

# POSITION DESCRIPTION **TEMPLATE**

<b>POSITION TITLE</b>	JMO Manager
<b>STAFFLINK POSITION NO.</b>	
<b>COST CENTRE</b>	263396
<b>CLASSIFICATION</b>	
<b>AWARD</b>	Health Manager (HSM1)
<b>REGISTRATION/LICENCE REQUIREMENTS</b>	
<b>VACCINATION CATEGORY</b>	Category A
<b>PRE-EMPLOYMENT SCREENING CHECKS</b>	National Criminal Record Check
<b>RESPONSIBLE TO</b>	Director Medical Services
<b>RESPONSIBLE FOR</b>	The JMO Manager is responsible to the Director of Medical Services for management of the Junior Medical Officer workforce at Ryde Hospital.
<b>PRIMARY PURPOSE OF THE ROLE</b>	This position is responsible for the management of the Ryde Hospital JMO workforce including seconded medical intern, resident and registrar staff and other JMO staff based at Ryde Hospital. Responsibilities include recruitment; induction; payroll; rostering; information management; inter-hospital and other agency liaison; on call for JMOs; supporting the Director of Medical Services, Director of Prevocational Training & Education, General Clinical Training Committee Chair and Hospitalists in the coordination of JMO orientation, education and training requirements; budget management; performance management; accreditation and other delegated responsibilities.
<b>KEY ACCOUNTABILITIES</b> <i>(Maximum of 8)</i>	<ol style="list-style-type: none"> <li><b>1. Manage all aspects of human resources management of the junior medical workforce</b>, including: <ul style="list-style-type: none"> <li>• Plan, coordinate and ensure effective implementation of the processes of recruitment, selection and employment of all junior medical staff.</li> <li>• Ensure effective liaison with Primary Allocation Centre for seconded JMOs.</li> <li>• Ensure that all JMOs have current medical registration with AHPRA.</li> <li>• Co-ordinate and conduct staff induction activities, orientation of new residents and registrars, compilation and distribution of the RMO handbook and starter packs, and production of the JMO information memos.</li> <li>• Administer and monitor clinical term allocation and rostering of junior medical staff including out of hours, HDU, anaesthetics, CERS and emergency department rosters.</li> <li>• Supervise enquiries, advise and liaise on award and payroll issues for medical staff. Have practical knowledge and understanding of Public Hospital Medical Officers Award and Career Medical Officer Award entitlements.</li> <li>• Authorise annual leave and arrange leave relief to ensure continuity of service delivery. Productions of rosters to be timely, ensuring rosters available to JMOs at least a fortnight in advance.</li> </ul> </li> </ol>

- Respond to short term contingencies of sick leave or other absences by rearranging rosters, coordinating additional shifts. Notify all relevant departments of altered arrangements.
- Coordinate all aspects of JMO personnel file management and ensuring confidentiality of personnel records.
- Ensure that all JMOs have access to reliable and efficient mail and email systems and processes while at Ryde Hospital.
- Ensure that JMOs have access to appropriately maintained facilities on site, including accommodation in the RMOs' Quarters as required, Registrars' Study Room, the JMO Lounge and RMOs' Quarters recreational areas.
- Ensure compliance with and facilitate necessary initiatives to meet work health and safety requirements for junior medical staff.
- In consultation with the DMS and DPET, to develop and coordinate implementation of performance management and counselling systems and processes for junior medical staff.

**2. Coordinate all activities relating to JMO recruitment at Ryde Hospital:**

Management of ongoing local recruitment processes

- Coordinate the timely advertising, selection and appointment of junior medical staff to fill vacant positions throughout the year, through efficient use of e-Recruit and knowledge of current systems and processes, ongoing identification of potential vacancies in term allocations and liaison with Department Heads and the DMS.
- Coordinate and manage Ryde Hospital's participation in the annual NSW Health recruitment process.

