

POSITION DESCRIPTION

POSITION TITLE:	Specialist Emergency
CLASSIFICATION:	VIC ED Doctor Structure
REPORTS TO:	Relevant Manager/Supervisor
PERFORMANCE AND DEVELOPMENT PLAN:	
<i>Conducted during the first 3 months from the time of commencement and in accordance with the Performance Review and Development Policy. This Position Description shall be considered at the time of conducting your Performance and Development Plan</i>	

ST JOHN OF GOD HEALTH CARE MISSION AND VALUES

Our vision is to bring healing to people through services that are caring, comforting and affirming and give them a reason to hope and a greater sense of their own dignity.

Our organisational culture reflects our values of Hospitality, Compassion, Respect, Justice and Excellence.

Importantly because the whole of the organisation is concerned with caring for or supporting people, those associated with the provision of services, at all levels are considered to be "Caregivers".

Caregivers are expected to uphold the five values, treating each other and those they serve with respect and dignity in support of our vision.

Each Caregiver is responsible for furthering the Mission of St John of God Health Care.

1. PURPOSE OF POSITION

As part of a multidisciplinary team, to provide medical services within the relevant Department in accordance with required standards;

To provide supervision, teaching and training to junior medical staff and other clinical staff

2. POSITION REQUIREMENTS

2.1 Mission

- Capacity to understand and willingness to support and promote the Mission and Values of St John of God Health Care.
- Commitment to organisation's service ethos through the provision of excellent service.
- Caregivers are required to act in accordance with the standards of behaviour

outlined in the SJGHC Code of Conduct document.

2.2 Position Responsibilities

Quality and Service Ethos

- Contributes to and is involved in Quality Activities with a focus on best practice.
- Participates in determining and evaluating the quality of care being delivered to patients.
- Achieves mandatory annual hospital competencies and assumes responsibility for clinical care record maintenance.
- Co-operates in data collection of hospital-wide Quality Activity projects and Clinical Indicators.
- Ensures that the need of the customer, both internal and external, receives the highest priority and that the objective is to exceed the customer's expectations.

Clinical Practice

- Undertakes clinical duties as rostered including;
 - Direct patient care in the Emergency Department
 - Record keeping including appropriate certificates and discharge planning
 - Liaison with specialist and general medical practitioners
 - Liaison with Ambulance Victoria and other ambulance agencies regarding patient care
 - Patient billing
 - Works with a variety of medical, nursing and allied health practitioners in a multi-disciplinary care environment.
 - Promotes and facilitates ethical medical practice to all patients.
- Ensures own behaviour and presentation as a medical practitioner maintains and enhances the professional standing of SJGGH in the community.
- Undertakes all reasonable duties and rosters as allocated by the Director of Emergency Medicine and relevant Physicians.

Infection Management

- Ensures Infection Management policies and procedures are available to all staff and adhered to and implemented.
- Maintains universal (BABS) precautions and ensures the provision of appropriate equipment, to achieve this goal.
- Is aware of, and supports the staff health program.
- Actively participates in infection management monitoring and surveillance.
- Identifies infection risks, informs Nursing Unit Manager/Nurse Epidemiologist and participates in initiating appropriate action.

Professional Development

- Pursues and develops knowledge and expertise in clinical practice in relation to area of speciality and management related areas.
- Participates in ethical Emergency Medicine research activities.
- Actively participates in professional development activities and professional associations training sessions.
- Actively participates in the development of clinical policies, standards, procedures, patient and staff education material.

- Initiates and participates in staff development programs and relevant meetings at both unit and hospital level, eg Unit meetings and identified portfolio meetings.
- Demonstrates progress towards the achievement of goals and personal and professional growth.
- Employs self-management strategies to maintain own health and well-being.

All other reasonable duties as directed by Manager/Supervisor.

3. Team Work

- Participate as a valued team member promoting and contributing to a supportive team environment.

4. Communication

- Communicate effectively with all customers and patients using the appropriate channels, utilising appropriate formal and informal channels of communication.

5. Quality and Risk

- Participate in, contribute to and implement quality improvement and risk management into all aspects of service

6. Occupational Health and Safety

- Adhere to all applicable St John of God Health Care policies and guidelines.
- Take reasonable care of themselves and others.
- Not to interfere, bypass or misuse any system or equipment provided for health, safety and welfare purposes.
- Take all actions to avoid, eliminate or minimize hazards.
- Seek information on any work they undertake and be aware of the risks and hazards associated with their work.
- Report all incidents / hazards / injuries.
- Assist in completion of incidents / hazards / injuries reports.
- Participate in the documentation of Risk Assessments and Standard Operating Procedures for activities that could pose an OHS risk.
- Raise OHS issues with appropriate caregivers and take part in OHS consultative arrangements.
- Use Personal Protective Equipment as required and directed.
- Attend all mandatory and recommended OHS training as scheduled by Group Services.
- Promote a positive safety culture within their areas by demonstrating a positive commitment to OHS.

7. Environment

- The caregiver, recognising St John of God Health Care commitment to responsible environmental stewardship, will support the organisational Environmental goals in performance of all duties.

SELECTION CRITERIA

Essential

- A willingness and capacity to embrace the Mission and Values of St John of God Health Care.
- Eligibility for full registration as a Medical Practitioner with the Medical Board of Australia as a Specialist in Emergency Medicine.
- Fellow of the Australasian College for Emergency Medicine (FACEM).
- Demonstrated substantial clinical experience in the management of high acuity patients in a complex hospital environment, including Paediatrics.
- Demonstrated ability to communicate concisely and clearly in a clinical context – written and oral.
- Highly developed interpersonal and communication skills including negotiation and problem solving.
- Ability to work in a multi-disciplinary team environment.
- Evidence of career long education and professional development.
- Demonstrated experience in teaching at registrar or fellowship level.
- Demonstrated organisational and time management skills.
- Commitment to the promotion, protection, maintenance and restoration of the health of all patients.

Desirable

- An understanding of, and commitment to, quality improvement.
- Broad medical interests, including and understanding of medical ethics and the private health care system.
- Demonstrated appreciation of qualities values by patients.