

POSITION DESCRIPTION

POSITION TITLE	JMO Workforce Coordinator Ryde Hospital
STAFFLINK POSITION NO.	
COST CENTRE	263396
CLASSIFICATION	Health Manager Level 1 (HM1)
AWARD	Health Managers (State) Award
REGISTRATION/LICENCE REQUIREMENTS	
VACCINATION CATEGORY	Category A
PRE-EMPLOYMENT SCREENING CHECKS	National Criminal Record Check
RESPONSIBLE TO	JMO Manager
RESPONSIBLE FOR	
PRIMARY PURPOSE	<p>The purpose of the position is to assist the JMO Manager in the ongoing development, implementation and co-ordination of the functions required to manage rostering, recruitment, immigration, medical registration, education and accreditation for the junior medical workforce. The position also assists in all aspects of the management of medical students, technical assistants and assistants in medicine.</p> <p>The position assists the JMO Manager in supporting the Deputy Director of Medical Services, Director of Prevocational Education & Training, General Clinical Training Committee Chair and Hospitalists in the coordination of JMO orientation, education and training requirements; budget management; performance management; HETI and College accreditation and other delegated responsibilities.</p> <p>The JMO Workforce Coordinator is responsible to and assists the JMO Manager in the management of the Junior Medical Officer workforce and medical students at Ryde Hospital.</p>
KEY ACCOUNTABILITIES <i>(Maximum of 8)</i>	<p>1. Assist the JMO Manager in all aspects of human resources management of the junior medical workforce, including recruitment, selection and appointment of all junior medical staff, and their ongoing management:</p> <ul style="list-style-type: none"> • Ensuring that all JMOs have current medical registration with AHPRA, including the updating of Stafflink. • JMO induction activities, orientation of new starting JMOs, maintaining updated online Ryde JMO website resources, and distribution of JMO information. • Clinical term allocation and rostering and rostering adjustments of junior medical officers for all relevant rosters, including arranging leave relief • Notifying all relevant departments and staff of altered arrangements, and updating HealthRoster with rostering and leave changes.

	<ul style="list-style-type: none"> • JMO personnel file management including maintaining Mandatory Training and education attendance records for all junior medical staff. • Updating Stafflink with JMO yearly performance reviews. • Developing and maintaining all databases required for efficient management of the Junior Medical Officer workforce. • Assisting the JMO Manager in ensuring that JMOs have access to appropriately maintained facilities on site, including accommodation in the RMOs' Quarters as required, Registrars' Study Rooms, and the JMO Lounge. • Ensuring compliance with and facilitate necessary initiatives to meet work health and safety requirements for junior medical staff. <p>2. Assist the JMO Manager in maintaining effective working relations with external bodies</p> <ul style="list-style-type: none"> • Assist in ensuring timely preparation of all necessary documentation as required for accreditation by HETI and the Colleges and maintain ongoing liaison including completion of all reports as required by HETI. • Provide support as required to the JMO Manager in dealings with HETI and the NSW Ministry of Health, AHPRA, and Home Affairs <p>3. Assist the JMO Manager re Clinical Training, Education and JMO Evaluation</p> <ul style="list-style-type: none"> • Provide data in a monthly report for consideration by the General Clinical Training Committee as required. • Assist in managing 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 <p>4. Other Duties</p> <ul style="list-style-type: none"> • Participate in relevant Committees and undertake other activities as required on behalf of the JMO Manager 	
<p>KEY CHALLENGES <i>(Maximum of 3)</i></p>	<p>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</p>	
<p>KEY INTERNAL RELATIONSHIPS <i>(Maximum of 3)</i></p>	<p>WHO</p>	<p>WHY</p>
	<p>Ryde JMOs and their Term Supervisors / Heads of Department</p>	<p>To provide effective medical management to the JMOs to ensure that the best patient centred care is provided</p>
	<p>JMO Manager</p>	<p>To communicate and escalate for management support as required to ensure</p>

		the day to day running of the department
	DDMS/ DPET (Director of Pre-vocational Education and Training) and other Directors of Training / Hospitalists	Communication with key stakeholders to ensure JMOs receive the required support, training and education to provide effective patient care.

KEY EXTERNAL RELATIONSHIPS	WHO	WHY
<i>(Maximum of 2)</i>	Ministry of Health	To ensure that all policies and procedures are implemented and supported by the RSU.
	HETI	To ensure that all training requirements are met and ongoing accreditation of the Network
SELECTION CRITERIA <i>(Minimum of 3 maximum of 8)</i>	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.	
	<ol style="list-style-type: none"> 1. Previous experience working in a JMO Unit. 2. Demonstrated ability to work effectively in a team in a busy environment to meet agreed performance measures. 3. High level written and verbal communication and interpersonal skills. 4. High level of attention to detail and accuracy with work. 5. Sound computer skills. 6. Demonstrated ability to prioritise workloads and organise resources to meet multiple demands and deadlines. 	

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 or the time when performing the job
 Repetitive: activity involved repetitive movements
 Not Applicable: activity is not required to perform the job

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

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