by providing assistance with surgical procedures, and delivering care to medical and surgical inpatients</p> <p>To consult and manage patients presenting at the PDH Urgent Care Centre</p> |

|  |  |         |            |
|--|--|---------|------------|
| <b>PORTLAND DISTRICT HEALTH VALUES</b> |  |         |            |
| Compassion                             | Accountability   | Respect | Excellence |
| <b>PDH CARE GOALS</b>                  |  |         |            |
| Person-centred                         | People's values, beliefs and specific needs and circumstances guide the delivery of care and organisational planning.                                |         |            |
| Safe                                   | Avoidable harm is eliminated.  |         |            |
| Effective                              | The right care is delivered in the right way, at the right time with the right outcomes.   |         |            |
| Connected                              | Staff and consumers work together to achieve shared goals; people experience service and support continuity as they move through the service system. |         |            |

|                             |   |  |
|-----------------------------|---|--|
| <b>KEY ACCOUNTABILITIES</b> |   |  |
| Key Results Area            | Key Activities  | Performance Measures   |
| Leadership and team work    | <ul style="list-style-type: none"> <li>Ensure the vision, mission and values of the organisation are understood and integrated into daily practice</li> <li>Demonstrate a professional responsibility for work performed by staff placed under your responsibility</li> <li>Develop and maintain positive working relationships with members of PDH staff</li> <li>Demonstrate agreed behaviours and communicate effectively whilst engaging with the multidisciplinary team</li> <li>Role model a professional approach to education, interpersonal relationships, teamwork and communication for department/unit staff</li> </ul> | <ul style="list-style-type: none"> <li>Participation in annual staff appraisal</li> <li>Staff satisfaction</li> <li>100% Compliance with mandatory competencies</li> </ul> |

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| Professional Development and Scope of Practice | <ul style="list-style-type: none"> <li>• Demonstrate continual professional development and learning</li> <li>• Shares knowledge willingly</li> <li>• Complete mandatory training and education</li> </ul>  | <ul style="list-style-type: none"> <li>• 100% Compliance with mandatory competencies</li> <li>• Participation in annual staff appraisal</li> </ul>   |
| Quality and Safety                             | <ul style="list-style-type: none"> <li>• Work collaboratively with the Quality Team to implement improvement plans</li> <li>• Conduct audits as required and contribute to the development and implementation of actions to address deficits</li> <li>• Contribute to quality improvement activities within the department, in accordance with PDH policies to ensuring a high level of work quality</li> <li>• Maintain a safe and high quality environment at all times in accordance with PDH policies</li> <li>• Reports all incidents through Riskman</li> <li>• Ensuring staff follow PDH Infection Control policies, procedures and guidelines</li> </ul>  | <ul style="list-style-type: none"> <li>• Completes relevant audits and initiates actions</li> <li>• Contribution to Quality Improvement/Progress reports</li> <li>• Demonstrated use of the incident management system</li> </ul>  |
| Information Management                         | <ul style="list-style-type: none"> <li>• Displays and promotes correct documentation techniques and initiates regular documentation auditing to ensure legal, professional and organisational standards are met and maintained.</li> <li>• Abide by the PDH's requirements pertaining to appropriate Information Security and Information Management regulations and report an accidental or malicious breach of these regulations to the appropriate department.</li> <li>• Ensure consumer information is accurate and only released in line with the Health Records Act requirements</li> </ul>  | <ul style="list-style-type: none"> <li>• Ensures all information management meets the legislative requirements and organisational standards</li> </ul>   |
| Occupational Health and Safety                 | <ul style="list-style-type: none"> <li>• Is familiar with and ensure that all appropriate actions are taken to implement OH&amp;S policy and procedures and that legislative requirements are met within the service</li> <li>• Report any incidents or potential hazards in accordance with PDH policies and procedures including effective reporting via Riskman</li> <li>• Assist in the planning, development and implementation of OH&amp;S measures</li> <li>• Demonstrate a commitment to health and safety in line with PDH's OHS policies, procedures, training requirements and legislative/regulatory requirements, driving a high standard for others to follow</li> <li>• Know what to do in an emergency situation</li> </ul> | <ul style="list-style-type: none"> <li>• Participation in team meetings where key OH&amp;S issues are discussed and resolved</li> <li>• Evidence of hazard and incident reporting using Riskman</li> <li>• Maintains compliance with mandatory OHS training requirements for both self and team</li> </ul> |
| <b>OTHER DUTIES</b>                            |   |  |
|  | <ul style="list-style-type: none"> <li>• Exhibits a commitment to PDH Values including team based above and below behaviours</li> <li>• Undertake special projects or reports as reasonably required on a wide range of issues</li> </ul>   | <ul style="list-style-type: none"> <li>• PDH values modelled at all times</li> <li>• Demonstrated use of incident management system</li> </ul>   |

