PREAMBLE:

Underpinning the Department of Health Strategic Directions are the agreed values that reflect honesty, respect and integrity for every individual. These values drive how we conduct our business and how we behave. We aim to make the values “live”. It is important that we incorporate the values into our behaviour systems and processes.

The Department has a “Commitment to Workplace Values” attached to Job and Person Specifications that all staff are required to uphold. *(Please refer to the back of this document)*.

Australia has one of the most culturally and ethnically diverse populations in the world. Having a diverse workforce (inclusive of bi-lingual, bi-cultural and employees who have a disability) can enhance the department’s ability to negotiate with, and meet the needs of, the full range of its clients and customers. Such employees also add to the diversity of the workforce, and give added opportunities to fully capitalise on difference as a valuable asset in an increasingly competitive environment.
JOB SPECIFICATION

1. Summary of the broad purpose of the position in relation to the organisation’s goals (its expected outcome and how it is achieved.)

The Resident Medical Officer will contribute to the provision of high standard clinical services to patients of Mount Gambier and Districts Health Service in the areas of Emergency Care and in other clinical areas as required.

2. Reporting/Working Relationships (To whom the person reports, staff for whom the person is responsible, and other significant connections and working relationships within the organisation.)

Responsible to the Director of Medical Services - professionally and administratively and clinically to the relevant on-call and on-duty specialists.

3. Special Conditions (Such as non-metropolitan location, travel requirements, frequent overtime, etc.)

Must participate in a roster covering the Emergency Department 24 hrs a day seven days per week
Hours of work will be based on between 37.5-50 hours per week.
May be required to attend other health units within the region to provide advice and expertise.
If the appointee is not currently an employee of this organisation they will be required to produce a current National Police Certificate without being found guilty of any offence relevant to the area of employment and each three years thereafter.

4. Statement of Key Outcomes and Associated Activities (Group into major areas of responsibility/activity and list in descending order of importance. Continue on next page.)

Contribute to the provision of high standard clinical services by:
• Providing medical care to patients in the emergency department and after hours to provide emergency care to ward based patients
• Participating in relevant multi-disciplinary meetings
• Ensuring the appropriate documentation of clinical care in patients’ medical records and ensuring the timely provision of discharge summaries, written specialist opinions and requested medical reports
• Assisting the Director Medical Services, the Director of Nursing & Patient Services and Clinical Service Coordinators in planning and organising the delivery of clinical services
Contribute to advances in knowledge by:
• Initiating and participating in research if available

Contribute to continuous evaluation and improvement of clinical services by:
• Initiating and supporting clinical improvement activities. This will involve evaluation of clinical processes and service outcomes, identifying possible areas for improvement and implementing the required changes

Contribute to the efficient management of the financial and material resources of the Service by:
• Using facilities, equipment and supplies in the most cost efficient manner
• Contributing to case-mix management by ensuring that appropriate practices are in place to ensure the documentation of clinical information so that timely coding of required data occurs

Contribute to a patient focused approach in the provision of clinical care by:
• Adhering to and supporting practices that ensure patient’s rights are respected
• Assisting in the investigation of and addressing patient complaints in a positive, constructive manner
• Maximising the participation of consumers in their care
• Ensuring consent procedures are followed

Contribute to the adoption of responsive risk management practices by:
• Maintaining an awareness of risk in the clinical environment
• Actively supporting and contributing to risk management initiatives
• Reporting sentinel events, potential medical negligence claims and adverse patient incidents

Ensure their own professional and personal development by:
• Evaluating own practice through annual performance planning and review
• Maintaining confidentially as stated in Section 64 (1) of the South Australian Health Commission Act 1976
• Practicing in accordance with the philosophy, objectives, policies and procedures of the Mount Gambier & Districts Health Service.
• Functioning in accordance with all legislation affecting the Mount Gambier & Districts Health Service and professional bodies
• Practicing within own abilities and qualifications
• Ensuring that appropriate standards of service are maintained through active participation in Quality Improvement programs
• Contributing to the well-being of people in South Australia through participation in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.
• Contributing to the promotion and implementation of the General Public Sector management aims, personnel management standards and employee conduct standards and in particular Equal Opportunity and Occupational Health Safety and Welfare by adhering to the provisions of relevant legislative requirements such as:
  - Delegations of Authority
  - Disability Discrimination Act
  - Privacy Act 1988
  - Freedom of Information Act 1982
  - SA Information Privacy Principles
  - Code of Conduct for Public Employees
  - Code of Conduct for Mount Gambier & Districts Health Service Employees
Adhere to the principles of Occupational Health Safety and Welfare including undertaking responsibility for the following:

