



Swan Hill
District Health
my hospital



Respect – Professionalism – Care – Commitment – Collaboration

EMERGENCY DEPT. (ED) MEDICAL OFFICER

There is an exciting opportunity to live and work in sub-regional Victoria joining the team at Swan Hill District Health (SHDH) - Emergency Department under new leadership. Swan Hill is located on the Murray river in rural Victoria approximately 3.5 hours north-west of the Melbourne airport. We employ approximately 630 staff and service a 100 km radius area with an estimated catchment area of around 35,000 people.

The ED is a 24/7 department with access to on-call Anaesthetics; Medical, Surgical and Obstetric consultants.

What does the job entail?

For this role, you will need to be a Health Clinician with team leadership ability and experience in an Emergency and Acute Medicine setting. You will also need to be able to work autonomously, handle multiple competing priorities and meet tight deadlines. Naturally, the role calls for effective communication and negotiation skills with internal and external stake holders.

Employee Benefits:

- Access to generous remote area salary packaging arrangements
- Professional Development and other training opportunities
- An Attraction and Retention allowance will be negotiated

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Key selection criteria

ESSENTIAL

- MBBS or equivalent, currently registered or eligible for registration with the Medical Board of Australia
- Successful completion of PGY3 year, including terms in Emergency Medicine with a minimum of 12 months experience working within the Australian public health care system within the previous 24 months or equivalent.

- Demonstrated ability to work independently within a supervised complex clinical environment utilising excellent clinical skills (at the required level of competency) and judgement and expertise.
- Demonstrated teamwork, organisational, time management skills and problem solving skills as part of a multidisciplinary team.
- Demonstrated excellent verbal and written communication skills and computer literacy.
- A professional attitude and flexibility in work role with a preparedness and ability to participate in after-hours overtime and on-call rosters.
- Demonstrated commitment to continuing professional development

DESIRABLE

- Experience and qualifications in relevant specialist qualifications

For further information contact Kellie Byron-Gray E: kbyron-gray@shdh.org.au or 5033 9313.

Applications including the names of three referees should be forwarded to: Human Resources Manager Email: Employment@shdh.org.au or address to Human Resources Manager, Swan Hill District Health, PO Box 483, Swan Hill 3585, Victoria. ***Email applications are preferred.***

Applications will only be accepted if they address the Key Selection Criteria and include an APPLICATION FOR EMPLOYMENT FORM.

Closing Date: COB Friday 26th April 2019.



Position:	Medical Officer (MO)
Classification:	Medical Officer (Years 1 to 6 and thereafter)
Department:	Medical Services
Reports to:	MO ED- SMO ED/ Director of ED/Director of Medical Services MO Acute- Director of Medical Services/Chief Medical Officer
Position Summary:	<ol style="list-style-type: none"> 1. A Medical Officer means a Doctor with 3 or more years of experience, has General Registration (AHPRA) (or Provisional/Limited Registration at Level 3 supervision) 2. To provide effective supervised day to day clinical management of patients within the organisation, including but not limited to assessment, admission management and discharge. 3. This is an employed position.
Responsibilities:	<p>Responsibility Area 1: Clinical Management</p> <p>Patient Assessment</p> <ul style="list-style-type: none"> • To effectively elicit patient history, symptoms and signs relevant to patient's presenting problem. • To recognise and utilise clear communication with awareness of cultural, religious and gender differences. • To know the differential diagnoses relevant to the presenting problems and using information gained from assessment. Generate ranked problems and provisional diagnosis. • To regularly re-evaluate the patient problem list and diagnosis. • To identify and understand the investigations relevant to a patient's presenting problem, using investigation results appropriately to guide patient management. • To identify the criteria for referral and effectively access other health professionals in the patient assessment phase, seeking help at any time to meet the needs of patient safety. • To recognize and assess acutely ill, deteriorating or dying patients. Employ principles of medical triage and provide clinical care in order of priority. • To identify acute illness inpatients and assist transfer to acute services. <p>Performance Indicators</p> <ul style="list-style-type: none"> • Reliably assess urgent patients and non urgent patients within 30 minutes and 2 hours respectively of the request. <p>Patient Management:</p> <ul style="list-style-type: none"> • To use the principle of evidence base practice and access relevant current literature in formulating management decisions. • To develop, implement and evaluate a plan of management, understanding the range of management plans available for acute and chronic condition including those listed in the Australian Curriculum Framework for Junior Doctors. To employ appropriate medical therapy techniques, understanding the actions, indications, contraindications and adverse effects of medications. • To employ sound decision making in the selecting of patients for particular procedure. • To understand the principles of informed consent, recognising that it may need to be obtained by a senior clinician. • Identify ambulatory and community services available to patients and employ these resources in effective discharge planning.