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|  | <ul style="list-style-type: none"><li>• Practice in accordance with the relevant health care or industry standards</li><li>• Complies with family violence risk assessment and management activities aligned to the Multi-Agency Risk Assessment and Management (MARAM) Framework, the Family Violence Information Sharing Scheme (FVISS) and Child Information Sharing Scheme (CISS) legislative requirements and related PDH procedures.</li><li>• Comply with all relevant PDH policies and procedures</li><li>• Perform all other duties as directed within the limits of skill, competence and training to maximise flexibility and effectiveness</li></ul> | <ul style="list-style-type: none"><li>• Adherence to applicable health care or industry standards</li><li>• Demonstrated completion of mandatory training</li><li>• Adherence with PDH policy and procedures</li></ul> |
|--|--|--|



## KEY SELECTION CRITERIA – SPECIALIST KNOWLEDGE

### QUALIFICATIONS/ EXPERIENCE and/or SPECIALIST KNOWLEDGE –

#### ESSENTIAL:

- MBBS, or equivalent acceptable to AMC
- Successful AMC completion
- Experience/Registration in Australian Healthcare system or comparable system
- Eligible for clear AHPRA registration (no notations - excluding provisional/limited)
- Clinical experience in the position of a HMO or General Practice (beyond internship)
- Experience in self-management and organisation of work to achieve agreed outcomes.
- Comprehensive knowledge regarding delivery of medical services at a HMO level.
- Understanding of customer service for internal and external customers and a commitment to meeting their needs in a helpful and courteous manner
- Awareness of medico-legal issues, clinical risk management, clinical governance and relevant legislation.
- Ability to manage common medical and surgical clinical emergency presentations on the ward or in our Urgent Care Centre
- High level verbal and written communication and interpersonal skills in English
- Highly developed organisational skills
- Ability to work and contribute effectively in a team environment
- Ability to work in an environment of change and development

#### DESIRABLE:

- Additional Postgraduate qualifications in clinical field.
- Sub specialty skills
- Emergency Department experience

#### CERTIFICATES, LICENCES and REGISTRATIONS:

- Current employee police check
- Current employee Working with Children's check.
- Current Victorian Driver's licence

#### OTHER REQUIREMENTS:

- Current evidence of immunisation history and serology results

## REFERENCES

- AHPRA Continuing Professional Development  
<http://www.ahpra.gov.au/Education/Continuing-Professional-Development.aspx>
- Medical Board of Australia – Codes, Guidelines & Policies  
<http://www.nursingmidwiferyboard.gov.au/Codes-Guidelines-Statements/Professional-standards.aspx>
- Fair work – Enterprise Bargaining Agreements/Awards  
<https://www.fwc.gov.au/awards-and-agreements/agreements>
- Worksafe Victoria  
<http://www.worksafe.vic.gov.au/>

*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. Any elements of this document may be changed at Portland District Health's discretion and activities may be added, removed or amended at any time.*

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## JOB DEMANDS CHECKLIST

Portland District Health endeavours to provide a safe working environment for all staff. The table below describes the demands and risk factors associated with this job. Applicants must review this information to ensure they can comply with these requirements. Successful applicants will be required to sign the acknowledgment at the end of the position description to confirm their ability to perform the job demands of this position.

| Frequency definitions       |   |
|-----------------------------|---|
| <b>I = Infrequent</b>       | Activity may be required very infrequently  |
| <b>O = Occasional</b>       | Activity required occasionally, not necessarily all shifts  |
| <b>F = Frequent</b>         | Activity required most shifts, up to 50% of the time  |
| <b>C = Constant</b>         | Activity that exists for the majority of each shift and may involve repetitive move for prolonged periods |
| <b>N/A = Not Applicable</b> | Activity not performed  |

