Position Description

Epworth

1. General Information

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Position Title:	Hospital Medical Officer (HMO)
Division/Department:	Epworth Richmond
Position Reports to:	Medical Director, Emergency Services
Enterprise/Individual Agreement:	Individual Agreement
Location:	Epworth Richmond
Employment Status:	Full time, Part time, Casual

Resource Management (for Management positions only)
     Number of Direct Reports:
 	
     Budget under management:
	Nil
	
	 Nil
	
	 Nil direct financial accountability

Key Relationships - internal and external	• Epworth Richmond Emergency Department Director, Emergency Doctors • Epworth Richmond Emergency Nursing staff, • Epworth Richmond Visiting Medical Officers (VMOs), Allied health staff, and Ward staff. • Patients & families

2. Overview of Epworth HealthCare

Epworth HealthCare is Victoria's largest not-for-profit private health care group, renowned for excellence in diagnosis, treatment, care and rehabilitation. Epworth is an innovator in Australia's health system, embracing the latest in evidence-based medicine to pioneer treatments and services for our patients.

Epworth's values define our approach and our delivery. We pride ourselves on communicating our values and delivering on them in a real and meaningful way. Our Values are *Respect, Excellence, Community, Compassion, Integrity and Accountability.* More information can be found on the Epworth website.

Epworth's purpose is *Every Patient Matters.* We strive to improve health outcomes and experience through compassion, collaboration, learning and Innovation. Our Vision is *Caring for People. Innovating for a healthy community.*

3. Epworth HealthCare Strategy
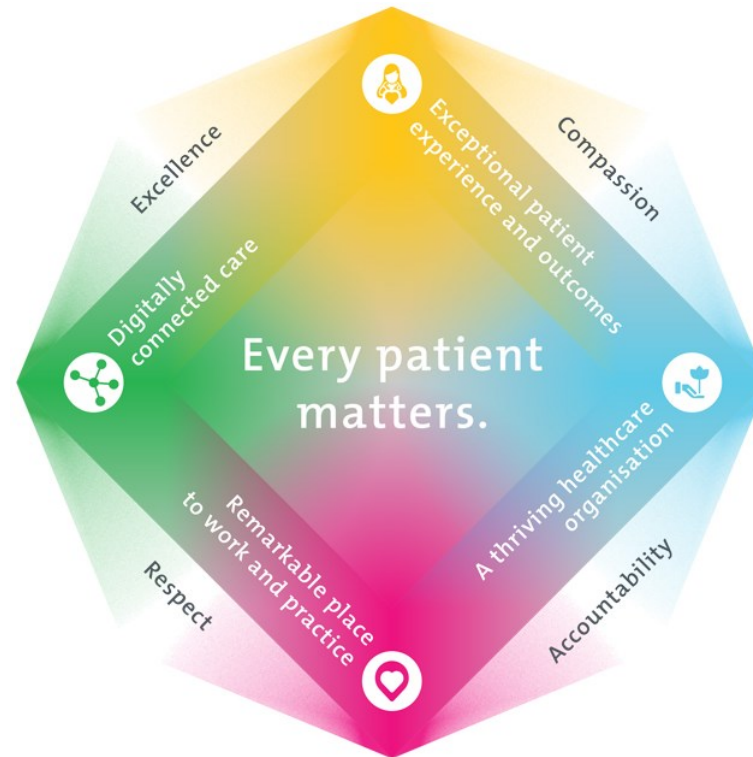
All roles are linked to the Epworth strategy and are fundamental in achieving its vision and purpose.
Exceptional patient experience and outcomes - To empower our patients and deliver compassionate, expert and coordinated care.
A thriving healthcare organisation - To adapt and grow in a changing healthcare landscape by delivering a unique private not-for-profit healthcare organisation.
Remarkable place to work and practice - To ensure Epworth is an outstanding place to work and practice through a culture of care and investment in our people.
Digitally connected care - To innovate and improve the digital experience, interactions and outcomes for our patients, staff and doctors.

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4. Purpose of the Position

To provide emergency medical assessment and treatment to patients presenting for care. To provide ongoing medical care and facilitate communication between ED and inpatient units, for patients remaining in ED or ED Short-Stay for long periods.

