



## Position Description

<b>Title:</b>	Career Medical Officer
<b>Department:</b>	Hospital
<b>Reporting to:</b>	Director of Clinical Services
<b>Time commitment:</b>	Full-time
<b>Employment type:</b>	Permanent
<b>Employment conditions:</b>	MUH & Employee - National Employment Standards
<b>Last reviewed:</b>	20 October 2014
<b>About the role:</b>	Career Medical Officer is responsible for delivering medical services to the patients of MUH as required on behalf of the Accredited Practitioner. The role will also involve supporting Nursing staff in initiating and delivering clinical care to the patients as directed by the Accredited Practitioners.

<b>About the Hospital:</b>	Macquarie University Hospital is Australia's first and only private not-for-profit teaching hospital located on a University campus. The Hospital support for the Australian School of Advanced Medicine and our commitment to patient care is captured by our purpose: <i>heal, learn, discover</i> . Our vision for the hospital is to be recognised as the country's finest private health facility. Built to exacting standards, equipped with the best available tools and technology and staffed by a superior team of caring professionals the Hospital is well positioned to become Australia's leading private health care provider.
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Version 2.0	Issue Date: August 2014	Review Date: August 2016	Approved By: Director, Human Resources
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## Key Responsibilities of the Role

### Leadership and Communication

- Supports vision – demonstrates the ability to support the image of the hospital and to embrace the changes that enable the vision.
- Values and goals – demonstrates alignment of values and goals with those of the organisation.
- Communication – demonstrates well developed communication skills, both verbal and written. Is able to communicate effectively at all levels and in a timely manner.
- Demonstrates accountability and integrity – acts with integrity and is accountable for outcomes contributing to the reputation and success of the organisation.
- Promotes delivery of excellent customer service.
- Practices according to the aims, objectives and core values of Macquarie University Hospital.
- Demonstrates a willingness to work positively within a team to achieve team goals and the provision of excellence in care/service delivery.
- Demonstrates and practices effective verbal, non-verbal and written communication skills and actively develops good listening skills.
- Actively participates in ward/unit meetings.
- Performs other duties as directed by the Director Clinical Services.

### Customer Service

- Excellent Service is my top priority
- Maintains good customer relations
- Illustrates outstanding communication skills
- Looks and acts in a professional manner
- Ensures competency
- Service concerns are addressed in a timely manner
- Motivated and committed contributor
- Inter-culturally and emotionally aware
- Life-long learner
- Effective team-player

### General management functions

- Liaison with a range of clients i.e. GP's, Accredited Practitioner, pathology, pharmacy
- Provide the continuous on-site medical cover to Ward and clinical units.
- Respond to all clinical review/code blue calls within the Hospital as part of the emergency team.
- Communicate and collaborate with accredited VMOs in the delivery of medical treatment.
- Adhere to the hospital By-laws, as applicable, and policies and procedures.
- Participate in the Hospital's clinical improvement activities.
- Represents the Career Medical Officers at any Hospital Committee as requested by the Director of Clinical Services.
- Present and promote the medical profession and Macquarie University Hospital in all interaction with patients, their relatives, nursing and medical colleagues.
- Participate in the Hospital's evacuation and disaster plan.
- Clinically assess patients and document same in Medical Records.
- Order diagnostic tests and administer treatment under the direction of the Accredited Practitioner.
- Document treatment initiated and future treatment plan in the Medical Records.
- Conduct admission assessments at the request of the Accredited Practitioner.
- Initiate treatment plans as required by the Accredited Practitioner.
- Assist with clinical procedures within the units.

Version 2.0	Issue Date: August 2014	Review Date: August 2016	Approved By: Director, Human Resources
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- Record and authenticate chargeable treatments on a charge sheet.
- Communicate appropriately with Accredited Practitioner's in the event of unexpected deterioration in patient condition.
- Other duties as requested from time to time by the Director of Clinical Services.

### **Governance, Systems and Procedures**

- Demonstrates a commitment to quality improvement and takes an active role in the ISO Audit process
- Has an understanding of the National Quality and Safety Healthcare Standards
- Initiates and contributes to quality activities.
- Assists with the review of policies and procedures in the hospital
- Participates in and contributes to occupational health and safety activities to ensure a safe work environment for clients, community, staff and visitors.
- Complies with each and every policy and procedure relevant to this position to ensure the effective and safe operation of the hospital and the welfare and interests of all employees.
- Reports safety hazards to appropriate manager.
- Ensures that all documentation is accurate and completed in a professional and timely manner
- Ensures incidences are reported accurately and in a timely manner.