Management of overseas recruitment processes

- Provide advice to relevant senior managers and departmental staff in relation to the employment of overseas trained doctors.
- Coordinate advertising of positions and liaison with authorised recruitment agencies as per standard protocols
- Participate in the overseas recruitment process by planning and processing the immigration needs and medical registration of doctors selected for appointment
- Ensure applicants meet the eligibility criteria for DIMIA and national medical registration
- Assist in the development of training plans as part of the visa requirements
- Maintain an up-to-date knowledge on the requirements for visa applications for overseas trained and interstate doctors
- Maintain an up-to-date knowledge on the registration requirements for overseas trained and interstate doctors including IELTS, Letters of Good Standing and application screening
- Understand and apply immigration policies
- Write comprehensive submissions in support of recruitment applications and processes
- Organise visa extensions in line with applicants' contracts
- Organise extensions to medical registration in line with applicants' contracts
- Follow and monitor processing of all applications lodged.
- Maintain high levels of communication and provide professional advice to all parties involved in the process (Colleges, applicants, AHPRA, DIMIA)

### **3. Maintain effective working relations with external bodies**

- Ensure timely preparation of all necessary documentation as required for accreditation by HETI, and maintain ongoing liaison including completion of all reports as required by HETI.
- Liaise with NSLHD hospitals.
- Represent and promote Ryde Hospital in dealings with HETI and the NSW Ministry of Health, and ensure compliance with their policies and procedures for junior medical staff.
- Oversee relations with AHPRA, including compliance with registration procedures and appropriate reporting of satisfactory or unsatisfactory training and performance.
- Liaise with Immigration and other authorities to promote employment of suitably qualified overseas post-graduate medical officers.

### **4. Database management**

- Supervise development and use of the Local Area Network in medical services, including maintenance of appropriate access and data security and capacity and control of application, including rostering and payroll systems like HealthRoster, Workforce, and Pro-act, and any links to Health Support and Payroll Department.
- Develop and maintain any databases required for efficient management of the Junior Medical Officer workforce.

### **5. Accreditation and Quality**

- Participate in promoting a quality framework for the junior medical workforce
- Participate in relevant quality activities for the junior medical staff
- Manage all accreditation requirements of the ACHS and the HETI regarding the junior medical workforce

### **6. Clinical Training, Education and JMO Evaluation**

- Provide data in a monthly report for consideration by the General Clinical Training Committee as required.
- Manage rostering and notification of JMOs to ensure attendance of PGY1 and 2s at Ryde and RNS JMO education programs
- Obtain attendance records and JMO feedback for Ryde JMO education program and collate data

### **7. Other Duties**

- Assist the Director of Medical Services with projects, both within and external to Medical Administration, as required.
- To ensure medical staff are provided access to appropriate training and development to assist them in personal development.
- Participate in Committees including the GCTC committee (General Clinical Training Committee), NSW JMO Managers Committee,, Area DPET Network Committee and Medical Workforce Advisory Committee.

#### **LEGISLATIVE:**

#### **Work Health & Safety**

NSLHD is committed to providing a healthy and safe workplace for all employees, clients and visitors. To facilitate this safe and healthy workplace it is your responsibility to:

