



## ROLE DESCRIPTION

<b>Role Title:</b>	TRAINEE MEDICAL OFFICER
<b>Classification Code:</b>	MDP 21G
<b>LHN/ HN/ SAAS/ DHA:</b>	CHSALHN
<b>Hospital/ Service/ Cluster</b>	PORT AUGUSTA HOSPITAL
<b>Division:</b>	MEDICAL
<b>Department/Section / Unit/ Ward:</b>	
<b>Role reports to:</b>	DIRECTOR MEDICAL SERVICES
<b>Role Created/ Reviewed Date:</b>	Nov 2012/ July 2014/ Feb 2016
<b>Criminal History Clearance Requirements:</b>	<input checked="" type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input checked="" type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)

## ROLE CONTEXT

### Primary Objective(s) of role:

The Trainee Medical Officer will contribute to the provision of high standard of clinical services to patients of Port Augusta Hospital in the areas of Obstetrics and Gynaecology Services in particular and other medical services as required.

### Direct Reports:

Responsible to the Director of Medical Services – professionally and administratively and clinically to the relevant Term Supervisors, on call and duty medical officers.

### Key Relationships/ Interactions:

#### Internal

- > Attending ward rounds, outpatients and theatre as organised with Consultants
- > Liaise with nursing staff / midwife and other clinicians as required

#### External

- > Provision of adequate discharge summary to referring GPs
- > Liaising with other medical practitioners when transferring patients to another hospital

**Challenges associated with Role:**

Major challenges currently associated with the role include:

- > Use of EPAS (Enterprise Patient Administration System) as medical record documentation. TMO would be expected to be proficient in use of computer system in general to enable adequate documentation of patient care

**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:**

- > It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Background Screening and National Criminal History Clearance.
- > Prescribed Positions under the Children's Protection Act (1993) must obtain a satisfactory Background Screening and National Criminal History Clearance through the Screening and Licensing Unit, Department for Communities and Social Inclusion (DCSI).
- > Approved Aged Care Provider Positions as defined under the Accountability Principles 1998 made in pursuant to the Aged Care Act 2007 (Cth) must obtain a satisfactory National Police Certificate (NPC) through the South Australian Police confirming the clearance is for the purpose of working in Aged Care.
- > Prescribed Positions will also require a NPC general probity clearance.
- > Background Screening and National Criminal History Clearances must be renewed every 3 years thereafter from date of issue.
- > The position is primarily located at Port Augusta Hospital but the incumbent may be required to work from other sites within the Upper Spencer Gulf Region
- > The incumbent will be required to enter into an annual performance agreement for the achievement of specific training requirement.
- > A current driver's licence and a willingness to drive is essential.
- > Some out of hours including weekend work may be required.
- > The incumbent will uphold the values of the SA Health and Country Health SA as reflected in their respective Strategic Plans.

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
<b>Contribute to the provision of high standard clinical services by:</b>	<ul style="list-style-type: none"> <li>&gt; Providing day to day management of patients in consultation with other medical staff as necessary</li> <li>&gt; Participating in the initial admission process including comprehensive history taking and examination, ordering and follow-up of investigations, formulation of a problem list and management plan and initiation of a therapeutic plan.</li> <li>&gt; Ensuring the appropriate documentation of clinical care occurs in patients' medical records and ensuring the timely provision of discharge summaries, written specialist opinions and requested medical reports, execution of management plans and discharge planning.</li> <li>&gt; Communication with medical and nursing staff, patients and their families, and other health professionals regarding patient care and concerns, while adhering to patient confidentiality guidelines.</li> <li>&gt; Performing basic clinical procedures as authorised</li> <li>&gt; Communicating with the patient's General Practitioner regarding processes, outcome and discharge</li> <li>&gt; Participating in relevant multi-disciplinary meetings.</li> </ul>
<b>Contribute to teaching/training by:</b>	<ul style="list-style-type: none"> <li>&gt; Assigning and supervising the clinical practice of medical students</li> <li>&gt; Assisting appraisals of medical students assigned to the Unit</li> <li>&gt; Contributing to the training of other health professionals</li> </ul>
<b>Contribute to advances in knowledge by:</b>	<ul style="list-style-type: none"> <li>&gt; Initiating and participating in research is available</li> </ul>
<b>Contribute to continuous evaluation and improvement of clinical services by:</b>	<ul style="list-style-type: none"> <li>&gt; Initiating and supporting clinical improvement activities. This will involve evaluation of clinical process and service outcomes, identifying possible areas for improvement and implementing the required changes.</li> </ul>
<b>Contribute to the efficient management of the financial and material resources of the Service by:</b>	<ul style="list-style-type: none"> <li>&gt; Using facilities, equipment and supplies in the most cost efficient manner</li> <li>&gt; Contributing to case-mix management by ensuring that appropriate practices are in place to ensure the documentation of clinical information so that timely coding of required data occurs.</li> </ul>
<b>Contribute to a patient focused approach in the provision of clinical care by:</b>	<ul style="list-style-type: none"> <li>&gt; Adhering to and supporting practices that ensure patient's rights are respected</li> <li>&gt; Assisting in the investigation of and addressing patient complaints in a positive, constructive manner.</li> <li>&gt; Maximising the participation of patients in their care</li> <li>&gt; Ensuring consent procedures are followed</li> </ul>
<b>Contribute to the adoption of responsive risk management practices by:</b>	<ul style="list-style-type: none"> <li>&gt; Maintaining an awareness of risk in the clinical environment</li> <li>&gt; Actively supporting and contributing to risk management initiatives</li> <li>&gt; Reporting sentinel events, potential medical negligence claims to the Director of Medical Services and near misses/adverse patients to SLS (Safety Learning System) reporting facility.</li> </ul>
<b>Ensure own professional and personal development by:</b>	<ul style="list-style-type: none"> <li>&gt; Evaluating own practice through completion of applicable log books and supervision report with clinical supervisors</li> <li>&gt; Practising in accordance with the philosophy, objectives, policies and procedures of the Port Augusta Hospital &amp; Regional Health Services and Country Health SA Local Area Network</li> <li>&gt; Functioning in accordance with all legislation affecting the hospital and</li> </ul>

