



## ROLE DESCRIPTION

<b>Role Title:</b>	Emergency Department Medical Practitioner (RMO)		
<b>Classification Code:</b>	MDP2-G	Position Number	M40955/M57254/M40952/M59257/M57255
<b>LHN/ HN/ SAAS/ DHA:</b>	Central Adelaide Local Health Network (LHN)		
<b>Site/Directorate</b>	Royal Adelaide Hospital/The Queen Elizabeth Hospital		
<b>Division:</b>	Critical Care Services		
<b>Department/Section / Unit/ Ward:</b>	Emergency Department		
<b>Role reports to:</b>	Network Director, Emergency Department		
<b>Role Created/ Reviewed Date:</b>	01/09/2020		
<b>Criminal History Clearance Requirements:</b>	<input type="checkbox"/> Aged (NPC) <input checked="" type="checkbox"/> Child- Prescribed (DCSI) <input type="checkbox"/> Vulnerable (NPC) <input type="checkbox"/> General Probity (NPC)		
<b>Immunisation Risk Category:</b>	<input checked="" type="checkbox"/> Category A (direct contact with blood or body substances) <input type="checkbox"/> Category B (indirect contact with blood or body substances) <input type="checkbox"/> Category C ( <i>minimal patient contact</i> )		

## ROLE CONTEXT

<b>Primary Objective(s) of role:</b>
<p>The Royal Adelaide Hospital and The Queen Elizabeth Hospital (CALHN) is committed to maintain and improving the health and wellbeing of the people of South Australia by:</p> <ul style="list-style-type: none"><li>• Providing a comprehensive range of high quality, accessible hospital and related services.</li><li>• Promoting the health of general community and encouraging healthy behaviour on the part of the individual.</li><li>• Encouraging and supporting teaching and research.</li></ul>
<b>Direct Reports:</b>
<ul style="list-style-type: none"><li>• Responsible to the Divisional Medical Co-Directors, through the ED Directors and Consultants of the department.</li><li>• Liaises with other Divisions and Services, with other health providers in the community and hospital sector and with the broader community in the pursuit of comprehensive patient care.</li></ul>
<b>Key Relationships/ Interactions:</b>

**Internal**

- The RMO acts under the supervision of senior and/or specialist medical staff.
- The RMO has a role in assisting medical students and junior medical staff with their learning.

**External**

- Liaises with other Divisions and services of CALHN, with other health providers in the community and hospital sector and with the broader community in the pursuit of comprehensive patient care.

**Challenges associated with Role:**

Major challenges currently associated with the role include:

- Managing a complex patient group with significant illnesses and multiple comorbidities.
- Maintaining optimal communication with the team during complex and stressful situations

**Delegations:**

**Delegated Level:** Nil in accordance with CALHN's Delegation of Authority Document

**Staff supervised:** Direct ☐ Indirect ☒

**Special Conditions:**

- It is mandatory that no person, whether or not currently working in SA Health, will be eligible for appointment to a position in SA Health unless they have obtained a satisfactory Background Screening and National Criminal History Clearance.
- *Prescribed Positions* under the *Children's Protection Act (1993)* must obtain a satisfactory Criminal and Relevant History 'child-related' employment screening through the Screening and Licensing Unit, Department for Communities and Social Inclusion.
- Criminal and Relevant History Screening must be renewed every 3 years thereafter from date of issue for 'Prescribed Positions' under the *Children and Young People (Safety) Act 2017* or 'Approved Aged Care Provider Positions' as defined under the *Accountability Principles 2014* pursuant to the *Aged Care Act 2007 (Cth)*.
- Appointment is subject to immunisation risk category requirements. There may be ongoing immunisation requirements that must be met.
- Depending on work requirements the incumbent may be transferred to other locations across SA Health to perform work appropriate to classification, skills and capabilities either on a permanent or temporary basis subject to relevant provisions of the *Public Sector Act 2009* for Public Sector employees or the *SA Health (Health Care Act) Human Resources Manual* for Health Care Act employees.
- The incumbent may be required to participate in Counter Disaster activities including attendance, as required, at training programs and exercises to develop the necessary skills required to participate in responses in the event of a disaster and/or major incident.