	<ul style="list-style-type: none"> <li>• Ensure that all potential hazards, accidents and incidents are identified and notified;</li> <li>• Ensure your own safety and that of others.</li> </ul> <p>To ensure familiarity with, and adherence to, relevant NSW Health Department, SLHD and Facility / Services policies and procedures that are relevant to the performance of the duties specified in this Job Description.</p> <p><b>Equity:</b> NSH endorses the Federal and State Governments policy to bring equality in employment for all employees to assist them to achieve their full potential. The Service will ensure merit based selection and that all facets of employment are fair, by making unlawful, discrimination of persons based on sex, pregnancy, race or ethno-religious, marital status, age, homosexuality, transgender, disability or carer’s responsibilities.</p> <p>As an employee of NSLHD it is your responsibility to:</p> <ul style="list-style-type: none"> <li>• deal with others in a fair and equitable manner free from harassment and discrimination;</li> <li>• ensure that a working environment free from sexual or any other harassment is recognised as a basic right.</li> </ul> <p><b>Code of Conduct &amp; Ethics:</b> NSLHD requires a professional standard of behaviour from staff which:</p> <ul style="list-style-type: none"> <li>• Demonstrates respect for the right of the individual and the community;</li> <li>• Promotes and maintains public confidence and trust in the work of government agencies.</li> </ul> <p><b>Organisational Values:</b> - Employees are expected to demonstrate a high standard of personal and professional behaviour including:</p> <ul style="list-style-type: none"> <li>• Ethical Behaviour;</li> <li>• Integrity and honesty;</li> <li>• Customer focus service;</li> <li>• Sensitivity to the rights and needs of others;</li> <li>• Impartiality and transparency;</li> <li>• Respecting the dignity of others; and</li> <li>• Privacy and confidentiality.</li> </ul> <p><b>Quality Improvement:</b> NSLHD has adopted the Australian Council on Healthcare Standards &amp; Quality Improvement Program (EQuIP) a continuous quality improvement approach to facilitate effective and efficient provision of quality care to clients of NSLHD. All employees are expected to be actively involved in the review and evaluation of processes and services within the employees’ areas of responsibility or interest.</p> <p><b>Environmental Policy and Waste Minimisation:</b> NSLHD acknowledges the links between the public health system and the environment. As part of its commitment to being a good corporate citizen, NSLHD will seek to implement change that ensures that its activities are undertaken in a manner consistent with best environmental health and safety practice. Employees are expected to be accountable for efficient resource utilisation including reduction of waste.</p> <p><b>Smoke Free Policy:</b> NSLHD adopted a Smoke Free Workplace which precludes all staff and visitors from smoking within the Hospital, Community Health buildings, any facility, property or grounds administered by NSH and Hospital Motor Vehicles.</p>
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	<p>It is a requirement that all NSLHD employees read, understand and adhere to NSLHD Policies &amp; Procedures, paying particular attention to the following:</p> <ul style="list-style-type: none"> <li>• Manual Handling;</li> <li>• Infection Control;</li> <li>• Security;</li> <li>• Fire Safety; and</li> <li>• Emergency Procedures.</li> </ul>	
<b>KEY CHALLENGES</b> <i>(Maximum of 3)</i>	Ensuring that ad hoc and ongoing gaps in JMO rosters are filled, while maintaining control over JMO overtime and ensuring JMO wellbeing and safe working hours	
<b>KEY INTERNAL RELATIONSHIPS</b> <i>(Maximum of 3)</i>	<b>WHO</b>	<b>WHY</b>
	Ryde JMOs and their Term Supervisors / Heads of Department	Key responsibility
	DPET (Director of Pre-vocational Education and Training) and other Directors of Training / Hospitalists	Key contact to oversee supervision and training of junior medical staff
	Director Medical Services	Manager

KEY EXTERNAL RELATIONSHIPS	WHO	WHY
(Maximum of 2)	<ul style="list-style-type: none"> <li>• JMO Managers, sector and secondment hospitals</li> <li>• HETI (Health Education &amp; Training Institute)</li> </ul>	Secondments  Accreditation
	<ul style="list-style-type: none"> <li>• AHPRA (national medical registration authority)</li> <li>• Department of Immigration (DIMIA)</li> </ul>	Registration and recruitment
<b>SELECTION CRITERIA</b>  (Minimum of 3 maximum of 8)	Consistently demonstrates behaviours that reinforce the CORE Values of our organisation; Collaboration, Openness, Respect and Empowerment. Demonstrates these behaviours with all stakeholders; colleagues, direct reports, as well as our patients and consumers, and those that care for them.	
	<ul style="list-style-type: none"> <li>• Relevant experience in a health care setting and knowledge of issues relevant to junior medical officers</li> <li>• High level communication, customer focus, negotiation, problem solving and organisational skills</li> <li>• Demonstrated knowledge or experience of staffing procedures particularly in the area of rostering, payroll, processing immigration, medical registration</li> <li>• Ability to work effectively in a high pressure, high volume work environment</li> <li>• Demonstrated budget and financial management skills</li> <li>• Demonstrated ability to meet deadlines</li> <li>• Sound knowledge and understanding of hospitals and the health care system</li> <li>• A high level of computer literacy including MS Access, MS Word and MS Excel</li> </ul>	

## JOB DEMANDS CHECKLIST

The purpose of this checklist is to manage the risk associated with the position in relation to the occupant. It may be used to provide information about the position to a Health Professional required to perform a pre-employment medical assessment. Identification of possible risk can also assist with the development of a training plan for the occupant to ensure the risks are minimised.

Each position should be assessed at the site as to the incumbent's (or future incumbent's) OHS responsibilities specific to the position. This form is to be completed in consultation with the manager/supervisor of the position being recruited for.