5. Key Accountabilities

KEY RESPONSIBILITIES	MEASURES/KPIs TO BE ACHIEVED
CLINICAL CARE:	• 100% compliance with Epworth Richmond Mandatory eLearning Courses. • BLS ➔ Have completed BLS training in the last 2 years, either through Epworth Richmond or other training centres. • Attend emergency patients in both fast-track and main department • Attend Emergency Buzzer events in ED and assist in team response • Attend admitted patients / short-stay patients remaining in ED for clinical review, facilitating ongoing investigation and management as per the treating/admitting doctor • Have a clear understanding of the patients' history and reason for hospitalisation. • Perform a good standard clinical examination. • Evaluate what the patient's problem may be and communicate with the treating VMO(s) regarding management. • Write timely, detailed, and concise Emergency Department and progress notes with timelines. • Perform the following procedures after discussion with treating Doctors: IV cannulations, Urinary catheter insertion, NGT insertion & position check, Oxygen management, ABGs, ECGs, Blood sampling. • Practices in accordance with legislative and common law requirements • Complete notification of patient death in the medical record (but not write the death certificate which is the treating doctor's responsibility).
COMMUNICATION:	• Detailed and high quality communication with treating specialists and ED doctors. • Liaise and consult with patients, relatives, consultants, nursing and allied health staff in the provision of care delivery.

QUALITY IMPROVEMENT:	- Strive to consistently improve service delivery and clinical practice - Provide suggestions, and feedback to ED Director on quality activities. - Comply with all Epworth Richmond's clinical policies, protocols, & safe work procedures at all times. - Adherence to Infection Control principles in accordance with Epworth Richmond policies & procedures. - Adhere to Epworth Richmond's privacy policy at all times. - Comply with mandatory e-learning modules as per Epworth Richmond Guidelines.
PERSONAL & PROFESSIONAL DEVELOPMENT:	- Participates in prescribed performance development system annually - Evaluates personal performance and plans self-development - Seeks active supervision and extension of procedural skills from ED clinicians during this period of supervision
CUSTOMER SERVICE:	- Commit to and promote Epworth's values (Community, Integrity, Compassion, Accountability, Respect, and Excellence). - Promotes a culture of customer service with doctors, patients and visitors. - Treats all patients, clients, visitors, staff and specialists in a courteous and non-discriminatory manner. - Respects and upholds the dignity and rights of patients, consumers, relatives, carers, colleagues and members of the community. - Maintains patient confidentiality as prescribed by the relevant Acts and Organisation's policies and procedures.
TEAM WORK:	- Attends and actively participates in handover. - Works cooperatively and collaboratively with all members of the multidisciplinary team. - Provides positive and constructive feedback to others team members.
SAFETY & WELLBEING – Staff:	- Comply with all Epworth's OHS policies, protocols and safe work procedures at all times - Ensure your actions do not put yourself or others at risk. - Report all hazards, incidents, injuries and near misses immediately to your manager and log them in RiskMan. - Participate in and complete mandatory safety training on an annual basis and as required. - Participate actively and positively in the area of OHS to reduce all hazards and incidents within the workplace.

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6. Position Requirements/Key Selection Criteria

COMPONENT	ESSENTIAL	DESIRABLE
Qualifications	• AMC-recognised Australian medical degree or completion of both parts Australian Medical Council (AMC) exams. • PGY3 or greater. PGY2 may be considered depending on experience. Must have at least 2 years' experience in the Australian hospital system as an AHPRA (or equivalent) registered doctor. • **Provisional APHRA registration in competent pathway**	• Sound clinical knowledge, skills and experience in contemporary medical and evidence-based practice. • Ability to work as an effective member of a multidisciplinary team.
Previous Experience	• Experience in an acute medical care environment.	• Clinical experience/exposure to Acute Hospital Care, Emergency, Anaesthetics, and/or Intensive care.
Required Knowledge & Skills	• Current BLS certification (courses also available at Epworth).	• ALS certification
Personal Attributes & Behaviours All employees are expected to consistently work in accordance with Epworth's values and behaviours: • Respect • Excellence • Compassion • Community • Integrity • Accountability	• Commitment to accountability, excellence and integrity. • Motivated to learn and grow through practical experience and teaching.	

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Document Control

Date Developed:	Date Last Reviewed:	Developed and Reviewed By (Position Title):
13/7/22	Never (New Document)	Medical Director, Emergency Services, Richmond

Employee Position Declaration

I have read and understand the requirements and expectations of the above Position Description. I agree that I have the physical ability to fulfil the inherent physical requirements of the position, and accept my role in fulfilling the Key Accountabilities. I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

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Employee Signature:

Print Name: Date: