

## POSITION DESCRIPTION

<b>Position Title:</b>	Career Medical Officer- Spinal Outreach Service, Spinal Rehabilitation
<b>Department:</b>	Medical
<b>Location:</b>	Royal Rehab Ryde, NSW and/or other Sydney Metropolitan areas.

Employment Screening Check:	
National Criminal Record Check required:	Yes
Working with Children Check required:	Yes
Vaccination Category required:	Category A
Driving Record Check required:	No

Position Purpose:
<p>The CMO will contribute clinical management for clients with spinal cord injury living in metropolitan areas of Sydney and rural NSW, as a member of the multidisciplinary Spinal Outreach Service.</p> <p>The role includes:</p> <ul style="list-style-type: none"> <li>- Clinical assessment, treatment planning and implementation;</li> <li>- Client and carer education;</li> <li>- Support of the multidisciplinary team and Rural spinal coordinators;</li> <li>- liaison with General Practitioners, other specialists and clinicians</li> <li>- Quality Assurance, Research and service development;</li> <li>- Education for staff and clinicians in rural areas;</li> </ul> <p>Service delivery will include participating in regular multidisciplinary clinics in rural NSW; Telehealth and outpatient-based clinics at Royal Rehab Ryde.</p>

Organisation Context:
<p>This position will work with the Clinical Operations Manager, Spinal Outreach Service team members, Staff of Royal Rehab Ryde and the Spinal Units, medical specialists, general practitioners.</p>

Organisational Relationships:	
Reports to:	Medical Staff Specialist, Spinal Outreach Service / RRCS; Director of Medical Services, Royal Rehab
Responsible for:	N/A

Performance Review & Development Planning:
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Assessment against service, professional and organisation performance indicators, and development of professional development plan will occur 2 months after commencement, and 2 monthly thereafter.

### Qualifications, Skills & Experience:

#### Essential

- Medical Degree, eligible for medical registration in NSW.
- Excellent oral and written communication skills.
- Demonstrated ability to work independently utilising skills, judgment and expertise to provide a high standard of client care
- Demonstrated ability to work effectively in an interdisciplinary team.
- Ability to liaise with other health professionals in the community to develop shared care plans.
- Ability to participate in the on call roster (after hours and weekends) and clinical handover process in covering the other units of Royal Rehab.
- Ability to participate in the development, implementation, and evaluation of quality activities to improve service delivery and patient care.
- Current Driver's license
- Computer literacy

#### Desirable

- Trainee of the Australasian Faculty of Rehabilitation Medicine (RACP).
- Ability to assess and formulate rehabilitation objectives
- Clinical experience in the management of Spinal Cord Injury and/or other neurological conditions
- Ability to educate other health professionals, both individually and in a group setting
- Experience in working in a community based role.

### Key Internal & External Relationships:

Internal	Members of the private service rehabilitation team Rehabilitation Specialists Rehabilitation Registrars at Royal Rehab Professional Leaders for Nursing and Allied Health
External	Visiting Medical Officers Referring hospitals Medical and Surgical Specialists General Practitioners Medical Students