### **Technical Skills and Application**

- Current registration with AHPRA
- M.B.,B.S or equivalent qualification recognised in Australia
- Minimum two years post-graduate experience in various specialities including surgical
- Excellent communication and interpersonal skills
- Medical Indemnity Insurance
- Experience within the private health sector
- Vocationally registered

### **Personal and Professional Development**

- Continually develops both personally and professionally to meet the changing needs of career and industry.
- Attends all mandatory training sessions provided by the Hospital and is actively involved in other training and development as required.
- Actively participates in the Performance Management process as required.
- Evaluates own performance to identify strengths and areas where professional development can occur.
- Assists other staff in completing annual competency training.
- Maintains an up-to-date knowledge of current trends within speciality.
- Maintains confidentiality of patient information at all times.

Version 2.0	Issue Date: August 2014	Review Date: August 2016	Approved By: Director, Human Resources
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## Values

The five values described below capture the essence of the Hospital's culture and play an important role in the way we assess the performance of our teams, staff and managers.

### Excellence

We attain excellence by putting patients first, by taking pride in our work, and by attending to detail. As an organization and as individuals we will recognise and reward excellence in our team. Our commitment to excellence means doing everything as well as it can possibly be done. Every role at the Hospital contributes in some way to patient care and so our commitment applies to every member of staff.

### Teamwork

We recognise and value the importance of teamwork and leadership. Excellent teams are supported by leaders that inspire and motivate them. We expect managers to set standards of behaviour for others to follow and will work to consistently foster the attributes of teamwork and leadership in all of our staff.

### Care

Caring for patients is our first priority and is a responsibility shared by the entire staff. We respect the dignity of our patients and treat them and their families with grace and compassion. The Hospital is a close community and we strive to provide a safe environment for patients, staff and visitors. We also respect and care for our staff and colleagues. Recognising the value that each of us brings to a team we treat others equally and in the way that we wish to be treated.

### Accountability

As members of the Hospital community, we are accountable as individuals for our decisions and actions. We understand that we are all responsible for delivering outcomes on a daily basis that improve the lives of patients and contribute toward achievement of the Hospital's vision. Holding each other accountable for these outcomes is a shared responsibility that we take seriously. Though managers ensure that roles and responsibilities are clearly assigned, we expect staff to exercise initiative, discretion and proactivity in carrying out their duties. This will sometimes mean doing things which do not fall neatly into our day-to-day roles.

### Integrity

We are committed to integrity and honesty as cornerstones of our relationship with each other, our patients and the community. Accordingly we hold ourselves and our colleagues to the highest standards of professional and personal conduct. Our expectations of behaviour are clearly set out in our Code of Conduct.

Version 2.0	Issue Date: August 2014	Review Date: August 2016	Approved By: Director, Human Resources
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## Objectives and Performance Measures

### Skills and Competencies

1. Current registration with AHPRA
2. M.B.,B.S or equivalent qualification recognised in Australia
3. Minimum two years post-graduate experience in various specialities including surgical hospital
4. Excellent communication and interpersonal skills
5. Medical Indemnity Insurance
6. Experience within the private health sector
7. Vocationally registered

### Our responsibilities

As an employer, Macquarie University Hospital will:

1. Provide a safe environment for work
2. Provide equipment that minimizes the risk of harm
3. Treat your personal information with care and discretion
4. Pay you promptly and accurately for the work you have done
5. Provide opportunities for you to develop over time
6. Provide clean amenities for your use while at work
7. Support your health and wellness
8. Provide diligent and timely management of your work

### Your responsibilities

As an employee of Macquarie University Hospital, it is your responsibility to:

1. Read and comply with the Hospital's Code of Conduct
2. Read and comply with the Hospital's policies, procedures and guidelines
3. Carry out your duties safe and diligent manner
4. Notify your manager of any risks you identify in the course of your duties
5. Actively participate in quality and safety activities
6. Actively pursue opportunities for professional development and growth
7. Communicate clearly and politely
8. Actively protect the privacy and security of Hospital information
9. Use equipment and devices for their intended purpose and only after training
10. Check your pay and notify the Hospital promptly of over or under payments

Version 2.0	Issue Date: August 2014	Review Date: August 2016	Approved By: Director, Human Resources
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## Agreement

I hereby confirm that:

- I have read this position description
- I understand the role for which I am being employed
- I have read the Hospital's Code of Conduct

Employee's signature

Manager's signature

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Version 2.0	Issue Date: August 2014	Review Date: August 2016	Approved By: Director, Human Resources
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