



**Swan Hill
District Health**

my hospital

Respect – Professionalism – Caring – Committed – Collaboration

Medical Services Coordinator

An exciting opportunity exists for a highly organised and motivated individual to join our professional and committed team at Swan Hill District Health in the newly created position of Medical Services Co-ordinator. Reporting directly to the Hospital Administrator you will be responsible for ensuring continuity of rostered medical coverage for the Health Service in coordination with local practice and locum services. In addition you will be involved with preparing and submitting funding applications as well as identifying and implementing continuous Quality Improvement projects.

Who are we looking for?

- Experience co-ordinating medical Services and / or practitioners.
- Relevant tertiary Qualifications.
- Ability to work, autonomously, under pressure and to tight deadlines.
- Exceptional written and verbal communication skills.
- High level administration skills.
- Proven ability to facilitate outcomes.

Swan Hill District Health, 'My Hospital'

Swan Hill District Health provides a wide range of clinical services including medical and surgical, aged care, community and primary health, emergency, renal dialysis, chemotherapy and radiography diagnostic services.

Work/life balance is what you get working at Swan Hill District Health. As well as lifestyle comes:

- ✓ A professional, committed workforce and highly supportive community
- ✓ Variety in work and a sense of achievement
- ✓ salary packaging available

Swan Hill - An ideal place to work and play

We are located on the majestic Murray River, around 3.5 hours from Melbourne. Swan Hill is a safe place where you will be greeted with a warm smile from our friendly local community. Our main street boasts a vibrant shopping district with high quality restaurants and little traffic congestion. You'll find affordable housing, safe spaces for kids, swimming pools, quality education options and a healthy lifestyle.

Imagine breakfast by the riverside, 18 holes at the renowned Murray Downs Golf Club, yachting or waterskiing at one of Swan Hill's surrounding lakes and fishing for the mighty Murray Cod. All this could be available at your doorstep!

Want More Info?

For enquiries or a copy of the Position Description please contact Steven Wainwright by email to hrmanager@shdh.org.au or by phone on 0350339315. Applications including the names of three referees should be forwarded to the Human Resources department, Swan Hill District Health, PO Box 483, Swan Hill 3585, Victoria or email: hrmanager@shdh.org.au.



Position:	Medical Services Coordinator
Classification:	Full Time –
Department:	Emergency Department
Reports to:	Medical Administrator
Position Summary:	<ul style="list-style-type: none"> • To provide support for the Medical Administrator and Director of Emergency Department. • Provide liaison and organization of HMO's Roster, recruitment and registration. • Provide liaison and support for training affiliation with SHMG and relevant Universities for Medical Students, Interns, Registrars and HMO's. • Liaise and arrange with interested parties for Interns and SMO rotations. • Provide Locum support in attracting, liaison with Agencies, Doctors and Locums. • Project work, under the direction of the Medical Administrator. • Assist The Director of ED and Medical Education Officer in developing and administering a structured Training Program for HMO's • Develop and administer a Recruitment Plan for HMO's • Work closely with HIS ensuring HMO's and SMO's receive adequate training and feedback regarding Medical Record documentation. • Rostering of staff to complete discharge summaries. • Exploring and applying for funding opportunities applicable to SHDH.
Responsibilities:	<ul style="list-style-type: none"> • Administrative Support Provide administrative support for Medical Administrator and Director of Emergency Department. Maintain files of registration information on all Medical personnel and assist in the upkeep of Pay Office files on Medical Personnel as required. • HMOs In collaboration with Medical Administrator and HR, lead the recruitment of Medical Staff, including preparation of interviews. Advise process for Medical Board of Australia to successful applicant Lodge application for medical registration – after approval, advise process for Provider and Prescriber numbers. Arrange accommodation if required. Develop packs and organise orientation with appropriate wards and departments. Organise rosters on a fortnightly basis, including sick leave relief and maintain checks on Overtime worked. Arrange completion of performance assessments as required and lodge with medical board. Arrange renewal of registration when due (12 months after initial registration). Lodge with medical board. If temporary visa is required – lodge with DIMA then follow up process. • SMOs Liaise and maintain relationship with St. Vincent's hospital for rotation of surgical medical rosters for following year. Orientation of staff to appropriate wards and Departments. Send out letter, roster and information packs to next rotating doctors. Type and distribute rosters on fortnightly basis. Replace sick/ad hoc leave.

	<p>Keep current list of provider and prescriber numbers for HMOs and SMOs.</p> <ul style="list-style-type: none"> • VMOs Obtain “on call” list from SHMG on a timely basis – type and distribute to appropriate wards and departments. Maintain Credentialing register in association with the Medical Administrator. • Locums Develop Relations with Locum Agencies and towards filling positions as required. Liaise with SHMG regarding SHDH locum requirements and secure locums from local sources or agencies. • General Arrange accommodation for VMO’s, SMO’s, HMO’s, Students and Locums as required. Develop Packs and Orientation information in collaboration with HR for Medical Staff. Creation and maintenance of Medical Policies and protocols in collaboration of Medical Administrator. • Projects Assist and maintain the development of projects as directed by the Medical Administrator or the Director of Emergency Department towards maintaining continuity of direction and standards. Source, apply for and administer funding appropriate to projects. Explore funding opportunities applicable to SHDH. Apply and administer funding agreements as applicable.
Qualifications/Skills Experience/Competencies:	<p>Degree or equivalent in Business or Human Resources Advanced Computer Skills Experience/understanding of health care system. Highly developed organization and interpersonal skills Mediation skills</p>
Salary/Award:	<p>Dependent on Experience and Qualifications</p>
Confidentiality:	<p>Maintain strict confidentiality with reference to all matters relating to patients and SHDH business both within SHDH and outside. Each employee has a responsibility to adhere to the Health Service’s Confidentiality policy, as it is a condition of employment. Any breach of the rules of confidentiality relating to health service business, patients or medical records will result in disciplinary action and/or dismissal and a possible fine under the conditions of the Health Services Act (Vic)</p>
Infection Control:	<p>Adhere to the Health Services Infection Control Policy and Procedures as detailed in the Infection Control Manual.</p>
Continuous Quality Improvement:	<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, high quality health care. • 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.
Person Centered Care:	<p>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.</p>

Safety:	RESPONSIBILITIES: It is the responsibility of every staff member to: Report accidents, incidents and potential hazards promptly. Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual. Comply with the Occupational Health and Safety Act and O.H. & S. Policy Procedure Manual. Attend training sessions as required.
Review:	Completion of Performance Guidance and Development Plan on a yearly basis.
Date Written Reviewed:	November 2011
Managers Name:	
Managers Signature:	
Employees Name:	
Employees Signature:	