**General Requirements:**

Managers and staff are required to work in accordance with the Code of Ethics for South Australian Public Sector, Directives, Determinations and Guidelines, and legislative requirements including but not limited to:

- *Work Health and Safety Act 2012 (SA) and when relevant WHS Defined Officers must meet due diligence requirements.*
- *Return to Work Act 2014 (SA), facilitating the recovery, maintenance or early return to work of employees with work related injury / illness.*
- *Meet immunisation requirements as outlined by the Immunisation Guidelines for Health Care Workers in South Australia Policy Directive.*
- *Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).*
- *Children's Protection Act 1993 (Cth) – 'Notification of Abuse or Neglect'.*
- *Disability Discrimination.*
- *Independent Commissioner Against Corruption Act 2012 (SA).*
- *Information Privacy Principles Instruction.*
- *Code of Fair Information Practice.*
- *Relevant Awards, Enterprise Agreements, Public Sector Act 2009, Health Care Act 2008, and the SA Health (Health Care Act) Human Resources Manual.*
- *Relevant Australian Standards.*
- *Duty to maintain confidentiality.*
- *Smoke Free Workplace.*
- *To value and respect the needs and contributions of SA Health Aboriginal staff and clients, and commit to the development of Aboriginal cultural competence across all SA Health practice and service delivery.*
- *Applying the principles of the South Australian Government's Risk Management Policy to work as appropriate.*

The SA Health workforce contributes to the safety and quality of patient care by adhering to the South Australian Charter of Health Care Rights, understanding the intent of the National Safety and Quality Health Service Standards and participating in quality improvement activities as necessary.

## **Performance Development**

The incumbent will be required to participate in the organisation's Performance Review & Development Program which will include a regular review of the incumbent's performance against the responsibilities and key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to SA Health values and strategic directions.

## **Handling of Official Information:**

By virtue of their duties, SA Health employees frequently access, otherwise deal with, and/or are aware of, information that needs to be treated as confidential.

SA Health employees will not access or attempt to access official information, including confidential patient information other than in connection with the performance by them of their duties and/or as authorised.

SA Health employees will not misuse information gained in their official capacity.

SA Health employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation,

industrial instruments, policy, or lawful and reasonable direction.

**White Ribbon:**

SA Health has a position of zero tolerance towards men's violence against women in the workplace and the broader community. In accordance with this, the incumbent must at all times act in a manner that is non-threatening, courteous, and respectful and will comply with any instructions, policies, procedures or guidelines issued by SA Health regarding acceptable workplace behaviour.

**Cultural Commitment:**

CALHN welcomes and respects Aboriginal and Torres Strait Islander people and values the expertise, cultural knowledge and life experiences they bring to the workplace. In acknowledgement of this, CALHN is committed to increasing the Aboriginal and Torres Strait Islander Workforce.

**Resilience:**

SA Health employees persevere to achieve goals, stay calm under pressure and are open to feedback.

## Key Result Area and Responsibilities

Key Result Areas	Major Responsibilities
The RMO is responsible for the day to day care of patients in the Emergency Department under the supervision of the duty Registrar and ED Consultant by:	<ul style="list-style-type: none"> <li>• Undertaking with care and skill, the supervised management of patients.</li> <li>• Making notification to a senior staff member, of a significant change in the condition of patients (or situations where the senior staff member has made it know of a wish to be notified).</li> <li>• Encouraging junior medical staff to maintain a habit of thorough and prompt documentation in the medical record, of the initial assessment, treatment, and clinical progress and discharge summary.</li> <li>• Ensuring that one's own medical documentation skills attain a standard that is medico-legally acceptable.</li> <li>• Providing appropriate and timely emotional support to families of patients.</li> <li>• Maintaining good communication and liaison with other members of the team, as well as the patient's General Practitioner where indicated.</li> <li>• Perfecting appropriate behaviours when seeking another opinion, or for managing ongoing care, either as the requestor or the recipient of the request for a referral.</li> <li>• Continually updating and extending personal medical knowledge and skill by regular attendance at relevant teaching sessions and through personal study.</li> </ul>
Refining all areas of Clinical Practice:	<ul style="list-style-type: none"> <li>• Accepting clinical responsibility under gradually diminishing supervision.</li> <li>• Perfecting communication and counselling skills.</li> <li>• Using diagnostic and consultative services with discretion.</li> <li>• Perfecting an understanding of ethical and legal issues relating to medical practice.</li> <li>• Ongoing development of both personal and professional lives.</li> <li>• Learning and perfecting a range of procedural skills for independent specialist practice.</li> </ul>
Contribute to teaching/training by:	<ul style="list-style-type: none"> <li>• Contributing to medical teaching/training programs at post graduate level.</li> <li>• Providing timely feedback to junior medical staff who may be struggling for whatever reason.</li> <li>• Timely reporting of "problem" junior staff to the responsible Medical Education Officer for prompt and appropriate follow up.</li> <li>• Recognising that overseas-trained doctors may have particular learning and training problems and arranging for timely referral to supervising consultants.</li> </ul>
Contribute to continuous evaluation and improvement of clinical services by:	<ul style="list-style-type: none"> <li>• Supporting clinical improvement activities.</li> <li>• Partaking of audits and reviews of clinical services.</li> <li>• Actively engaging in accreditation processes.</li> </ul>

