

HOSPITALIST GENERIC POSITION DESCRIPTION

POSITION TITLE
POSITION NUMBER
SPECIALTY CODE
POSITION LOCATION (complete as applicable):
Stream:
Service:
Facility:
Division:
Unit:
COST CENTRE
AWARD CLASSIFICATION
AWARD Public Hospital Career Medical Officers (State) Award
VACCINATION CATEGORY
CHILD RELATED EMPLOYMENT: Y/N
REPORTING TO:
TOGETHER WITH:
DIRECT REPORTS:

MAIN PURPOSE OF HOSPITALIST POSITION

To provide a consistent generalist medical service in the hospital, to coordinate clinical management of patients consistent with the plans of the Admitting Medical Officer and to improve continuity of care within <insert name of hospital or defined areas, or discipline> and between the hospital and community.

The position has a medical and organisational focus on the provision of quality clinical services to patients across a range of settings to ensure that the patient's journey is as safe, effective and efficient as possible.

POSITION REQUIREMENTS

This Position Description is a GENERIC document, for adaptation to different hospitals and settings, according to the specific requirements of the job to be filled.

ACCOUNTABILITIES

1. Clinical Care

The Hospitalist does not have admitting rights, however can be expected to exercise professional independence within the plans of the admitting doctors, and to make decisions about choice of the admitting team, e.g. for patients in an Emergency Department and may have in-charge responsibilities after hours of a facility or unit as appropriate.

The Hospitalist will provide clinical care under the direction of the specialist team or consultant on call to support the effective management of patients including:

- Providing initial assessment and care of patients according to the clinical area of work
- Providing clinical care consistent with the care plan of the admitting specialist and supporting the coordinated and effective management of patients including across clinical streams
- Performing patient assessment and clinical risk assessment particularly in emergency or deteriorating situations
- Communicating care plans to patients and carers
- Acting as team leader if the most experienced doctor in a medical emergency
- Giving management advice and assistance for junior doctors and others
- Reviewing and continuing management of the deteriorating hospital patient
- Initiating medical involvement in end of life care and following advance care directives
- Ensuring a high standard of clinical record documentation

To provide a high level of effective management of hospital patients, the Hospitalist will:

- Develop and maintain clinical skills at a high level in areas including therapeutics and procedural management
- Provide continuity by being consistently based in the same facility

- Play a role in the review, development and implementation of hospital clinical guidelines and protocols and systemic improvements.

2. Quality and Safety

Evaluate, develop and implement systems of clinical quality and safety across the *hospital/stream*.

Contribute to initiatives that result in improved patient safety and quality of care including:

- Coordination of care across the whole hospital
- Medication Review
- Falls Prevention, Infection Control and Wound Management
- Medical Records Audit, including review of discharge summaries and death certification
- Adverse and near-miss events monitoring
- Morbidity and Mortality Review
- Complaints Management, Error Review and RCAs
- Management of system improvements through conducting and supporting research studies and implementing research findings

Establish, review and maintain effective and safe handover procedures.

Actively support a “just” culture that encourages swift recognition and correction of errors and problems and creates a positive environment for changes to be made.

3. Continuity of Care

Contribute to processes to improve the continuity of clinical care, coordination of services, patient handover, and discharge planning during and after hospitalisation.

Contribute to effective clinical management, transition to community care and discharge planning by:

- Participating in multidisciplinary management and discharge meetings
- Using discharge risk screenings
- Facilitating safe early discharge and referral to community providers
- Maintaining links and discussing follow up care plans with GPs, patients and family, carers, outpatient services, allied health and community service providers
- Acting as a point of contact for GPs and community clinicians regarding admission and discharge management.

Ensuring patients and their families contribute to care planning and are informed, prepared, and effectively resourced to safely and confidently manage the transition back to the community. Encourage effective handover procedures for hospital patients by:

- Establishing processes for effective handover between shifts and between teams
- Monitoring use and function of handover systems

4. Co-ordination of Care

Demonstrate leadership in the effective co-ordination of care of hospital patients, by facilitating communication and coordination between specialty, administrative and community services groups.

Support multidisciplinary team care by contributing to team building, mentoring and training.

Support members of care teams by providing clinical advice and encouraging co-ordination of care of hospital patients through effective and timely communication with:

- the patient, carers and relatives
- the specialist team
- pre and post acute care providers including GPs and community service providers
- aged-care teams, hostels and nursing homes.

