

POSITION DESCRIPTION

EMERGENCY PHYSICIAN



Core Mercy Values:	Compassion, Hospitality, Respect, Innovation, Stewardship, Teamwork		
Position title:	Emergency Physician	Employee name:	
Entity/Group:	Werribee Mercy Hospital	Date:	
Business Unit/Department:	Emergency Department		
Position reports to:	Director, Emergency Department	Leadership Capability Framework Leader Level:	Self Leader
Position Purpose:	<p>To support the values and strategic priorities of Mercy Hospitals Victoria Ltd (MHVL). To provide excellence in the delivery of clinical service in the discipline of emergency medicine To work in strong partnership with members of the Medical Staff in the provision of integrated and coordinated health services.</p>		
Qualifications:	<ul style="list-style-type: none"> • Registration with Australian Health Practitioner Regulation Agency (AHPRA), as a medical practitioner • Fellowship of the Australian College of Emergency Medicine. • Meet the requirements for credentialing and scope of practice in emergency medicine. • Demonstrated knowledge and experience in Emergency Medicine 		
Resource management:	Total staff management (FTE): Annual Operating Expenditure: Annual Capital Expenditure:	N/A	

Mandatory Competencies and Requirements

- Comply with all mandatory organisational competencies (annual completion required)
- Act professionally and in accordance with the Mercy Health Code of Conduct (All Employees) and the Code of Conduct for Children (VIC only)
- Participate in annual performance development review (PDR) process (where applicable)

Personal Competencies

- Commitment to the Mercy values.
- Demonstrated ability to build relationships with people at all levels.
- Ability to manage and work as part of a team.
- Able to approach conflict openly and with a problem solving approach
- Willingness to participate and contribute to a learning environment
- Consistently shows respect and compassion to all.

Job Competencies

- Comply with the requirements of the annual organisational mandatory and role related competencies
- Demonstrates values and behaviours aligning with the applicable leader level in the Leadership Capability Framework
- Experience in management in an acute hospital setting.
- Sound understanding of clinical risk management, maintenance of clinical standards and application of clinical governance processes.
- Knowledge of Emergency Medicine
- Capacity to review healthcare processes and re-engineer to improve efficiency or effectiveness of services

Job Specific Requirements

Key Result Areas	Key Activities	Standard Measures
<ul style="list-style-type: none"> • Leadership <ul style="list-style-type: none"> ○ Promotes high level of patient care within a harmonious working environment. 	<ul style="list-style-type: none"> • Works in partnership the ED team meetings and promotes high standard of care, • Assists in development and review of department procedures and protocols. 	<ul style="list-style-type: none"> • Supports other Physicians, Registrars, Residents, Interns, students, nursing staff and others within the Emergency Department (ED). • Provides sound medical practice within the ED. • Incorporates the ED strategic plan, procedures and protocols in providing patients care.
<ul style="list-style-type: none"> • Clinical Care • Provides Emergency interventions to a high level of care 	<ul style="list-style-type: none"> • Acts as a role model in providing customer service. • Encourages research activities within the unit/department aimed at the development and delivery of best practice. • Provides emergency services within scope of practice. • Provides timely pre and post-surgical care to patients. 	<ul style="list-style-type: none"> • Quality clinical care is provided within departmental policies and procedures. • Upholds a fair and reasonable workload within the department. • Patient waiting times fall within targets set for the department. • Ensures patient records demonstrated appropriate levels of assessment, treatment, planning and consultation with patients, families and relevant others.

Key Result Areas	Key Activities	Standard Measures
<ul style="list-style-type: none"> • Communication <ul style="list-style-type: none"> ○ Ensure effective lines of communication are maintained both internal and external facilities/services. 	<ul style="list-style-type: none"> • Ensures all documentation provides an accurate and objective account of the patient's episode of care. • Facilitates networking appropriately with other health care providers. • Ensures staff have adequate access and proficiencies of information management. • Maintains confidentiality and utilizes appropriate channels of communication when dealing with patient and staff issues. • Liaises with Director and Deputy Director and other employees on a regular basis. • Demonstrates supportive behaviors for colleagues reflecting Mercy values. • Attends senior medical staff meetings and clinical audits. 	<ul style="list-style-type: none"> • Effective and appropriate patterns of communication are maintained. • Documentation meets all ethical and legal requirements. • Confidentiality of both written and electronic patient information is maintained.
<ul style="list-style-type: none"> • Customer Focus <ul style="list-style-type: none"> ○ Promotes a people friendly workplace environment where staff act in accordance with Mercy values and behaviors in the provision of customer focused service. 	<ul style="list-style-type: none"> • Involves patients, family and/ significant others in the plan and implementation of care and/or activities. • Assists in all consumer complaints and implements action plans to respond to issues identified. • Acts as a patient advocate. • Works harmoniously within multi-disciplinary team and promotes and fosters teamwork. 	<ul style="list-style-type: none"> • Results from staff satisfaction survey. • Feedback from consumer complaints.
<ul style="list-style-type: none"> • Teamwork <ul style="list-style-type: none"> ○ Be proactive in promoting team development within the Emergency Department 	<ul style="list-style-type: none"> • Encourages contributions, opinions and builds on these. • Seeks to build rapport with people. • Workplace vigilance to issues of conflict. • Promotes resolution of issues relating to workplace grievances. • Contributes to team meetings and hospital forums. • Ensures the perspective, needs and feelings of others are actively sought and respected. 	<ul style="list-style-type: none"> • Communicates openly and honestly. • Respects the needs and feelings of others and actively seeks others perspectives. • Awareness of and complies with discrimination, harassment and bullying policies and procedures. • Active participation in organizational and department meetings. • Contributes to a fair and equitable roster.

