

POSITION DESCRIPTION

POSITION TITLE	JMO Manager Ryde Hospital
STAFFLINK POSITION NO.	
COST CENTRE	263396
CLASSIFICATION	Health Manager Level 2 (HM2)
AWARD	Health Managers (State) Award
REGISTRATION/LICENCE REQUIREMENTS	
VACCINATION CATEGORY	Category A
PRE-EMPLOYMENT SCREENING CHECKS	National Criminal Record Check
RESPONSIBLE TO	Deputy Director Medical Services
RESPONSIBLE FOR	JMO Workforce Coordinator Ryde Hospital
PRIMARY PURPOSE	<p>This position is responsible for the management of the Ryde Hospital junior medical workforce including prevocational and vocational trainees and career medical officers as well as medical students, technical assistants and assistants in medicine based at Ryde Hospital.</p> <p>Responsibilities include management of local and overseas recruitment; induction; payroll; leave management; rostering; Medical board registration, immigration requirements, information management; inter-hospital and other agency liaison.</p> <p>The position supports the Deputy Director of Medical Services (DDMS), Director of Prevocational Education & Training (DPET), 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 position also has responsibility for ensuring compliance with all NSW Health, HETI, College and NSW Medical Board policies pertaining to the management of the junior medical workforce.</p>
KEY ACCOUNTABILITIES <i>(Maximum of 8)</i>	<p>1. Manage all aspects of human resources management of the junior medical workforce:</p> <ul style="list-style-type: none"> • Co-ordinate and conduct orientation of new residents and registrars, access to required ICT systems, maintain updated online Ryde JMO website resources, and distribute JMO information. • Administer and monitor clinical term allocation and rostering of junior medical officers in keeping with JMO training requirements, rostering best practice and service requirements. • Provide expert advice and liaise on award and payroll issues for medical staff. Have practical knowledge and understanding of the relevant industrial award.

	<ul style="list-style-type: none"> • Coordinate all aspects of JMO personnel file management and ensuring confidentiality of personnel records. • Ensure that JMOs have access to appropriately maintained facilities on site, including overnight accommodation as required, Registrars' study rooms, and the JMO Lounge. • In consultation with the DDMS and DPET, to develop and coordinate implementation of performance management and counselling systems and processes for junior medical staff. <p>2. Coordinate all activities relating to JMO recruitment at Ryde Hospital through management of ongoing local and overseas recruitment processes</p> <ul style="list-style-type: none"> • 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 DDMS. • Coordinate and manage Ryde Hospital's participation in the annual NSW Health recruitment process. <p>3. Maintain effective working relations with external bodies</p> <ul style="list-style-type: none"> • Ensure timely preparation of all necessary documentation for accreditation by HETI and the Colleges and maintain ongoing liaison including completion of all reports as required by HETI. • 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 the Department of Home Affairs and other authorities to promote employment of suitably qualified overseas post-graduate medical officers. <p>4. Accreditation and Quality</p> <ul style="list-style-type: none"> • Participate in promoting a quality framework and relevant quality activities for junior medical staff • Manage all accreditation requirements of the ACHS, Colleges and HETI regarding the junior medical workforce <p>5. Clinical Training, Education and JMO Evaluation</p> <ul style="list-style-type: none"> • Monthly data reporting 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 JMO education programs • Collate data on attendance records and JMO feedback for Ryde JMO education program <p>6. Other Duties</p>
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	<ul style="list-style-type: none"> • Provide ongoing management to the JMO Workforce Coordinator to ensure that the JMO Unit meets all its key accountabilities • Assist the DDMS with projects, both within and external to Medical Administration, as required. 	
KEY CHALLENGES <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	
KEY INTERNAL RELATIONSHIPS <i>(Maximum of 3)</i>	WHO	WHY
	Ryde JMOs and their Term Supervisors / Heads of Department	To provide effective medical management to the JMOs to ensure that the best patient centred care is provided
	JMO Workforce Coordinator	To provide effective management and support to ensure the day to day running of the department
	Deputy Director Medical Services, 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 in a JMO Unit with demonstrated understanding of the JMO Workforce in New South Wales public hospitals, with the ability to interpret and apply industrial Awards and NSW Ministry of Health (MoH) Policy Directives and Guidelines. 2. Demonstrated ability to work effectively in leading and managing a team in a busy environment to meet agreed performance measures. 3. Excellent written and verbal communication skills, interpersonal skills and computer skills. 4. Demonstrated customer service focus and understanding of quality management processes and principles. 5. Demonstrated ability to prioritise workloads and organise resources to meet multiple demands and deadlines. 6. Demonstrated ability to generate solutions to complex problems and develop long term strategies to address systemic challenges. 7. Understanding and managing the role and function of HETI, training networks, JMO education and wellbeing 	

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