- Prescribe and administer medicines, parenteral fluids and blood product transfusions safely, including adherence to the principles of medication reconciliation, antibiotic stewardship and patient blood management.

Clinical Skills

- Understanding of and competence in basic and advanced life support techniques including airway management, ventilation support and circulatory support.
- To safely and competently perform common procedures as listed in the Australian Curriculum Framework for Junior Doctors, knowing the indications and contraindications of these procedures.
- Under supervision, assist in theatre procedures, including anaesthesia, surgical scrub and recovery room care.

Performance Indicators:

- 100 % personal compliance of the hospital clinical competencies each year, relevant to position.
- Satisfactory performance of the medical procedures listed in the Australian Curriculum Framework for Junior Doctors, including:
 - Insertion of IV cannula, nasogastric tube, male urinary catheter
 - Taking of arterial blood gases
 - Performing venipuncture.
- Satisfactory performance of the surgical procedures listed in Australian Curriculum Framework for Junior Doctors, including;
 - Excision of skin lesions
 - Simple suturing
 - Wound Closure
 - Management of wounds
 - Fluid management
 - Pain management

Responsibility Area 2: Communication

- Effective and timely communication with supervisors and all staffs involved in the patient's care, in regard to admission, discharge, management plans, diagnostic requests and consultations
- Timely communication with General Practitioners and other referring health care providers especially on discharge or death of a patient.
- Provide clear and comprehensive handover information to senior clinicians, colleagues, nurses and allied health professionals, in particular on critically ill patients.
- Employ good communications strategies especially in dealing with challenging or particularly vulnerable patients and their relatives/care givers.
- Treat patients with respect and courtesy, maintaining privacy and confidentiality at all times
- Provide clear and honest information and respect patient treatment choices.
- Employ empathy & compassion in discussing treatment or withdrawal of treatment pathways, with full understanding of the issues of loss and bereavement.
- Adopt behaviors that promote patient health and patient satisfaction with the health care service.
- Employ respectful behavior and communication that ensures educated awareness for patients with cultural and religious backgrounds.

Responsibility Area 3: Managing Information

- Comply with legal requirements and organisational policies regarding health records and timely and accurate patient documentation.
- Demonstrate high quality written skills – legible, concise , relevant
- Prepare timely and relevant discharge summaries.
- Comply with organisational policies regarding electronic information and internet usage.

Performance Indicators

- 100% compliance of hospital information management policies.
- Completion of discharge summaries as soon as practicable within 48

	<ul style="list-style-type: none"> hours. • Notification to GPs upon death of the patient. <p>Responsibility Area 4: Professional Behaviour</p> <ul style="list-style-type: none"> • Adhere to professional standards in medicine. • Liaise with legal and statutory authorities, including mandatory reporting where applicable. • Work within the professional responsibilities of your role. • Recognise the ethical complexity of medical practice, and follow professional and ethical codes • Manage time effectively, organising daily workload through prioritisation and demonstrate punctuality. • Respect the leadership role and the varied other roles and responsibilities within a team. • Work effectively with others to minimise and resolve conflict <p>Responsibility Area 5: Teaching and learning</p> <ul style="list-style-type: none"> • Supervise and provide teaching to medical students, interns and Hospital Medical Officers. • Employ self-directed learning principles through identifying and addressing learning needs. • Demonstrate a commitment to continuous learning • Participate in unit meetings and educational sessions. • Seek and provide supervision and feedback. • Fulfill mandatory hospital credentialing requirements. • Regular attendance at education sessions • Successful completion of initial and ongoing mandatory education and training requirements as outlined in the Medical Services Education Plan for SHDH. • Receiving feedback-participation in formal end of term performance reviews, 100% satisfactory assessment in each term • Giving feedback: 100% return of feedback on each term. <p>Responsibility Area 6: Workplace Health and Safety, Minimizing risk and safe patient care.</p> <ul style="list-style-type: none"> • Provide and maintain, so far as practicable, a working environment, that is safe and without risk to your health and that of your patients. • Employ risk prevention strategies for self and patients. • Participate in continuous quality improvement, including collection of data for audit purposes. • Recognise and manage near miss events • Practice correct infection control strategies at all times. • Ensure good self-care practices including utilisation of a GP for own health.
<p>Qualifications/Skills Experience/Competencies:</p>	<ul style="list-style-type: none"> • M.B.B.S. or equivalent. • Current registration with AHPRA (General Registration or Provisional/Limited Registration at Level 3 supervision) • Minimum 2 years of experience at Competent Authority or equivalent standards
<p>Salary/Award:</p>	<p>Doctors in Training Enterprise Agreement 2018-2021</p>
<p>Infection Control:</p>	<ul style="list-style-type: none"> • Each staff member has a responsibility to minimize exposure to incidents of infection/cross infection of residents, staff, visitors and the general public. • The risk minimization strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures and guidelines.
<p>Continuous Quality Improvement:</p>	<ul style="list-style-type: none"> • Each staff member is expected to demonstrate a commitment to best practice. • All staff shall take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe,

