

## Position Description

Position details			
<b>Position Title</b>	Career Medical Officer, Emergency Department	<b>Department</b>	Emergency
<b>Position No</b>		<b>LHD</b>	
<b>Award Classification</b>	Career Medical Officers – Grade 2	<b>Location</b>	
<b>Reports To</b>		<b>Hours</b>	
<b>Reports directly to</b>		<b>Duration</b>	
<b>Other Roles Reporting to Position's Manager:</b>		<b>Date Evaluated</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

Ensure optimal clinical care of patients in the Emergency Department for all Emergency Department presentations, provide clinical care, assessment and referral to specialists as necessary and provide supervision and support to junior medical staff in the Emergency Department

### Roles and accountabilities

#### 1. Clinical

The Emergency Medicine Career Medical Officer in the Emergency Department is expected to have a number of base clinical skill competencies and participate in ongoing professional development to advance clinical practice, participate in system improvement activities, and participate in teaching of junior medical and undergraduate staff.

Basic duties include:

- Initial assessment and management of patients presenting for care
- Ensure that patients receive adequate and appropriate assessment and emergency medical care,

either directly or through supervision of junior medical staff

- Initiation of management plan and organisation of appropriate diagnostic and therapeutic procedures, in consultation with senior medical practitioners as is appropriate
- Ensure that there is adequate consultation and communication of such assessment and management decisions to the appropriate specialty Career Medical Officer or consultant
- Ensure effective referral and disposition of the patient after they leave the Emergency Department. This includes discharge letters and instructions and prescriptions as required
- Uses teamwork and effective communication to deliver effective health care that includes patients and family members as appropriate as members of the team
- Meets medico-legal requirements across practice areas including open disclosure
- Ensure accurate and relevant documentation exists
- Review of patient progress as appropriate
- Participate as a member of the retrieval team, to transport sick patients between facilities.
- Any other duties at the direction of the Emergency Department Director or Medical Administration

## **2. Research and Teaching**

Every Emergency Medicine Career Medical Officer is expected to participate in departmental activities including quality management (eg: case review), to provide didactic (lectures and presentations) and bedside clinical teaching to junior medical officers and medical students, and to contribute to research projects as indicated.

## **3. Orientation**

Hospital Orientation occurs at the beginning of each term for all doctors new to the individual hospital. Departmental orientation for rotating medical officers will be conducted at the commencement of each term.

For all terms we require a Term Orientation Checklist signed by Supervisor and Resident and returned to Resident Support Unit. This ensures that essential topics are covered in their term orientation. They do not receive a term orientation for Relief terms.

Our Career Medical Officers may be rotated to any one of the LHD hospitals. Departmental orientation will be conducted by the DEMENT/DEM or SS on duty.

For Hospital Orientation most hospital programs include similar features. Included are examples of topics covered in orientation at each hospital. Hospital Orientation covers the following:

- Hospital Tour
- RSU services (pay, timesheets etc)
- Medicolegal issues
- Occupational Health and Safety
- Pharmacy
- Deteriorating patient and medical emergency calling system
- Death Certificates and Cremation Certificates

- Computer access
- Teaching schedule
- Infection control
- Patient Flow

#### **4. Supervision**

Provide supervision and support to junior medical staff

#### **5. Other responsibilities**

The Career Medical Officer may be expected to work as the Medical Officer in Charge at the Hospital depending on skills and experience, and the needs of the organisation.

### **Key skills and experience**

1. Registered or eligible for General registration as a medical practitioner by the Australian Health Practitioner Regulation Agency.
2. At least five years post graduate experience with recent experience in critical care medicine, including EMST and APLS qualifications.
3. Appropriate procedural skills, (including intubation, resuscitation and invasive monitoring).
4. Demonstrated commitment to continuing education and professional development.
5. Proven ability to function effectively as a member of a multidisciplinary team.
6. Effective interpersonal skills.
7. Commitment to ethical practice.

### **Key internal and external relationships**

#### **Internal**

- Medical, Nursing, Allied Health and Clerical Staff in the Emergency Department.
- Specialists (Staff, VMOs and locums); Public Health staff.

#### **External**

- Referring doctors.
- Patients' relatives and friends.
- Staff of Emergency Agencies (Ambulance and Police); other Government Agencies (Corrections and Dept of Community Services [DoCs])

### 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