Infrequent: intermittent activity exists for a short time on a very infrequent basis  
 Occasional: activity exists up to 1/3 of the time when performing the job  
 Frequent: activity exists between 1/3 and 2/3 of the time when performing the job  
 Constant: activity exists for more than 2/3 of the time when performing the job  
 Repetitive: activity involved repetitive movements  
 Not Applicable: activity is not required to perform the job

Physical Demands	Frequency
<b>Sitting</b> - remaining in a seated position to perform tasks	Occasional
<b>Standing</b> - remaining standing without moving about to perform tasks	Frequent
<b>Walking</b> - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Occasional
<b>Running</b> - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Occasional
<b>Bend/Lean Forward from Waist</b> - Forward bending from the waist to perform tasks	Occasional
<b>Trunk Twisting</b> - Turning from the waist while sitting or standing to perform tasks	Occasional
<b>Kneeling</b> - remaining in a kneeling posture to perform tasks	Infrequent
<b>Squatting / Crouching</b> - Adopting a squatting or crouching posture to perform tasks	Occasional
<b>Leg / Foot Movement</b> - Use of leg and / or foot to operate machinery	Occasional
<b>Climbing (stairs/ladders)</b> - Ascend / descend stairs, ladders, steps	Occasional
<b>Lifting / Carrying</b> - Light lifting & carrying: 0 - 9 kg	Occasional
<b>Lifting / Carrying</b> - Moderate lifting & carrying: 10 - 15 kg	Occasional
<b>Lifting / Carrying</b> - Heavy lifting & carrying: 16kg & above	Occasional
<b>Reaching</b> - Arms fully extended forward or raised above shoulder	Occasional
<b>Pushing / Pulling / Restraining</b> - Using force to hold / restrain or move objects toward or away from the body	Occasional
<b>Head / Neck Postures</b> - Holding head in a position other than neutral (facing forward)	Frequent
<b>Hand &amp; Arm Movements</b> - Repetitive movements of hands and arms	Frequent
<b>Grasping / Fine Manipulation</b> - Gripping, holding, clasping with fingers or hands	Occasional
<b>Work At Heights</b> - Using ladders, footstools, scaffolding, or other objects to perform work	Not applicable
<b>Driving</b> - Operating any motor powered vehicle	Not applicable

<b>Sensory Demands</b>	<b>Frequency</b>
<b>Sight</b> - Use of sight is an integral part of work performance e.g. Viewing of X-Rays, computer screens	Frequent
<b>Hearing</b> - Use of hearing is an integral part of work performance e.g. Telephone enquiries	Frequent
<b>Smell</b> - Use of smell is an integral part of work performance e.g. Working with chemicals	Not applicable
<b>Taste</b> - Use of taste is an integral part of work performance e.g. Food preparation	Not applicable
<b>Touch</b> - Use of touch is an integral part of work performance	Occasional
<b>Psychosocial Demands</b>	<b>Frequency</b>
<b>Distressed People</b> - e.g. Emergency or grief situations	Occasional
<b>Aggressive &amp; Uncooperative People</b> - e.g. drug / alcohol, dementia, mental illness	Infrequent
<b>Unpredictable People</b> – eg dementia, mental illness, head injuries	Infrequent
<b>Restraining</b> - involvement in physical containment of patients / clients	Not applicable
<b>Exposure to Distressing Situations</b> - e.g. Child abuse, viewing dead / mutilated bodies	Not applicable
<b>Environmental Demands</b>	<b>Frequency</b>
<b>Dust</b> - Exposure to atmospheric dust	Not applicable
<b>Gases</b> - Working with explosive or flammable gases requiring precautionary measures	Not applicable
<b>Fumes</b> - Exposure to noxious or toxic fumes	Not applicable
<b>Liquids</b> - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	Not applicable
<b>Hazardous substances</b> - e.g. Dry chemicals, glues	Not applicable
<b>Noise</b> - Environmental / background noise necessitates people raise their voice to be heard	Occasional
<b>Inadequate Lighting</b> - Risk of trips, falls or eyestrain	Infrequent
<b>Sunlight</b> - Risk of sunburn exists from spending more than 10 minutes per day in sunlight	Not applicable
<b>Extreme Temperatures</b> - Environmental temperatures are less than 15C or more than 35C	Not applicable
<b>Confined Spaces</b> - areas where only one egress (escape route) exists	Not applicable
<b>Slippery or Uneven Surfaces</b> - Greasy or wet floor surfaces, ramps, uneven ground	Infrequent
<b>Inadequate Housekeeping</b> - Obstructions to walkways and work areas cause trips and falls	Infrequent
<b>Working At Heights</b> - Ladders / stepladders / scaffolding are required to perform tasks	Not applicable
<b>Biological Hazards</b> - e.g. exposure to body fluids, bacteria, infectious diseases	Not applicable