

Position Title: 2027 Hospital Medical Officer – General Medicine (BPT)

Campus: Ballarat

Directorate: Acute Operations

Department: Medical Services

Reporting to:

- Direct: Head of General Medicine, Clinical Director of Medical Services
- Indirect: Chief Medical Officer, Visiting Medical Officers

Appointment Terms/Conditions:

Classification and Code: HM12+

Enterprise Agreement: Doctors in Training Agreement

ORGANISATIONAL INFORMATION

Grampians Health was established on 1 November 2021, bringing together Edenhope and District Memorial Hospital, Stawell Regional Health, Wimmera Health Care Group and Grampians Health as one united health service. More information can be found at www.grampianshealth.org.au

Our purpose is to provide high quality and accessible health care services in each of the communities we serve. We currently service the healthcare needs of more than 250,000 Victorians across an area five times the size of Greater Melbourne. We employ more than 6,300 people across 21 campuses and sites with an annual operating revenue of over \$700m. Across our campuses we have over 700 beds (over 330 acute beds) with over 75 000 presentations to our emergency departments each year.

Collaboration	Compassion	Accountability	Respect	Innovation
<i>We are stronger together.</i>	<i>We show that we care.</i>	<i>We do what we say and say what we do.</i>	<i>We appreciate and value all people.</i>	<i>We adapt and innovate to achieve best outcomes.</i>
Recognising and utilising strengths to share knowledge, solve problems, build relationships and deliver the best outcomes possible.	All people deserve to be treated with compassion, kindness and empathy.	Openness, honesty and transparency support us to be courageous, take responsibility for our actions and follow through on our commitments	Our actions and words reflect our commitment to a safe and fair health service for all.	Every day, we apply expertise and integrity to make responsible choices, always striving for continuous improvement.

MEDICINE AT GRAMPIANS HEALTH

Grampians Health provides an expanding general and subspecialty internal medicine service across the region. We have seven general medical units that manage at least 120 patients per day. These units are supported by local and metropolitan Basic Physician and Advanced trainees in General Medicine. Assisting the general medical units are rheumatology, endocrinology, neurology, gastroenterology and obstetric medicine services. In addition, we have subspecialties that provide weekday and on-call services including cardiology, oncology, haematology, nephrology, infectious diseases and respiratory. These units are supported by Basic Physician trainees and Advanced subspecialty trainees.

There is a well developed sub-acute range of services with growing geriatrics, rehabilitation and palliative care units that provide support to the acute campuses and the Grampians Health community.

Grampians Health also has a well developed Research and Clinical Trials unit that supports junior and senior staff in conducting College projects and participating in multi-site and industry led phase 1-3 clinical trials

POSITION PURPOSE

In co-operation with medical, nursing and health professional staff, the Hospital Medical Officer is responsible for providing safe, effective and efficient clinical care of a group of patients who are either in-patients or attending the Emergency Department at Grampians Health Ballarat. As a member of the Clinical Services team the appointee will contribute to the overall performance of the team consistent with Grampians Health Ballarat Mission, Vision and Objectives.

Specifically, the minimum requirements of the role are:

- Participate in daily registrar/consultant ward rounds, ensuring accurate medical documentation.
- Participate in morning and evening/night handover as required by shift times.
- Admit patients from the emergency department under the supervision of medical registrars/consultants.
- Liaise with multidisciplinary team concerning patients' management and discharge planning and attending daily multidisciplinary ward based meetings.
- Conduct tasks allocated from daily ward rounds including ordering and following up of pathology and radiology investigations, performing interventions (supervised as required) and conducting consultations with other relevant specialties in a timely manner.
- Respond to nursing concerns and to the deterioration of patients in a timely manner.
- Participating in family meetings and ensuring good and timely communication with family members and maintain patient centred care.
- Completion of discharge prescriptions and concise summaries within an appropriate timeframe to facilitate community based care and follow up.
- Conduct patient reviews in outpatient clinics under the supervision of consultants.
- Attend weekly junior medical staff teaching including radiology meetings and fortnightly Grand Rounds.
- Attend specialty unit meetings and morbidity and mortality meetings.

Admitting role	Variable days of the week including weekends	12:00pm – 11:00pm
Ward HMO role	Monday – Friday	8:00am – 5:00pm
Night HMO role	Variable days of the week including weekends	8:30pm – 9:00am

KEY ACCOUNTABILITIES

- Compliance with all Grampians Health Ballarat Policies and Procedures.
- Adherence to infection control policies and procedures as identified in the Grampians Health Ballarat Infection Control Manuals.
- Participation in the Grampians Health Ballarat integrated risk management and quality improvement systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleague
- You must ensure that the affairs of Grampians Health Ballarat, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Grampians Health Ballarat.
- At Grampians Health Ballarat we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst Grampians Health Ballarat employees.
- Grampians Health Ballarat is committed to a patient/client centred approach in the provision of health care and services, consistent with the Grampians Health Ballarat values, mission and vision. It is expected that you demonstrate the core values of patient centred care in every interaction with patients, carers and colleagues.

KEY SELECTION CRITERIA

Minimum Qualifications:

MBBS or equivalent

Current registration to practice with the Australian Medical Board

Successful completion of an internship year

Desirable:

Registration with the Australian College of Physicians.

Experience:

Clinical experience consistent with stage of career.

Experience in self-management and organisation of work to achieve agreed outcomes.

ORGANISATIONAL REQUIREMENTS

- Grampians Health is committed to a consumer centred approach in the provision of health care and services, consistent with our values, purpose and vision. It is expected that team members demonstrate the core values of consumer centred care in every interaction.
- All team members of Grampians Health are responsible for supporting the safety, participation, wellbeing and empowerment of children.
- Quality care is a strategic and operational priority at Grampians Health, achieved through our Governance Framework.

- Participation in the Grampians Health integrated quality improvement and risk management systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleague.
- You must ensure that the affairs of Grampians Health, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Grampians Health.
- All team members must adhere to infection control policies and procedures, together with any State and/or Commonwealth Government Covid19 rules, protocols and orders.
- In accordance with current legislation and organisational policy, employees must be willing to undertake and maintain a police check, working with children check and where necessary an NDIS Worker screening check. Ongoing employment will be dependent on the provision of satisfactory checks.

OTHER RELEVANT INFORMATION

- At Grampians Health we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst Grampians Health employees.
- All Grampians Health employees are required to take reasonable care of their own health and safety in the workplace as well as take reasonable care for the health and safety of others who may be affected their acts or omissions. Persons with delegated management functions have an additional duty to provide and maintain a working environment that is safe and free of risks to health, so far as is reasonably practicable in areas where they have management or control. All employees have a duty to report issues they cannot rectify, follow all existing Grampians Health policies and protocols relating to health, safety, wellbeing and injury management and cooperate with any action taken by Grampians Health to comply with the OHS Act or Regulations.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An annual performance review will occur with your Manager. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.