MILDURA BASE PUBLIC HOSPITAL

www.mbph.org.au
ABN: 73 543 496 421
P: (03) 5022 3333 **F:** (03) 5022 3228
A: Ontario Avenue, Mildura VIC 3500

POSITION DESCRIPTION

Position:	Hospital Medical Officer - Intern
Directorate	Medical Operations
Division:	Junior Medical Workforce
Business Unit:	General Medical
Enterprise Agreement	AMA Victoria - Victorian Public Health Sector - Doctors in Training Enterprise Agreement 2022-2026
Reports to:	HMO Manager / Chief Medical Officer



MILDURA BASE PUBLIC HOSPITAL

Mildura Base Public Hospital (MBPH) was established as a new entity in September 2020. From day one, MBPH has aspired to provide exceptional patient care and be a leading healthcare provider in the north west of Victoria, known for its high level of professionalism, quality care and community engagement and positive and aligned workplace culture.

MBPH employs over 900 staff and has 172 beds and provides a range of acute services in emergency, maternity, intensive care, rehabilitation, community services, psychiatric in and out patient care, palliative care, renal dialysis and chemotherapy service to the people of North West Victoria. The hospital also provides medical imaging and pathology services.

VISION

Mildura Base Public Hospital – providing exceptional care.

PURPOSE

To improve health outcomes for our tri-state communities by creating partnerships, leading culture and building our team to deliver sustainable services.

VALUES

All employees of the Mildura Base Public Hospital are required to uphold the HEART values of our organisation. For information on our **HEART** values and the expectations to uphold the values, please refer to **page 6** of this document.

INCLUSION

At MBPH, we firmly believe that fostering diversity, equity, and inclusion is essential to the success of our health service, our employees, our patients, and the wider community. We wholeheartedly embrace diversity and highly value the diverse experiences of individuals from all ethnicities, faiths, ages, disabilities, cultures, languages, gender identities, sexes, and sexual orientations.

We extend a warm welcome to lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) individuals, inviting them to be a part of our inclusive health service.

Aligned with our HEART Values, we are dedicated to further enhancing accessibility and promoting inclusive practices across all aspects of our workplace.

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STRATEGIC OBJECTIVES



POSITION SUMMARY

Interns at Mildura Base Public Hospital (MBPH) work to ensure that high quality, evidence based and medical care is delivered within a safe team environment. MBPH provides a supported environment and commitment to the training and education of junior doctors. The Interns provides effective baseline management of the patient under the guidance of the Hospital Medical Officers, Registrar and Staff Specialist.

KEY RESPONSIBILITIES AND DUTIES

Patient Management and Clinical Skills

- Accurate assessment and management of patients by a systemic assessment ensuring appropriate diagnosis and treatment in collaboration with the Hospital Medical Officers / Registrar/Specialist
- Identify and understand investigations relevant to patients to develop patient treatment plans in collaboration with the Hospital Medical Officers / Registrar/Specialist
- Implement planned medical care which is evidenced based to achieve identified treatment plan outcomes
- Utilise clear communication with patients and their families with understanding of cultural, religious and gender differences
- Demonstrate effective communication strategies when dealing with vulnerable or difficult patients
- Maintain an accurate and comprehensive record of patient condition and treatment plans ensuring each entry is dated, timed and signed
- Identify referral criteria as required and seek assistance from Hospital Medical Officers/ Registrar/Specialist and other departments when required for effective patient treatment
- Report changes in patient condition accurately and within appropriate timeframes to Hospital Medical Officers/Registrar/Specialist
- Ensure accurate assessment of the patient and utilise triage principles to provide clinical care in order of priority
- Demonstrate knowledge of medical and surgical conditions and treatments
- Involve patients/patient families in decision making process in collaboration withthe Hospital Medical Officers / Registrar/Specialist
- Participate in discharge planning, coordinating requirements and liaison with internal/external providers as determined by the patient treatment and discharge plan
- Complete discharge summaries in a timely manner to ensure receipt by external providers within hospital policy timeframes
- Assist with transfer of patients to metropolitan tertiary centres as directed by Specialist
- Ensure accurate documentation, review and application of medications

General Responsibilities and Professional Behaviour

- Participate in the department roster, including weekday, weeknight, weekend and public holiday shifts
- Comply with hospital and legal requirements relating to patient and hospital confidentiality

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- Work within scope of practice for the position and experience
- Follow professional and ethical standards of medical practice
- Participate in and contribute to hospital clinical meetings, audits and educational activities
- Report incidents and near misses after occurrence, together with abiding by MBPH Risk Management requirements through reporting/control of risks within your department

