



ROLE DESCRIPTION

Role Title:	Surgical Resident Medical Officer
Classification Code:	MDP2 (Level 2-8)
LHN/ HN/ SAAS/ DHA:	Department of Health; CALHN,NALHN,SALHN,WCHN
Hospital/ Service/ Cluster	To be determined
Division:	Various
Department/Section / Unit/ Ward:	Various
Role reports to:	Head of Unit
Role Created/ Reviewed Date:	21 April 2015

ROLE CONTEXT

Primary Objective(s) of role:

- > The Surgical Resident Medical Officer is responsible for managing the care of all patients allocated to current department in consultation with the responsible Registrars, Consultants, Visiting Specialists, Nurses and Allied Health professionals. The incumbent actively contributes to Continuous Quality Improvement activities and education activities.

Direct Reports:

- > Nil.
- > Will be responsible for the supervision of medical students and Interns as directed by the Consultants and Registrars.

Key Relationships/ Interactions:

Internal

- > The Surgical Resident Medical Officer is responsible to the relevant unit head for the daily care of patients allocated to the accompanying department/unit.
- > Reports to the Registrars and Consultants of the current rotation.
- > In the case of Private Patients reports to the relevant consultant or Senior Registrar (if delegated).
- > Will be responsible for the supervision of medical students and Interns as directed by the Consultant and Registrar.

External

- > Liaises with other Directorates and Services of the LNH with other health providers in the community and hospital sector and with the broader community in the pursuit of comprehensive patient care.

Challenges associated with Role:

Major challenges currently associated with the role include:

- > Maintaining a work/life balance while adhering to rostering expectations.
- > Managing difficult situations and people in times of stress.
- > Ensuring good communication between health care professionals through accurate and objective written notes.

Delegations:

- > Nil

Resilience:

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

Performance Development

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

General Requirements:

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Policies and Procedures and legislative requirements including but not limited to:

- > Work Health and Safety (WHS).
- > Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).
- > Keeping Them Safe Legislation (inclusive of Mandatory Notifier).
- > Disability Discrimination.
- > Code of Fair Information Practice.
- > Relevant Awards, Enterprise Agreements, Public Sector Act 2009, Health Care Act 2008, and the SA Health (Health Care Act) Human Resources Manual.
- > Relevant Australian Standards.
- > Duty to maintain confidentiality.
- > Smoke Free Workplace.
- > To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.
- > Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.

Special Conditions:

- > Appointment is subject to a satisfactory Background Screening and National Criminal History Check obtained through the Screening and Licensing Unit, Department for Communities and Social Inclusion to be renewed every 3 years thereafter from date of issue.
- > Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.
- > The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.

Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
<p>Ensuring that all patients have a comprehensive formal admission process which, in liaison with other members of the clinical team will include:</p>	<ul style="list-style-type: none"> > Documenting a complete exposition of the presenting problem and a competent psychosocial history. > Ensuring that the examination and history cover the presenting complaining and broad enough to uncover other problems that may exist. > Ensuring that this assessment provides a working diagnosis and justifies the need for any investigations which may be ordered. > Bringing any doubts or concerns to the attention of the Registrar or Consultant immediately. > Assessing patients daily and providing an ongoing action plan and notation in the patient's records. > Familiarising oneself with clinical management protocols. > Providing an effective and accurate clinical handover of patient care at the change of daily shifts and at the change of a clinical attachment. > Commencing discharge planning at the earliest opportunity ensuring drugs and equipment are ordered, post discharge management and undertaking follow-up in consultation with the patient's normal carers and General Practitioner. > Undertaking the writing of an accurate and timely discharge summary.
<p>Attending Outpatient clinics Preadmission clinics and Accident and Emergency patients needs by:</p>	<ul style="list-style-type: none"> > Undertaking a comprehensive assessment that provides guidance for the management, investigation and ongoing treatment of the patient. > Consulting with the Registrar or Consultant where any concern relating to diagnosis or clinical condition exists.
<p>Ensuring that care of patients is accurately and objectively documented by:</p>	<ul style="list-style-type: none"> > Ensuring good communication between health care professionals through accurate and objective written notes, whilst bearing in mind the right of patients to inspect the case notes through Freedom of Information legislation. > Documenting concise relevant and structured entries which include date, time and signature being clearly identified and ensuring that names are printed and signed. > Using only approved abbreviations. > Making at least daily entries with a comprehensive summary of the admission which is then included in the discharge letter to the patient's ongoing care providers.
<p>Ensuring that continuous quality improvement programs and activities are in place and are linked to the organisation's strategic and corporate directions and targets by:</p>	<ul style="list-style-type: none"> > Participating actively and regularly in unit based and hospital wide training and educational sessions, both scheduled and opportunistic. > Participating in regular informal feedback process with Registrars and Consultants. > Participating in end of term formal assessment processes in a timely manner. > Participating in any remedial training activity as directed from formal and informal assessment processes. > Participating in an orientation to clinical and administrative responsibilities specific to the clinical unit, at the changeover of clinical rotations.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- > Bachelor of Medicine; Bachelor of Surgery (MBBS) or equivalent, registrable with the Medical Board of Australia (AHPRA) as a Medical Practitioner with General Registration.

