

Position Description

Position Title : HMO3 General

Classification:	Hospital Medical Officer
Business unit/department:	Medical Workforce Unit (MWU)
Work location:	Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input checked="" type="checkbox"/> Royal Talbot Rehabilitation Centre <input checked="" type="checkbox"/> Other <input checked="" type="checkbox"/> External Rotations 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 Head and Consultants and Chief Medical Officer through the MWU
Direct reports:	NIL
Financial management:	Budget: NIL
Date:	May 2025

Position purpose

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.

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

Position responsibilities

Role Specific:

- Under the guidance of registrars and senior medical staff participate as required in the admission, management and care of patients
- 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 centred 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.



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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.

Professional qualifications and registration requirements

See essential knowledge and skills in Selection criteria

Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.



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- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

General information

Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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