

Job ad reference:	H1902WB301494
Role title:	Registrar or Principal House Officer (Intensive Care)
Status:	Temporary Full Time (76 hours p.f.) For a period of twelve months
Unit/Branch:	Intensive Care Unit
Health Service:	Wide Bay Hospital and Health Service
Location:	Hervey Bay Hospital
Classification level:	L4-L9 or L4-L7
Salary level:	\$105,377 - \$122,176 p.a. (L4-L9) \$105,377 - \$116,066 p.a. (L4-L7)
Closing date:	Tuesday, 12 th March 2019 (applications will remain current for 12 months)
Contact:	Dr Raju Pusapati
Telephone:	(07) 4325 6585
Online applications:	www.smartjobs.qld.gov.au
Application Enquiries:	If you have any queries in relation to applying online please contact Recruitment Services on (07) 4150 2250.

About the Wide Bay Hospital and Health Service

The Wide Bay HHS is responsible for the delivery of public hospital and health services including medical, surgical, emergency, obstetrics, paediatrics, specialist outpatient clinics, mental health, critical care and clinical support services to people residing in a geographical area which incorporates the North Burnett, Bundaberg and Fraser Coast local government areas and part of Gladstone local government area (Miriam Vale).

Our Vision

- Care Comes First.... Through Patients' Eyes

Our Purpose

- We support people to improve their lives by delivering patient-centred, high-quality health care for Wide Bay.

Our Strategic Directions

- **Enhance holistic health care:** we will put patients, carers and consumers at the centre of all we do.
- **Deliver more care locally:** we will provide high-quality, innovative services and develop our health technology.
- **Plan today for future infrastructure:** we will develop our health infrastructure to meet our region's needs.
- **Develop and support our staff:** we will invest in and nurture our staff.
- **Excellence through innovation:** we will improve our services through strategic partnership and active innovation.



Purpose

- To provide leadership to junior residents working in the same clinical unit. The Hervey Bay Hospital is a teaching hospital of the University of Queensland Rural Clinical School. Student placements occur throughout the year and medical staff is expected to work with the Clinical School in the education program.
- This position description is general for all Principal House Officer's in the Wide Bay Hospital and Health Service. Specific duties will vary dependent upon the clinical specialty and some will be negotiated with the relevant consultant, the Intensive Care Unit and the individual. Each position is supervised by senior medical staff, although a reasonable degree of autonomy is expected.

Reporting Line

- The position reports directly to the Director of ICU, with professional reporting line through to the Director of Medical Services (DMS).

Your key responsibilities

- Fulfil the responsibilities of this role in accordance with the Wide Bay Hospital and Health Service pledges outlined above.
- Provide clinical services to the clinical unit. This is to include, but is not limited to, the following:
 - daily ward rounds of all acute patients
 - attend clinics as required
 - attend promptly to emergency cases in the Intensive Care Unit, upon referral
 - attend operating theatre as required
 - participation in discharge planning process
 - participate in after hour's shifts as rostered. This may include night shifts
 - provide relief as rostered to country hospitals in the Health Service
- Participate in after hours cover according to a roster, on a proximate-call basis (response time less than 10 minutes) Provide after hours on call in collaboration with other medical staff
- Provide legible, concise, accurate and signed clinical notes, associated with all patient contact. This will include but is not limited to the following:
 - contemporaneous progress notes
 - discharge summaries
 - medication charts/prescriptions
 - police statements when required
 - death certificates
- Supervise and support interns/JHOs/SHOs attached to the clinical unit, including participation in assessment process when requested.
- Participate in continuing medical education activities in the hospital. In addition to attendance at meetings/seminars, this position is expected to:
 - Contribute to intern training program lecture series
 - Provide formal and informal teaching and feedback to interns/JHOs/SHOs in the clinical unit
 - Provide teaching to medical students as required.
- Comply with Workplace Health & Safety, Equal Employment Opportunity, Anti-discrimination and Human Resource Management Policies and Guidelines and the Queensland Health Code of Conduct. Ensure Medical Record documentation complies with standards and accurately details each patient episode of care and contribute to management of quality services.
- Complies with and supports relevant Wide Bay Hospital and Health Service policies and procedures.
- Complies with and supports clinical governance within Wide Bay Hospital and Health Service.
- Maintain and enhance clinical skills/knowledge to reflect contemporary practice and theory and to fulfil the clinical duties of the position.



