

Austin Health Position Description



Position Title: Hospital Medical Officer (General, Medical or Surgical)

Classification:	Hospital Medical Officer
Business Unit/ Department:	Medical Workforce Unit (MWU)
Agreement:	Victorian Public Health Sector (AMA Victoria) - Doctors in Training Agreement 2018-2021
Employment Type:	Fixed-Term Full-Time
Hours per week:	38 hours base - as per unit roster
Reports to:	Unit Heads and Consultants, and Chief Medical Officer through the MWU
Direct Reports:	Nil
Financial management:	Budget: Nil
Date:	27/05/2020

About Austin Health

Austin Health is one of Victoria's largest health care providers. Comprising the Austin Hospital, Heidelberg Repatriation Hospital, Royal Talbot Rehabilitation, Hospital in the Home and community based health services; Austin Health is an internationally recognised leader in clinical teaching, training and research, with numerous university and research institute affiliations.

Austin Health employs near 9,000 staff across its sites; including over 1,600 doctors, 3,000 nurses and 1,000 therapy & science Allied Health staff, and delivers a full range of leading edge clinical services, including several state-wide services (the acquired brain injury unit, Austin toxicology service, the Child Mental Health Inpatient Unit, the Victorian Liver Transplant Unit, the Victorian Poisons Information Centre, the Victorian Respiratory Support Service, and the Victorian Spinal Cord Service). In total, Austin Health provides over 990 beds, including mental health, aged-care and rehabilitation beds and a range of community and in the home services. The current annual operating budget is in excess of \$960 million.

Austin Health delivers vital state-wide services to all Victorians, including to diverse multicultural and veteran communities. It also provides community and specialty services to the people of Melbourne's north-eastern corridor in a safety-focused, team-oriented and stimulating work environment.

Austin Health's current vision is shaping the future through exceptional care, discovery and learning.

Our values define who we are, shape our culture and the behaviours, practices and mindset of our people. Our values are: Our actions show we care, we bring our best, together we achieve and we shape the future. www.austin.org.au/about-us

Austin Health is committed to providing an inclusive culture where all employees can contribute to the best of their ability and strive to develop further. Find more at <http://www.austin.org.au>

Position Purpose

To work as part of a multidisciplinary team to provide appropriate patient care whilst undertaking comprehensive learning, training and professional development in medicine.

About the Junior Medical Workforce

Austin Health is a major training service for doctors at all stages in their career and specialises in advanced vocational training in most of these specialties, with a central academic role with most Medical Colleges.

Hospital Medical Officers (HMOs) are employed in four key training streams: Critical Care, General, Medical (Physician Training) and Surgical. Each training stream offers a variety of rotations across Austin Health as well as other metropolitan, regional/rural and interstate hospitals. HMOs are provided with experiences to support career development and progression towards vocation/specialty training.

Austin operates an extensive network of rotations at both the pre-vocational and vocational trainee level. At the vocational level there are in excess of 450 specialty registrar positions across Austin Health covering virtually all adult specialties with the exception of Obstetrics and Gynaecology.

Purpose and Accountabilities

Role Specific

- Under the guidance of registrars and senior medical staff participate as required in the admission, management and safe discharge of patients of assigned unit
- Work collaboratively as a team member with senior medical staff, junior medical staff, nursing and other staff to provide efficient, safe and quality care
- Facilitate excellent communication and liaison with other staff, general practitioners and others involved in patient care
- Complete appropriate documentation in the patient's hospital record. Entries should be legible, timely, regular and comprehensive so as to document important changes or decisions, and ALL entries must be dated, designated and signed.
- Communicate clearly and simply with patients, their families and carers, the basis of diagnosis, course of disorder and proposed treatment options in a way that ensures understanding and empowers involvement in decision making about their care
- Participate in relevant Unit quality activities, programs and rosters as requested

- Attend and participate in mandatory training requirements and in any formal education and training program coordinated by assigned Unit or the Hospital
- Participate in Austin Health HMO Standby On Call Rosters.

All Employees

- Comply with Austin Health policies and procedures, as amended from time to time, which can be located on the intranet (The Hub): <http://eppic/>
- Report incidents or near misses that have or could have impact on safety and participate in the identification and prevention of risks.
- Comply with the Code of Conduct

Selection Criteria

Essential for Performance in the Position

- A commitment to Austin Health values.
- Appropriate tertiary medical qualification.
- Minimum one-year post-graduate medical experience.
- Registration with the Australian Health Practitioner Regulation Agency (AHPRA) (note- eligible applicants will be assisted through this process).
- Dedication to delivering excellent service – to patients, all colleagues (nursing, medical, managerial, support staff), GPs and other contact points.

Desirable but not essential for Performance in the Position

- A sound understanding of information technology including clinical systems.

General Information

Austin Health is a Child Safe Environment

Austin Health is committed to child safety. We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers. Austin Health has zero tolerance of child abuse, and all allegations and safety concerns will be treated seriously in line with legal obligations and our policies and procedures.

Equal Opportunity Employer

Applications from Aboriginal and Torres Strait Islanders are encouraged to apply. For more information about working at Austin Health, please follow this link to Austin Health's Aboriginal Employment website:

<http://www.austin.org.au/careers/Aborigineemployment/>

Document Review Agreement

Manager Signature	
Employee Signature	
Date	