



Position Description

EMERGENCY DEPARTMENT HOSPITAL MEDICAL OFFICER – YEAR ONE

Designation: EMERGENCY DEPARTMENT HOSPITAL MEDICAL OFFICER

Level: Year One

Program: Medical

1. Purpose of Position:

- 1.1 To support the provision of care to public patients attending the Albury Wodonga Health – Wodonga Campus Emergency Department (ED).
- 1.2 To assist the ED SMP and Medical and Surgical HMOs provide care.

2. Position Objectives

At the end of your core emergency medicine rotation you should have:

- 2.1 gained experience in the acute presentation of common medical and surgical conditions including altered consciousness and trauma
- 2.2 gained an understanding of the initial management of a patient's presenting complaint as part of their overall management
- 2.3 become familiar with agreed protocols for the management of emergencies
- 2.4 with adequate supervision, have performed common procedures for the management of acute conditions
- 2.5 developed an appreciation of which patients and types of conditions require hospital admission versus those which may best be managed within an outpatient, community and other ambulatory settings
- 2.6 developed an appreciation of the range of outpatient and community care facilities.

3. Primary Responsibilities:

- 3.1 To undertake the following components of medical care:
- 3.2 the completion of the ED medical record for each public patient.
- 3.3 the completion of documentation required for the medical component of admission of ED patient.
- 3.4 liaison with ED Nursing Staff and the Supervising ED SMP during the admission of a patient within the ED.
- 3.5 To ensure adequate and appropriate records are maintained of the medical care provided to each public patient including the provision of documentation to facilitate their post-discharge care and the provision of data on the episode of care to Department Human Services.
- 3.6 To respond to all Code Blue's at Wodonga Campus during rostered hours of duty.
- 3.7 To provide cover for other HMO's Yr1 when that person is rostered off duty.
- 3.8 To maintain registration with the Medical Practitioners' Board of Victoria and, if considered appropriate, medical indemnity insurance protection.
- 3.9 Attend formal and informal training and education opportunities
- 3.10 Adhere at all times to Albury Wodonga Health – Wodonga Campus Occupational Health and safety policies and procedures and comply with "Employee" responsibilities as identified in the Victorian Occupational Health and safety Act 1985. (As Amended)
- 3.11 Participate in quality improvement activities and regularly review own work practices to ensure continuous improvement in meeting customer expectations and requirements.



3.12 All employees are expected to participate in mandatory education as it relates to their specific roles and responsibilities. These include:

- Fire and Evacuation.
- Manual Handling.

- Minimal/No Lift (As appropriate).
- CPR (As appropriate).
- Infection Control.

3.13 Commitment to principles and practices of infection control as they relate to the employees designated area of work

4 Constraints:

4.9 The Medical HMO Yr1 is not expected to manage complex medical problems without support

4.10 The ED HMO Yr1 is to work in association with a SMP (with full registration and a minimum of 3 years experience in Australian Hospitals) during the first two weeks of an intern's first two rotations.

4.11 The ED HMO Yr1 is only to work in the ED by themselves when appropriate SMP/VMP back up is available within 5 minutes.

4.12 The ED HMO Yr1 is not permitted to provide care to any patient admitted to the Obstetric/Neonatal and Children's Unit areas

4.13 The ED HMO Yr1 is not permitted to be rostered on duty in the Albury Wodonga Health – Wodonga Campus ED at night during the first and second rotations in each Intern Training Year.

4.14 The ED HMO Yr1 is only to perform those procedures in which experience and clinical proficiency has been gained either at the parent hospital or Albury Wodonga Health – Wodonga Campus.

4.15 The ED HMO Yr1 is not permitted to be rostered on duty for in excess of an average of 50 hours per week in the three week intern roster cycle.

5 Supervision:

5.9 The ED SMP having responsibility for a public patient also carries responsibility for directing the clinical activities of the ED HMO Yr1. The ED HMO Yr1 is to be directly supervised when providing care to either obstetric patients or children under the age of 2.

5.10 The Executive Director Medical Services is responsible for ensuring the ED HMO Yr1 understands and is able to discharge the allocated roles and responsibilities.

6 General Responsibility:

In undertaking clinical activity at Albury Wodonga Health – Wodonga Campus the ED HMO Yr1 is required:

- 6.9 to be readily available and/or contactable when rostered on duty.
- 6.10 to maintain emergency resuscitation skills including intravenous cannulation, endotracheal intubation and cardiopulmonary resuscitation.
- 6.11 to implement Hospital policy and protocols in respect of medical service provision.
- 6.12 to participate, as appropriate, in the Hospital's Medical Quality Assurance Program.

7 Performance Appraisal:

7.9 Performance evaluation will be undertaken prior to completion of probationary period and then annually thereafter.

7.10 Performance Appraisal will be performed using the parent hospital's intern performance assessment form. The form will be completed by the Supervising ED SMP. The EDMS and Executive Secretary will coordinate the assessment process.