**Role Description**

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| **Job ad reference** | MI561467 | **Closing date** | Monday 27/05/2024 |
| **Role title** | Principle House Officer Emergency Department | **Classification** | L4 - L7 |
| **Status** | Fixed term temporary full time  06/02/2023-06/08/2023  07/08/2023-04/02/2024 | **Salary** | $4822.20 - $5311.40 per fortnight |
| **Unit/Branch** | Emergency Department Mount Isa Hospital | **Contact name** | Sarah Hetherton |
| **Division/Hospital** | North West Hospital and Health Service | **Contact number** | (07) 4764 1243 |
| **Location** | Mount Isa  Service delivery may require this role to work across other locations within the North West Hospital and Health Service (NWHHS). | | |

**Your opportunity**

The Emergency Department is staffed by a Director, 10 x Senior Medical Officer and 18 Resident Medical Officers. With a catchment 10% bigger than the size of Victoria, Mount Isa now offers superb rural roles for building breadth of experience and practical exposure. Our purpose built, 13 bed ED, and 3 bed short stay sees 29,000 patients a year, 25% of whom are paediatric, and 40% of whom are indigenous. Our patients come from remote communities, both in Queensland and the Northern Territory, mine sites as well patients living in Mount Isa and the surrounding towns. Mount Isa Hospital has general medicine, general surgery, paediatrics, anaesthetics, ICU, O&G, mental health, and palliative care units. We work closely with RFDS with some of our doctors working for both.

**Your role**

**Clinical Responsibilities**

* Under the supervision of the relevant Consultants, initiate, maintain and be responsible for the clinical care of patients.
* Document relevant clinical information accurately, concisely and legibly in-patient charts.
* Develop and assess paediatric telehealth services in conjunction with outreach services
* Ensure and review the quality of patient care by participation in clinical audits and quality programs.
* Undertake Indigenous health care in both inpatient and outpatient settings.
* Provide ethical decision making in the achievement of organizational goals.
* To make an appropriate signed and dated legible entry in the patient’s medical records on every attendance upon a patient. The medical officer should also print his/her name under the signature. For each working day there should be a medical annotation in the medical notes.
* Undertake theoretical and practical training.

**Administrative**

* To ensure that discharge summaries and other correspondence are completed with minimum delay and that all such correspondence is complete prior to leaving the unit.

**Educational**

* To participate in clinical meetings that are undertaken by the clinical unit where stationed.
* To participate in continual professional improvement and medical education.

**General**

* Participate in after hour roster/country relief program as required by the Executive Director of Medical Services.
* Provide support for senior medical staff as required.
* Assist with case presentations at teaching meetings where necessary.
* Be aware of and adhere to all relevant hospital policies and procedures.
* Actively participate in a working environment supporting quality human resource management practices including employment equity, anti-discrimination, workplace health and safety and ethical behaviour.
* Follow defined service quality standards, occupational health and safety policies and procedures relating to the work being undertaken in order to ensure high quality, safe services and workplaces.
* Keep People Safe: Comply with reasonable Work Health and Safety instruction and cooperate with reasonable policy and procedures, including the Duties of Workers, Section 28, Work Health and Safety Act 2011 (QLD).
* Implement and monitor the organisation’s quality standards, occupational health and safety policies, procedures and programs and provide clinical governance in the relevant work area.
* Demonstrate a commitment to meeting or exceeding professional and National Standards (e.g., NSQHS Standards) to achieve the delivery, leadership, and governance of Quality Care Every Day as outlined in the [Framework for Clinical Governance](https://qheps.health.qld.gov.au/__data/assets/pdf_file/0040/2669287/NWHHS-Clinical-Governance-Framework-2021-v5.pdf) and the [Safety and Quality Roles and Responsibilities Matrix](https://qheps.health.qld.gov.au/northwest/clinical-support/quality/accreditation-quality)
* Effectively engage with people and communities from Aboriginal and Torres Strait Islander and cultural and linguistically diverse backgrounds.
* Deliver culturally responsive and safe care in line with the *Queensland Health Aboriginal and Torres Strait Islander Cultural Capability Framework 2010-2033* and *Queensland Health Workforce Diversity and Inclusion Strategy 2017-2022.*

**Your employer – North West Hospital and Health Service**

The North West Hospital and Health Services (NWHHS) is responsible for the public sector health services in the North West region. The NWHHS covers an area of approximately 300,000 square kilometres and services many of the remote communities within North Western Queensland and the Gulf of Carpentaria.

The Health Service is responsible for the promotion and wellbeing of people within the service area and ensuring that health services are of a high quality, accessible to all and effective.