### Delegations/Authority

Budget	N/A
Financial Delegations	N/A

<b>Key Responsibility Areas</b>	
<b>Key Area of Accountability</b>	<b>Specific Tasks and Responsibilities</b>
Specific Duties	<ul style="list-style-type: none"> <li>• Provide assessment, consultation and educational support to the rehabilitation team, hospital and community service providers including GPs regarding the needs of clients with a spinal cord injury.</li> <li>• Develop and maintain reports regarding assessments, interventions, outcomes and recommendations.</li> <li>• Provide a high level of input and professionalism to the NSW Spinal Outreach Service as a member of the interdisciplinary team.</li> <li>• Participate actively in team meetings and case conferences.</li> <li>• Identify significant issues impacting on the rehabilitation outcomes for people with a spinal cord injury and implement strategies to address these issues, in conjunction with Staff Specialist.</li> <li>• Participate in goal setting and identification of key management issues for clients in consultation with team members.</li> <li>• Attend community visits as appropriate at the request of the team, inpatient services or GP.</li> <li>• Participate in rural outreach clinics under supervision of Staff Specialist for client reviews, educational and training purposes.</li> <li>• Develop and provide education using media including telemedicine to medical and other service providers, in conjunction with Staff Specialist.</li> <li>• Facilitate timely admissions to Spinal Cord Injury Units for high priority community clients, in conjunction with Staff Specialist.</li> <li>• Undertake medical reviews in an outpatient clinic as necessary.</li> <li>• Procedures as appropriate with training and community setting.</li> <li>• Assess, manage and cover the Spinal Injuries Unit (as part of a shared role)</li> <li>• Participate in an on call roster for ward cover.</li> <li>• Obtain consent of clients and service providers as appropriate and comply with privacy procedures in providing advice and consultancy services.</li> </ul>
Strategic	<ul style="list-style-type: none"> <li>• Assist development of procedural guidelines in relation to community and hospital visits.</li> <li>• Assist identification of medical management pathways.</li> </ul>
Credentialing	<ul style="list-style-type: none"> <li>• Maintain mandatory requirements for position such as medical registration, and appropriate specialist college affiliations including medical education.</li> </ul>
Professional	<ul style="list-style-type: none"> <li>• Comply with the Dept of Health and Centre's Code of conduct.</li> <li>• Participate as a team member and provide support and input as appropriate to the Outreach Spinal Injury Team under the supervision of the team coordinator and Staff Specialist.</li> <li>• Undertake professional development and evidence based practice.</li> <li>• Develop internal and external medical relationships which enhance the objectives of the SSCIS and which promote effective client management.</li> <li>• Collect activity data.</li> </ul>

Human Resources Management	<ul style="list-style-type: none"> <li>• Notify appropriate members of the unit when unavailable or not rostered for regular duties.</li> <li>• Follow Centre policy in relation to Application for Leave.</li> </ul>
Financial	<ul style="list-style-type: none"> <li>• Comply with the centre's policies regarding the order, purchase and payment for goods.</li> <li>• Follow appropriate procedures in relation to petty cash.</li> <li>• Record activity details of interventions to allow billing, as appropriate.</li> </ul>
Site Management	<ul style="list-style-type: none"> <li>• Comply with site Occupational Health and safety policy, including adopting a risk management approach.</li> <li>• Attend and apply mandatory training as required. (CPR, Fire Training, Infection Control and No Lift).</li> </ul>
Quality	<ul style="list-style-type: none"> <li>• Participate in a Quality Improvement plan which will monitor and enhance the service provided.</li> <li>• Assist in developing appropriate outcome measures to monitor the function of the team and it's service provision.</li> <li>• Participate in the Centre's performance review and planning process.</li> </ul>

#### GENERAL RESPONSIBILITIES

##### Work Health and Safety

Royal Rehab 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:

- Ensure that all potential hazards, accidents and incidents are identified and notified
- Ensure your own safety and that of others

##### Equity and Zero Tolerance to Bullying, Harassment and Discrimination

Royal Rehab upholds the Federal and State government's policies to bring equality in employment for all employees to assist them to achieve their full potential. Royal Rehab will ensure merit based selection and that all facets of employment are fair, by making unlawful discrimination of persons based on gender, pregnancy, race, religion, marital status, age, sexual preferences, disability or carer responsibilities.

As an employee of Royal Rehab it is your responsibility to:

- Deal with others in a fair and equitable manner free from harassment and discrimination
- Ensure that a working environment free from sexual or any other harassment is recognised as a basic right

##### Principles of Multiculturalism

Employees are expected to:

- Respect and make provision for culture, language and religion of others within an Australian legal and institutional framework where English is the common language
- Organise access to health care interpreting services to facilitate communication with clients who are from non-English speaking backgrounds as required
- Abide by the principles of the Multiculturalism Act 2000

- Implement the Multicultural Policies and Services Program (MPSP) within their area of responsibility

### **Code of Conduct**

Royal Rehab requires a professional standard of behaviour from staff which:

