

POSITION DESCRIPTION

NNSWLHD - Visiting Medical Officer - General Practitioner

Our CORE values
Collaboration Openness Respect Empowerment



Organisation	NSW Health
Local Health District / Agency	Northern NSW Local Health District
Position Classification	Visiting Medical Off
State Award	Not Applicable
Category	Specialist Medical & Dental Practitioner Specialist General Practice (SMDO)
Website	www.nnswlhd.health.nsw.gov.au/

PRIMARY PURPOSE

Provide contemporary comprehensive specialist services for optimal patient outcomes.

Provide and support training to clinicians across multiple disciplines to achieve quality education and safe clinical practice.

COVID-19 VACCINATION COMPLIANCY

All NSW Health workers are required to have completed a primary course of a COVID-19 vaccine which has been approved or recognised by the Therapeutics Goods Administration (TGA). New applicants must have completed the vaccination course prior to commencement with NSW Health, or provide an approved medical contraindication certificate certifying the worker cannot have any approved COVID-19 vaccines available in NSW.

Acceptable proof of vaccination is the Australian Immunisation Register (AIR) Immunisation History Statement or AIR COVID-19 Digital Certificate. Booster doses are highly recommended for all health care workers who have completed the primary course of COVID-19 vaccinations. Please provide proof of booster vaccination if available.

RESPIRATOR USE

NSW Health workers may be required to use a respirator, as part of their appointment with NSW Health. Where a respirator is required for use, workers will be instructed in their safe use; including donning, doffing and fit checking. Staff may be required to complete fit testing to selected respirator/s to assess their facial fit/seal.

At all times when a health worker is required to use a respirator, the health worker must not have any facial hair present. Processes are in place to support workers that need to keep facial hair due to religious observance requirements and/ or health conditions.

ESSENTIAL REQUIREMENTS

Eligible for registration with the Australian Health Practitioner Regulation Agency as a Specialist General Practitioner, and/or overseas trained specialist pathways.

Valid NSW Employee Working With Children Check.

Responsibilities under WHS - Non-Supervisor

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You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing.

KEY ACCOUNTABILITIES

Provide best practice evidence based clinical services to achieve quality patient outcomes.

Undertake supervision and education within the clinical environment of junior medical staff and other relevant staff to foster safe clinical practice.

Utilise information systems to enable informed decision making and care planning.

Communicate with staff and clinicians to ensure quality and continuity of care.

Actively participate in risk management and quality programs to improve organisational processes and own practices.

Comply with relevant legislation and regulations, NSW Ministry of Health policies and NNSWLHD procedures to assist in meeting Activity Based Funding, Commonwealth and State targets.

KEY CHALLENGES

- Managing and prioritising competing demands to meet service needs.
- Providing leadership in the resolution of conflicts.

KEY RELATIONSHIPS

Who	Why
Patients/Clients, their families and relevant parties (in accordance with legislation related to confidentiality and privacy)	To provide appropriate, high quality, patient centred care which meets needs and expectations in line with CORE values
Medical officers and other healthcare professionals	Provide clinical leadership, teaching and patient management; collaborate regarding patient care to enable delivery of best practice and care
Medical administration	Liaise over administrative, contractual, remuneration and other matters to assist with the provision of efficient and effective clinical services

SELECTION CRITERIA

1. Eligible for full registration with the Australian Health Practitioner Regulation Agency as a Specialist General Practitioner with Fellowship of the relevant college, and/or overseas trained specialist pathways.
2. Demonstrated recent clinical experience in General Practice at the role delineation of the service.
3. Demonstrated ability to work effectively as part of a multidisciplinary team and provide leadership of a team.
4. Demonstrated effective clinical communication through the use of information technology and written, verbal and interpersonal skills.

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5. Demonstrated commitment to teaching, continuing education, research and quality improvement.
6. Availability to participate in an on-call roster and to respond on site within a reasonable time.

OTHER REQUIREMENTS

Professional Behaviour and Communication

All employees are required to achieve, uphold and model a high standard of professional behaviour and communication.

- Any conduct on your part, whether during or outside business hours, which has the capacity to affect or damage the professional reputation of NSW Health, or your ability to uphold that reputation or image, could lead to disciplinary action, including dismissal
- Appropriate professional behaviour incorporates all levels of interpersonal behaviour, including formal and informal communication with colleagues, patients and carers

All employees are responsible for:

- Complying with all current NSW Health and NNSWLHD policies, including the NSW Health Code of Conduct
- Complying with profession-specific Code of Ethics/Code of Professional Conduct and Scope of Practice

Workplace Culture

Your workplace behaviours and practices are expected to:

- Proactively contribute to a positive, productive and safe workplace culture
- Adhere to the CORE values of Collaboration, Openness, Respect and Empowerment identified in the NSW Health Workplace Culture Framework

Privacy

All employees are expected to comply with personal information protection principles and health privacy principles as per the NSW Health Privacy Manual for Health Information, NSW Health and NNSWLHD privacy policies and procedures, and relevant legislation:

- Privacy and Personal Information Protection Act 1998 (NSW)
- Health Records and Information Privacy Act 2002 (NSW)

Performance

All employees will:

- Have a performance agreement with their manager, linking individual performance objectives and role requirements to corporate objectives
- Participate in an annual performance appraisal
- Be responsible, with the support of their managers, for proactively developing their own performance to meet expectations and achieve objectives
- Actively contribute to their performance management by having open and honest conversations with managers and colleagues and providing and receiving constructive feedback

Quality Improvement

NNSWLHD complies with the National Safety and Quality Health Service Standards. All employees are expected to:

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- Be aware of and comply with their responsibilities under the Standards
- Actively participate in quality improvement initiatives within their teams
- Participate in organisation-wide quality improvement activities as required

Workplace Health & Safety

All employees have responsibilities under the Workplace Health & Safety Act of 2011. Signing this Position Description confirms you understand the responsibilities relevant to your role.

Risk Management

All employees are expected to notify into the incident management system any incidents and patient complaints which occur in your own area (both clinical and corporate incidents).

All employees will:

- Identify and manage risks in your own area, and report risks to your manager which are beyond your capacity or authority to manage