Communication and Teamwork

- Provide clear and effective communication with fellow Interns, Hospital Medical Officers, Registrars, Specialists, Nursing Staff internal and external providers in relation to patient treatment such as GPs and Allied Health providers, particularly on discharge or death of a patient
- Provide comprehensive handover of patient history, treatment and management to Specialists, colleagues, nurses and other staff as appropriate
- Provide patients with open and transparent information on treatment choices
- Interact with respect and courtesy with colleagues, leaders and all hospital staff and visitors

Education and Professional Development

- Demonstrate commitment to self-education and professional development
- Attend junior medical staff meetings and audits relevant to craft group/all junior medical officer meetings
- Seek feedback from Hospital Medical Officers / Registrars/Specialists on skills and abilities
- Ensure annual competency requirements are met in correlation to experience/year level

Key accountabilities

Leadership – This position will assist in the development of a high-performance culture through strong leadership, ensuring that the team is equipped to deliver strategic goals of the organisation by managing, coaching and supporting direct reports.

Collaboration – This position will develop a collaborative and effective team by communicating meaningful information regularly. The position will also manage professionally and in a timely manner any issues associated with working together such as dealing with differences, conflict, shared goals and team morale.

Innovation – This position will demonstrate strong problem-solving skills, including the ability to develop new processes and make improvements to processes and services that senior management should be aware of.

Documentation – Junior Medical Officers are expected to regularly document in the patient notes, and to use other documentation as required e.g. Clinical Incident, Adverse Event (Riskman) and Consent Forms. Documentation is expected to be legible and completed in a timely manner.

Compliance with policies and procedures – Junior Medical Officers are expected to comply with Mildura Base Public Hospital's policies and procedures, as available on its intranet site, and relevant legislation in the discharge of such duties. Junior Medical Officers are expected to behave in an ethical manner at all times.

Orientation – Junior Medical Officers are required to attend Mildura Base Public Hospital Orientation at the beginning of their employment and are expected to undertake orientation to their unit when appropriate.

Professional behaviour – Junior Medical Officers are expected to be professional in relationships with staff, patients and visitors, and respect the roles of other professions. Cultural differences must be respected and Interpreter services used when required. Junior Medical Officers are expected to ensure their own health and well-being and to seek assistance if impairment in their physical or mental health is impacting on their job performance.

GENERAL RESPONSIBILITIES

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Employees are required to comply with the **Victorian Government's Code of Conduct**. All staff must ensure they comply with **policies, procedures** and standard ways of work practices when carrying out their work.

Employees are responsible to take reasonable care of their own **health and safety** and the safety of others, to cooperate with the group's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. All staff must adhere to the policies and procedures as set out in the hospital's **infection control** manuals.

All information concerning Mildura Base Public Hospital, its patients, clients, residents and staff should remain strictly **confidential**. Any unauthorised disclosure of such information may result in disciplinary action. As a Mildura Base Public Hospital employee you have a responsibility to participate in and commit to ongoing **quality improvement** activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

Any breach in compliance to any of the above general responsibilities may result in disciplinary action.

KEY SELECTION CRITERIA

Essential

- Medical postgraduate Year 1
- Successful completion of AMC Clinical 1 and 2
- General Registration (or ability to gain General registration) with the Medical Board of Australia/AHPRA
- Developed clinical skills
- Developed communication skills verbal and written
- A current and satisfactory National Police Clearance
- A current and satisfactory Victorian Working with Children Check

Desirable

- Demonstrated commitment to ongoing professional development and learning
- High level interpersonal skills and ability to work within a multi-disciplinary team
- Ability to manage own workload and seek assistance when appropriate
- Advanced or Basic Life Support or EMST/ATLS certification or equivalent

MANDATORY REQUIREMENTS

National Police Record Check - A current and satisfactory National Police Record Check must be presented prior to commencement at Mildura Base Public Hospital.

Working With Children Check - Evidence of a current Working With Children Check Victoria must be maintained throughout employment.

Immunisation Requirements - As part of your employment conditions, you will be asked to provide documented evidence of healthcare worker immunisation or immunity to communicable vaccine-preventable diseases prior to commencing employment with MBPH. If you do not provide satisfactory evidence that you have the required immunisation and you have commenced employment, consideration will be given to your ongoing employment and termination may result.

Registration with the Medical Board of Australia - Current registration with the Medical Board of Australia must be maintained throughout employment and any restrictions or conditions on practice imposed by the Medical Board of Australia must be notified to Mildura Base Public Hospital by the practitioner.