- Demonstrates respect for the right of the individual and the community
- Promotes and maintains public confidence and trust in the work of the Centre

The purpose of the Code of Conduct is to provide a framework for decisions and actions in relation to conduct in employment. The code provides assistance to both employers and employees when they are required to decide what the acceptable standards of behaviour are. It underpins commitment to a duty of care to all staff and clients receiving our services. Employees should refer to the Code of Conduct for further information

### **Safety & Continuous Quality Improvement**

All employees of Royal Rehab are expected to be actively involved in the review, evaluation and continuous improvement of processes and services within the employee's area of responsibility and/or interest. Royal Rehab participates in a number of relevant external accreditation and certification programs which include a continuous quality improvement approach. These programs support and facilitate the effective and efficient provision of quality care and the safety of clients of Royal Rehab.

### **Organisational Values**

Employees are expected to demonstrate a high standard of personal and professional behaviour and uphold Royal Rehab's values being:

#### **Honesty: We conduct ourselves with truth, openness and integrity.**

I will:

- Be sincere and genuine in all interactions.
- Communicate openly and encourage others to do the same.
- Be trustworthy in all that I do.

#### **Respect: We acknowledge and appreciate people's rights, roles, views, and feelings.**

I will:

- Treat people with dignity.
- Acknowledge and value a person's perspectives, connections and diversity.
- Be thoughtful and considerate.

#### **Working Together: We work as a team to achieve shared goals.**

I will:

- Share my knowledge, skills, experience and resources.
- Foster a culture of learning.
- Build positive relationships.

#### **Innovative Thinking: We embrace a culture of creativity to find the best solutions.**

I will:

- Explore better ways to continuously improve.
- Welcome and encourage new ideas.
- Actively participate in change.

<b>Environmental Policy and Waste Minimisation</b>
Being a good corporate citizen Royal Rehab will seek to implement changes that will ensure 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, the reduction of waste, and commitment to recycling
<b>Smoke Free Policy</b>
Royal Rehab is committed to adopting a smoke free workplace that will preclude all staff and visitors from smoking within the Centre
<b>Royal Rehab Policies and Procedures</b>
It is a requirement that all Royal Rehab employees read, understand and adhere to Royal Rehab policies and procedures, paying particular attention to the following: <ul style="list-style-type: none"> <li>• Manual Handling</li> <li>• Confidentiality of Patient Information</li> <li>• Infection Control</li> <li>• Security</li> <li>• Fire Safety</li> <li>• Emergency Procedures</li> <li>• IT and Internet Utilisation</li> </ul>

### Job Demands Checklist

<b>Frequency Definitions</b>	
<b>O</b> = Occasional	Activity exists up to 1/3 of the time when performing the task
<b>F</b> = Frequent	Activity exists between 1/3 and 2/3 of the time when performing the task
<b>C</b> = Constant	Activity exists more then 2/3 of the time when performing the task
<b>R</b> = Repetitive	Activity involves repetitive movement
<b>NA</b>	Not applicable to this role

<b>Job Demands</b>		<b>Frequency</b>				
		<b>O</b>	<b>F</b>	<b>C</b>	<b>R</b>	<b>NA</b>
<b>Physical Demands</b>	<b>Description</b>					
Kneeling/squatting	Tasks involve flexion/bending at the knees and ankle possible at the waist, in order to work at low levels	✓				
Leg/foot movement	Tasks involve use of leg and or foot to operate machinery	✓				
Hand/arm movement	Tasks involve use of hands/arms i.e. stacking, reaching, typing, mopping, sweeping, sorting, inspecting	✓				
Bending/twisting	Tasks involve forward or backward bending/twisting at the waist	✓				
Standing	Tasks involve standing in an upright position without moving about	✓				
Driving	Tasks involve operating any motor powered vehicle		✓			
Sitting	Tasks involve remaining in a seated position during task performance		✓			
Reaching	Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended	✓				
Walking/running	Tasks involve walking or running on even surfaces	✓				
	Tasks involve walking on uneven surfaces	✓				
	Tasks involve walking up steep slopes	✓				
	Tasks involve walking down steep slopes	✓				
	Tasks involve walking whilst pushing/pulling objects					✓

