DEPARTMENT OF HEALTH

JOB DESCRIPTION FORM

RESIDENT MEDICAL OFFICER, YEAR 1 - 3
WA HEALTH
Position No: RMO Pool (various)          Effective Date: May 2016

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

REPORTING RELATIONSHIPS

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<th>Responsible to</th>
<th>Executive Director, Medical or Clinical Services</th>
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<td>Responsible to</td>
<td>Consultant and Registrar</td>
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THIS POSITION

POSITIONS UNDER DIRECT SUPERVISION

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<tr>
<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

1. Patient Care

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

1.2 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 (within scope of knowledge and understanding of the situation).

1.3 Ensures effective discharge planning occurs with involvement of the patient, family and/or other care providers;
   o Completes discharge summaries promptly, ensuring patients, General Practitioners and other care providers have adequate information to continue care;
   o Ensures discharge summaries are succinct and include all medical conditions, co-morbidities, complications, procedures and treatments/medication list.
   o Arranges discharge medications, in advance whenever possible.

1.4 Completes consultation requests for other medical specialties, allied health and other health care professionals.

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

1.6 Attends outpatient clinics and assesses patients as required.

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

2. Clinical responsibilities

2.1 On admission, explains procedures/operations to patient and orders 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, ECG, sutures, CVC line insertion, etc.

2.3 Organises requests for pathology, radiology and other procedures including consultations.

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

2.5 Completes Notifiable Disease forms and adverse drug reaction reports, including clinic notes-write to the General Practitioner and/or referring doctor.

2.6 Participates in unit and hospital meetings, grand rounds, clinical reviews, pathology/radiology meetings; prepares case presentations for departmental meetings; and attends RMO training lectures.
2.7 Seeks assistance from their Clinical Supervisor if uncertain about any aspect of their clinical work.

3. Research and Development

3.1 Participates in research and clinical audits as required, ensuring correct procedures are followed; assists in teaching of medical students and interns, as required.

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

4. Conduct and Professionalism

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

4.2 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.

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

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.
SELECTION CRITERIA

ESSENTIAL MINIMUM REQUIREMENTS
1. Eligible for registration with the Medical Board of Australia.
2. Demonstrated clinical and procedural experience as a registered medical practitioner for a minimum of 12 months in an Australian or comparable hospital setting.
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 awareness of safe clinical practice within own limitations and the environment in which they are practicing.
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.

ADDITIONAL ESSENTIAL MINIMUM REQUIREMENTS

Only address the additional essential minimum requirements if you are applying to:

King Edward Memorial Hospital (KEMH)/Obstetrics and Gynaecology
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.

King Edward Memorial Hospital (KEMH)/Neonatology
1. Dedication to and interest in pursuing a career in Neonatology, Emergency Medicine or General Practice and has a positive attitude to learning and developing skills.

Perth Children’s Hospital (PCH)
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.

(Please note: Perth Children’s Hospital (PCH) will replace Princess Margaret Hospital for Children (PMH) when it opens in 2016. Should the project be delayed, you may be required to work at PMH until PCH opens).

WA Country Health Service
1. 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. Commitment to continuous improvement of patient outcomes including participation in clinical audit and research.
2. Demonstrated commitment to continued medical education and the development of teaching and supervision skills.
3. Current ‘C’ or ‘CA’ class drivers licence.
4. (For PCH and KEMH only) At least two years of current clinical experience post graduation.

APPOINTMENT FACTORS / PREREQUISITES:
This position is further 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.)

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<th>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.</th>
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