Contribute to the efficient management of the financial and material resources of the Unit by:	<ul style="list-style-type: none"> <li>Using facilities, equipment and supplies in the most cost efficient manner.</li> </ul>
Contribute to a patient focused approach in the provision of clinical care by:	<ul style="list-style-type: none"> <li>Adhering to and supporting practices that ensure patients' rights are respected.</li> </ul>
Contribute to the adoption of responsive risk management practices by:	<ul style="list-style-type: none"> <li>Ensuring that oneself is appropriately orientated to new areas.</li> <li>Ensuring that oneself is aware of protocols and guidelines relevant to the area.</li> <li>Maintaining an awareness of "risk in the clinical environment".</li> <li>Actively supporting and contributing to risk management initiatives.</li> <li>Reporting adverse patient incidents or "near misses" and encouraging juniors.</li> <li>Supporting a culture of "openness" and "no blame".</li> </ul>
Contribute to the provision of a safe, healthy and equitable work environment by:	<ul style="list-style-type: none"> <li>Reporting all staff accidents, incidents and near misses.</li> <li>Complying with reasonable instructions or procedures aimed at protecting the health and safety of oneself and others.</li> <li>Carrying out responsibilities as details in occupational health, safety and injury management policies and procedures.</li> <li>Maintaining knowledge of and adhering to the principles and standards of equal employment opportunity legislation which ensures all employees in the workplace are treated in a fair and equitable manner, free from discrimination, bullying and harassment.</li> <li>Providing a responsible handover of patients when going off duty.</li> <li>Providing early notification of holiday and sick leave where possible.</li> <li>Promptly answering pages.</li> <li>Being punctual.</li> <li>Ensuring an awareness of hospital and department policies, procedures, hours of duty.</li> <li>Providing assistance where possible to other colleagues or when requested by senior staff.</li> <li>Being mindful of own physical and emotional health and well-being.</li> </ul>
Contribute to the safeguard of confidential information and intellectual property of the Hospital by:	<ul style="list-style-type: none"> <li>Adhering to the Hospital's and Department of Human Service's policy on confidentiality of patient's information.</li> <li>Adhering to the Hospital's policy on information technology security.</li> <li>Adhering to the Hospital's policy on intellectual property.</li> </ul>

## **Knowledge, Skills and Experience**

### **ESSENTIAL MINIMUM REQUIREMENTS**

#### **Educational/Vocational Qualifications**

- Bachelor of Medicine; Bachelor of Surgery (MBBS) or equivalent, registrable with the Medical Board of Australia as a Medical Practitioner.

#### **Personal Abilities/Aptitudes/Skills:**

- Sound communication skills.
- A sound grasp of English language as evidenced by a minimum band score of 7.0 in the IELTS test or equivalent.
- Ability to recognise personal and professional limitations and address these where appropriate.
- A willingness to accept constructive feedback on performance or behaviour from any member of the organisation.
- Demonstrated clinical competence.
- Demonstrated understanding of time management and organisation skills.
- Demonstrated personal and professional integrity.
- Demonstrated respect for the members of a multi-disciplinary team.
- Demonstrated commitment to quality improvement and safe practices.
- Demonstrated ability to be adaptable to change.

#### **Experience**

- As per recognised undergraduate medical program.

#### **Knowledge**

- As per recognised undergraduate medical program.
- Understanding of the rights and responsibilities of patients and their families.
- Understanding of fundamental medico-legal issues.

### **DESIRABLE CHARACTERISTICS**

#### **Educational/Vocational Qualifications**

- Nil

#### **Personal Abilities/Aptitudes/Skills:**

- Nil

#### **Experience**

- Nil

#### **Knowledge**

- Nil

## Organisational Context

### Organisational Overview:

Our mission at SA Health is to lead and deliver a comprehensive and sustainable health system that aims to ensure healthier, longer and better lives for all South Australians. We will achieve our objectives by strengthening primary health care, enhancing hospital care, reforming mental health care and improving the health of Aboriginal people.

SA Health is committed to a health system that produces positive health outcomes by focusing on health promotion, illness prevention and early intervention. We will work with other government agencies and the community to address the environmental, socioeconomic, biological and behavioural determinants of health, and to achieve equitable health outcomes for all South Australians

### Our Legal Entities:

SA Health is the brand name for the health portfolio of services and agencies responsible to the Minister for Health and Wellbeing. The Department for Health and Wellbeing is an administrative unit under the Public Sector Act 2009.

