



Specialist Physician

Updated Dec 2007

VMO

Caloundra Private Hospital

POSITION TITLE: **Specialist General Physician – VMO**

Reports To: Chief Executive Officer, Caloundra Private Hospital and Dr Craig Wright, Chairman of Medical Advisory Committee

Nominated Supervisors: Dr Craig Wright & Dr Chloe Keightley

Status: VMO in Private Practice

ESSENTIAL REQUIREMENTS:

- Basic medical degree(s)
- Registrable as a Medical Practitioner in QLD
- Fellowship of the Royal Australasian College of Physicians or equivalent
- Ability to work in a team setting
- Cultural sensitivity
- Medical Indemnity
- Access to Medicare (HIC) Provider number that attracts Medicare benefits

SUMMARY OF DUTIES:

To provide a high quality physician service to both inpatients and outpatients of Ramsay Health Caloundra. Also provide services to facilities within Caloundra Private Hospital, including procedural services within the role delineation of Hospital.

CLINICAL DUTIES

- Develop and maintain policies for admission, discharge and care of medical patients, in consultation with other appropriate service deliverers.
- Provide routine and emergency medical services.
- Conduct medical ward rounds.
- Conduct outpatient clinics and post discharge clinics.
- Provide outreach services to facilities of Caloundra Private Hospital, including Outpatient Clinic services.
- Conduct "office-type" procedures and procedural services to Caloundra Private Hospital services to the limit of their role delineation
- Develop and maintain relationships with tertiary institutions and facilities.
- Provide such other clinical services as may be necessary and appropriate to the speciality.
- Maintain confidentiality by ensuring no information concerning patients or clients is divulged or discussed with persons outside the hospital or within the hospital if the person is not involved in the treatment of the patient. (except in recognised clinical meetings and for the purpose of continuity of care)
- Be familiar with the contents of the Ramsay Health Care Code of Conduct and Ethics and observe its provisions.
- Provide a satisfactory record of continuing education, sufficient to confirm awareness of major advances, potential complications and significant technology changes in the speciality.

Administrative and Educational Duties:



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- Ensure the administrative duties relating to the proper functioning of the department and the hospital are carried out.
- Provide and participate in educational activities for:
 - General Practitioners
 - Resident medical staff
 - Medical students
 - Postgraduate nurses
 - Undergraduate nurses
 - Paramedical staff (including ambulance staff)
 - Interested community groups
- Ensure and review quality of patient care by participating in peer review and quality assurance programs.
- Maintain personal knowledge and skills and participate in continuing medical education.
- Contribute to advisory services to hospital committees
- Attend and contribute to conferences, research and other educational activities relevant to rural medical services as determined in consultation with the Medical Advisory Committee.
- Be actively involved in the Quality Management program.
- Establish performance goals, in consultation with the CEO and Medical Advisory Committee Chairman, within three months of appointment and negotiate twelve monthly thereafter.

Research and Teaching

- Act as a clinical resource and teacher for medical students and junior doctors.
- Attend educational and clinical audit activities organised by the Hospital and be prepared to participate in these and other quality programs.
- Participate in clinical research activities if requested (under direction).

4. Supervision

- In the absence of the Director or Consultant, organise and direct administrative functions of the Department, liaising with senior nursing staff to ensure the efficient deployment of resources and the expeditious treatment of patients.

5. Other responsibilities

In addition to the core competency standards, the doctor is expected to comply with legislative, policy/protocol requirements as they relate to:

- The supervision requirements as set out by the QLD Medical Board and the College;
- Ramsay Health Caloundra's Performance Management Policy;
- Occupational, health and safety requirements as an employee;
- Ramsay Health Caloundra Code of Conduct.

LOCAL BACKGROUND AND ENVIRONMENT

www.ramsayhealth.com.au/alb/aboutus/location.asp

Since 1979, Caloundra Private Hospital has been providing health care to the residents of the Sunshine Coast in QLD and beyond. The hospital services a catchment area of approximately 250,000 people from Noosa to Caloundra.



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Conveniently located at the southern end of the Sunshine Coast, one hour north of Brisbane, Caloundra Private Hospital is surrounded by beautifully landscaped gardens and courtyards for the comfort and convenience of patients and their visitors. Free parking for visitors and staff is provided and the hospital is serviced by regular public transport

In recognition of our commitment to excellence in quality patient care and customer service, Caloundra Private Hospital is fully accredited by the Australian Council on Healthcare Standards.

Caloundra Private Hospital provides an extensive range of inpatient and day patient services all located on site for the convenience of our patients. Equipped with advanced medical, surgical and diagnostic technology, the Hospital and our team of highly skilled practitioners are able to provide the very best in medical and surgical care.

WORK LOCATIONS

A physician recruited to the position would be required to hold a provider number:

1. Caloundra Private Hospital 96 Beerburrum Street Caloundra QLD 4566
2. Caloundra Public Hospital, West Terrace, Caloundra QLD 4566
3. Nambour General Hospital, Hospital Road, Nambour QLD 4560
4. Nambour Selangor Private Hospital, 62 Netherton Street Nambour QLD 4560

KEY INTERNAL AND EXTERNAL RELATIONSHIPS

As part of the team of doctors, the doctor will work closely with the Nursing Staff, Consultant Medical Staff, General Practitioners, RMO's (Resident Medical Officers) and Specialists.

He / she will be expected to be involved with activities and programs to review and improve services.

- All doctors are encouraged to participate in the academic program of the hospital, and will be expected to attend meetings for the Journal Club, M&M (Morbidity and Mortality) and Grand Rounds with participation and contribution to Medical Advisory Committee as required. The doctor may be asked to prepare and present a topic for discussion at an academic meeting

SUPERVISION ARRANGEMENTS FOR OTD (where applicable)

Specialists in the Health Service's will be supervised through a collaborative process involving local specialists of the same specialty, other resident specialists and visiting specialists of the same specialty.

In all cases, appropriate supervisory arrangements will be negotiated with the respective College based on the needs of the individual.

PERFORMANCE MONITORING

The doctor is responsible for:

- Participating in ongoing review of their clinical practice as per conditional registration guidelines;
- Participating in continuing medical education and professional development as covered by the supervision arrangements stipulated by the Medical Board; and
 - Maintaining his/her professional competence.