DEPARTMENT OF HEALTH

JOB DESCRIPTION FORM

RESIDENT MEDICAL OFFICER, YEAR 1 - 3

WA HEALTH

Position No: RMO Pool (various) Effective Date: May 2015

INDUSTRIAL AWARD / AGREEMENT: Department of Health, Medical Practitioners (Metropolitan Health Services and WA Country Health Services) AMA Industrial Agreement 2013

REPORTING RELATIONSHIPS

Responsible to Executive Director, Medical or Clinical Services

Responsible to Consultant and Registrar

THIS POSITION

POSSESSIONS UNDER DIRECT SUPERVISION

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<th>TITLE</th>
<th>CLASSIFICATION</th>
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TOTAL FTEs: Nil

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 STATEMENT OF DUTIES (in order of importance)

1. Manages patient care under the supervision of Registrars and Consultants, and ensures a detailed history and physical examination are done for each admission, and documents these findings on their medical record.

2. Seeks assistance from their Clinical Supervisor if uncertain about any aspect of their clinical work.

3. Investigates and completes pathology request forms and arranges radiology and other procedures including consultations.

4. Communicates and co-ordinates within a multi-disciplinary team in regards to management plans, drug prescriptions and diagnostic requests, consultations and discharge plans which will be reviewed daily.

5. 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.

6. Ensures effective discharge planning occurs with involvement of the patient, family and/or other care providers; liaise with the patient’s General Practitioner.

7. Completes consultation requests for Allied Health and other medical specialties

8. Carries out procedures within their capabilities eg venepuncture, ECG, or with supervision eg sutures, CVC line insertion.

9. Completes discharge summaries in a timely fashion, with adequate information for the General Practitioner and others to continue care; provides copy of discharge letter and medical certificates to patients; arranges discharge medications, in advance, whenever possible.

10. Ensures discharge summaries are succinct and list all medical conditions, co-morbidities, complications, procedures and treatments.

11. Completes documentation required at the time of death, including death certificate or referral to Coroner, telephones the General Practitioner to advise of death.

12. Completes Notifiable Disease forms and adverse drug reaction reports, including clinic notes-write to GP and/or referring doctor.

13. Attends outpatient clinics and assesses follow up patients as required.

14. Carries pagers while on duty and participates in afterhours and weekends rosters. Is contactable and able to return promptly to hospital when on call.

15. On admission, explains procedures/operations to patient and orders investigations as necessary. Assists with medical procedures/operations, as required.

16. Participates in unit and hospital meetings, grand rounds, clinical reviews, pathology/radiology meetings; prepares case presentations for departmental meetings; and attends RMO training lectures.
17. Participates in research and clinical audits as required, ensuring correct procedures are followed; assists in teaching of medical students and interns, as required.

18. Participates in ongoing professional development activities, including regular performance reviews and commits to maintaining and upgrading knowledge, skills and participates in Quality Improvement activities.

19. Complies with and demonstrates a positive commitment to the health service values throughout the course of their duties.

20. 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.

21. Rural and outer metropolitan allocations are part of the rotations for Residents and these may include Albany, Armadale, Broome, Bunbury, Kaleeeya, Kalgoorlie, Rockingham, Swan Kalamunda Health Service, Osborne Park, Kalgoorlie, Joondalup, Hedland Health Campus and other allocations as determined.

22. 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

2. Participates in special projects such as disaster planning, clinical pathways design, and other projects as directed.
SELECTION CRITERIA

ESSENTIAL MINIMUM REQUIREMENTS
1. Eligible for registration with the Medical Board of Australia.
2. Demonstrated clinical and procedural experience adequate to undertake the duties required of a Resident Medical Officer.
3. Demonstrated verbal and written communications skills and interpersonal skills with the ability to interact appropriately with patients, their families, and staff of all levels.
4. Ability to work effectively in a multidisciplinary health care team environment.
5. Demonstrated organisational and time management skills.
6. Demonstrated commitment to clinical governance within health care.
7. Demonstrated commitment to continued medical education and the development of teaching and supervision skills.
8. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.
9. Access to transport and a commitment to meeting shift requirements as rostered.

Only address the additional ESSENTIAL Criteria if you are applying to:

King Edward Memorial Hospital
1. Dedication to and interest in pursuing a career in Obstetrics and Gynaecology, Emergency Medicine or General Practice and has a positive attitude to learning and developing skills.

Princess Margaret Hospital
1. Dedication to and interest in pursuing a career in Paediatrics, Emergency Medicine or General Practice and has a positive attitude to learning and developing skills.

WA Country Health Services
1. Dedication to, or an interest in experiencing health service delivery and patient care in rural areas.
2. Demonstrated understanding of the differences in delivery of service between tertiary and rural medicine.

DESIRABLE REQUIREMENTS
1. Demonstrated awareness of safe clinical practice within own limitations and the environment in which they are practicing.

DESIRABLE REQUIREMENTS CONT.
2. Commitment to continuous improvement of patient outcomes including participation in clinical audit and research.

3. Current ‘C’ or ‘CA’ class drivers licence.

4. (For PMH and KEMH only) At least two years of current clinical experience post graduation.

**APPOINTMENT FACTORS / PREREQUISITES:**

This position is subject to a successful:

- Working with Children (WWC) Check, compulsory for people who carry out child related work in Western Australia;
- Criminal Record Screening Check;
- Pre-Employment Integrity Check;
- Pre-Placement Health Screening Clearance Check; and
- Evidence of registration as a Medical Practitioner by the Medical Board of Australia must be provided prior to commencement.

**CERTIFICATION (Valid only if establishments registration stamp affixed to all pages.)**

**Area Director / Director / Head of Division / Head of Service / Head of Department:** The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

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**Human Resource Delegate - Job Description Approved.**

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**Occupant - I have noted the statement of duties, responsibilities and other requirements as detailed in this document**

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