



## POSITION DESCRIPTION

### POSITION DETAILS:

<b>Position Title:</b>	<b>Visiting Medical Officer</b>
<b>Award / EA:</b>	<b>Salaried or Independent Contractor</b>
<b>Classification:</b>	<b><i>Mercer Level 8 or as per negotiated contract rates</i></b>
<b>Reports to:</b>	<b>Director, Hopewell Hospice</b>

### Role Purpose and Position Summary:

Provision of contemporary customer-focused medical services for all residents of Hopewell Hospice including:

- Assess and admit new residents to the Hospice;
- Provide ongoing quality, safe and effective medical treatment and advice for residents.
- Review treatment plans and goals.
- Assist customers to achieve optimum level of physical outcomes.

As Visiting Medical Officer (VMO), you will deliver medical services as a part of the broader Hopewell Hospice Multidisciplinary Team (MDT) and liaise with other medical professionals, health care professionals, health care institutions and organisations, and Government agencies, as required.

### Key Role Accountabilities:

Align one's workplace behaviour and uphold residents' rights in accordance with the WMQ Model of Care, the Wesley Charter and Wesley Mission Queensland's Vision, Mission and Values.

### Clinical Service Delivery

- Review and admit new residents within 24 hours of their admission to the Hospice.
- Review and attend to residents' medical management at least second daily by acceptable Hospice methods (including face to face, email, fax, telephone and telehealth consultation).
- Provide an on call service, remaining contactable after hours.
- Evaluate and use the Hospice guidelines for admission and supervise the selection of residents within these guidelines.

### Administrative / Financial Responsibility

- Ensure appropriate documentation is completed as required by Hospice policies and Government legislation.
- Promote Hopewell's Hospice Services throughout the Palliative Care network.
- Advise Hospice Manager of leave dates with at least 2 weeks' notice.
- Arrange own locum medical cover when not available and when on leave (approval through credentialing process required).

### Quality and Clinical Governance

- Act in accordance with legislative and regulatory requirements.
- Participate in Quality Activities and preparation for accreditation, ensuring that necessary documentation is completed in regard to medical care.
- Assist in formulation and implementation of policies and procedures pertaining to all aspects of resident care in liaison with the Hospice MDT.
- Participate in committees/meetings involving resident care and services.
- Participate in committees/meetings involving credentialing and clinical practice
- Assist in the monitoring of medical and nursing care standards in liaison with the Hospice Director and the Nurse Manager
- Participate as requested by the Hospice Director in the investigation of all relevant care and clinical incidents, and implement identified actions and recommendations

- Understand and practice compliance with accepted Infection Prevention and Control Guidelines and Practices.
- Pursue and record own professional development, enhance skills and update knowledge of changes and professional requirements in relation to Palliative Care.
- Promote education and development of all nursing staff.

### Essential Competencies for the role:

#### Adhering to Principles and Values

Upholds ethics and values • Demonstrates integrity • Promotes and defends equal opportunities, builds diverse teams • Encourages organisational and individual responsibility towards the community and the environment.

#### Deciding and Initiating Action

Makes prompt, clear decisions which may involve tough choices or considered risks • Takes responsibility for actions, projects and people • Takes initiative, acts with confidence and works under own direction  
Initiates and generates activity.

#### Working with People

Demonstrates an interest in and understanding of others • Adapts to the team and builds team spirit • Recognises and rewards the contribution of others • Listens, consults others and communicates proactively • Supports and cares for others • Develops and openly communicates self-insight such as an awareness of own strengths and weaknesses.

#### Applying Expertise and Technology

Applies specialist and detailed technical expertise • Develops job knowledge and expertise through continual professional development • Shares expertise and knowledge with others • Uses technology to achieve work objectives • Demonstrates an understanding of different organisational departments and functions.

#### Delivering Results and Meeting Customer Expectations

Focuses on customer needs and satisfaction • Sets high standards for quality and quantity • Monitors and maintains quality and productivity • Works in a systematic, methodical and orderly way • Consistently achieves project goals.

#### Adapting and Responding to Change

Adapts to changing circumstances • Accepts new ideas and change initiatives • Adapts interpersonal style to suit different people or situations • Shows respect and sensitivity towards cultural and religious differences • Deals with ambiguity, making positive use of the opportunities it presents.

### Qualifications, Knowledge and Requirements:

#### Essential:

1. Current qualifications and registration with AHPRA in the field of general practice, with FRACGP or equivalent. Copies of relevant qualifications and registration must be provided prior to engagement.
2. Relevant Indemnity Cover.
3. Experience in palliative care including familiarity with standards of palliative care and with requirements of the accreditation process.
4. Demonstrated experience in the sensitive management of patients, carers and family members in the setting of palliative and end of life care.
5. High level communication skills and the ability to liaise effectively with care services, patients and families and other health professionals as appropriate to ensure required care and standards are met.
6. Demonstrated effective PC skills including MS Office and other related applications packages (including reporting).
7. Evidence of a commitment to ongoing professional and personal development.

### Key Capabilities

All Wesley Mission Queensland employees are expected to demonstrate an understanding and commitment to organisational Vision, Mission and Values. The incumbent of this position will be expected to:

1. Role model interpersonal, professional and leadership behaviours consistent with the WMQ core values of Integrity, Respect, Empowerment, Hope, Justice, Compassion and Innovation.
2. Actively participate in WMQ performance development processes to meet organisational requirements and own career aspirations.

## **Our Vision**

A compassionate, just and inclusive society.

## **Our Mission**

We walk alongside people in need to enhance capacity, choice and independence, to strengthen relationships and build community well-being

## **Our Values**

*Integrity*  
*Respect*  
*Empowerment*  
*Hope*  
*Justice*  
*Compassion*  
*Innovation*