

Position Description

Position details				
Position Title	Staff Specialist, Emergency or Visiting Medical Officer, Emergency		Department	Emergency
Position No			LHD	
Award Classification	Staff Specialist (State) Award or Visiting Medical Officers Sessional Contracts		Location	
Reports To	Director, Emergency	Hours		Duration
Reports directly to			Date Evaluated	
Other Roles Reporting to Position's Manager:				

About the NSW Ministry of Health

With almost a third of the state's budget allocated to the health portfolio, NSW Health is one of its largest human services agencies. For more information go to www.health.nsw.gov.au

Although the Ministry is just one component of the wider NSW Health system it plays a key role in:

- shaping overall policy development, funding strategies and system-wide planning of health services
- partnering with Local Health Districts, NSW communities and organisations to promote health, prevent injury and disease, and drive improvements such as the 'patient journey experience'.

About the (Your Health Service)

Suggest one paragraph

Role and purpose of the (Your Health Service)

Can expand more here, maybe include the key strategic directions of your health service.

Your specific department

A few paragraphs about your department, aims, goals, etc

Position context

Primary Purpose of this Position

This role is to provide firstly a clinical management and consultation service to patients with conditions applicable to the sub-specialty of Emergency Medicine and participate in an appropriate on-call roster for the Local Health District, secondly to provide education, supervision and support to junior medical staff, and thirdly to engage in ongoing quality assurance activities both at the Departmental and District Level and additionally as directed by the Director of Medical Services and the Director of Clinical Governance. These reflect the definition of services detailed within the Public Hospitals VMO Sessional and Fee for Service Determination of 2007 (Sections 5(11) and 5(14)) respectively. The position is also required to participate in on call on occasion. It is reinforced that the provision of on-call services are subject to Section 36(11) of the Medical Practice Act 1992. Clinicians are reminded that all clinicians are employed on a Local Health District basis and variation in service may occur subject to the process articulated within the VMO Determination.

Roles and accountabilities

Clinical

Provide a Emergency Medicine service consistent within the defined scope of practice for the Local Health District. Provide a specialist consultation service as required by other Senior Medical Staff. Participate in a specialty on call roster determined by the Director of Emergency /Clinical Director of Medicine and by medical administration. Liaise with other health professions involved in patient management and care. Comply with hospital / Local Health District / Ministry of Health policies and procedures regarding the prescription of medications and ordering of tests. Supervise and commit to accurate documentation in and completion of medical records to reflect clinical decisions, tests, procedures and discharge diagnoses. Comply with patient admission and discharge policies: including documentation, planning of admission/discharge, day of procedure admission, timely discharge. Supervision of junior staff, formal handover, communication between clinicians with deteriorating patients, and meet standards of care. When on call, the practitioner must be within an accessible distance in order to respond to urgent and precipitous events.

Responsibilities to patients

Provide clinical management and timely treatment of patients under your care both as an inpatient and where applicable in the community under the LHD ambulatory care model. Perform ward rounds as required for inpatient care as far as possible within the normal working hours of the Unit (8am – 5pm). Ensure appropriate arrangements are made for patients on discharge from hospital to maximise continuity of care and good health outcomes. Liaise with patient family and carers as appropriate.

Administrative matters

Attend departmental, divisional and LHD meetings as required. Participate on those Hospital and LHD committees to which formally appointed. Participate in at least 75% of your departmental Morbidity and Mortality meetings. Participate in clinical quality activities – including peer review, clinical practice audit, root cause analysis, London protocols and HEAPs analysis. Provide a minimum of four weeks notification to Divisional Manager of planned/intended leave arrangements, ensuring any on-call commitments are covered by an appropriate colleague by agreement through department internal relief. Notify Director of Medical Services of any event likely to give rise to a medico-legal claim or complaint, and complete the appropriate Notification of Incident Form for TMF Claims.

