|  |
| --- |
|  |
| **Position Title** | Rural Generalist Junior Hospital Medical Officer |
| **Position Number** |  |
| **Department** | Medical Services |
| **Classification** | Negotiable (depending on experience) |
| **Agreement**  |  |
| **Reports to:** | Director of Medical Services |

|  |  |
| --- | --- |
| **POSITION DESCRIPTION** |  |

**Position Purpose:**

In collaboration with junior medical, nursing and health professional staff, the Rural Generalist Junior Hospital Medical Officer is responsible for providing safe, effective and efficient clinical care of patients who are in-patients or attending the Urgent Care Centre (UCC) in the Ararat Hospital, and for residents of the East Grampians Health Service (EGHS) aged care facilities. As a member of the Clinical Services team, the appointee will both oversee and contribute to the overall performance of the team consistent with EGHS values, visions and objectives.

**Department / Unit Specific Overview**

The Rural Generalist Junior Medical Officer Position will provide medical care to patients across several Departments within EGHS, including:

***Residential Aged Care Facilities:***

* 70 Lowe Street – 45 beds
* Garden View Court – 24 beds
* Willaura Health Care – 8 acute and 2 nursing home beds
* Parkland House Hostel – 10 hostel beds

Our aged care services focus on the individual, their family, friends and community, Individualised care is ensured by identifying the Residents personal preferences and interest in all areas across the social and clinical spectrum. We have adopted the Montessori environment approach to provide purpose and stimulation through everyday activities. This approach supports our residents to live their lives to the fullest and make the most of the services we have to offer.

***Inpatient Unit:***

East Grampians Health Service has a 29-bed inpatient unit offering a wide range of clinical services located at the main Ararat campus. The inpatient unit accommodates medical, surgical, paediatric, perioperative, midwifery and palliative care patients. Developing health service partnerships, EGHS aims to service the health care needs of patients within the community as well as neighbouring towns. EGHS offers a 24-hour urgent care centre, which is supported by our local GP clinic. Other acute services provided include an on-site pathology laboratory as well as our Medical Imaging Department, which offers an extensive range of radiology services.

***Perioperative Services:***

EGHS’ Perioperative department offers a wide range services to meet the needs of the local community and the surrounding region. The perioperative services include two operating theatres, day procedure unit – 6 bays, central sterile supply department, recovery room – 4 bays and a renal dialysis suite – 7 chairs. EGHS offers a range of surgical procedures performed by our resident and visiting surgeons, these include; general surgery, gynaecology, ophthalmology, orthopaedics, urology, dental, Ear nose and throat, caesarean section and certain emergency surgeries.

***Urgent Care Centre:***

EGHS’ Urgent Care Centre (UCC) triages and treats up to 7000 presentations annually. The UCC’s nursing staff are supported by VMO Duty Doctors from the Ararat Medical Centre, and Hospital Medical Officers (HMO’s) rotating either from Grampians Health Ballarat or employed directly by EGHS.

The UCC has 2 resuscitation bays, 3 beds, and access to pathology and imaging.

**Our Values**

|  |  |  |
| --- | --- | --- |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Integrity.jpg** | **Integrity** | We value integrity, honesty and respect in all relationships |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Excellence.jpg** | **Excellence** | We value excellence as the appropriate standard for all services and practices |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Community.jpg** | **Community** | We respect the dignity and rights of our community and acknowledge their beliefs, regardless of their cultural, spiritual or socioeconomic background |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Working_Together.jpg** | **Working Together** | We value equally all people who make a contribution to EGHS to achieve shared goals |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Learning_Culture.jpg** | **Learning Culture** | We strive to continually lead and develop through education, training, mentoring and by teaching others. |

**Organisational Context**

East Grampians Health Service is a rural health service located in Ararat and Willaura in Western Victoria and is an integral part of a thriving community that is committed to quality services providing health and wellbeing to people of all backgrounds.

Serving a diverse community, East Grampians Health Service delivers an extensive range of acute, residential, home and community based services. We strive to continually improve our services to best meet the needs of our patients, residents and the community.

**Our Vision**

To be leaders in rural health care

**Our Strategic direction**

EGHS strategic plan 2019-22 mirrors the Victorian Government Health 2040; Advancing Health, Access and Care guidelines and is underpinned by our organisational values and behaviours - ‘improving our communities health and quality of life through strong partnerships and by responding to changing needs’. We incorporate our opportunities through Better Health, Better Access, and Better Care, which are pivotal in achieving our vision of being ‘leaders in rural health care’:

**BETTER HEALTH**

* A system geared to prevention as much as treatment
* Everyone understands their own health risks
* Illness is detected and managed early
* Healthy neighbourhoods and communities encourage healthy lifestyle

**BETTER ACCESS**

* Care is always there when people need it
* More access to care in the home and community
* People are connected to the full range of care and support they need
* There is fair access to care

**BETTER CARE**

* Target zero avoidable harm
* Healthcare that focuses on outcomes
* People are active partners in care
* Care fits together around people’s needs

**Organisational Responsibilities**

* Be aware of and work in accordance with EGHS policies and procedures, including:

