



MATER MISERICORDIAE HOSPITALS OF CENTRAL QUEENSLAND
ROCKHAMPTON, GLADSTONE, YEPPOON

POSITION DESCRIPTION

Name:	
Position Title:	Physician
Location:	Rockhampton
Employment Status (Full-time/Part-time):	As per agreement
Position Reports To:	Director of Medical Services
Award:	Not Applicable
Uniform:	Professional dress appropriate for the delivery of service.
Staff Appraisal:	After three months, then six months, then annual self-appraisal
Supervision Responsibilities:	
Budgetary Allocation:	

1.0 Mercy Health and Aged Care Central Queensland Limited Mission and Values:

The Physician will undertake a commitment to the Mercy Health Care and Aged Care Services Central Queensland Limited Mission, Philosophy and Objectives, and endeavour to promote the organisation's ethos and values in all actions and activities related to their position.

2.0 Position Statement:

To provide medical services to patients at Mater Hospital Rockhampton under the the supervision and with the direction of the Director of Medical Services.

To provide quality health services within the ethos of the philosophy, mission, values and ethics of the Sisters of Mercy.

3.0 Key Effectiveness Areas:

- Mission
- General Responsibilities
- Patient Care
- Supervision and training
- Administration
- Quality Improvement and Risk Management
- Workplace Health & Safety

4.0 Key Responsibilities	Specific Responsibilities
4.1 Mission	4.1.1 Promote the Mission, Values and Philosophy of Mercy Health and Aged Care Central Queensland Limited.
	4.1.2 Participate in Mercy Celebrations and Traditions.
	4.1.3 Attend mandatory Mission Inservice.
	4.1.4 Adhere to Pocketbook of Excellence and Integrity in the Workplace Standards.
4.2 General Responsibilities	4.2.1 To provide Medical services in accordance with the values, beliefs and philosophy of the Sisters of Mercy.
	4.2.2 To assist other senior staff members in the effective execution of their duties at the Mater Hospital.
4.3 Patient Care	4.3.1 Conduct private consultations for Medical patients in the Mater Hospital's Medical Suites or such other places as approved by the Company.
	4.3.2 Conduct Medical procedures.
	4.3.3 Provide consultations for private Medical patients as directed by the Company.
	4.3.4 Participation in post operative management of patients.
	4.3.5 Provide emergency services when required.
	4.3.6 Consultation upon request by colleagues in the management of patients.
	4.3.7 Maintenance of proper Medical Records.
	4.3.8 Participation in peer review and quality assurance programs.
	4.3.9 Compliance with the Mater Hospital's and Sister of Mercy policies.
	4.3.10 Ensure best practice in infection control.
	4.3.11 Provide a high quality Medical service within the bounds of commonly accepted good clinical practice in accordance with the College guidelines
	4.3.12 Provide any other appropriate duties as may be required.
4.4 Supervision and Training	4.4.1 Participate in the supervision and training of nursing staff of the Mater Hospital. (Provide education for nursing and allied health professionals.)
4.5 Administration	4.5.1 Membership of and attendance at meetings as required.
	4.5.2 Compliance with the Mater Hospital's and Sisters of Mercy policies and by-laws.
	4.5.3 Completion of statutory and other forms as appropriate such as: <ul style="list-style-type: none"> · Medication sheets etc; · Any other request Forms.
	4.5.4 Provide information required for patient billing.
4.6 Quality Improvement and Risk Management	4.6.1 Participate in and recommend quality activities by improving work practices to exceed customer expectations.
	4.6.2 Risks are assessed and action taken to achieve a recognised benefit or advantage to the organisation.
	4.6.3 In consultation with the Supervisor/Area Manager be responsible for supporting and facilitating:

4.0 Key Responsibilities	Specific Responsibilities
	i) Safe plant and machinery, equipment and workplace. ii) Risk management practices and safe systems of work. iii) Monitoring and control of environmental factors in the workplace. iv) Information, training and supervision.
	4.6.4 Provide opportunities for consumers (patients, external agencies, doctors, allied health professionals or other relevant persons or agencies) to identify and suggest improvements to care and services and ensure these are actioned through quality processes.
4.7 Workplace Health & Safety	4.7.1 Incidents and Hazards are documented and reported to the area manager/supervisor. 4.7.2 Maintenance requirements are reported to the Engineering Services Department through BEIMS 4.7.3 Ensure all work is performed within Workplace Regulations and Organisational Policy and Procedures 4.7.4 Safe principles of manual handling are adhered to.

5.0 Qualifications and Experience:

5.1 Essential

- 5.1.1 Bachelor of Medicine
- 5.1.2 Completed Specialist medical training as Physician
- 5.1.3 FRACP
- 5.1.4 Experience – Consultant Physician

I have read, understood and agree to the responsibilities as described in this Position Description and agree to undertake the tasks outlined.

Name: _____

Signature: _____ Date: ___/___/___

Approved by: _____ (Name)

_____ (Position)

_____ (Signature)

_____ / _____ / _____ (Date)