Key Result Areas	Key Activities	Standard Measures
<ul style="list-style-type: none"> • Professional Development <ul style="list-style-type: none"> ○ Promotes and facilitates professional development of self and colleagues. 	<ul style="list-style-type: none"> • Demonstrates a commitment to promoting education activities within unit. • Participates in appraisal process. • Readily shares knowledge and skills and supports colleagues. 	<ul style="list-style-type: none"> • Participates in the performance evaluation processes annually. • Ensures mandatory competencies are obtained on an annual basis. • Regular attendance and participation in in-service education sessions. • Actively participates in the orientation/preceptoring of new staff. • Provides Supervision and coaching to Junior medical staff members when required.
<ul style="list-style-type: none"> • Patient Focused <ul style="list-style-type: none"> ○ Ensures a people friendly workplace environment where staff act in accordance with Mercy values and behaviours in the provision of patient focused service 	<ul style="list-style-type: none"> • High level of consumer satisfaction with the level and nature of participation • Models supportive, honest and open approach to dealing with staff and demonstrated the use of the Mercy values in every day practice • Promotes the development and maintenance of cross functional teams 	<ul style="list-style-type: none"> • Participate in administrative procedures as they related to the resolution of incidents and complaints • Other clinical duties as directed by the Director
<ul style="list-style-type: none"> • Professional Development <ul style="list-style-type: none"> ○ Assist in the promotion and facilitates professional development for Medical Staff 	<ul style="list-style-type: none"> • Assists in continuous education programs to Medical and Nursing staff • Ensures completion of all mandatory training is obtained on an annual basis. • Ensure and support regular attendance and participation at in-service education 	<ul style="list-style-type: none"> • Demonstrates commitment and promotes education activities throughout WMH. • Actively participated in the education and training programs for both students and postgraduate trainees. • Provide Registrars and others working in the Department/Unit with appropriate supervision, training and instruction in accordance with Mercy Health policies.

Mercy Health Requirements

Key Result Areas	Key Activities	Standard Measures
<ul style="list-style-type: none"> • Demonstrates and upholds the Values and Mission of Mercy Health. 	<ul style="list-style-type: none"> • Ensure the values of Mercy Health are incorporated into daily work practices. 	<ul style="list-style-type: none"> • Shows compassion and provides support to colleagues and patients. • Consistently shows respect and values each person's dignity. • Seeks opportunities to be innovative for improvement. • Communicates openly and honestly as an

Key Result Areas	Key Activities	Standard Measures
		effective team member. • Where possible, attend Formation Opportunities agreed with by your manager
<ul style="list-style-type: none"> • Demonstrates an understanding of individual responsibility for safety, quality & risk and participates in organisational quality and safety initiatives. 	<ul style="list-style-type: none"> • Maintain a safe and mentally healthy environment for patients/self/colleagues and members of the public. • Maintain the safety of children and vulnerable people by acting in accordance with all child and vulnerable people related policies, procedures and regulations. • Escalate concerns regarding safety, quality and risk to an appropriate staff member. • Participate in evaluation and continuous improvement and clinical indicator processes. • Demonstrate the principles of Person Centred Care: <ul style="list-style-type: none"> ○ Respect & Dignity ○ Information Sharing ○ Participation ○ Collaboration. 	<ul style="list-style-type: none"> • Risk controls implemented. • Incident/s reported as soon as practicable. • Undertake incident investigations. • Orientation completed. • Training up to date. • Accreditation outcomes. • Patient satisfaction and experience survey results. • Participate in implementation and delivery of annual quality plan and business plan.

Employee's Signature: _____

Date: _____

Print Name: _____

Manager Signature: _____

Date: _____

Print Name: _____