



**Swan Hill  
District Health**  
*my hospital*



Respect – Professionalism – Care – Commitment – Collaboration

## EMERGENCY DEPT. (ED) SENIOR MEDICAL OFFICER

There is an exciting opportunity to live and work in sub-regional Victoria joining the team at Swan Hill District Health (SHDH) - Emergency Department under new leadership. Swan Hill is located on the Murray river in rural Victoria approximately 3.5 hours north-west of the Melbourne airport. We employ approximately 630 staff and service a 100 km radius area with an estimated catchment area of around 35,000 people.

The ED is a 24/7 department with access to on-call Anaesthetics; Medical, Surgical and Obstetric consultants.

### **What does the job entail?**

For this role, you will need to be a Health Clinician with team leadership ability and experience in an Emergency and Acute Medicine setting. You will also need to be able to work autonomously, handle multiple competing priorities and meet tight deadlines. Naturally, the role calls for effective communication and negotiation skills with internal and external stake holders.

### **Employee Benefits:**

- Access to generous remote area salary packaging arrangements
- Professional Development and other training opportunities
- An Attraction and Retention allowance will be negotiated

### **Key selection criteria**

#### **ESSENTIAL**

1. Eligible for registration with the Medical Board of Australia.
2. Fellowship of the Australasian College of Emergency Medicine or equivalent FRACGP/FACRRM with ED Certificate/ Diploma and experience will also be regarded.
3. Demonstrated extensive knowledge, clinical experience and skills in emergency medicine.
4. Demonstrated leadership skills including interpersonal and communication skills.
5. Highly developed conceptual, analytical and problem solving skills.
6. Experience in managing competing priorities and leading a team under pressure.

For further information contact Kellie Byron-Gray E: [kbyron-gray@shdh.org.au](mailto:kbyron-gray@shdh.org.au) or 5033 9313.

Applications including the names of three referees should be forwarded to: Human Resources Manager Email: [Employment@shdh.org.au](mailto:Employment@shdh.org.au) or address to Human Resources Manager, Swan Hill District Health, PO Box 483, Swan Hill 3585, Victoria. **Email applications are preferred.**

Applications will only be accepted if they address the Key Selection Criteria and include an APPLICATION FOR EMPLOYMENT FORM.

**Closing Date: COB Friday 26<sup>th</sup> April 2019.**



<b>Position:</b>	<b>Senior Medical Officer</b>
<b>Classification:</b>	Career Medical Officer
<b>Department:</b>	Medical Services (Emergency Department)
<b>Reports to:</b>	<b>Medical Services Manager</b>
<b>Position Summary:</b>	<p>The Senior Medical Officer provides:</p> <p><b>General Medical:</b></p> <ul style="list-style-type: none"><li>• Provision of and responsibility for the medical management of all emergency presentations in the Emergency Department (ED).</li><li>• Working as a key member of the ED medical and nursing team.</li><li>• Supervision and training of Junior Medical Officers.</li><li>• Supporting the ED in its endeavour for continual improvement of the quality of clinical services.</li><li>• Providing medical oversight and assistance to the Acute Ward and other units.</li></ul> <p><b>Medical On-call:</b></p> <ul style="list-style-type: none"><li>• Provide senior medical on-call services to ED/Acute Ward. On-Call is for 24 hours, 8am to 8am as rostered. (infrequent)</li></ul>
<b>Responsibilities:</b>	<p><b>Medical</b></p> <p>Responsibilities include:</p> <ul style="list-style-type: none"><li>• Provision of and responsibility for the medical management of all presentations in ED, and assist in other wards as required.</li><li>• Assuming responsibility for the day to day supervision of HMOs/Interns, ensuring they are appropriately supported in transitioning to increased clinical practice responsibilities.</li><li>• Working with VMOs and the nursing team to ensure all clinical practice within ED is evidence based and appropriate to the SHDH clinical setting.</li><li>• Applying advanced airway management and life support skills in patient management.</li><li>• Ensuring continuity of ED patient care through arranging discharge home, referral to their GP, referral to the VMO on-call for admission to a ward, or transfer to another facility.</li><li>• Participating in continuing professional development activities to maintain medical, and in particular emergency medical knowledge and skills, including but not limited to attendance at clinical meetings and presentations, and participation in appropriate clinical conferences.</li><li>• Responding to the hospital 'Code Blue' as a key member of the team.</li><li>• Exercising clinical judgement and delegated authority to admit or transfer patients to other facilities, whilst informing and communicating with VMOs or specialists who will be assuming the care of the patient.</li><li>• Exercising clinical judgement for the efficient ordering of CT Scans and other investigations as required.</li><li>• Ensuring that documentation of clinical care is concise, comprehensive and legible, including accurate dating and timing of both attendances and entries in the record; and minimum data sets (history, examination, investigation and management).</li><li>• Leading and participating in continuing education for ED nursing staff and Junior Medical Officers.</li></ul>

