

COMMISSION OF INQUIRY NO. 1 OF 2005  
MEDICAL BOARD OF QUEENSLAND

This is the annexure marked "**MDG-18**" mentioned and referred to in the Statement of **MICHAEL STEVEN DEMY-GEROE** dated this 17<sup>th</sup> day of May 2005.

## BUNDABERG HEALTH SERVICE DISTRICT

### POSITION DESCRIPTION

<b>POSITION TITLE</b>	Senior Medical Officer - Surgery
<b>LOCATION</b>	Bundaberg Base Hospital Bundaberg Health Service District
<b>CLASSIFICATION LEVEL</b>	C1-1 to C1-5
<b>REPORTS TO</b>	Director of Surgery
<b>AWARD</b>	Senior Medical Officers' and Resident Medical Officers' Award - State
<b>REVIEW DATE</b>	February 2002

---

#### PURPOSE OF POSITION

- To provide surgical services for the Bundaberg Health Service District
- To teach medical staff and students, allied health and nursing staff, as well as participating in research.
- To advise on surgical services as required.

#### ORGANISATIONAL ENVIRONMENT

The Bundaberg Health Service District provides comprehensive Hospital and Community based health care. The District consists of Bundaberg City and surrounding coastal towns from Burnett Heads to Woodgate, the towns of Childers, Gin Gin and Mount Perry. There are Hospitals at Bundaberg, Childers and Gin Gin and a Community Health Centre at Mount Perry.

The Bundaberg Hospital campus is a 140 bed facility. The Hospital provides medical, surgical, paediatrics, emergency, intensive/coronary care, day surgery, renal, orthopaedics, diabetes, gynaecology/obstetrics, medical oncology, rehabilitation, allied health and mental health services for the District population.

Community Health Services provided by the District comprises Community Mental Health, Alcohol and Drug, Child & Youth Mental Health, Child Health, BreastScreen, Oral Health and Indigenous Health.

Bundaberg Health Service District has approximately 850 employees.

#### REPORTING RELATIONSHIPS

The Senior Medical Officer in Surgery reports directly to the Director of Surgery, Bundaberg Base Hospital.

## **PRIMARY DUTIES/RESPONSIBILITIES**

- Provide a high standard of surgical care to patients of the Bundaberg Health Service District. This includes participation in acute in-patient care, out-patient clinics, participation in the 24 hour on-call and weekend roster and other duties as determined by the Director of Surgery.
- Ensure that equipment used in the clinical care of patients is in good working order and advise of any deficiencies.
- Provide consultation services to other departments of the Health Service.
- Document relevant clinical information legibly, concisely and accurately in medical records.
- Supervise clinical care of patients by junior staff.
- Assist in educational activities involving junior medical staff and students, nursing and allied health care personnel, and attend educational meetings as appropriate.
- Participate in research projects in conjunction with other health service staff.
- Assist in the development, implementation and review of quality assurance programs, peer review and managed care to ensure high quality clinical services.
- Advise in the development, review and implementation of policies and protocols for the provision of surgical services.
- Participate in the Planning, Performance and Review process.
- Be aware of and implement Infection Control policies and procedures.
- Participate in Hospital committees as necessary.
- Participate in a working environment that supports quality employment, Human Resource Management practices including Workplace Health & Safety, Employment Equity, Anti-Discrimination and ethical behaviour.

## **POSITION ACCOUNTABILITIES**

The position is accountable for the provision of quality patient care in accordance with requirement of the Royal Australian College of Surgeons and the Australian Council on Healthcare Standards.

## **PERSON SPECIFICATION**

### **Qualifications**

- Possession of qualifications appropriate for registration as a medical practitioner in Queensland.
- Experience in the provision of surgical services in a large, busy public Health Service.

## **ADDITIONAL INFORMATION**

Queensland Health is a “smoke free” employer. Smoking is not permitted in any Queensland Health facility except where specifically defined.

The Bundaberg Health Service District requires all employees to adopt appropriate and recognised measures to minimise the risk of infection and workplace injury to themselves, other staff and clients and to adhere to the Districts Infection Control Policy Manual and Workplace Health and Safety policies and practices.

A Bundaberg Health Service District *Confidential Agreement* is to be signed upon appointment.

## SELECTION CRITERIA

*Applicants must address each selection criterion.*

- SC1** Registration of eligibility for registration as a medical practitioner with the Medical Board of Queensland.
- SC2** Possess contemporary surgical knowledge and experience.
- SC3** Demonstrated ability to supervise and teach junior staff attached to the department.
- SC4** Demonstrated high level of communication and interpersonal skills.
- SC5** Demonstrated commitment to participation in quality assurance programs.
- SC6** Ability to participate in a working environment that supports Quality Human Resource Management practices including Workplace Health and Safety, Employment Equity, Anti-Discrimination and ethical behaviour.

G:\EXEC\HRM\PERSONNE\POSEDESCR\PROFESS\BB000810SURGPDAUG.doc