



ROLE DESCRIPTION

Role Title:	General RMO
Classification Code:	MDP2
LHN/ HN/ SAAS/ DHA:	WCHN
Hospital/ Service/ Cluster	WCH
Division:	Paediatric Medicine, Surgery and Women's and Babies Division (depending on Term allocations)
Department/Section / Unit/ Ward:	Rotating
Role reports to:	Medical Unit Head of the rotation undertaken
Role Created/ Reviewed Date:	June 2017

ROLE CONTEXT

Primary Objective(s) of role:

The Resident Medical Officer (RMO) will rotate through 4 terms, which may include various acute and community based medical environments, while contributing to the provision of clinical services to WCHN & SALHN inpatients and outpatients under Consultant supervision.

The RMO will demonstrate a commitment to clinical teaching and participate in associated research projects.

Positions that directly report to this position:

Nil

Key Relationships/ Interactions:

Internal

- > Reports to the Medical Unit Head (or delegate e.g. on-duty Consultant) of the current rotation for day-to-day clinical issues, the Director of Clinical Training for educational/training issues and the TMO Operational Unit Manager for non-clinical issues (e.g. rostering, leave etc.)
- > Works collaboratively with consultants, nursing staff, other medical specialists and health professionals to achieve high quality service provision for patients
- > Participates in training opportunities, both as trainer and student, in formal and informal training environments
- > Direct and indirect supervision is provided on a daily basis by the designated Consultant(s)

External

- > Works collaboratively with consultants, nursing staff and allied health staff from other metropolitan and country health sites.

Challenges associated with Role:

Major challenges currently associated with the role include:

- > This position includes rotational shift work, including after hours and weekends where immediate direct supervision may not be available at all times.
- > Time management skills will be required to deal with competing demands such as attendance at training/educational sessions that conflict with periods of clinical duty.
- > The ability to communicate with patients from diverse cultural backgrounds (and their carers) who may be stressed and anxious in an unfamiliar environment.

Delegations:

- > Nil

Resilience:

SA Health employees are encouraged to 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 including completion of a formal term assessment form by the Term Supervisor each term.

The RMO will be required to:

- > participate in ongoing reviews of clinical practice (as per the conditions of limited registration, where applicable)
- > participate in continuing medical education and professional development as covered by the supervision plan
- > maintain professional competence
- > Ensure that clinical decisions made are within the scope of the position and the RMO's personal skills, experience and competency levels.

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 Act 2012 (SA) and when relevant WHS Defined Officers must meet due diligence requirements.
- > Meet immunisation requirements as outlined by the Immunisation Guidelines for Health Workers in South Australia 2010.
- > 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.
- > All employees required to complete timesheets must forward their timesheet to their manager, within two weeks from the period worked, to enable their manager to authorise that this is a true and accurate record of hours worked by the employee.

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. Existing employees who have undertaken a Police Check and are cleared and then subsequently charged with an offence are required to inform their Line Manager immediately.
- > As a state-wide service, WCHN employees may be required to undertake work at various locations in metropolitan Adelaide, and provide outreach to other parts of South Australia (the latter in consultation with the incumbent of the role).
- > 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.
- > Participating in an after-hours on-call roster
- > The Women's and Children's Health Network requires that all medical staff fulfil their obligations in respect of meeting standards of professional practice including as required by:
 - o Relevant State and Federal Legislation;
 - o Medical Board of South Australia;
 - o Credentialing and Scope of Clinical Practice for Medical and Dental staff;
 - o The relevant professional specialist college guidelines; and
 - o Medical Board of South Australia Code of Professional Conduct – Good Medical Practice
 - o as varied from time to time
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Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
Clinical Responsibilities	<p>1.1 Outpatient clinics</p> <ul style="list-style-type: none"> > Participation by the RMO in Outpatient Clinics of the Unit rotation. > Assessment and management of new patients undertaken, in consultation with the supervising Consultant. > Review and follow up of ward patients admitted through Outpatient Clinics. <p>1.2 Inpatients</p> <ul style="list-style-type: none"> > RMO participation in all duties associated with inpatients, including assessment of new admissions, care coordination, management of the day-to-day progress of assigned patients in the ward, discharge and follow up arrangements, during rostered hours of duty. > Appropriate consultation with senior nursing staff, supervising Consultant and other relevant staff will be undertaken. > Participation of consumers in their care planning will be facilitated. <p>1.3 Emergency Care</p>

