Swan Hill District Health
Connected Care. Best Experience.



Inclusive	*Compassionate*	*Progressive*	*Accountable*

Medical Workforce Coordinator

Full Time Position HS3

17 Month Maternity Leave contract

80 hours with ADO

Swan Hill District Health is seeking a highly organised, proactive and relationship-focused Medical Workforce Coordinator to join our Medical Services team. Reporting to the Medical Workforce Manager, you will play a critical role in supporting the recruitment, onboarding, rostering, credentialing and wellbeing of our Junior and Senior Medical Workforce. This position is central to ensuring our doctors are supported to deliver safe, high-quality care to our community.

About the Role

Key responsibilities include:

- Coordinating Junior and Senior Medical Officer rosters
- Supporting medical recruitment, onboarding and orientation
- Assisting credentialing and scope of practice processes
- Managing medical workforce compliance, registration and documentation
- Coordinating locum engagement and workforce coverage
- Supporting medical education, training and accreditation requirements
- Working closely with partner health services, agencies and medical staff
- Contributing to workforce planning, reporting and quality improvement initiatives

About You

We are looking for someone with:

- Strong administration and organisational skills
- Experience in rostering and workforce coordination
- Excellent communication and stakeholder management skills
- Ability to manage multiple competing priorities
- Strong problem-solving and negotiation skills
- Experience within healthcare, workforce, HR or administration environments
- Advanced Microsoft Office skills (Excel Teams)

Mandatory requirements

- Current National Police Check, or will to obtain.
- Working with Children's Check, or will to obtain.
- NDIS worker screening check, or will to obtain.
- Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers).

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About Swan Hill: Swan Hill is situated in North-West Victoria. Located on the beautiful banks of the Murray River with multiple tourist attractions and community events in the surrounding region.

About Swan Hill District Health: Swan Hill District Health is a 143 bed (including Aged Care), fully integrated rural public health facility servicing a greater community of around 35,000 people. At Swan Hill District Health (SHDH), our vision is to provide connected care, best experience for our community.
SHDH is a compassionate, family friendly employer where every employee is a valued team member. Whilst encouraging and supporting work/life balance, SHDH also provides:

®A dynamic workplace ®Discounted Corporate gym memberships
®Salary Sacrifice/Packaging ®Professional Development opportunities
®Employee Assistance Program

Attract Connect Stay; our community are excited to see you and your family arrive. Let us help you connect; schools, partner employment, clubs, housing and the things that matter to you when building your new life.

For more information?
Please direct enquiries for this position to employment@shdh.org.au

Apply for this Position via our SHDH Website link: SHDH Apply for this Job providing:

- Completed Application for Employment Form
- Cover letter addressing the selection criteria (included in the Position Description on our website)
- Current Curriculum Vitae

You will find the position description and application form on our website – Vacant positions

Swan Hill District Health is an equal opportunity employer committed to diversity and inclusion. We welcome applications from Aboriginal and Torres Strait Islander people, people with diverse cultural and linguistic backgrounds and people with disability. If you require any reasonable adjustments to the recruitment process or the role, please let us know by contacting **employment@shdh.org.au**

This Position will remain Open until filled

Swan Hill District Health reserve the right to interview and appoint candidates prior to this date.

Position:	**Medical Workforce Coordinator**
Classification:	**Full Time Admin Officer (HS3)**
Department:	**Medical Services Division**
Reports to:	**Medical Workforce Manager**
Position Summary:	The Medical Workforce Coordinator ensures that doctors working at SHDH are well supported in accordance with relevant regulation and standards, including from the Medical Board of Australia, Postgraduate Medical Council of Victoria and National Standards. This role will facilitate optimal coordination with internal and external stakeholders for the organisation of medical staff rosters, recruitment and registration. Along with support the credentialing, defining scope of clinical practice and appointment of junior medical staff, assisting in developing and administering structured training programs for junior doctors.
Responsibilities:	**Medical Workforce Coordination** **Junior Doctors** • Management and coordination of Medical Staff rosters to ensure all areas are adequately staffed using safe staff skills mix and seniority. • Ensure all rosters meet with EBA Award requirements. • Support Medical Workforce Unit applications for Medical Board of Australia registration of successful applicants. • After approval, support applications for Provider and Prescriber numbers. • Liaise and maintain relationship with Bendigo Health and St Vincent's Hospital Melbourne for rotation of junior doctors. • Ensuring cover of rosters for rotational positions that remain vacant or needing leave cover whilst on rotation. • Making first contact with rotational doctors, and ensuring all required documentation returned prior to commencement, including payroll information and prior training. • support orientation sessions with Medical Workforce unit • Conduct orientation tours ensuring all appropriate staff are introduced and new staff are comfortable. • Regular maintenance of orientation documents to ensure accuracy. • Conduction exit interviews as required with rotational doctors to gather feedback and improve procedures to support medical education unit • Organise and manage all medical staff rosters, including sick leave relief and maintain checks on overtime worked. • Regular well fare checks and support provided to all JMO's and helping seek assistance if required. • Ensure junior doctors complete mandatory training as per SHDH policy. • Work closely with Health Information Systems (HIS) ensuring HMO's and SMO's receive adequate training and feedback regarding Medical Record documentation. • Ensure discharge summaries are prepared by junior doctors in a timely manner.