Climbing	Tasks involve climbing up or down stairs, ladders, scaffolding, platforms, trees					✓
Working at heights	Tasks involve making use of ladders, footstools, scaffolding etc. Anything where the person stands on an object rather than the ground					✓
Lifting/carrying	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands	✓				
	1) Light lifting/carrying 0-9kg	✓				
	2) Moderate lifting/carrying 10-15kg					✓
	3) Heavy lifting/carrying 16+kg					✓
Restraining	Tasks involve restraining clients/clients, others					✓
Pushing/pulling	Tasks involve pushing/pulling objects away from or towards the body. Also includes striking or jerking	✓				
Grasping	Tasks involve gripping, holding, clasping with fingers or hands	✓				
Manual dexterity	Tasks involve fine finger movements i.e. keyboard operation, writing	✓				
<b>Sensory Demands</b>						
Sight	Tasks involve use of eyes as an integral part of task performance i.e. looking at screen/keyboard in computer operations	✓				
Hearing	Tasks involve working in a noisy area i.e. boiler room, workshop					✓
Smell	Tasks involve the use of the smell senses as an integral part of the task performance i.e. working with chemicals					✓
Taste	Tasks involve the use of taste as an integral part of task performance					✓
Touch	Tasks involve the use of touch as an integral part of task performance					✓
<b>Psychological Demands</b>						
	Tasks involve interacting with distressed people	✓				
	Tasks involve interacting with people who as part of their lives may be aggressive, verbally or sexually uninhibited	✓				
	Tasks involve viewing/handling deceased and/or mutilated bodies					✓
<b>Exposure to Chemicals</b>						
Dust	Tasks involve working with dust i.e. sawdust					✓
Gases	Tasks involve working in areas affected by gas, or working directly with gases					✓
Fumes	Tasks involve working with fumes i.e. which may cause problems to health if inhaled					✓
Liquids	Tasks involve working with liquids which may cause skin irritations if contact is made e.g. dermatitis					✓
Hazardous substances	Tasks involve handling of hazardous substances including storage or transportation					✓
Biological matter	Tasks involve work with human biological matter through examination, storage, transport or disposal	✓				
Allergenic substances	Tasks involve exposure to allergenic substances					✓
Anti-biotics	Tasks involve handling, transport, administration or disposal of anti-biotics	✓				
<b>Working Environment</b>						
Lighting	Tasks involve working in lighting that is considered inadequate in relation to task performance e.g. glare, not enough natural light					✓
Colour	Tasks involve differentiation of colour					✓
Sunlight	Exposure to sunlight					✓
Temperature	Tasks involve working in temperature extremes e.g. working in a cool room, working outdoors, boiler room					✓
Confined spaces	Tasks involve working in confined spaces	✓				
<b>Accident Risk</b>						
Surfaces	Tasks involve working on slippery or uneven surfaces	✓				
Housekeeping	Tasks involve working with obstacles within the area, bad housekeeping					✓
Heights	Tasks involve working at heights					✓

Manual handling	Tasks involve manual handling	✓				
Noise	Tasks involve working in a noisy environment					✓
Radiation	Tasks involve exposure to x-rays					✓
Electricity	Tasks involve working with electrical apparatus and currents					✓
Machinery	Tasks involve use of machinery and equipment:					
	1) Light					✓
	2) Heavy					✓
	3) Portable					✓
Biological hazards	Tasks involve working with blood, blood products/body fluids	✓				
<b>Other Issues</b>						
Workplace access	Tasks involve difficult access or movement from site to site					✓
Personal protective equipment	Tasks involve use of Personal Protective Equipment	✓				
Safety critical issues	Tasks involve responsibility for safety of others		✓			

Document Control (Hiring Manager use only)	
Effective Date:	Authorised By:

**Acknowledgement:**

I accept the position description as documented above and understand that the position description will be reviewed during the performance review time. I understand that the position description may need to be amended periodically due to changes in responsibilities and organisational requirements.

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Name

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Signature

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Date