



**HSS Registered**

**Vocationally Registered General Practitioner  
 (Hospital in the Home - HITH)  
 Medical Practitioners Agreement: Year 1 - 5  
 Position Number: 116699  
 General Medicine/Hospital in the Home  
 Fiona Stanley Fremantle Hospital Group/ South Metropolitan Health Service**

**Reporting Relationships**

Medical Director Community Services  
 Acute and Community Medicine Division  
 Consultant Year 1-9  
 Position Number: 116447



Hospital in the Home  
 Consultant Year 1-7  
 Position Number: TBC



**This Position**



Clinical supervision and direction of the staff allocated to this post:

Title	Classification	FTE
Resident Medical Officers		
Interns		

← Also reporting to this supervisor:

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**Key Responsibilities**

To provide a high quality clinical service to all hospital and community patients under the supervision of Clinical Supervisors including Consultants 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.  
 Work as part of a multidisciplinary team to review the medical needs of patients within Fiona Stanley and Fremantle Hospital Group (FSFHG) and provides teaching and support, as appropriate to Doctors in Training (DiT's), Nursing, Allied Health and other multidisciplinary team members across the service.

## Brief Summary of Duties (in order of importance)

The duties will vary, depending on the department or unit to which the position is allocated. Duties will be undertaken in Hospital in the Home, the Emergency Department and the Ambulatory Emergency Care Centre.

### 1. Patient Care

- 1.1 Manages patient care under the supervision of Consultants, and ensures a detailed history and physical examination are done for each presentation/admission, and documents these findings on their medical record.
- 1.2 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 (within scope of knowledge and understanding of the situation).
- 1.3 Ensures effective discharge planning occurs with involvement of the patient, family and/or other care providers;
  - Completes documentation and discharge summaries promptly, ensuring patients, General Practitioners and other care providers have adequate information to continue care;
  - Ensures discharge summaries are succinct and include all medical conditions, comorbidities, complications, procedures and treatments/medication list.
  - Arranges discharge medications, in advance whenever possible.
- 1.4 Consults, liaises and support patients, carers, colleagues, nursing, allied health, support staff, external agencies and the private sector to provide coordinated multidisciplinary care.
- 1.5 Completes documentation required at the time of death, including death certificate or referral to Coroner and telephones the General Practitioner to advise of death.
- 1.6 Actively and openly manages clinical incidents through open disclosure.
- 1.7 Attends outpatient clinics and assesses patients as required.
- 1.8 Carries pagers while on duty and participates in afterhours and weekends rosters. Is contactable and able to return promptly to hospital when on call.

### 2. Clinical responsibilities

- 2.1 On admission, explains procedures/operations to patient and orders investigations as necessary. Assists with medical procedures/operations, as required.
- 2.2 Carries out procedures within their capabilities or with senior supervision if required, e.g. venepuncture, ECG, and paracentesis, etc.
- 2.3 Organises requests for pathology, radiology and other procedures including consultations.
- 2.4 Communicates and co-ordinates within a multi-disciplinary team in regards to management plans, drug prescriptions, diagnostic requests, consultations and discharge plans which will be reviewed daily.
- 2.5 Completes Notifiable Disease forms and adverse drug reaction reports, including clinic notes – write to the General Practitioner and/or referring doctor.
- 2.6 Participates in unit and hospital meetings, grand rounds, clinical reviews, pathology/radiology meetings; prepares case presentations for departmental meetings; and attends training opportunities as available.
- 2.7 Works with the Medical Director Community Services and Consultants to distribute planned and unplanned patient demand across the specialty and other hospital sites and champions clinical service redesign to improve systems of care.

### 3. Research and Development

- 3.1 Participates in research and clinical audits as required, ensuring correct procedures are followed; assists in teaching of medical students and interns, as required.

#### SMHS Job Description Form

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- 3.2 Participates in ongoing professional development activities, including regular performance reviews and commits to maintaining and upgrading knowledge, skills and participates in
- 3.3 Quality Improvement activities.

### **4. Conduct and Professionalism**

- 4.1 Complies with and demonstrates a positive commitment to the health service values throughout the course of their duties.
- 4.2 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.
- 4.3 Rural and outer metropolitan allocations are part of the rotations for Residents employed at metropolitan hospitals and these may include Albany, Armadale, Broome, Bunbury, Kalgoorlie, Rockingham, Osborne Park, Kalgoorlie, Joondalup, Hedland Health Campus and other allocations as determined.

### **5. SMHS Governance, Safety and Quality Requirements**

- 5.1 Commits to undertake the duties of the role in accordance with the WA Health Code of Conduct, the SMHS Vision and SMHS Values of Care, Integrity, Respect, Excellence and Teamwork.
- 5.2 Participates in the maintenance of a safe work environment.
- 5.3 Participates in an annual performance development review.
- 5.4 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.
- 5.5 Completes mandatory training (including safety and quality training) as relevant to role.
- 5.6 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures, and applicable legislative obligations under the Public Sector Management Act, the Health Services Act, Occupational Safety and Health Act, the Disability Services Act and the Equal Opportunity Act.

### **6. Undertakes other duties as directed.**

## Work Related Requirements

### Essential Selection Criteria

1. Eligible for registration with the Medical Board of Australia.
2. Eligible for specialist registration in General Practice or possess Vocational Registration under section 16 of the Health Insurance Regulations 2018.
3. Demonstrated current and recent clinical and procedural experience as a registered medical practitioner in an Australian or comparable\* hospital setting.
4. Demonstrated verbal and written communications skills and interpersonal skills with the ability to interact appropriately with patients, their families, and staff of all levels.
5. Ability to work effectively in a multidisciplinary health care team environment.
6. Demonstrated organisational and time management skills.
7. Demonstrated commitment to clinical governance within health care.
8. Demonstrated awareness of safe clinical practice within own limitations and the environment in which they are practicing.
9. Access to transport and a commitment to meeting shift requirements as rostered
10. Current "C" or "C.A." class drivers' licence.

### Desirable Selection Criteria

1. Commitment to continuous improvement of patient outcomes including participation in clinical audit and research.
2. Experience working in an acute or unplanned care setting.
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.
- Evidence of specialist registration in General Practice or possession of Vocational Registration under section 16 of the Health Insurance Regulations 2018 must be provide prior to commencement.
- Current "C" or "C.A." class drivers' licence
- Working With Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- Provision of the minimum identity proofing requirements.
- 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.**

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<b>Occupant Name</b> <b>Effective Date</b>	<b>Signature</b>	<b>or</b>	<b>HE Number</b>	<b>Date</b>
<b>HSS Registration Details</b> (to be completed by HSS)				
<b>Created on</b>	07/08/2024	<b>Last Updated on</b>		