Other NWHHS Centres are:

| **Hospitals:** | **Primary Health Facilities:** | **Community Services:** | **Multipurpose Health Service:** |
| --- | --- | --- | --- |
| Doomadgee | Burketown | Cloncurry | Cloncurry |
| Mornington Island | Camooweal | Doomadgee | McKinlay Shire |
| Mount Isa | Dajarra | McKinlay Clinic |  |
| Normanton  Normanton | Karumba | Mornington Island |  |
|  |  | Mount Isa |  |
|  |  | Normanton |  |
|  |  |  |  |

**North West Hospital and Health Service Vision and Values**

The North West Hospital and Health Service is responsible for providing high quality hospital and healthcare to the communities of North West Queensland.  We embrace the need for change and make it work efficiently for the people of our region and our staff.  The efficient delivery of our core hospital and health business services is guided by the North West Hospital and Health Service mission:

*To be Queensland’s leading Hospital and Health Service delivering excellence in remote healthcare to our patients*

Our Values:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Innovation** | **Respect** | **Engagement** | **Accountability** | **Caring** | **Honesty** |
| We make things happen | We listen and learn from each other | We work together to involve our communities | We own our actions and behaviours | We treat people with kindness and look after each other | We are true to ourselves and others |

**Mandatory qualifications/Professional registration/Other requirements**

* The position requires the incumbent to have obtained a degree qualification from a recognized tertiary institution and hold Current registration or eligibility for registration as a Medical Practitioner with the Medical Board of Australia
* Appointment to this position requires proof of qualification and 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 commencement of clinical duties
* To be "on-call" or participate in shift rosters is a requirement of the position.
* In accordance with HR Policy B1, it is a mandatory condition of employment for this role to be vaccinated against, and remain vaccinated against:
  + - Measles
    - Mumps
    - Rubella
    - Varicella (chicken pox)
    - Pertussis (whooping cough),
    - Hepatitis B
* Further vaccinations may be required due to particular risks for a role;
  + - Hepatitis A: Healthcare workers who regularly provide care for Aboriginal and Torres Strait Islander children and plumbers or sewerage workers.
    - Tuberculosis: All new employees, including agency nurses and doctors, who will be working in clinical areas and students undergoing clinical placement in a Queensland Health facility must be assessed for their risk of Tuberculosis (TB) using the relevant TB risk assessment process.
    - Influenza: Roles that work in an Aged Care Facility in accordance with the Aged Care Direction (No.5)
* Your offer of appointment to this role is therefore conditional upon satisfactory documentary evidence of required vaccinations/immunity being provided prior to commencement and your consent and agreement to maintain vaccination as required by Queensland Health policy.

**How you will be assessed?**

You will be assessed on your ability to demonstrate the following key capabilities, knowledge and experience. Within the context of the responsibilities described above under ‘Your Role’, the ideal applicant will be someone who can demonstrate the following:

* Highly developed clinical skills.
* Demonstrated skills in reviewing, analysing and evaluating patient care.
* Demonstrated knowledge of current medical practices and issues.
* High level verbal and written communication and interpersonal skills with the ability to relate to all levels of staff and hospital clients from a variety of backgrounds.
* Ability to maintain accurate and complete medical records - clinical, administrative and statistical.
* Sound theoretical knowledge, practical skills and ethical behaviour required of a medical practitioner.
* Actively participate in a working environment supporting quality human resource management practices including employment equity, anti-discrimination, occupational health and safety, and ethical behaviour

**Your application**

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

* Your current CV or resume, including the names and contact details of 2 referees. Referees should have a thorough knowledge of your capabilities, work performance and conduct within the previous two years, and it is preferable to include your current/immediate/past supervisor
* A short response (maximum 2 pages) on how your experience, abilities, knowledge and personal qualities are relevant for the role, taking into account the key responsibilities and key attributes of the position.

**Additional Information**

* Applications will remain current for 12 months/the duration of the vacancy
* Future vacancies of a temporary, full time and part time nature may also be filled through this recruitment process
* Pre-employment screening, including criminal history and discipline history checks, may be undertaken on persons recommended for employment. Roles providing health, counselling and support services mainly to children will require a Blue Card, unless otherwise exempt
* Employees who are permanently appointed to Queensland Health may be required to undertake a period of probation appropriate to the appointment
* All relevant health professionals, who in the course of their duties formulate a reasonable suspicion that a child or youth 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 Child Safety Services, Department of Communities
* 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>
* Applicants may be required to disclose any pre-existing illness or injury which may impact on their ability to perform the role. Details are available in section 571 of the *Workers’ Compensation and Rehabilitation Act 2003* (<http://www.justice.qld.gov.au/fair-and-safe-work/workers-compensation-and-rehabilitation/workers-compensation-and-rehabilitation-legislation/workers-compensation-and-rehabilitation-act-2003>

**ORGANISATIONAL CHART:***Emergency Department, Mount Isa Hospital*

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| Board  North West Hospital and Health Board | |
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| Chief Executive  North West Hospital and Health Service | |
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| Executive Director of Medical Services and Clinical Governance  North West Hospital and Health Service | |
|  |  |
| Emergency Department Director North West Hospital and Health Service | |
|  |  |
| Emergency Senior Medical Officer Intern, JHO, SHO, PHO, REG | |