- Provide clinical care to patients as directed in accordance with the relevant award and subject to clinical privileges granted in accordance with Queensland Health policy
- Provide and enable appropriate clinical care to patients, including delegating the provision of care through effective communication
- Actively participate in the Wide Bay Hospital and Health Service Integrated Risk Management and Safety Program, including participation in incident monitoring system and root cause analysis where appropriate
- Provide high quality medical leadership on evidence-based practices and maintain effective communication with all stakeholders along the patient's continuum of care
- The position will participate in audit/peer review activities including the following:
 - clinical unit audits – sanctioned by consultant staff
 - other District audits – e.g. chart/medication audits
 - annual assessment of performance
 - utilisation review
- Communicate effectively with other Hospital staff on matters of mutual interest relating to patient care.
- In conjunction with supervising medical staff, ensure that resources are used appropriately in the management of patients under their care.
- To follow local guidelines/policies to assist with delivery of efficient/effective healthcare. These include:
 - Multidisciplinary care pathways
 - Clinical unit policy
 - Prescribing guidelines
- Contribute to and support research activities within their area of expertise
- Participates in the Patient Travel Subsidy Scheme for the Health Service.

Key Responsibilities - Occupational Health and Safety

- All staff of Wide Bay Hospital and Health Service are responsible for making the health system safer and more effective by:
 - Having an understanding of their broad responsibilities as a team member and an individual for maintaining safety and quality in health care.
 - Ensuring that safety and Quality Procedures are followed.
 - Provide supervision and education to members of the workforce.
 - Participate in the review of procedures individually or as part of a team.
 - Participate in the development and implementation of organisational processes that improve health care services, development and implementation of safety systems, engagement in improvement initiatives and related training.
 - Take reasonable care of your own health and safety and ensure that your acts/omissions do not adversely affect the health and safety of others.
 - Complete all necessary Occupational Health and Safety (OHS) training and comply with OHS Policy and procedures.
 - Report OHS incidents and assist with risk assessments.
 - Ensure the health and safety of WBHHS workers while at work
 - Provide OHS information, training and supervision
 - Support Incident investigation, undertake risk assessments and ensure risk control measures are implemented

Qualifications/Professional registration/Other requirements

- Mandatory possession of a Medical qualification from a registered tertiary institution and Registration with the Medical Board of Australia (Australian Health Practitioner Regulation Agency) with a current annual practicing certificate is essential.
- Appointment to this position requires proof of qualification and if applicable registration or membership with the appropriate registration authority or association. Certified copies of the required information must be provided to the appropriate supervisor/manager, prior to the commencement of clinical duties.



- **Licence to Operate Vehicle:** This position requires the incumbent to operate a class C motor vehicle and an appropriate licence endorsement to operate this vehicle is required. Proof of this endorsement must be provided prior to the commencement of duty.
- **Hepatitis B Vaccination:** Health Care Workers in Queensland Health whose occupation poses a potential risk of exposure to blood or body fluids must be immunised against Hepatitis B according to the National Health and Medical Research Council Australian Immunisation Handbook and the Queensland Health Infection Control Guidelines.
- **Vaccination of Preventable Diseases:** It is a condition of employment for this role for the employee to be, and remain, vaccinated against the following vaccine preventable diseases during their employment: measles, mumps, rubella, varicella (chicken pox) and pertussis (whooping cough). Existing staff that are engaged prior to 1 July 2016 are not subject to this condition of employment unless they apply for a role with VPD requirements that is with a different Queensland Health entity (i.e. one HHS to another HHS, Department to a HHS, or HHS to Department)
- For those staff self assessing as coming from a background where there is a high incidence of Tuberculosis (TB), they are encouraged to arrange screening and follow up with the Metro South Clinical Tuberculosis Services on (07) 3176 4141 or (07) 3176 4166

Are you the right person for the job?