	<p>high quality health care.</p> <ul style="list-style-type: none"> • All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards. • It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies & Protocols. • We recognise diversity is part of every person & as such providers of health care must be actively involved in developing models of care that are person centered.
Person Centered Care:	The Health Service supports in its values the philosophy of Person Centered Care to ensure all people, including health service providers, clients, their carers and family members are respectfully cared for and encouraged to participate in the provision of quality health care.
Just Culture:	All staff are expected to support a Just Culture in which reporting is actively encouraged, with an emphasis on learning from issues that arise as opposed to blaming those involved.
Hardwiring for Excellence Values - Standards of Behaviour	SHDH strategic direction has a specific focus on developing strong leaders by improving communication and accountability across the continuum. In line with the SHDH Organisational Values and Standards of Behaviour Charter 2017, staff are expected to align and demonstrate these behaviours, not 'sometimes' but 'always' so as to create and maintain a culture of high performance.
Privacy and Confidentiality:	SHDH are committed to protecting patient and staff privacy and confidentiality, as it is an important aspect of our commitment to providing high quality services. In accordance to both the Health Records Act and the Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection. Each employee has a responsibility to adhere to SHDH's Privacy and Confidentiality Policy, as it is a condition of employment. Any breach of the rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.
Mandatory Training:	All employees must be aware of and complete designated mandatory training within the required time frame.
Safety:	<p>RESPONSIBILITIES: It is the responsibility of every staff member to:</p> <ul style="list-style-type: none"> • Take reasonable care for your safety and the safety of others while at work. • Report accidents, incidents and potential hazards as soon as reasonably practicable to your supervisor and record on VHIMS reporting system. • Advise your supervisor if you have an injury or illness that may affect your ability to perform the inherent requirements of your position. • Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual. • Complete all Mandatory training requirements as identified and directed. • Comply with the Occupational Health and Safety Act and all SHDH O.H. & S. online Policies and Procedures.
Review:	Completion of My Work Plan on a yearly basis.
Date Written	16 February 2017
Reviewed:	March 19,
Managers Name:	Dr Rex Prabhu, Director Medical Services

Managers Signature:	
Employees Name:	
Employees Signature:	

Police and Working with Children Checks

Satisfactory Police Checks, and in some areas, Working with Children Checks are mandatory at the point of employment.

If you have a current Police Check and/or Working with Children Check, please show the check identifying numbers and the date of issue: _____

Upon engagement, you will be required to provide the necessary information to complete a Check. Please note that it is a condition of employment that you maintain a current satisfactory Police Check and, if required, Working with Children Check.

Pre-existing Health and Injury Declaration

Swan Hill District Health (SHDH) is committed to achieving a safe working environment for all employees. As part of this, it is our objective to ensure potential employees are not required to work in duties that they are not able to perform safely. As part of the application process for employment with SHDH, we request you to disclose any pre-existing injury or disease which may be adversely affected by the performance of the inherent requirements of the position you have applied for – as described in the Position Description for the position.

Pursuant to S.41 (1) and (2) of the *Workplace Injury Rehabilitation and Compensation Act 2013*, you are required to disclose to SHDH any pre-existing injury or disease that you have suffered of which you are aware, and could reasonably be expected to foresee, could be affected by the nature of this proposed employment.

Failure to make a disclosure, or the making of a false or misleading disclosure, would disentitle you to compensation pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* should you suffer any reoccurrence, aggravation, acceleration, exacerbation or deterioration of your pre-existing injury or disease arising out of, or in the course of, or due to the nature of with SHDH. SHDH will rely upon any failure to disclose in accordance with the provisions of the *Workplace Injury Rehabilitation and Compensation Act 2013* as grounds for denying compensation in accordance with S.41 (1) and (2).

Should any alteration, change or rearrangement be necessary to enable you to carry out the inherent requirements of the position, we also request that you disclose these requirements. SHDH is an equal opportunity employer and will arrange any reasonable adjustment to enable a person with a disability to perform the inherent requirements of the position and therefore compete equally with other applicants for this position. Please disclose in the place below any pre-existing injury or diseases that you suffer from, or have suffered from, which could be affected by the nature of your proposed employment with Swan Hill District Health.

Disclosure advice:- (to be completed by the applicant)

I confirm that I have read and understood the contents of the above information and state that I have disclosed all relevant information in relation to my health and physical ability to carry out the inherent requirements of this position.

Signature of applicant: _____ Date:/...../.....

NOTE: If providing this form electronically, you accept that the information is true and correct by the action of submitting the form. You will be requested to sign the printed version at your interview if you are selected.

Enquiries:

Email address: employment@shdh.org.au

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585