[Victorian Public Sector - Code of Conduct](http://intranet.eghs.net.au/Files/Human%20Resources/Victorian%20Public%20Sector%20-%20Code%20of%20Conduct.pdf)

[Confidentiality, Security and Management of Information - SOPP 24.02](http://intranet.eghs.net.au/Files/Policies/CONFIDENTIALITY%2C%20SECURITY%20AND%20MANAGEMENT%20OF%20INFORMATION%20-%20SOPP%2024.02.pdf)

[Hand Hygiene - SOPP 70.18](http://intranet.eghs.net.au/Files/Policies/HAND%20HYGIENE%20-%20SOPP%2070.18.pdf)

[Occupational Health and Safety - SOPP 72.09](http://intranet.eghs.net.au/Files/Policies/OCCUPATIONAL%20HEALTH%20AND%20SAFETY%20-%20SOPP%2072.09.pdf)

[Person Centred Care - SOPP 60.20](http://intranet.eghs.net.au/Files/Policies/PERSON%20CENTRED%20CARE%20-%20SOPP%2060.20.pdf)

[Safety - SOPP 72.13](http://intranet.eghs.net.au/Files/Policies/SAFETY%20-%20SOPP%2072.13.pdf)

[Performance Development policy - SOPP 35.27](http://intranet.eghs.net.au/Files/Policies/PERFORMANCE%20DEVELOPMENT%20POLICY%20-%20SOPP%2035.27.pdf)

[Risk Management - SOPP 74.01](http://intranet.eghs.net.au/Files/Policies/RISK%20MANAGEMENT%20-%20SOPP%2074.01.pdf)

* Be respectful of the needs of patients, visitors and other staff and maintain a professional approach in all interactions, creating exceptional experiences.
* Be aware of the National Safety and Quality Health Service Standards and all other standards as it relates your area of work and associated accreditation.
* Undertake other duties as directed that meet relevant standards and recognised practice.
* Agree to provide evidence of a valid employment Working with Children Check and provide the necessary details for East Grampians Health Service to undertake a national Police check.
* All staff are expected to identify and report incidents, potential for error and near misses and supports staff to learn how to improve the knowledge systems and processes to create a safe and supportive environment for staff and patients.
* Contribute to a positive and supportive learning culture and environment for health professional students and learners at all levels.
* Participate in all mandatory education and orientation sessions as outlined by EGHS.
* East Grampians Health Service is an equal opportunity employer and is committed to providing for its employees a work environment that is free of harassment or discrimination.

EGHS reserves the right to modify position descriptions as required. Staff will be consulted when this occurs.

**Responsibilities and Major Activities**

Role:

* The appointee will provide generalist medical, surgical and urgent care support to Visiting Medical Officer (VMO) GPs and Specialists, as well as Nursing and Allied Health staff, through collegial care and management of patients at the Ararat and Willaura sites.
* The appointee will be primarily based at the Ararat site during daytime working hours from Monday to Friday and rostered to comply with current AMA EBA requirements including education and training.
* The appointee will have regular daily contact with clinical and non-clinical supervisors, and constant phone access to support as required.

Responsibilities include:

* Acute admission, ward round, progress note, referral, medication and discharge paperwork
* Triage, treatment, management and admission (with appropriate consultation) of patients presenting to the UCC
* Support for the Surgical and General Practice interns rotating to EGHS
* Support for patients of Residential and Aged Care services, including acute review and medication management
* Effective and appropriate documentation, communication and sharing of information with colleagues, patients and their carers
* Compliance with EGHS policies and protocols including mandatory training and competency requirements.

**Key Performance Indicators**

The appointee will be assessed and credentialed according to the training pathway or maintenance of professional standards requirements of college the in which they are enrolled/a member. In addition, the appointee will:

* Demonstrate practice within the Vision, Mission and Values of EGHS
* Demonstrates understanding, application of knowledge and implementation of the organisation’s clinical governance framework to ensure the provision of high quality health care through continuous improvement
* Demonstrates commitment to personal and professional development and participates as an active member of a team
* Demonstrates knowledge and application of skills to ensure the organisation’s information management goals are met
* Demonstrates knowledge and understanding of legislation and maintenance of a safe environment for employees, consumers and visitors

Key Selection Criteria

**Essential Criteria:**

* MBBS or equivalent
* Current registration to practice with the Australian Medical Board
* College Fellow or Senior Registrar from a relevant speciality training program
* Clinical experience consistent with stage of career
* Experience in self-management and organization of work to achieve agreed outcomes

Must comply with having or completion of:

* National Police Check (renewed every 3 years)
* Working with Children Check (renewed every 5 years)

 **Desirable Criteria**

* Experience in rural/regional health service

**Acknowledgement**

|  |
| --- |
| Employee Name |
| Employee Signature | Date |
|  |  |
| Manager Name |  |
| Manager Signature  | Date |
|  |  |
| Developed Date (MM,YY) | 13th December 2022 |
| Developed By Name: Kim Lane | Developed by Title:  |
| Date of next review (12 months) |  |