5. Teaching, Research and Clinical Supervision

The Hospitalist will contribute to the orientation, teaching, mentoring and clinical supervision of medical and other staff by:

- Contributing to the planning, provision and evaluation of orientation, teaching and supervision programs for clinical staff including junior medical staff.
- Supervising junior medical officers
- Teaching hospital skills and providing "on the job" training
- Contributing to the delivery of education and training programs such as the Clinical Education and Training Institute (CETI) Hospital Skills Program and Masters Programs through provision of teaching and assessment
- Supporting junior staff in dealing with difficult patients or challenging situations

The Hospitalist will support research programs and contribute to an environment which encourages research projects and helps to implement improvements from research-based evidence and will pursue their own continuing professional development.

6. Performance Monitoring

- Participate in an annual performance review.
- Develop and implement a personal professional development plan which is reviewed and updated in the annual performance appraisal.
- Demonstrate that quality assurance, quality improvement and risk management obligations are met.
- Participate in the development and assessment of key performance indicators that provide outcome measures.

7. Administrative and other Matters

- Maintain a standard of personal and professional conduct that promotes the values of the (*insert Public Health Organisation*) and ensures the confidence and co-operation of colleagues and patients.
- Contribute to a positive workplace culture and work environment.
- Initiate, attend and participate in designated Public Health Organisation meetings and activities such as counter disaster preparation
- Participate as required in strategic planning for clinical service provision in the (*insert Public Health Organisation*)
- Notify the Public Health Organisation as soon as possible of any event likely to give rise to a medico-legal claim or complaint against the (*insert Public Health Organisation*) or its staff, or adverse publicity for the Public Health Organisation.

- Provide responses as required to internal hospital enquiries relating to the carrying out of these duties, patient complaints, Health Care Complaints Commission matters, and medico-legal requests.
- Participate in clinical, research and organisational committees as determined from time to time by the Public Health Organisation.
- Assist in appropriate administrative and managerial duties

CHALLENGES / PROBLEM SOLVING

Major challenges for the Hospitalist include:

- Exercising a moderate degree of professional independence, especially after hours, and providing assessment, management and ongoing patient care in accordance with specialists' management plans in complex clinical environments and enabling safe transition to community care.
- Working collaboratively with other members of the multidisciplinary team to ensure high standards of patient care and improved continuity of care
- Fulfilling a role in teaching and supervision as well as providing clinical service within the limitations of a busy public health service,
- Understanding the constraints of the health system and prioritising within these constraints.
- Promoting a caring and supportive environment for colleagues and staff, enabling people to do their best, and also contributing to effective management of stress and conflict in the workplace.
- Implementing and embedding quality and safety improvements in patient care.
- Recognising circumstances when referral to and advice from other colleagues is appropriate

DECISION MAKING

Clinical decisions associated with the management and treatment of the patients in (*insert Public Health Organisation*) Service are to be made in accordance with organisational policies, procedures and guidelines, and specific guidelines issued by the Department of Health and promulgated by (*insert Public Health Organisation name*).

POSITION DIMENSIONS AND DELEGATIONS

Staffing
Budget
Financial Delegation

KEY INTERNAL AND EXTERNAL RELATIONSHIPS

The position holder will be required to liaise, establish and maintain effective relationships with, a number of key people and groups including:

Internal

- Senior and Junior Medical Staff;
- Other clinicians on the team including nursing, & allied health staff;

- Medical administration.
- Mentor or senior specialist supervisor
- Public Health Organisation Executive and management team
- Clerical and support staff
- Consultants within the Public Health Organisation

External

- Patients and their families.
- Patients' general practitioners and other external health care professionals and providers.

SELECTION CRITERIA

1. Qualified medical practitioner registered in Australia or eligible for registration in Australia with at least three years post-graduate experience and appropriate training and experience to undertake:
<include specific procedures/practice required>
2. High level skills and involvement in clinical care, supervision, mentoring and teaching. Able to exercise a moderate degree of professional independence.
3. Demonstrated skills and commitment to improvements in clinical care, patient safety and risk management processes, including the ability to work in multidisciplinary teams to achieve change.
4. High level interpersonal communication and team skills
5. Effective communication skills for working within health care organisations and the outside community, including capacity to use electronic communications (e.g. electronic records) effectively.
6. Evidence of participation in continuing professional development
7. Demonstrated commitment to the broader service objectives of the public health system, including the effective utilisation of resources, and participation in activities beyond direct patient care.