You will be assessed on your ability to demonstrate the following key attributes. Within the context of the responsibilities described above, the ideal applicant will be someone who can demonstrate the following:

- **Patient Focus** - Demonstrated ability to provide high quality medical care to patients in an emergency situation together with knowledge of current emergency medicine treatments and protocols.
- **Communication** - Demonstrates effective communication skills by actively listening, providing relevant and timely information and adapting their style to suit others.
- **Developing Others** - Actively participates and initiates training in order to develop others through the provision of tuition, education, on-the-job learning and mentoring in line with adult learning principles. This includes non-medical members of the wider multi-disciplinary team.
- **Staff Supervision** - Supervises staff in relation to patient care by setting clear expectations, by encouraging and providing constructive feedback, and demonstrating solid leadership skills.
- **Continuous Improvement** - Promotes a safe and quality focused work environment by demonstrating safe work practices, reviewing practices, identifying areas of improvement and acting accordingly, and initiating and participating in research and risk management activities.
- **Continuous Learning** - Committed to own ongoing professional development and actively contributes to professional memberships and networks, especially pertaining to Emergency Medicine Research.
- **Work Values** - Demonstrates honesty, integrity and respect for all patients, carers and staff.

How to apply

Please provide the following information to the panel to assess your suitability:

- **Your current CV or resume, including referees.** You must seek approval prior to nominating a person as a referee. Referees should have a thorough knowledge of your work performance and conduct, and it is preferable to include your current/immediate past supervisor. By providing the names and contact details of your referee/s you consent for these people to be contacted by the selection panel. If you do not wish for a referee to be contacted, please indicate this on your resume and contact the selection panel chair to discuss.
- **Medical CV Template.** Applicants are to complete the Medical CV Template provided.
- **A short statement (maximum 1–2 pages)** on how your experience, abilities, knowledge and personal qualities are relevant for the role, taking into account the key responsibilities and attributes noted in the 'Are you the right person for the job?' section.



- **Submit your application online at www.smartjobs.qld.gov.au** by the closing date ensuring completion of the online questionnaire

About the Health Service/Division/Branch/Unit

If you want more information about **Improving health, together**, visit our website: <http://www.health.qld.gov.au/widebay>

The Wide Bay Hospital and Health Service (WBHHS) provides health services to a fast growing regional area. The Health Service covers the coastal stretch from Agnes Waters in the north to Maryborough and Hervey Bay in the South and includes the accompanying rural hinterland. Included in the WBHHS are the Hervey Bay and Maryborough Hospitals and the Bundaberg Hospital, the main referral centre with health facilities at Gin Gin, Childers, Biggenden, Eidsvold, Mundubbera, Gayndah, Mt Perry and Monto). The WBHHS serves a population of approximately 184,000 residents.

Across the Health Service, a range of specialty services are provided including acute care, surgical, medical, maternity, mental health rehabilitation and aged care services. Hervey Bay and Bundaberg Hospitals provide care in some major adult specialties and provide support to the surrounding smaller rural hospitals in the Health Service. The Health Service has a number of Multipurpose Health Services that provide access to integrated health and aged care services to smaller communities.

The Health Service provides a variety of primary and community health services including oral health, child health, school health, health promotion, environmental health, aged care and rehabilitation, aged care facilities, sexual health services and drug and alcohol services. The WBHHS also provides a comprehensive and fully integrated mental health service to residents in both the community and acute care settings.

