

# Position Description

Position details				
<b>Position Title</b>	Emergency Medical Staff Coordinator		<b>Department</b>	Emergency
<b>Position No</b>			<b>LHD</b>	
<b>Award Classification</b>	Health Service Manager, Level 1		<b>Location</b>	
<b>Reports To</b>	Director, Emergency	<b>Hours</b>	38	<b>Duration</b>
<b>Reports directly to</b>			<b>Date Evaluated</b>	
<b>Other Roles Reporting to Position's Manager:</b>				

## 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](http://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 position will operate as part of the Emergency Department management team, responsible for the rostering of ED Medical staff, and working in a team setting assisting the ED Director with recruitment and management of Junior Medical Officers (Interns, Residents, and Registrars) and participate in related projects across the Local Health District and rotation / secondment hospitals.

## Roles and accountabilities

### *Human resource management*

- Responsible for the provision of effective and efficient Human Resource Management services in relation to the appointment and management of Registrars within the Emergency Department.
- Assist with the management of the annual JMO recruitment process, as well as ad-hoc recruitment to fill emergency Registrar vacancies.
- Manage Registrar commencement; liaise with the Medical Board of Australia (AHPRA), Health

Education and Training Institute (HETI), and Department of Immigration and Citizenship (DIC).

- Ensure that all new medical staff to the Emergency Department attends appropriate orientation.
- Implement, monitor and maintain appropriate performance appraisal systems, for Registrars and JMO's whilst they are allocated to the Emergency Department.
- Manage the rostering services of interns, residents and registrars in key areas including the allocation of leave.
- Ensure that payroll services are administered efficiently and effectively, according to all relevant policies and procedures.

#### ***General management and leadership***

- Manage the continuous improvement process in order to meet the accreditation guidelines set by the Australasian College for Emergency Medicine, the Health Education and Training Institute, as well as benchmarks and examples set by other NSW and interstate hospitals.
- Meet regularly with the JMO Manager and the Director of Emergency.
- Ensure that documentation is administered in accordance with relevant policies, procedures, and legislation.

#### ***Financial management***

- Ensure that proactive measures are taken to reduce reliance on locum/casual medical officers.
- Provide appropriate budgets to the Emergency Department Business Manager on an annual (financial year) basis to ensure accuracy of information in financial management systems.
- Develop an annual (financial year) report focussing on the performance of medical staffing against budgeted targets.
- Conduct systematic audits of salary analysis to ensure compliance with budgeted FTE numbers.

#### ***Project management***

- Assist ED managers to undertake relevant projects by conducting literature reviews, staff surveys and other consultation as required.
- Facilitate project completion through attendance of meetings, preparation of meeting agendas and taking, typing and distributing out minutes.

#### ***Professional***

- Personal responsibility to perform professionally as a manager within the service, with consideration to educational development, as well as required initiative, resourcefulness and leadership.
- Undertake professional development activities in order to continuously improve the level of management and leadership contributed to the service.
- Engage in effective and appropriate communication with senior officers, and other service managers.

### **Challenges and influences**

- Collaboration with a wide variety of stakeholders including medical staff, administrators and

managers and external organisations such as AHPRA and HETI.

- Meeting deadlines to the required standard and remaining within the department budget.
- Maintaining drive and enthusiasm of the medical team within the Department.
- Exercising sound judgment when representing the Department at internal and external meetings.

### Key skills and experience

1. Demonstrated ability to undertake complex rostering.
2. Experience in the management of professional staff.
3. Working knowledge of procedures relating to Medical Board of Australia, Health Education and Training Institute (HETI), Department of Immigration and Citizenship and other governing bodies.
4. Demonstrated effective communication and interpersonal skills.
5. Negotiation and conflict management skills.
6. Demonstrated financial analysis and planning skills.
7. Experience in the management of human resources, recruitment and payroll services.
8. Understanding of industrial legislation relating to medical officer appointments.
9. Ability to assist with the development and implementation of policies, procedures, standards and practices.

### 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