	<ul style="list-style-type: none"> > Assessment and management of acute paediatric, neonatal and/or obstetric emergencies will be undertaken by the RMO where appropriate. > Appropriate ongoing patient management will be arranged, in consultation with the relevant on-call Registrar and Unit Consultant staff. > Participation in the Paediatric Trauma Service (if applicable) and the Paediatric Retrieval Service (if applicable) that includes coordinating transport/retrieval as necessary and providing advice to clinicians in regional and remote centres, in conjunction with the PICU Consultant. <p>1.4 Procedures</p> <ul style="list-style-type: none"> > Emergency and routine patient care procedures will be performed under supervision consistent with level of training and experience. . <p>1.5 Anaesthetic care (where relevant)</p> <ul style="list-style-type: none"> > Provide a smooth flow of anaesthetic care from admission to arrival in procedural area then from anaesthesia to Post Anaesthetic Care Unit and to the ward. <p>1.6 Investigative procedures</p> <ul style="list-style-type: none"> > Investigations will be organised, correlated and interpreted by the RMO when required, under general supervision of the relevant Consultant. <p>1.7 Laboratory Services (where applicable)</p> <ul style="list-style-type: none"> > Advice on the interpretation of laboratory results and additional investigations necessary for patient diagnosis and management will be provided to clinicians requesting laboratory services. > Follow up will be provided for patients with abnormal test results, under appropriate supervision.
Professional Responsibilities	<p>1.1 Patient Focus</p> <p>Ensure that service provision and the activities of the Division are patient focussed and professionally and effectively conducted by contributing to the development of an integrated team approach and culture which is highly responsive to the needs of patients and their carers/families by:</p> <ul style="list-style-type: none"> > Ensuring patients and their families are able to exercise their rights and responsibilities. > Ensuring that patients/families are given adequate information upon which to base treatment decision and follow-up. > Being responsive to patient and relative complaints. > Demonstrating knowledge and commitment to patient rights and responsibilities with regard to health care provision. <p>1.2 Health consumer Service</p> <ul style="list-style-type: none"> > Assisting to develop and foster a positive work culture which is based on SA Health's values and promotes customer service, learning and development, safety and welfare of employees, acknowledges differences, and encourages creativity and innovation. <p>1.3 Administration</p> <ul style="list-style-type: none"> > Ensure the effective management of human, financial and physical assets within the unit through appropriate use of resources. > WCHN will meet its legal responsibilities with regard to patient and financial record keeping by ensuring case notes and discharge summaries are accurate, concise, legible, signed and completed in a timely manner.
Education and Training	<p>2.1 Education and training activities</p> <p>The RMO will participate in:</p> <ul style="list-style-type: none"> > Departmental teaching programs relevant to the Unit, including presentation of case studies or other presentations. > Professional development opportunities

	<ul style="list-style-type: none"> > Studies relevant to Specialist College application requirements > Undergraduate and post graduate medical teaching and education of other hospital interest groups (internal and external) > Grand Rounds, Medical Rounds and other training opportunities provided by the Directors of Medical Training. <p>2.2 Education and training activities</p> <ul style="list-style-type: none"> > The RMO will participate in the supervision of students
Research	<p>The RMO will participate in clinical and scientific research related to the Department by:</p> <ul style="list-style-type: none"> > Contributing to studies being undertaken > Developing areas of special interest > Proposing and developing research initiatives > Participating in the clinical audit activities of the Unit
Quality management and continuous Improvement of practice and service delivery	<p>In collaboration with the Consultant:</p> <ul style="list-style-type: none"> > Existing practices and policies will be continuously reviewed to reduce inconsistencies. > Expertise will be used to monitor and evaluate research activities. > Participation in clinical review programs will be provided. > Data will be collected to measure clinical indicators.
Contribute to a positive team culture and safe work environment	<ul style="list-style-type: none"> > Contribute to a team environment that promotes positivity, learning and development, safety and welfare of employees, acknowledges differences and encourages creativity, innovation and honesty. > Role models a positive approach and commitment to consumer service. > Voices views and concerns in a constructive manner. > Accept principles of mutual responsibility and respect. > Support other members of the department in equitable access to limited resources in areas such as annual leave or attendance at meetings > OHS&W guidelines implemented and followed.

Knowledge, Skills and Experience

ESSENTIAL MINIMUM REQUIREMENTS

Educational/Vocational Qualifications

- > Bachelor of Medicine; Bachelor of Surgery (BMBS) or equivalent,
- > Registrable with the Medical Board of Australia as a Medical Practitioner with General Registration

Personal Abilities/Aptitudes/Skills:

- > Clinical skills appropriate for the duties performed in the work unit
- > Ability to work as an effective team member in a multi-disciplinary environment
- > Ability to communicate effectively with customers and other staff
- > Ability to work under stressful conditions and/or high workloads
- > Problem solving and decision making skills (both clinical and individual)
- > Ability to remain positive and adapt to change
- > Commitment to client(and parent/carer) participation in care
- > Commitment to quality management philosophy and devolved responsibility
- > Willingness to incorporate suggestions/feedback/complaints into personal improvement

Experience

- > 12 months satisfactory experience as an Intern in a recognised teaching hospital

