



POSITION DESCRIPTION

Position details

Local Title	Staff Specialist, Emergency Medicine				
Classification	Staff Specialist				
Department/ Ward	Various				
Position number(s)	Various	Type	Various	Fortnightly hours	80 or a fraction thereof
		Ins. No.		Cost Centre	L1403

Reporting details

Supervises	Clinical staff, including students, within the Emergency Department	Supervisor	Director of Emergency Department
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Selection Criteria

You will be selected for the role based on:	<p>MANDATORY:</p> <ul style="list-style-type: none"> Registration by the ACT Medical Board Fellowship of the Australasian College for Emergency Medicine <p>DESIRABLE</p> <ul style="list-style-type: none"> Skills in clinician performed ultrasound, as demonstrated by attendance at training courses or higher qualifications in clinician performed ultrasound Demonstrated skills in clinical supervision and teaching
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Duties

Calvary Health Care ACT expects that you will have :	<ul style="list-style-type: none"> An understanding of the philosophical direction of the organisation and an ability to apply it practically in planning and management. A knowledge, understanding, commitment and application of the principles and practices of: <ol style="list-style-type: none"> risk management in accordance with, the Calvary Health Care ACT Integrated Risk Management Strategy, clinical and corporate governance, patient and staff safety, customer service, workplace equity, and injury prevention Well developed management skills with proven team building ability and the management of organisational resources. Well developed supervisory skills, with ability in team building and the management of organisational resources. Liaison, oral communication and negotiation skills of a high order. In particular, an ability to develop and maintain rapport with clients and the ability to work as a part of a multi-disciplinary team. A demonstrated ability to set priorities and meet deadlines. Well developed conceptual and analytical skills, particularly in the formulation and implementation of clinical objectives, policies and strategies.
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<p>Calvary Health Care ACT expects that you will be accountable for:</p>	<p>Within the Emergency Department, taking a clinical leadership role, and implementing effective practices in relation to:</p> <ul style="list-style-type: none"> • Taking responsibility for promoting the application of risk management and clinical and corporate governance principles as they relate to the Emergency Department's work practices. • Demonstrating the principles of work place equity, safety and injury prevention in own work practices and interactions with patients, visitors, contractors and other Calvary employees and clients. • Demonstrating the principles of quality review and management in all aspects of business planning, management and operations within the Unit/Department. • Being accountable for ensuring risks are managed appropriately through action plans. Assist with the establishment of the Unit/Department's risk profile; developing risk management action plans; monitoring; evaluation and reporting of outcomes.

Duties

<p>Specific functions for this position, in priority order:</p>	<ol style="list-style-type: none"> 1. Manage, co-ordinate and assume professional responsibility for medical management of patients admitted to intensive care to optimise patient care outcomes. 2. Working as part of a multi-disciplinary team, assume clinical responsibility for patient care and apply medical knowledge and experience in the clinical diagnosis, investigation and treatment of patients. 3. Provide supervision and leadership for junior medical staff including provision of opportunities for the extension of their clinical knowledge and skills. 4. Review of pathology and radiology reports according to Emergency Department policy during on-site hours. 5. Maintain effective communication with patients and the relatives, hospital staff, medical colleagues and GPs. 6. Ensure effective handover of patients. 7. Maintain medical records in accordance with hospital policy and requirements. 8. Ensure cost-effective use of hospital resources.
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Approved Service Director on _____

Approved HR Department on _____

Last reviewed: - September 2009

[To be completed for new employees & each revision. To be stored on the employee's personnel file]

I acknowledge that I have received a copy of this Job Description and agree to act in accordance with this Duty Statement for my role.

NAME: **EMPLOYEE ID No :**

INITIALS: **DATE:**