• Taking responsibility for their own health, safety and welfare, and taking reasonable care to avoid adversely affecting the health, safety and welfare of any other person through any actions in the workplace
• Participating in team meetings, and reading and listening to relevant information
• Participation in the consultation process
• Following OHS&W policy and procedures, and using safe work practices to maintain safe working conditions. Maintaining their work area in a clean and tidy state
• Reporting of all incidents, accidents and near misses, using the appropriate forms, and, in consultation with the Occupational Health and Safety Representative, where appropriate, make recommendations designed to avoid, reduce or eliminate identified hazards
• Immediately remove any hazard
• Making proper use of all safeguards, safety devices and personal protective equipment and ensuring the staff comply with health and safety practices
• Carrying out any reasonable instruction in relation to health and safety in the workplace
• Being familiar with fire and emergency procedures
• Participating in OHS&W training sessions, including attending fire safety and manual handling lectures on an annual basis
• Ensuring that you do not interfere, or cause another employee to interfere with, remove, displace or render ineffective any safeguard, safety device, personal protective equipment or other appliance provided for the health and safety of employees, except when necessary as part of an approved maintenance, repair or emergency procedure.

Acknowledgment by Occupant..............................................................

Date signed ....../....../....

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Special Notes

Review of Job and Person Specification
This Position Specification will be reviewed regularly as part of a performance management process to ensure performance and skills and abilities match the requirements of the position. This regular review will ensure that the Position Specification is current and reflects accurately the duties carried out by the incumbent
PERSON SPECIFICATION

ESSENTIAL MINIMUM REQUIREMENTS
(Those characteristics considered absolutely necessary)

Educational/Vocational Qualifications

- Basic medical qualification recognised in Australia
- Registrable with the Medical Board of Australia

Personal Abilities/Aptitudes/Skills (Related to the job description and expressed in a way which allows objective assessment.

- Clinical skills in emergency medicine
- Professional integrity
- Ability to work in a multi-disciplinary team environment
- Commitment to quality improvement
- Ability to be adaptable to change
- Good communication skills, both verbally and in writing

Experience (Including community experience)

- At least two years of postgraduate clinical
- Sound Experience in procedural skills
- Good theoretical knowledge
- Sound examination and diagnostic skills in adult and paediatric medicine
- Knowledge and awareness of quality improvement activities and clinical risk reduction and patient safety techniques

Knowledge

- Demonstrated understanding of the rights and responsibilities of patients and their families
- Demonstrated understanding of quality improvement principles
- Demonstrated understanding of Occupational Health Safety & Welfare practices and principles
- Demonstrated understanding of the practices and principles of Equal Opportunity
DESIRABLE CHARACTERISTICS

Personal Abilities/Aptitudes/Skills

• Diligence
• Punctuality
• Commitment
• Integrity and honesty
• Good personal presentation, neat dress standard
• Respect for others

Experience

• At least two years clinical experience in the Australian Health system
• Experience at the appropriate level of professional practice consistent with period of time since graduation
• Other post graduate activities, qualifications and research and teaching

Knowledge

• Understanding of the particular case mix that may be confronted in a regional hospital
• Theoretical knowledge of current medical practice and new technology

Educational/Vocational Qualifications (Considered to be useful in carrying out the responsibilities of the position)

• Other relevant Post-graduate medical qualifications from Australia or overseas
• Attendance at accredited courses in life support and emergency care and resuscitation
• Evidence of commitment to other medical postgraduate study

Prepared March 2005
Revised September 2006
Revised November 2007
Revised July 2010
Authorised by Director LSE
COMMITMENT TO WORKPLACE VALUES

The Department of Health values have an influence on the people we employ

Every organisation has values that govern the way people are treated and the way decisions are made. The Department’s Strategic Plan identifies the values that guide our behaviours. These behaviours apply to all employees and govern the way people in the organisation are treated, the way decisions are made and how we provide our services.

These values are used in day to day communication and interaction between all employees and are linked to the whole of government Code of Conduct, Performance Development, Job and Person Specifications and Department of Health Employment Conditions.

Department of Health Organisational Values are:

**Honesty**
We show honesty by speaking truthfully, within the boundaries of confidentiality. This is shown in our dealings within the Department and with our consumers and partners by: saying what we mean and meaning what we say, keeping our promises, telling the truth tactfully, providing honest feedback and answers and admitting to mistakes.

**Respect**
We show respect by speaking and acting with courtesy. We treat others with dignity and use culturally appropriate ways of communicating. This is shown in our dealings within the Department and with our consumers and partners by: treating everyone fairly, communicating so people can understand, listening to others, and seeking and providing feedback.

**Integrity**
We show integrity by honouring our values and the rules of our department, government and nation. This is shown in our dealings within the department and with our consumers and partners by: doing the right thing, abiding by the values, standing up for what we believe in, and taking responsibility for our mistakes.

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| I __________________________________ have the ability and commitment to behave consistently with the stated values of the Department of Health. |
| --- | --- |
| / | / |

Signature

Please complete and return attached to your application to the nominated person

“The right people with the right skills in the right place at the right time”