Knowledge

- > Broad knowledge in the chosen field (e.g. obstetrics, gynaecology, neonatology, paediatric medicine, emergency or surgery, anaesthesia, clinical laboratory practice, etc. as applicable to this position)

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- > Paediatric Life Support (PLS) and/or Advanced Paediatric Life Support (APLS)

Personal Abilities/Aptitudes/Skills

- > RMOs should be working towards a career in a medical specialty

Experience

- > Participation in Research and Education Programs

Knowledge

- > Knowledge of health care in the public and private sectors
- > Knowledge of the principles and practice of OHSW, Equal Opportunity, the Public Sector Act 2009 Code of Ethics and diversity appropriate to the requirements of the position

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 WCHN is the major Paediatric and Obstetrics & Gynaecology training centre for South Australia and is the primary referral centre for Paediatric patients from around the State and adjacent areas. The Trainee Medical Officers (TMOs) rotate through a selection of placements in various acute and community units of the Region in order to expand their skills and experience and work towards their chosen career paths.

Pre-vocational Training:

- Interns (postgraduate year 1) rotate from the Royal Adelaide Hospital or the Queen Elizabeth Hospital for 10 week terms in paediatric medicine or obstetrics.
- Resident Medical Officer (postgraduate year 2+) positions are available in general paediatric medicine, surgical specialities, paediatric emergency, obstetrics, gynaecology and neonatology.

Non-accredited training is also available in some medical specialities.

- Orientation and training include tutorials, paediatric life support course and/or obstetric life support skills training, supervised clinical training and an ongoing series of teaching activities.
- A Diploma in Child Health is co-ordinated by the Centre for Education and Training. Trainees in Obstetrics are encouraged to enrol for the Diploma in Obstetrics & Gynaecology (RANZCOG).

Accredited Training Programs are available in paediatrics and obstetrics and in most medical specialities:

- Pre-vocational training (PCMSA) - RMOs
- Paediatric Physician Training (RACP)
- Obstetrics & Gynaecology (RANZCOG)
- General Practice (RACGP)
- Psychiatry (RANZCP)
- Radiology (RANZR), Nuclear Medicine (RACP/RANZR)
- Anaesthetics (ANZCA)

- Surgery (RACS) - Orthopaedics, Plastics, ENT, Neurosurgery, Craniofacial, General Paediatric
- Ophthalmology (RACO)
- Dermatology (ACD)
- Pathology (RCPA) - Haematology, Histopathology, Chemical Pathology, Microbiology, Immunology
- Clinical Genetics
- Intensive Care (JFICM)
- Emergency Medicine (RACP/ACEM)

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:



Women's and Children's Health Network Strategic Plan 2011–2017

Vision

Better health for children, young people and women.

Purpose

To provide quality health services for children, young people and women.

Values

These values will be demonstrated through everything we do:

- > **Respect** for our clients, patients, colleagues and communities
- > Act with **integrity, honesty** and **accountability**
- > Improve our services and care through **innovation**, learning, experience and research.

Strategic Goals

Goal 1: Provide quality health care to our patients, clients, and communities.

Goal 2: Provide effective systems and processes to support delivery of our health services.

Goal 3: Prioritise and allocate resources and infrastructure to best meet health needs.

Goal 4: Build and support our people, culture and capability.

Patients, Clients, Communities

Goal 1: Provide quality health care to our patients, clients, and communities.

To achieve our vision, the key outcomes we must deliver are:

- > Contribute to the population's health and wellbeing
- > Improve opportunities to prevent illness and promote health
- > Reduce the gap between Aboriginal and non-Aboriginal health and wellbeing
- > Provide specialist services
- > Improve equity of access to health services

Systems and Processes

Goal 2: Provide effective systems and processes to support delivery of our health services.

To deliver the required community outcomes, we need to achieve:

- > Person-centred care and continuous service review
- > Safe and evidenced based healthcare
- > Illness prevention and health promotion across all service areas
- > Organisational risk management
- > Quality and integrated health care
- > Leadership in specialist services for the state
- > Community engagement
- > Strong partnerships

Resources and Infrastructure

Goal 3: Manage resources and infrastructure to best meet health needs.

To deliver the required community outcomes, we need to:

- > Prioritise and allocate resources and infrastructure
- > Efficiently utilise current resources
- > Effectively manage resources and assets for maximum benefit
- > Plan for future needs based on evidence and best practice

Our People, Culture and Capability *(Employees, Volunteers and Contracted)*

Goal 4: Build and support our people, culture and capability.

To achieve the desired outcomes and sustain our ability to change and improve, we need to:

- > Always demonstrate our shared organisational values and culture of service
- > Attract and retain the required high quality staff
- > Develop competence, capability, individual accountability and performance
- > Ensure a safe working environment
- > Demonstrate innovative healthcare
- > Foster teamwork