	<p>professional bodies</p> <ul style="list-style-type: none"> <li>&gt; Practising within own abilities and qualifications</li> <li>&gt; Ensuring that appropriate standards of service are maintained through active participation in Quality Improvement programs</li> <li>&gt; Demonstrating knowledge of privacy principles and applying them in practice</li> </ul>
<p><b>Contribute to the safeguard of confidential information and intellectual property of the Hospital by:</b></p>	<ul style="list-style-type: none"> <li>&gt; Adhering to the Hospital's and SA and CHSA policy on confidentiality of patients' information.</li> <li>&gt; Adhering to the Hospital's policy on IT security.</li> <li>&gt; Adhering to the Hospital's policy on intellectual property.</li> <li>&gt; Contribute to the well-being of people in South Australia through participation 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.</li> <li>&gt; Contribute to the promotion and implementation of the Public Sector Act principles and practices and employee conduct standards, in particular Equal Opportunity and Occupational Health Safety and Welfare by adhering to the provisions of relevant legislative requirements.</li> </ul>
<p><b>Employees have a responsibility and obligation to comply with statutory and organisational requirements, procedures and rules that are introduced to ensure a safe and healthy work environment, free of discrimination by:</b></p>	<ul style="list-style-type: none"> <li>&gt; complying with workplace policies and procedures</li> <li>&gt; participating in all activities associated with the management of workplace health and safety</li> <li>&gt; identifying and reporting all health and safety risks, accidents, incidents, injuries property damage and near misses in the workplace</li> <li>&gt; comply with and have a working knowledge and understanding of Infection Control policies and procedures</li> <li>&gt; correctly utilising appropriate personal protective equipment</li> <li>&gt; promoting awareness and compliance with Equal Employment Opportunity principles</li> <li>&gt; participating in personal development reviews</li> <li>&gt; participation in continuous quality improvement programmes</li> <li>&gt; Ensure Cultural sensitivity is maintained by attending and contributing to their learning in a diversity of Cultural awareness and cross cultural training, with a frequency determined as appropriate by the organisation.</li> <li>&gt; It is every employee's responsibility to ensure that no official record created or received (in any format) is destroyed without authorisation from State Records. It is the responsibility of all employees' to adhere to the Policy, Procedures &amp; practices of this organisation in regards to records management.</li> </ul>
<p><b>Contribute to the achievement of outcomes, as identified in the Port Augusta Hospital &amp; Regional Health Services strategic plan by:</b></p>	<ul style="list-style-type: none"> <li>&gt; Contributing to the development and implementation of departmental strategic directions and plans.</li> </ul>

## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM REQUIREMENTS**

#### **Educational/Vocational Qualifications**

- > Medical qualification registrable with Medical Board of Australia
- > Minimum of 1 year post graduate training

#### **Personal Abilities/Aptitudes/Skills:**

- > Interest in experiencing rural learning environment
- > Professional integrity.
- > Ability to work in a multidisciplinary team environment.
- > Commitment to quality improvement.
- > Ability to be adaptable to change.
- > Good communication skills both verbally and in writing
- > Proficient in use computers in various settings
- > Commitment to teaching medical students

#### **Experience**

- > Successful completion of intern or intern equivalent program
- > Good theoretical knowledge
- > Knowledge and awareness of quality improvement activities and clinical risk deduction and patient safety techniques

#### **Knowledge**

- > Understanding of quality improvement principles.
- > Understanding of the rights and responsibilities of patients and their families.

## **DESIRABLE CHARACTERISTICS**

### **Educational/Vocational Qualifications**

- > Enrolled in GP Rural Registrar training program with Adelaide to Outback training provider. Other relevant post graduate medical qualifications from Australia and or overseas. Attendance at accredited courses in life support and emergency care and resuscitation. Evidence of commitment to other medical post graduate study

### **Personal Abilities/Aptitudes/Skills:**

- > Diligence
- > Punctuality
- > Commitment
- > Integrity and honesty
- > Good personal presentation, neat dress standard
- > Respect for others

### **Experience**

- > Experience at the appropriate level of professional practice consistent with period of time since graduation
- > Other post graduate activities, qualifications and research and teaching

### **Knowledge**

- > Cultural awareness in regard to Aboriginal people and culture
- > Understanding of the population based approach to clinical services





## 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:**

Port Augusta Hospital provides a level 4 maternity services for the northern part of South Australia. It receives referral from nearby Upper Spencer Gulf Hospitals – Whyalla and Port Pirie.

## 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.

SA Health acknowledges culture and identity as being integral to Aboriginal health and wellbeing and is committed to improving the health of Aboriginal people.

SA Health vision for Reconciliation is the gap is closed on Aboriginal health disadvantage; and Aboriginal people share the same rights, respect and access to opportunities and benefits as all South Australians.

## 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:**