



Position Description

Medical Officer – Department of Medicine (MOSS)

- Position No:** 19809-109
- Report To:** The Chief Executive, through the Business Leader, Medical services
- Liaise with:** Medical Services in partnership with the Clinical Director & Head of Department of Medicine
The Senior Medical Specialists for Clinical Practice
The Medical Advisor for professional standards

Main Purpose

Achieving the objectives and fulfilling the key responsibilities set out below.

Principal Accountabilities

Primary Objectives

- To provide intermediate medical cover to General Medical, Surgical and Orthopaedic, Obstetric & Gynaecology patients as assigned.
- To support Senior Medical Specialists in the delivery of efficient high quality services to the community served by Pacific Health.
- To help instruct, monitor and advise Resident Medical Officers.
- To participate in the organisation's policy development, planning, contracting and evaluation activities required of Senior Medical Staff as required.
- To participate in the evaluation and quality assurance activities required of Senior Medical Staff.

Regular Duties and Responsibilities

Clinical Practice

With colleagues the Medical MOSS will provide Inpatient Services. Outpatient and Community services and personal health activities in the areas covered by Pacific Health.

It is expected that:

- » High quality investigation, diagnosis and treatment services to a standard comparable with that of competent colleagues will be provided
- » The employee will contribute towards protocols for waiting lists categorisation and monitoring admission criteria, discharge criteria, referral criteria, utilisation management of radiology, laboratory, pharmacy and other services, preliminary admission coding, discharge coding and other new established management techniques and compliance and monitoring progress against any such protocols.
- » Regular routine services will be provided each week as follows:

Admissions

To see all admissions to the Medical Ward within a reasonable time after admission.

To attend A&E for consultation with admitting House Officer for medical cases.

Ward

To implement treatment of assigned patients including ordering and follow-up of any necessary investigations, under the supervision of the Consultants in the Medical Ward and the intensive care unit.

Perform required procedures and seek supervision of Consultant where appropriate.

Confer with Specialist when diagnosis is not clearly established and when major investigative procedures are indicated and/or surgical intervention is necessary.

Notify Consultant of any significant deterioration in patient's condition or death of patient.

Contact Surgical Consultant on call at the end of the day to report on the admissions for the day and other relevant information.

Supervise day to day care of General Medical patients, carry out morning ward rounds with House Officers and Nursing Staff and advise Consultants accordingly.

Conduct afternoon round to review all patients including new admissions, and ensure discharges are actioned.

Supervise and help the Resident Medical Officer to complete a discharge summary on the patient on the day of discharge from the Medical Ward. The quality and legibility of the discharge summary should be monitored and improved if necessary.

Outputs

With colleagues within the service the Employee will contribute to Pacific Health's achievement of its contracted outputs as set out in the various Service Agreements with Midland Health and

other purchasers and especially those defined in the Service Agreements and Level Mix & Access tables which are attached to this Agreement. The Service Agreements and Level Mix & Access tables will be updated and changed resulting from negotiations with purchasers.

The Chief Executive will provide the employee with regular updates on progress towards these targets for discussion and analysis.

In achieving these outputs the Employee shall, consistent with standards for quality care, aim to improve performance against the following measures:

- length of stay
- unexpected re-admission rate
- resource use
- medication errors
- hospital infection

It is understood that many of these are ultimately the responsibility of the Medical Consultants.

Liason

Ensure that there is regular, helpful and ongoing communication with General Practitioners and other Hospital Specialists to ensure that these groups are:

- Aware of clinical services available
- Aware of the ongoing condition and prognosis of their patients whilst under Specialist care
- Able to consult freely regarding intervention and management
- Are involved in discharge planning as appropriate

Clinical Referrals

Refer patients under General Medical care to other consultants as appropriate e.g. surgery, psychiatric, obstetrics and gynaecology.

On Call Responsibilities

The Employee will be available as necessary to assess patients and take responsibility for management of urgent patients when rostered on call with support of Resident Medical Officers and Nursing Staff.

It is expected that the Medical MOSS:

- » will be able to be located within 10 minutes at any time when on call
- » will respond by telephone to all calls received within 10 minutes
- » will be on duty within 15 - 20 minutes at any time required when on call
- » will be a part of the 'Cardiac Arrest Team' and respond immediately to Cardiac arrest calls