

1. General Information

Position Title:	Hospital Medical Officer (HMO) / Career Medical Officer (CMO)
Division/Department:	Epworth Richmond
Position Reports to:	HMO Director Epworth Richmond or ICU Director
Enterprise/Individual Agreement:	Individual Agreement
Classification/Grade:	
Location:	Epworth Richmond
Employment Status:	Full time, Part time, Casual
Resource Management (for Management positions only)	Nil
Number of Direct Reports:	Nil
Budget under management:	Nil direct financial accountability
Key Relationships - internal and external	• Epworth Richmond ICU Director / HMO Director / & ICU Consultants • Epworth Richmond Visiting Medical Officers (VMOs) • Epworth Richmond Nursing staff, Allied health staff, and Ward staff. • Patients & families

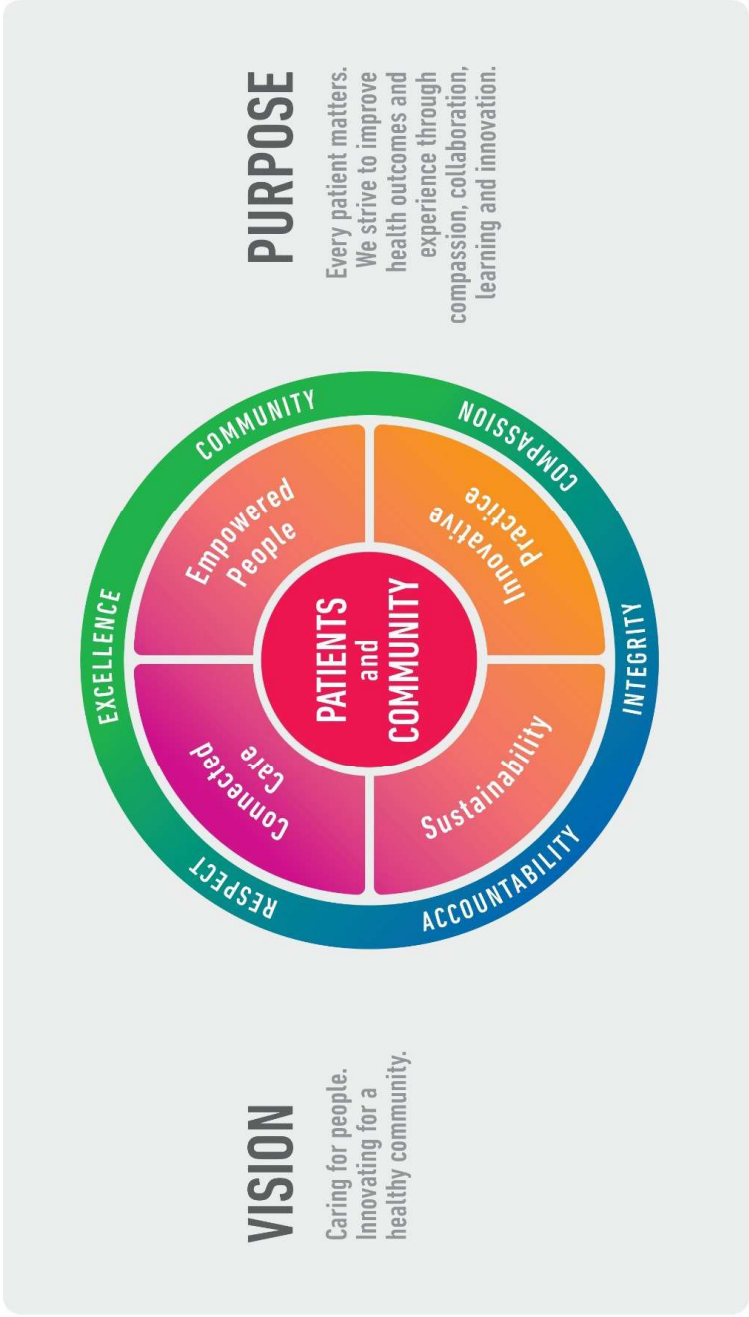
2. Overview of Epworth HealthCare

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.
Connected Care – Partner with our patients through an integrated, holistic experience tailored to their needs and choices, enabling them to achieve their wellness potential
Empowered People – Enable and empower our people and teams to be their best and make a difference to the patient experience
Innovative Practice – Make a difference to our community through encouraging the ideas of our people and finding new and better ways to care and support care delivery
Sustainability – Be accountable to use resources wisely; to ensure organisational sustainability, enhance access, support the patient journey and create greater capacity for care.

4. Purpose of the Position

To provide medical care in the general ward setting to inpatients at Epworth Richmond when requested to do so. This includes, participating in resuscitation of MET CALL & CODE BLUE patients with the ICU Medical team & ICU Liaison Nursing staff. The HMO will work closely with Epworth Richmond VMOs / Staff Specialists / and other inpatient staff.

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 inpatients for medical / surgical clinical review on request from VMOs / Nursing staff. • 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 progress notes with timelines. • Attend and assist the ICU team at Code Blue & Code Blue Retrieval Calls. • Attend and assist the ICU Liaison Nurse at MET Calls. • 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. • Liaise and consult with patients, relatives, consultants, nursing and allied health staff in the provision of care delivery.

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QUALITY IMPROVEMENT:	• Strive to consistently improve service delivery and clinical practice • Provide suggestions, and feedback to HMO Director / ICU 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
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.

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. • General registration with AHPRA. • 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.	• AMC-recognised Australian medical degree or completion of both parts Australian Medical Council (AMC) exams. • General registration with AHPRA. • 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.	• 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.	

Position Description



Document Control

Date Developed:	Date Last Reviewed:	Developed and Reviewed By (Position Title):
17/9/2019	Never (New Document)	Epworth Richmond HMO Director / & ICU Director

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.

Employee Signature:

Print Name:

Date: