



Resident Medical Officer – Acute Medical Unit

Medical Practitioners Agreement: RMO Level 1-3

Position Number: 00520155

Hospital Logistics and Acute Access Division
Royal Perth Hospital / East Metropolitan Health Service

Reporting Relationships

Medical Co-Director
Hospital Logistics and Access Division
Position Number: 603381



Head of Department Acute Medical Unit



This Position



Directly reporting to this position:

Title	Classification	FTE
• Title	Award; Level	FTE
• Title	Award; Level	FTE



Also reporting to this supervisor:

- RMO –Acute Medical Unit – Position Number 00520155
- Intern – Acute Medical Unit, Award Level 1, Position Number Numerous

Key Responsibilities

To provide a high quality clinical service to all hospital patients under the supervision of Clinical Supervisors including Consultants and Registrars and within a multidisciplinary team. To work within your ability and according to the hospital's core values of Commitment, Accountability, Respect and Excellence. To expand your knowledge and skills through the available learning opportunities.

Brief Summary of Duties (in order of importance)

1. Clinical

- 1.1 Manages patients under the supervision of consultants and registrars, and ensures a detailed history and physical examination are done for each admission, and documents these findings appropriately in their medical record.
- 1.2 Seeks assistance from their clinical supervisor if uncertain about any aspect of their clinical work.
- 1.3 Investigates and completes pathology request forms and arranges radiology and other procedures including consultations using electronic systems where available.
- 1.4 Communicates and coordinates within a multi-professional team in regards to management plans, drug prescriptions and diagnostic requests, consultations and discharge plans which will be reviewed daily.
- 1.5 Communicates with patients about their condition and management, or with the immediate family if the patient is unable to comprehend within their scope of knowledge and understanding, and counsel patients and relatives as necessary.
- 1.6 Ensures effective discharge planning occurs with the involvement of the patient, family and/or other care providers; liaises with the patient's general practitioner.
- 1.7 Completes consultation requests for allied health and other medical specialties.
- 1.8 Carries out procedures within their capabilities (e.g. Venepuncture, ecg) or with supervision (e.g. Sutures cvc insertion).
- 1.9 Completes discharge summaries in a timely fashion, with adequate information for the general practitioner and others to continue care; provides copy of discharge letter and medical certificates to patients; arranges discharge medications, in advance, whenever possible.
- 1.10 Ensures discharge summaries are succinct and list all medical conditions, comorbidities, complications, procedures and treatments in accordance with clinical coding requirements.
- 1.11 Completes documentation required at the time of death, including death certificates or referral to coroner. Telephones the general practitioner to advise of the death.
- 1.12 Completes notifiable disease forms and adverse drug reaction reports, including clinic notes, writes to the GP and/or referring doctor.
- 1.13 Explain procedures/operations to patient and orders investigations as necessary. Assists with medical procedures/operations, as required.
- 1.14 Participates in AMU Resident Medical Officer Education as per rostering.
- 1.15 Participates in research and clinical audits as required, ensuring correct procedures are followed; assists in teaching medical students, as required.
- 1.16 Participates in ongoing professional development activities, including regular performance reviews and commits to maintaining and upgrading knowledge, skills and participates in quality improvement activities.
- 1.17 Performs duties in accordance with relevant acts and legislation including occupational safety and health act; disability services act; equal opportunity legislation; and WA Health, and health service specific policies and procedures including code of conduct; code of ethics; performance management; and other relevant departmental/program policies and procedures.
- 1.18 Follows legislative & RPH policies & procedures for all medical administration requirements including leave applications, rostering allocations etc.

2. EMHS Governance, Safety and Quality Requirements

- 2.1 Participates in the maintenance of a safe work environment.
- 2.2 Participates in an annual performance development review.
- 2.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 2.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 2.5 Performs duties in accordance with Government, WA Health, East Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 2.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

3. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Eligible for General or Provisional registration by the Medical Board of Australia.
2. Demonstrated clinical and procedural experience as a registered medical practitioner for a minimum of 6 months in an Australian or comparable hospital setting.
3. Demonstrated verbal communication and interpersonal skills to effectively interact with patients, their families, others and staff at all levels.
4. Ability to work effectively as a team member in a multidisciplinary team.
5. Demonstrated written communication skills to ensure written documentation is completed in a timely manner.
6. Ability to participate in a 24-hour roster and have means of transport to and from work.

Desirable Selection Criteria

1. Demonstrated commitment to ongoing education.
2. Current provider status of any of ATLS / EMST / ALS course.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Evidence of registration by the Medical Board of Australia must be provided prior to commencement.
- Working With Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.			
Manager / Supervisor	Signature	or	HE Number Date
Dept. / Division Head Name	Signature	or	HE Number Date
As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.			
Occupant Name Effective Date	Signature	or	HE Number Date
HCN Registration Details (to be completed by HCN)			
Created on	Last Updated on	Sep 2024	