The Wide Bay Hospital and Health Service is well known for its relaxed lifestyle, natural beauty and local attractions. Bundaberg is located at the southern tip of the Great Barrier Reef with access to coral islands and scuba diving. Possibly the most famous beach in Bundaberg is Mon Repos. Located 15kms east of Bundaberg, Mon Repos is known for having the largest concentration of nesting marine turtles on the eastern Australian mainland and is considered one of the two largest loggerhead turtle rookeries in the South Pacific Ocean. For a taste of the Australian bush, Cania Gorge, located in the hinterland west of Monto, is popular for bushwalks and abseiling.

Fraser Coast includes the World-Heritage listed Fraser Island, which has a unique and unspoilt landscape including rainforests with abundant fresh water lakes and crystal clear creeks. From July to November, during their annual migration, Humpback whales take time out in the protected waters of Hervey Bay. The whales perform a variety of behaviours providing a spectacular display for visitors and locals.

Pre-employment screening

Pre-employment screening, including criminal history and discipline history checks, may be undertaken on persons recommended for employment. The recommended applicant will be required to disclose any serious disciplinary action taken against them in public sector employment, as well as any other availability information that could preclude them from undertaking the role.

Roles providing health, counselling and support services mainly to children will require a Blue Card. Please refer to the Information Package for Applicants for details of employment screening and other employment requirements.



Health professional roles involving delivery of health services to children and young people

All relevant health professionals (including registered nurses and medical officers) who in the course of their duties formulate a reasonable suspicion that a child or young person has been abused or neglected in their home/community environment, have a legislative and a duty of care obligation to immediately report such concerns to the Department of Child Safety.

All relevant health professionals are also responsible for the maintenance of their level of capability in the provision of health care and their reporting obligations in this regard.

Salary Packaging

To find out whether or not your work unit is eligible for the Public Hospital Fringe Benefits Tax (FBT) Exemption Cap please refer to the Salary Packaging Information Booklet for Queensland Health employees available from the Queensland Health Salary Packaging Bureau Service Provider – RemServ at <http://www.remserv.com.au>. For further queries regarding salary packaging RemServ's Customer Care Centre may be contacted via telephone on 1300 30 40 10.

Disclosure of Previous Employment as a Lobbyist

Applicants will be required to give a statement of their employment as a lobbyist within one (1) month of taking up the appointment. Details are available at:
<http://www.psc.qld.gov.au/library/document/policy/lobbyist-disclosure-policy.pdf>

Probation

Employees who are permanently appointed to Queensland Health may be required to undertake a period of probation appropriate to the appointment. For further information, refer to Probation HR Policy B2 http://www.health.qld.gov.au/hrpolicies/resourcing/b_2.pdf

No Smoking Policy

From 1 January 2015, it is against the law to smoke at all public and private health facilities, and for five metres beyond their boundaries. These laws include all staff and patient residential areas on healthcare facility land.

Vision for the public service

To be a government of the 21st century, one government that is connected and working together to deliver smarter, simpler outcomes that are responsive to the needs of Queenslanders now and for the future. We will create opportunities in partnership that are all about positive outcomes rather than just service delivery and regulation.



To enable this vision, the Queensland Public Service (QPS) is transforming from a compliance focus to a more values-led way of working. The following five values statements underpin behaviours that will support and enable better ways of working and result in better outcomes for Queenslanders.



Customers first

- Know your customers
- Deliver what matters
- Make decisions with empathy



Ideas into action

- Challenge the norm and suggest solutions
- Encourage and embrace new ideas
- Work across boundaries



Unleash potential

- Expect greatness
- Lead and set clear expectations
- Seek, provide and act on feedback



Be courageous

- Own your actions, successes and mistakes
- Take calculated risks
- Act with transparency



Empower people

- Lead, empower and trust
- Play to everyone's strengths
- Develop yourself and those around you

Organisational Structure

