# Position Description Template

ALL CALVARY SERVICES

Version:2.0

| Position Title: | Hospital Medical Officer (HMO) | | |
|---|---|---|---|
| Position Number: | | Cost Centre: | A4463 |
| Site/Facility: | St Vincent's Hospital | | |
| Department: | Medical Support | | |
| Enterprise Agreement | Nil | | |
| Classification: | Nil | | |
| Reports To: | Director of Clinical Services | | |
| Date of Preparation: | | Date Updated: | March 2024 |

## Primary Purpose

The role of the Hospital Medical Officer (HMO) is to assist in the clinical management of inpatients and undertake clinical duties for the respective work area under the supervision and direction of the Visiting Medical Officer (VMO). The HMO conducts medical examinations and investigations of patients. Make diagnoses and prescribe treatment within the HDU, cardiac catheter laboratory, surgical and medical units at Calvary Launceston St Vincent's Campus.

## Organizational Environment

At Calvary our vision as a Catholic Health, Community and Aged Care provider, to excel and be recognised as a continuing source of healing, hope and nurturing to the people and communities we serve. We put the person at the centre of care in all that we do. Calvary continues our mission focus in providing high quality care to the sick and vulnerable and in particular to those people approaching and reaching the end of life, their families and carers in all our services.

Calvary's Services include public and private hospital care, acute and sub-acute care, community care and retirement and aged care services, in both rural and metropolitan areas.

Calvary Health Care Launceston incorporates two facilities: Calvary St Luke's and Calvary St Vincent's. The hospitals provide a diverse range of services to a large regional catchment population, including surgical, medical, rehabilitation, palliative care, mental health and a high dependency unit.

## Accountabilities and Key Result Areas

*People and Culture:*

- Practice in accordance with Calvary and relevant Government Health policies and procedures, AHPRA guidelines, the position description, Code of Conduct and industrial agreements.

- Work in accordance with the mission and vision of Calvary and actively participate in developing a culture that promotes Calvary's values of healing, hospitality, stewardship and respect.

- Provide medical service to the multidisciplinary team by establishing and maintaining standards of practice.

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- Demonstrate professionalism at all times.
- Communicate and negotiate will all staff to ensure the provision of quality medical services.

*Excellence in Care:*

- To respond to all emergency alerts including MET calls Code Blue and the emergency call system as part of the Medical Emergency Team.
- To provide medical assessment of inpatients at the request of the Visiting Medical Officer (VMO) or treating nurse and instigate clinical care under the direction of the VMO.
- To provide medical assessment of any new admission or unstable patient at the request of the VMO or the treating nurse and instigate clinical care under the direction of the VMO.
- To communicate appropriately and in a timely manner with the VMO in the event of an unexpected deterioration in the patient's condition, this includes escalation to the treating VMO and treating nurse.
- To complete documentation as required on both hospital progress notes and computer data entry screens. Ensuring that all documentation is accurate, legible and completed in accordance with Calvary policies and procedures.
- To complete IV cannulation as necessary.
- To complete medication charts for VMO's as requested.
- To review investigations and clarification of modified limits as requested.
- To provide medical support to inpatients which may include ward rounds, medical assessment and inpatient procedures.
- To provide medical support to the outpatient treatment area.
- Give and receive appropriate handover from shift to shift.
- To ensure completion of all mandatory training as directed by the hospital, including annual completion of Adult and Paediatric Advanced Life Support training and assessment.
- Maintenance of professional development as mandated by AHPRA.
- When there are patients admitted to St Vincent's HDU, the HMO must remain in the unit unless required to attend to clinical care on another ward/unit.
- To work with the Director of Clinical Services (DCS) to ensure clinical care complies with the National Safety and Quality Health Service (NSQHS) Standards.

*Service Development & Innovation:*

- To provide optimal customer service that leads to enhancement of service provision.
- To participate with the achievement of Accreditation and the implementation of National Standards as required.
- To participate in any quality initiatives and audits to enhance the standard of care within the service.
- To provide staff education (in collaboration with Learning and Development) as requested.

*Wise Stewardship*

- Promote efficient and effective use of available resources within the service

*WH&S Responsibilities:*

- Take reasonable care of your own health and safety and the health and safety of others in the workplace.
- Comply with relevant Calvary WHS policies, procedures, work instructions and requests.
- Report to your supervisor any incident or unsafe conditions which come to your attention.
- Observe any additional requirements as outline in Calvary's WHS Responsibilities, Authority and Accountability Table (published on Calvary intranet) .

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| Key Relationships | |
|---|---|
| Internal: | • Executive.<br>• NUMs<br>• Nursing and Allied Health Staff.<br>• VMOs<br>• Patients, families and carers.<br>• Other support staff. |
| External: | • VMOs.<br>• Other Hospitals.<br>• Professional Organisations.<br>• Community Service Providers. |

| Position Impact | |
|---|---|
| Direct Reports: | • Nil |
| Budget: | • Nil |

| Selection Criteria |
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| • General Medical Registration with AHPRA.<br>• Minimum PGY3.<br>• Excellent communication skills.<br>• Ability to exercise a high degree of independent judgement.<br>• Ability to be flexible, adaptive and innovative in approaches to service delivery.<br>• Ability to function effectively in a multi-disciplinary team.<br>• Ability to manage time effectively and to adapt to change. |

| Approvals | | |
|---|---|---|
| Job Holder's signature: | | Date: |
| Manager's signature: | | Date: |

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