

Austin Health Position Description



Position Title: HMO3 General

Classification:	Hospital Medical Officer
Business Unit/ Department:	Medical Workforce Unit (MWU)
Work location:	Austin Health [X] Heidelberg Repatriation [X] Royal Talbot [X] Other [X] (rotational HS as per roster)
Agreement:	AMA Victoria - Victorian Public Health Sector - Doctors in Training Enterprise Agreement 2022-2026
Employment Type:	Fixed-Term Full-Time
Hours per week:	38 hours base - as per unit roster
Reports to:	Unit Heads and Consultants, and Chief Medical Officer through the MWU
Direct Reports:	NIL
Financial management:	Budget: NIL
Date:	June 2024

About Austin Health

Austin Health is one of Victoria's largest health care providers. We deliver services for patients across four main sites in Melbourne, in locations across our community, in people's homes, and within regional hospitals across Victoria. We are an internationally recognised leader in clinical teaching, training, and research, with numerous university and research institute affiliations.

We employ approximately 9,500 staff and are known for our specialist work in cancer, infectious diseases, obesity, sleep medicine, intensive care medicine, neurology, endocrinology, mental health, and rehabilitation.

Our vision is to shape the future through exceptional care, discovery, and learning. This is supported by our values which define who we are, shape our culture and the behaviours of our people.

We aim to provide an inclusive culture where all staff can contribute to the best of their ability and strive to develop further. We recognise that our people are our greatest strength. We want them to thrive, be their best selves and feel engaged, safe, and empowered. To achieve this, diversity and inclusion is essential to our culture and our values. You can view our current Diversity and Inclusion Plan [here](#).

Commitment to Gender Equality

Austin Health is committed to gender equality in the workplace. In developing our [Gender Equality Action Plan](#) we have been guided by the gender equality principles set out in the Gender Equality Act 2020 (Vic). We believe that everyone should live in a safe and equal society, have access to equal power, resources and opportunities and be treated with dignity, respect, and fairness.

About the Junior Medical Workforce

Austin Health is a major training service for doctors at all stages in their career and specialises in advanced vocational training in most of these specialties, with a central academic role with most Medical Colleges.

Hospital Medical Officers (HMOs) are employed in four key training streams: Critical Care, General, Medical (Physician Training) and Surgical. Each training stream offers a variety of rotations across Austin Health as well as other metropolitan, regional/rural and interstate hospitals. HMOs are provided with experiences to support career development and progression towards vocation/specialty training.

Austin operates an extensive network of rotations at both the pre-vocational and vocational trainee level. At the vocational level there are in excess of 450 specialty registrar positions across Austin Health covering virtually all adult specialties with the exception of Obstetrics and Gynaecology

Purpose and Accountabilities

Role Specific:

- Under the guidance of registrars and senior medical staff participate as required in the admission, management and safe discharge of patients of assigned unit
- Work collaboratively as a team member with senior medical staff, junior medical staff, nursing and other staff to provide efficient, safe and quality care
- Facilitate excellent communication and liaison with other staff, general practitioners and others involved in patient care
- Complete appropriate documentation in the patient's hospital record. Entries should be legible, timely, regular and comprehensive so as to document important changes or decisions, and ALL entries must be dated, designated and signed.
- Communicate clearly and simply with patients, their families and carers, the basis of diagnosis, course of disorder and proposed treatment options in a way that ensures understanding and empowers involvement in decision making about their care
- Participate in relevant Unit quality activities, programs and rosters as requested

- Attend and participate in mandatory training requirements and in any formal education and training program coordinated by assigned Unit or the Hospital
- Participate in Austin Health HMO Standby On-call Rosters.

All Employees:

- Comply with Austin Health [policies & procedures](#) as amended from time to time
- Comply with the Code of Conduct and uphold our values, and diversity and inclusion commitments.
- Maintain a safe working environment for yourself, colleagues, and members of the public. Escalate concerns regarding safety, quality, and risk to the appropriate staff member, if unable to rectify yourself
- Comply with the principals of patient centered care.
- Comply with Austin Health mandatory training and continuing professional development requirements.
- Work across multiple sites as per work requirements and/or directed by management.

Selection Criteria

Essential Knowledge and skills:

- A commitment to Austin Health values.
- Appropriate tertiary medical qualification.
- Minimum one-year post-graduate medical experience.
- Registration with the Australian Health Practitioner Regulation Agency (AHPRA) (note- eligible applicants will be assisted through this process).
- Dedication to delivering excellent service - to patients, all colleagues (nursing, medical, managerial, support staff), GPs and other contact points.

Desirable but not essential:

- A sound understanding of information technology including clinical systems.

General Information

Austin Health is a Child Safe Environment

Austin Health is committed to child safety. We want children to be safe, happy, and empowered. We support and respect all children, as well as our staff and volunteers. Austin Health has zero tolerance of child abuse, and all allegations and safety concerns will be treated seriously in line with legal obligations and our policies and procedures.

Equal Opportunity Employer

Austin Health is committed to diversity and inclusion in employment and is proud to encourage applications from people of different backgrounds, abilities, ages, genders, gender identities and/or sexual orientations.

Austin Health acknowledges the Traditional Owners of the lands we work on and pay our respects to Elders past and present.

We welcome applications from people with disability and aim to provide an inclusive and accessible workplace. If you need any help with the application process or would like to discuss your reasonable adjustments during interviews, please let us know.

We welcome applications from Aboriginal and Torres Strait Islander peoples. For any support throughout the recruitment process or further information about working at Austin Health, please follow this link to Aboriginal Employment on our [website](#).

Document Review Agreement

Manager Signature	
Employee Signature	
Date	