The legal entities include but are not limited to Central Adelaide Local Health Network Inc., Northern Adelaide Local Health Network Inc., Southern Adelaide Local Health Network Inc., Women's and Children's Health Network Inc., Country Health SA Local Health Network Inc. and SA Ambulance Service Inc.

### SA Health Challenges:

The health system is facing the challenges of an ageing population, increased incidence of chronic disease, workforce shortages, and ageing infrastructure. The SA Health Care Plan has been developed to meet these challenges and ensure South Australian's have access to the best available health care in hospitals, health care centres and through GPs and other providers.

### Central Adelaide Local Health Network:

CALHN is one of five Local Health Networks (LHNs) in South Australia established in July 2011. CALHN is responsible for the following health services:

- Royal Adelaide Hospital (RAH)
- The Queen Elizabeth Hospital (TQEH)
- Hampstead Rehabilitation Centre (HRC)
- St Margaret's Rehabilitation Hospital (SMRH)
- Glenside Health Service (GHS) Psychiatric Intensive Care Unit; Inpatient Rehabilitation Services and Acute beds only
- Adelaide Dental Hospital (ADH).

CALHN also has governance over numerous community mental health and primary health services including Prison Health Service, SA Dental Service and DonateLife SA. Of note also is governance of the Statewide Clinical Support Services (SCSS) including Imaging, Pathology and Pharmacy, responsibility of which has vacillated between CALHN and DHW over the past few years.

CALHN is one of three metropolitan LHNs and its core population is approximately 390,000 people. CALHN also provides services to patients from other SA networks, rural and remote areas, the Northern Territory, NSW (Broken Hill) and western parts of Victoria. These services usually relate to complex services such as head and neck cancer, radiation therapy, cardiac surgery, spinal surgery or rehabilitation.



CALHN's purpose is to deliver quality and sustainable healthcare. While the delivery of high quality patient care is our number one priority, we face a significant challenge in achieving financial sustainability. A quality-assured financial recovery plan has been developed to meet these challenges. Through effective leadership and change management, the plan which is applicable to all Directorates and departments, will be implemented over the next three years.

**Division/ Department:**

Critical Care Services provides a range of clinical services for patient care, including but not limited to:

- Intensive Care Services
- Emergency Medicine
- Trauma Services
- Anaesthetic Services (including Pain Management – acute and chronic, Hyperbaric Medicine)

These services, including their research component, are delivered across the Central Adelaide Local Health Network – The Royal Adelaide and The Queen Elizabeth Hospital), although some services may be limited to one site only.

## Values

### Central Adelaide Local Health Network Values

Our shared values confirm our common mission by promoting an organisational climate where the patient's needs are put first and where the teamwork and professionalism of our workforce help us to attract and retain the best staff. These values guide our decisions and actions.

<b>Patient Centred:</b>	Our patients are the reason we are here and we will provide the best service to our patients and customers
<b>Team Work:</b>	We value each other and work as a team to provide the best care for our patients
<b>Respect:</b>	We respect each other, our patients and their families by recognising different backgrounds and choices, and acknowledging that they have the right to our services
<b>Professionalism:</b>	We recognise that staff come from varied professional and work backgrounds and that our desire to care for patients unites our professional approach to practice

### Code of Ethics

The *Code of Ethics for the South Australian Public Sector* provides an ethical framework for the public sector and applies to all public service employees:

- Democratic Values - Helping the government, under the law to serve the people of South Australia.
- Service, Respect and Courtesy - Serving the people of South Australia.
- Honesty and Integrity- Acting at all times in such a way as to uphold the public trust.
- Accountability- Holding ourselves accountable for everything we do.
- Professional Conduct Standards- Exhibiting the highest standards of professional conduct.

The Code recognises that some public sector employees are also bound by codes of conduct relevant to their profession.

## Approvals

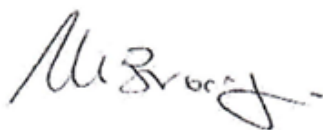
### Role Description Approval

I acknowledge that the role I currently occupy has the delegated authority to authorise this document.

**Name:** Megan Brooks

**Role Title:** Site Director, Emergency Service

**Signature:**



**Date:** 27/07/18

## Role Acceptance

### Incumbent Acceptance

I have read and understand the responsibilities associated with role, the role and organisational context and the values of SA Health as described within this document.

**Name:**

**Signature:**

**Date:**