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All Mildura Base Public Hospital sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Mildura Base Public Hospital's discretion and activities may be added, removed or amended at any time.

ACKNOWLEDGEMENT BY EMPLOYEE

I acknowledge having received and read the content of this position description (including but not limited to aspects of the role contained within) and understand the requirements of the position.

Employee Name: _____

Employee Signature: _____

Date: _____

MILDURA BASE PUBLIC HOSPITAL — OUR VALUES AND BEHAVIOURS



Happy
WE ARE POSITIVE

As an organisation
We aspire to be happy in all our dealings with people. Everyday we strive to be the best version of ourselves, and we seek to continuously improve our organisation, ourselves and each other through personal and professional growth. We believe that happy people do their best work. We know that joy in our journey is invaluable to a sustainable and lasting success.

Individually
- Use positive language in interactions with staff, patients and community
- Honour the work we do and choose candour, respect and kindness everyday
- Focus on the positive aspects of a situation, what is going well and what can be learned
- Share in moments of joy
- Welcome others to MBPH
- Bring an energy to work that is infectious to others
- Provide growth opportunities and effective feedback to staff to ensure they are supported to achieve their best

Empathetic
WE ARE CARING

As an organisation
We put our patients first, and we listen and deal with their needs. We are compassionate people who make MBPH a place for healing, growth and success for patients, their families and our staff.

Individually
- Make time to actively listen and understand one another
- Walk in others' shoes
- Consider an individual person's needs when making decisions and recommendations
- Treat others how I would like to be treated
- Recognise and support one another
- Make decisions based on patient's needs and in consultation with others involved in care

Accountable
WE ARE COMMITTED

As an organisation
We take ownership of the actions and decisions made. We do the right thing in all our interactions. We reward based on great outcomes, and we are transparent in both our successes and failures. We use good judgement and everyday we make our patients' journey better.

Individually
- Be courageous in challenging the process to get a better result
- Ensure the project is clear on roles, responsibilities and timeframes
- Be engaged throughout
- Keep a 'whole of life' picture
- Comply with Code of Conduct; company policies and procedures; industry standards and legislation
- Be responsible for monitoring the right way to do things.

Respectful
WE ARE OPEN TO OTHERS

As an organisation
We build effective relationships and emphasise the importance of diversity and inclusion in our workplace. We recognise and value the views and the experiences our staff and patients bring to our organisation.

Individually
- Show pride in our roles and our workplace
- Recognise and understanding the influence of a person's situation, background and beliefs and how they can be shown due respect
- Include all backgrounds – gender/ age/sex/abilities/race/religion/sexual orientation/culture
- Be aware of assumptions and biases when making decisions
- Take care of and sustain our workplace, equipment and environment
- Embrace awareness for other perspectives and experiences

Team-based
WE ARE ONE TEAM

As an organisation
We do our best work when we collaborate within and across teams. Everyday we strive to be our best selves. We know that individual differences can strengthen teams and we trust and respect each others' contribution. We make sure we have the right people in the right jobs with the right tools, resources and equipment. And we know, no single person is bigger than the team.

Individually
- Acknowledge contributions of team members
- Seek to understand the bigger picture, collaborate with others openly and honestly
- Lend a hand, always
- Encourage connections with relevant internal and external stakeholders to meet patients' needs
- Collaborate and share knowledge within and across teams
- Connect with exceptional industry leaders to build capabilities
- Recognise and foster talents in others

LANGUAGE WE USE
- "I choose..."
- "I care..."
- "I prefer..."
- "I will..."
- "I can..."
- "Is there a better way to do this?"
- "Can we explore that more so I can understand it better?"
- "We will...us...we can...."

LANGUAGE WE DON'T USE
- "I have to..."
- "I must ..."
- "If only..."
- "Ah well, that is because of XYZ.."
- "Our processes do not let us do it"
- "Things have always been done this way"
- "Them and us"

THINGS WE DON'T DO
- Negativity, sledging, rumours or gossip
- Unprofessional, inconsistent or showing lack pride in our work
- See only problems, block progress
- Wait for others to do the work
- Do nothing
- Find fault, see obstacles
- Victim mentality
- Lack of understanding for others' needs
- Emphasis on status, hierarchy, egos
- Ignore, disregard and show lack of appreciation for a person's situation, background and experience when making decisions and reacting to situations
- We will not waste others' time or keep people waiting
- Dismiss the efforts of others to achieve an outcome