| Aspects of normal workplace |  | Frequency |   |   |   |     |
|-----------------------------|--|-----------|---|---|---|-----|
| Demands                     | Description  | I         | O | F | C | N/A |
| <b>Physical Demands</b>     |  |           |   |   |   |     |
| Sitting                     | Remain seated to perform tasks   |           | ✓ |   |   |     |
| Standing                    | Remain standing to perform tasks   |           |   |   | ✓ |     |
| Walking                     | Periods of walking required to perform tasks   |           |   |   | ✓ |     |
| Bending                     | Forward bending from waist to perform tasks  | ✓         |   |   |   |     |
| Kneeling                    | Remain in a kneeling position to perform tasks   | ✓         |   |   |   |     |
| Lifting/Carrying            | Light lifting and carrying   | ✓         |   |   |   |     |
|                             | Moderate lifting and carrying  | ✓         |   |   |   |     |
|                             | Assisted lifting (mechanical, equipment, person assist)  | ✓         |   |   |   |     |
| Climbing/Working at heights | Ascending and descending ladders, stools, scaffolding  |           |   |   |   | ✓   |
| Pushing/Pulling             | Moving objects (eg: trolleys, beds, wheelchairs, diagnostic equipment, cleaning equipment)             | ✓         |   |   |   |     |
| Reaching                    | Arms fully extended forward or raised above shoulder to perform tasks                                  | ✓         |   |   |   |     |
| Crouching                   | Adopting a crouching posture to perform tasks  | ✓         |   |   |   |     |
| Foot movement               | Use of leg and/or foot to operate equipment (or machinery)   |           | ✓ |   |   |     |
| Head postures               | Holding head in a position other than neutral (facing forward) to perform tasks                        |           |   | ✓ |   |     |
| Fingers/Hand/Arm movement   | Repetitive movements of fingers, hands and arms (eg: computer keyboard, computer mouse, touch screens) |           |   | ✓ |   |     |

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| Aspects of normal workplace |  | Frequency |   |   |   |     |
|-----------------------------|--|-----------|---|---|---|-----|
| Demands                     | Description  | I         | O | F | C | N/A |
| <b>Physical Demands</b>     |  |           |   |   |   |     |
| Grasping/Fine manipulation  | Gripping, holding, clasping with fingers or hands  |           |   |   | ✓ |     |
| Driving                     | Operating a motor powered vehicle (eg: use of hospital cars to undertake duties, making deliveries, ride on mower, forklift, bus etc.) | ✓         |   |   |   |     |

| Aspects of normal workplace        |  | Frequency |   |   |   |     |
|------------------------------------|--|-----------|---|---|---|-----|
| Demands                            | Description  | I         | O | F | C | N/A |
| <b>Psychosocial Demands</b>        |  |           |   |   |   |     |
| Shift work                         | Rotation of shifts on a rostered basis including day, afternoon or night   |           |   |   | ✓ |     |
| Distressed people                  | Highly emotional people crying, upset, unhappy (eg: emergency or grief situations)                                   |           | ✓ |   |   |     |
| Aggressive/Unpredictable people    | Raised voices, yelling, swearing and arguing (eg: people affected by drugs or alcohol, dementia, mental illness)     |           | ✓ |   |   |     |
| Exposure to distressing situations | (eg: Child abuse, delivering bad news, viewing extreme injuries, viewing deceased)                                   |           | ✓ |   |   |     |
| <b>Environmental Demands</b>       |  |           |   |   |   |     |
| Gases                              | Working with explosive or flammable gases requiring precautionary measures   |           |   |   |   | ✓   |
| Liquids                            | Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE  |           |   |   |   | ✓   |
| Noise                              | Prolonged and frequent periods of background noise levels which necessitates people raising their voices to be heard |           |   |   |   | ✓   |
| Biological hazards                 | Exposure to body fluids, bacteria, infectious diseases requiring PPE   |           |   |   |   | ✓   |
| Cytotoxic hazards                  | Handling and/or preparation of cytotoxic materials   |           |   |   |   | ✓   |
| Radiation                          |  |           |   |   |   | ✓   |

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## Acknowledgement:

I acknowledge that I have received a copy of this position description and understand the requirements of this position. I agree to work in accordance with this position description.

As the incumbent of this position, I confirm I have read the job demands checklist as attached, understand its content, and agree to work in accordance with the requirements of this position.

I accept that the position description as stated above may need amending and updating periodically due to changes in responsibilities and organisational requirements. Changes to the position description will be consistent with the purpose for which the position was established.

|                       |  |       |
|-----------------------|--|-------|
| EMPLOYEE NAME:        |  |       |
| EMPLOYEE'S SIGNATURE: |  | DATE: |
| MANAGER'S NAME:       |  |       |
| MANAGER'S SIGNATURE:  |  | DATE: |