

Position Description

Title	HOSPITAL MEDICAL OFFICER (HMO)	Position Reports to	Head of Clinic Chief Medical Officer (Administrative)
Classification	<i>Dependent upon experience of appointee</i>	Employment Status	Full Time Fixed Term
Enterprise Agreement	AMA Victoria – Victorian Public Health Sector - Doctors in Training Enterprise Agreement 2022-2026 ("DiT Agreement")		

As Australia's only specialist eye, ear, nose and throat hospital, The Royal Victorian Eye and Ear Hospital's (the Eye and Ear) has been providing care for the senses for 150 years. The Eye and Ear has over 50 different outpatient clinics for the diagnosis, monitoring and treatment of vision and hearing loss and provides a 24 hour emergency eye and ear, nose, and throat service. The Eye and Ear provides care annually for around 250,000 patients, with over 200,000 outpatients, nearly 40,000 emergency patients and over 14,000 inpatients.

Vision Mission And Guiding Principles

Our focus is on providing the very best patient care possible. We strive to apply new and effective models of care, invest in research and training and share our knowledge to improve eye and ear health.

Our Vision

We will inspire and advance specialist eye and ENT care

Our Mission

We improve health and wellbeing outcomes through excellence in:

1. Clinical Care
2. Teaching
3. Education
4. Research
5. Innovation

Guiding Principles

1. **Integrity** – We act ethically, accept personal accountability, communicate openly and honestly and treat everyone with trust and respect.
2. **Inclusive and Accessible Care** – We are compassionate, thoughtful and responsive to the needs of our consumers
3. **Collaboration** – We communicate openly, respect diversity of views and skills, and work effectively with partners and in multidisciplinary teams to deliver optimal outcomes
4. **Excellence** – We give our personal best at all times, deliver exemplary care and experience, monitor performance, and seek continuous improvement through innovation.

Please read our full Strategic Plan here:

https://www.eyeandear.org.au/page/About_Us/Our_Publications_and_DVDs/

The Eye and Ear is an equal opportunity employer and is committed to providing a work environment that is free from harassment or discrimination and promotes inclusion, equity, diversity and cultural awareness in the workplace. The Eye and Ear is a smoke free environment.

Position Summary:

The HMO will be Ward and Emergency Department based and will also attend the outpatient clinics as rostered. Emergency Department work, including after-hours, nights and weekends, is required.

The HMO participates in daily ward rounds and works closely with the Registrars and Fellows in the care of all inpatients. The HMO ensures that medication charts etc. are updated and care plans in place. He/she is responsible for ensuring that discharge summaries and other paperwork are completed, allowing for timely discharge.

Initial assessment, acute management and ongoing care of patients admitted to the Emergency Department is also required.

Key Responsibilities / Performance Outcomes:

1. Provide high quality standards of patient care. This includes assessment, planning, implementation and evaluation of care in collaboration with patients, carers and a multidisciplinary team.
2. Work within an ethically and legally sound framework. Ensure that the delivery of clinical services within the Department is in line with best evidence based practice and the National Safety and Quality Health Service Standards (NSQHSS).
3. Information Technology (IT) skills that are commensurate with the requirements of the role.
4. Provide support to the Consultants, Fellows and Registrars regarding management of their inpatients.
5. Attend ward rounds.
6. Ensure timely discharge.
7. Ensure medication charts discharge summaries and other paperwork is complete.
8. Attendance at the Angio and Outpatient Clinics as rostered.
9. Emergency Department - ENT & Ophthalmology services as rostered.
10. Participate in the sick-leave-on-call roster.
11. Participate in educational and audit activities as required.
12. Involvement in organisational quality improvement activities.
13. Access to other available education programs is also provided within roster constraints.

Duties are primarily at the East Melbourne sites but there may be times when the incumbent is rostered to RVEEH spoke sites.

Quality, Patient Safety And Risk Management

Ensure utilisation of systems designed to support quality, safety & risk management. This involves:

- Providing care that is patient and family-centred and delivered in partnership with the patient and their carer.
- Developing and maintaining your skills and competencies relevant to your clinical scope of practice.
- Having an understanding of working within your role and responsibilities outlined in the Eye and Ear Quality Clinical Governance Framework to deliver safe high quality and person-centred experience and care.
- Participating in reporting and analysis of safety and quality data including risks or hazards.
- Participating in improvement activities.
- Participating in the reporting and analysis of quality initiatives, adverse events and risk identification.
- Participating in appropriate professional development activities and other quality and safety training.
- Participating in health service activities required for accreditation.
- Ensuring appropriate use of hospital resources.
- Demonstrate awareness of the financial requirements of the department and demonstrate an awareness of cost effective practice.
- Actively participate in the annual performance development cycle.

Occupational Health And Safety

The Eye and Ear endeavours to provide a working environment for its employees that is safe and without risk to health. Employees are required to:

- Perform their work with due regard for their own safety and health and for the safety and health of other people who may be affected by their acts or omissions.
- Actively promote and demonstrate the organisational values of integrity, care, excellence and teamwork.
- Participate in wellness@work initiatives.
- Report any hazards, near miss and incidents (regardless of whether an injury occurred or not) via the Victorian Health Incident Management System (VHIMS) Riskman.
- Understand and adhere to emergency procedures.
- Actively discourage and where possible call out inappropriate behaviour that may pose a safety risk to others.
- Participate actively in return to work programs if injured, and supporting injured colleagues in their return to work.
- All clinical practitioners involved in medication management have an obligation to practice within legislation, the Poisons Control Plan, hospital policy and procedures.
- The requirement for Advance Life Support training will be determined for nursing and medical staff working in specific departments based on acuity.

Selection Criteria: Qualifications, Experience And Competencies

	Essential	Desirable
Qualifications	•MBBS or equivalent degree enabling registration with the Australian Health Practitioners Regulation Agency (AHPRA)	
Experience	•At least two years general medical postgraduate experience (PGY3+)	•Previous rotations in ENT and/or Ophthalmology
Competencies		•Basic Life Support (BLS) certification

Key Working Relationships

Internal

- Heads of Units
- Fellows and Registrars, all Units
- All Nursing Staff
- Executive Director, Medical Services
- Manager, Medical Workforce and Support Unit
- Director, Emergency Department
- Senior Medical Staff
- Nursing Staff
- JMS Coordinator
- Service Department, including wards, Theatres, Clinics, Emergency, Surgical Bookings Unit, Pharmacy and Health

External

- Referring Doctors
- General Practitioners

All staff are required to have a satisfactory National Criminal Record Check. Direct patient care/clinical employees are required to have a valid Working With Children Check.

Author of Position Description or Manager of Position:

Name Dr Birinder Giddey, Executive Director Medical Services

Date April 2024

The Eye and Ear reserves the right to modify this position description as required. The employee will be consulted when this occurs. Statements included in this position description are intended to reflect the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.

Agreement

I have read, understood and agree to comply with the position description.

Name: _____

Signature: _____

Date: ____ / ____ / ____