Senior Doctors

- Ensure VMO roster is provided well in advance and ensure adequate coverage over holiday periods.
- In collaboration with the Medical Services Manager and Director Medical Services, support the process for credentialing, defining scope of clinical practice and appointment of Senior doctors.
- Management and coordination of senior rosters to ensure adequate coverage in all departments and supervision of JMOs.
- In collaboration with the Medical Services Manager and Director Medical Services, support the recruitment of senior doctors.
- Assist the Medical Services Manager and Director Medical Services with the coordination of SMO orientation, the administration of salaried senior medical staff.
- Prepare and distribute rosters and replace sick/ad hoc leave.
- Support of any further training or CME requirements.

Locums

- Develop positive relations with Locum Agencies and work towards the creation / maintenance of a 'pool' of relief medical staff.
- Maintain a list of local Locums who are not through agencies.
- Ensure optimal arrangements with agencies regarding payments, accommodation, travel, etc.
- Approval of locum timesheets.

Administrative Support

- Management of Kronos including schedules and timecards for Medical Services Employees of SHDH.
- Ensuring various penalties for various awards allocated correctly as required in Kronos.
- Assist with the development and maintenance of Medical Workforce related documentation including up to date policies and protocols.
- Provide administrative support for Director Medical Services, as required.

Other

- Coverage of Medical Services Manager Leave as required.
- Attendance and participation at GCTC Meetings
- Support relocation of medical staff to Swan Hill including making accommodation arrangements and liaison with other SHDH Departments as required along with the Medical Services Administrative Support Officer.
- Ensure that optimal arrangements to support medical staff training and education are provided including access to computers, wi-fi, etc.
- Provide a centralised contact point for medical staff to discuss any workplace issues/grievances.
- Assist the Medical Services Manager and Director Medical Services with medical workforce budget and workforce planning and reporting.
- Assistance with leave coverage within Medical Services Admin team as required.

Projects

- In collaboration with the Medical Services manager, liaise with staff from across SHDH to optimise the quality, safety and efficiency of the work of medical officers in delivering patient care.
- Explore innovative ways to streamline medical administration processes.
- Develop positive relationships and facilitate enhanced development

	and retention opportunities for medical staff. • Assist with other relevant quality improvement projects.
Key Selection Criteria:	• High level administration skills including business writing and advanced computer skills – Excel and Microsoft Word experience • Team Leadership or managerial experience • Rostering experience (Preferably with multiple departments) • Experience/understanding of health care system • Highly developed organisational and interpersonal skills • Ability to prioritise multiple competing priorities • Ability to effectively communicate and negotiate with external stakeholders (i.e. agencies) • Ability to work autonomously, under pressure and to tight deadlines. • Proven ability to facilitate outcomes. • Current National Police Check. • Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers), through either documentation or copy of serology report. It is required that there is immunization for all vaccine preventable illnesses. **Desirable requirements** -Tertiary qualification
Salary/Award:	Health and Allied Services, Managers and Administration Officers Agreement
Infection Control:	• Each staff member has a responsibility to minimise exposure to incidents of infection/cross infection of residents, staff, visitors and the general public. • The risk minimisation strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures and guidelines.
Continuous Quality Improvement:	• 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:	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. 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.
Child Safety:	All children have the right to feel and be safe. Keeping children safe is everyone's responsibility. SHDH is committed to providing a child safe environment where children are safe and feel safe, and where their voices are heard about the decisions that affect them. SHDH have zero tolerance to child abuse.

	Each employee has a responsibility to adhere to this requirement. Any breach of this standard will result in disciplinary action.
Our Purpose:	**Connected Care / Best Experience** SHDH commits to meet the growing health care needs of our community through our new vision to provide better connected care and to achieve the best care experience.
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 with 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:	**RESPONSIBILITIES: It is the responsibility of every staff member to:** • Take reasonable care for their safety and the safety of others while at work. • Report accidents, incidents and potential hazards as soon as reasonably practicable to their supervisor and record on VHIMS reporting system. • Advise their supervisor if they have an injury or illness that may affect their ability to perform the inherent requirements of their 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.
Asset Management:	Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.
Review:	Completion of My Work Plan on a yearly basis.
Previous Revision dates: **Current:**	September 2022, July 2025, September 2026
Managers Name:	Samantha Hellsten
Managers Signature:	
Employees Name:	
Employees Signature:	

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APPLICATION FOR EMPLOYMENT FORM

(To be attached to application)

The Application for Employment form is required to be submitted with the following documents:

- ☐ Covering letter in support of application
- ☐ Response to Key Selection Criteria
- ☐ Applicants Curriculum Vitae

Position Applying for	

General Information

Name			
Address			
Contact	**Home phone**	**Mobile**	**Email**

Are you of Aboriginal/Torres Strait Islander Origin? ☐ No ☐ Aboriginal ☐ Torres Strait Islander

(This question is voluntary)

Do you wish to be identified under this category? ☐ Yes ☐ No

Are you an Australian Citizen or Permanent Resident? ☐ Yes ☐ No Date of Grant _____

If no, what is your current Visa Status – Visa type _____ Expiry date _____

Place/Country of issue: _____ Issue Number: _____

Do you require sponsorship? ☐ Yes ☐ No

Conditions of Employment

Employment conditions are governed by the relevant Public Sector Health Industry Awards and EBAs relevant to the position applied for:

Initial employment is subject to:

- 6 months' probationary period (*with a review at 3 months.)*
- Requirement to work any shift
- Requirement to work in any department as required

Hours of Work – _____ (Availability)

Discipline/Misconduct

Have you experienced discipline or misconduct action at any previous employment? ☐ Yes ☐ No

If **Yes**, please provide details:

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