Quality and research activities

Initiate and participate in appropriate departmental and hospital quality assurance and risk management projects. Participation in departmental Mortality and Morbidity meetings, Sentinel Event meetings, or peer review meetings. Systematically review clinical performance of self and department. Participate in patient complaint reviews and response to patient complaints. Participate in Root Cause Analysis teams as requested. Initiate research and develop projects relevant to the clinical discipline that assist in the development of new or revised clinical pathways and protocols.

Supervision, training and education

Involvement in multidisciplinary supervision, training and education – including Nursing, Allied Health, Junior Medical Staff, Medical students, other members of the multidisciplinary team and Emergency Department staff. Supervise Junior Medical Staff to the standards required by the relevant training authority (includes prescribing, ordering of tests, general mentoring, documentation of patient care).

Professional development, continuing education and maintenance of standards

Meet the recertification standards of your College. Disclose your recertification standing to the Hospital if asked. To develop and implement for oneself, a professional plan which is reviewed and updated regularly in the annual performance appraisal. Evidence of Continuing Medical Education (CPD).

General duties

Comply with relevant Acts of Parliament, professional conduct, Local Health District Code of Conduct, OHS, EEO, and Bullying and Harassment and other LHD policies and procedures. Use LHD resources efficiently, minimising cost and wastage, and ensure waste products are disposed of in line with LHD waste management guidelines. Report any risk identified (eg: OHS, Clinical, Financial, Technology, Public Image) to the manager and request a risk assessment. Participate in risk management activities. Co-operate with other staff members to ensure that duty requirements and standards are being met and maintained. Perform all other delegated tasks appropriately and in line with grading and capabilities.

Clinical privileges and scope of clinical practice

The following privileges are associated with this position:

- **ADMITTING:** Right to admit patients within designated specialty under the practitioner's own name.
- **CONSULTING:** Right to be consulted by another practitioner regarding patients admitted / being treated by that practitioner.
- **ON CALL:** Right to participate in on-call roster for the relevant specialty.
- **TEACHING:** Right to participate in undergraduate / postgraduate teaching and interact with patients in the context of teaching.
- **RESEARCH:** The rights to carry out research activities and interact with patients in the context of research. Scope of Clinical Practice: See separate documentation. Please note that this scope of practice details the range of practice currently accepted at the LHD sites. Practitioners are required to self assess against this list. A final determination will be done by the Clinical Privileges Sub Committee after review by management. On application, additional procedures constituting an expanded agreed scope of practice may also be reviewed by the Clinical Privileges Sub Committee after review by management

Challenges and influences

Delivery of medical services within the Department to ensure the Department provides agreed service delivery and meets relevant performance benchmarks and expenditure and revenue targets.

Key internal and external relationships

Internal

Verbal and written communication as appropriate using face to face contact, telephone, mail and email with: Medical Practitioners; Nursing and Allied Health practitioners; Hospital administration staff, management and executive.

External

Verbal and written communication as appropriate using face to face contact, telephone, mail and email with: Patients and their families; Medical Practitioners at other sites; Nursing and Allied Health

practitioners at other sites; Local Health District administration staff, management and executive; NSW Ministry of Health and other Local Health District staff as may be required.

Key skills and experience

1. Appropriate experience to practice as a Senior Medical Practitioner in Emergency Medicine
2. Demonstrated excellent interpersonal and communication skills
3. Demonstrated ability to lead and work within a multidisciplinary team environment
4. Recognised specialist qualifications, Fellow of the Australasian College for Emergency Medicine and / or other equivalent specialist recognition. (Applicants expecting to be awarded their fellowship within six months may be considered)
5. Demonstrated commitment to teaching and research as relevant to the position
6. Medical practitioner registered or able to be registered in Australia

Attachments

(your local health service) Organisation Chart	<input type="checkbox"/> Yes <input type="checkbox"/> No
(your departments) Organisational Chart	<input type="checkbox"/> Yes <input type="checkbox"/> No

Certification

We have read the above position description and are satisfied it accurately describes the position.

Position Holder's Name	
Signature	
Date	
Manager's Name	
Signature	
Date	

Organisation Charts