Personal Abilities/Aptitudes/Skills:

- > Previous experience working as an effective team member in a multidisciplinary team.
- > Genuine empathy for patients and their relatives/family.
- > Ability to communicate confidently and appropriately with patients and their family/relatives and other health professionals
- > Skilled in problem solving and decision making at both the clinical and individual level, at times under pressure and in stressful circumstances.
- > Commitment to patient and relative participation in patient care.
- > Competency in range of routine and common procedural ward-based skills.
- > Commitment to clinical audit.
- > Demonstrated commitment to continuing education, quality improvement, research and or teaching.
- > Ability to respond positively to change.

Experience

- > Must have completed internship.

Knowledge

- > Knowledge of contemporary medical practice and procedures appropriate to the level of the position.
- > Knowledge of investigations and treatments appropriate to the level of the position.
- > Knowledge of Work, Health & Safety principles and procedures.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > Basic Life Support, Advanced Life Support and/or Paediatric Life Support Training
- > Completed Aseptic technique training
- > Completed Blood Safe Training

Personal Abilities/Aptitudes/Skills:

- > Evidence of commitment to professional development.

Experience

- > Experience within SA Health as a Medical Practitioner.

Knowledge

- > Knowledge of SA Health policies and procedures.

Organisational Context

Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Ageing and the Minister for Mental Health and Substance Abuse.

The legal entities include but are not limited to Department for Health and Ageing, Central Adelaide Local Health Network, Northern Adelaide Local Health Network, Southern Adelaide Local Health Network, Women's and Children's Health Network, Country Health SA Local Health Network and SA Ambulance Service.

SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

Health Network/ Division/ Department:

The Central Adelaide Local Health Network (CALHN) comprises of the Royal Adelaide Hospital and The Queen Elizabeth Hospital as the major health sites within the LHN. CALHN was created in 2011 as the first step in the long term reform of South Australia's health system and is seeking to develop new and innovative models of healthcare delivery to improve health outcomes for its client base.

The Northern Adelaide Local Health Network (NALNH) provides care for around 341,000 people living in the northern metropolitan area of Adelaide as well as providing a number of state-wide services, and services to those in regional areas. More than 3,800 skilled staff provide high quality patient care, education, research and health promoting services. Clinical Divisions are responsible for managing service delivery activities across NALHN campuses and units, bringing together empowered experts to directly make relevant decisions.

The Southern Adelaide Local Health Network (SALNH) provides care for around 341,000 people living in the southern metropolitan area of Adelaide as well as providing a number of state-wide services and services to this in regional areas. More than 7,000 skilled staff provide high quality patient care, education, research and health promoting services.

The Women's and Children's Health Network (WCHN) is South Australia's leading provider of health services for children, young people and women. They work in partnership with their clients and their families, the community and other service providers to promote, maintain and restore health. Since WCHN formation in 2004 they have established sound partnerships with other health regions, non-government services and the Department of Health.

Values

SA Health Values

The values of SA Health are used to indicate the type of conduct required by our employees and the conduct that our customers can expect from our health service:

- > We are committed to the values of integrity, respect and accountability.
- > We value care, excellence, innovation, creativity, leadership and equity in health care provision and health outcomes.
- > We demonstrate our values in our interactions with others in SA Health, the community, and those for whom we care.

Code of Ethics

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees:

- > Democratic Values - Helping the government, under the law to serve the people of South Australia.
- > Service, Respect and Courtesy - Serving the people of South Australia.
- > Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- > Accountability- Holding ourselves accountable for everything we do.
- > Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

Approvals

Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

Name:

Role Title:

Signature:

Date:

Role Acceptance

Incumbent Acceptance

I have read and understand the responsibilities associated with role, the role and organisational context and the values of SA Health as described within this document.

Name:

Signature:

Date: