

Position Description

Position Title:	Career Medical Officer (ICU / CCU / Wards)
Reports To:	Director of Clinical Services
Position Summary:	Career Medical Officer is responsible for delivering of medical services to the patients of MUH as required on behalf of the admitting consultant. The role will also involve supporting Nursing staff in initiating and delivering of clinical care to the patients as directed by the consultants.
Qualifications/Key Selection Criteria	
Essential:	<ul style="list-style-type: none"> • Current registration with the Medical Board of NSW. • M.B.,B.S or equivalent qualification recognised in Australia. • Minimum two years post-graduate experience in various specialities including ICU/CCU/Anaesthesia/A&E. • Excellent communication and interpersonal skills. • Medical Indemnity Insurance.
Desirable:	<ul style="list-style-type: none"> • Experience within the private health sector
Key Performance Criteria (e.g.: Leadership / Problem Solving / Conflict Resolution / Customer Service / Leadership / Administration)	
<p>a)) Leadership</p> <ul style="list-style-type: none"> • Supports vision – demonstrates the ability to support the image of the hospital and to embrace the changes that enable the vision. • Values and goals – demonstrates alignment of values and goals with those of the organisation • Communication – demonstrates well developed communication skills, both verbal and written. Is able to communicate effectively at all levels and in a timely manner • Demonstrates accountability and integrity – acts with integrity and is accountable for outcomes contributing to the reputation and success of the organisation • Promotes delivery of sensational customer service – champions the delivery of sensational service as it is integral to the reputation and ongoing success of the business 	
<p>b) Customer Service</p> <ul style="list-style-type: none"> • Sensational Service is my top priority • Maintains good customer relations • Illustrates outstanding communication skills • Looks and acts like a professional • Ensures competency • Service concerns are addressed in a timely manner • Motivated and committed contributor • Inter-culturally and emotionally aware • Life-long learner • Effective team-player • 	
<p>d) Personal and Professional Development</p> <ul style="list-style-type: none"> • Continually develops both personally and professionally to meet the changing needs of career and industry • Attends all mandatory training sessions provided by the Hospital and is actively involved in other training and development as required • Actively participates in the Performance Management process as required • Evaluates own performance to identify strengths and areas where professional development can occur • Assists other staff in completing annual competency training • Maintains an up-to-date knowledge of current trends within speciality • Maintains confidentiality of patient information at all times 	

<p>e) Teamwork and Communication</p> <ul style="list-style-type: none"> • Practices according to the aims, objectives and core values of Macquarie University Hospital • Demonstrates a willingness to work positively within a team to achieve team goals and the provision of excellence in care/service delivery • Demonstrates and practices effective verbal, non-verbal and written communication skills and actively develops good listening skills • Actively participates in ward/unit meetings • Performs other duties as directed by the Director Clinical Services
<p>f) Continuous Improvement</p> <ul style="list-style-type: none"> • Demonstrates a commitment to quality improvement and takes an active role in the ACHS Accreditation process to meet EQUIP Standards • Initiates and contributes to quality activities • Assists with the review of policies and procedures in the ward/unit • Participates in and contributes to occupational health and safety activities to ensure a safe work environment for clients, community, staff and visitors • Complies with each and every policy and procedure relevant to this position to ensure the effective and safe operation of the hospital and the welfare and interests of all employees. • Reports safety hazards to appropriate manager
<p>g) Administration and Documentation</p> <ul style="list-style-type: none"> • Ensures that all documentation is accurate and completed in a professional and timely manner • Ensures incidences are reported accurately and in a timely manner •
<p>Key Performance Indicators</p>
<p>a) Demonstrated professional/positive behaviour</p>
<p>b) Documentation is accurate and completed in a timely manner</p>
<p>c) Incidents are reported in a timely manner</p>
<p>d) Demonstrated professional/positive behaviour</p>

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Position No:	Author Title:	Author Name:	Date:	Approved By:	Approval Date: