

DOCUMENT 4

# Role specification template

A Role Specification must be provided by a Medical Workforce Unit to a Medical Locum Agency to assist in matching the best available candidate to the role to be filled.

This template for a Role Specification is provided for use by Clinical Departments and Medical Workforce Units in capturing the essential requirements for a role to be filled by a Locum Medical Officer.

This template is also available in Microsoft Word and may be altered and adapted as necessary to describe the requirements of a role.

Essential information	
Clinical Department:	
Facility:	
Clinical health network:	
Geographical location:	
Position title:	
Supervisor / reports:	
Supervisory responsibilities:	
Hours / shifts:	
Role requirements	
Qualifications:	
Experience:	

Clinical skills/competencies	
General resident	<b>Example:</b> General medical abilities as a resident/senior resident medical officer to work <b>under supervision</b> , including and not limited to proficiency in peripheral venous cannulation, arterial blood gas sampling, urethral catheterisation, ECG interpretation, lumbar puncture, use of fluids and blood products, simple suturing.
Paediatric	
Neonatal	
Emergency Medicine	
Intensive Care	
Trauma	
Psychiatry	
Internal medicine	
Trauma	
Respiratory medicine	
Life support adult (basic/advanced)	
Life support paediatric (basic/advanced)	
Circulation	
Other skills/competencies:	
Communication:	
Patient / family/carer interaction:	
Colleague/team interaction:	