	<ul style="list-style-type: none"> <li>• Participating in orientation for all Medical Officers on their arrival at SHDH.</li> <li>• Supporting the ED in its endeavour for continual improvement of the quality of clinical services.</li> <li>• Participation in clinical audit meetings, as well as periodic audit of patient cases to improve care, communication and teamwork in ED.</li> <li>• Working with other Medical Officers and VMOs to develop protocols based on best available evidence to minimise variations in patient care and adverse events.</li> <li>• Being familiar with and complying with hospital policies and procedures for patient care in ED, transfers, and admissions, as well as organisational wide policies.</li> <li>• Work with the ED team and other departments to ensure SHDH meets emergency care targets.</li> </ul>
<b>Key Selection Criteria:</b>	<ul style="list-style-type: none"> <li>• GP or Medical Officer holding additional qualification and/or current experience in ED</li> <li>• Current ALS.</li> <li>• AHPRA General Registration in the field required.</li> <li>• Provider number for SHDH.</li> <li>• Demonstrated competency in Emergency Medical Care.</li> <li>• Must be credentialed or able to be credentialed for SHDH.</li> </ul>
<b>Salary/Award:</b>	Doctors in Training Enterprise Agreement 2018-2021
<b>Infection Control:</b>	<ul style="list-style-type: none"> <li>• Each staff member has a responsibility to minimize exposure to incidents of infection/cross infection of residents, staff, visitors and the general public.</li> <li>• The risk minimization strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures and guidelines.</li> </ul>
<b>Continuous Quality Improvement:</b>	<ul style="list-style-type: none"> <li>• Each staff member is expected to demonstrate a commitment to best practice.</li> <li>• 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.</li> <li>• All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards.</li> <li>• It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies &amp; Protocols.</li> <li>• We recognise diversity is part of every person &amp; as such providers of health care must be actively involved in developing models of care that are person centered.</li> </ul>
<b>Person Centered Care:</b>	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.
<b>Just Culture:</b>	All staff are expected to support a Just Culture in which reporting is actively encouraged, with an emphasis on learning from issues that arise as opposed to blaming those involved.
<b>Hardwiring for Excellence Values - Standards of</b>	SHDH strategic direction has a specific focus on developing strong leaders by improving communication and accountability across the continuum. In line with the SHDH Organisational Values and Standards of Behaviour Charter 2017, staff are expected to align and demonstrate these behaviours, not

<b>Behaviour</b>	'sometimes' but 'always' so as to create and maintain a culture of high performance.
<b>Privacy and Confidentiality:</b>	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 to 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.
<b>Mandatory Training:</b>	All employees must be aware of and complete designated mandatory training within the required time frame.
<b>Safety:</b>	<b>RESPONSIBILITIES: It is the responsibility of every staff member to:</b> <ul style="list-style-type: none"> <li>• Take reasonable care for your safety and the safety of others while at work.</li> <li>• Report accidents, incidents and potential hazards as soon as reasonably practicable to your supervisor and record on VHIMS reporting system.</li> <li>• Advise your supervisor if you have an injury or illness that may affect your ability to perform the inherent requirements of your position.</li> <li>• Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual.</li> <li>• Complete all Mandatory training requirements as identified and directed.</li> <li>• Comply with the Occupational Health and Safety Act and all SHDH O.H. &amp; S. online Policies and Procedures.</li> </ul>
<b>Review:</b>	Completion of My Work Plan on a yearly basis.
<b>Date Written</b>	May 15
<b>Reviewed:</b>	March 19
<b>Managers Name:</b>	Dr Rex Prabhu, Director of Medical Services
<b>Managers Signature:</b>	
<b>Employees Name:</b>	
<b>Employees Signature:</b>	



### 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)

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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](mailto:employment@shdh.org.au)

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585