



**Mayo Private  
Hospital**

*Committed to excellence in healthcare*

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# Mayo Private Hospital

A member of the Mayo Healthcare Group Pty Ltd

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## POSITION DESCRIPTION

### POSITION No.

### POSITION TITLE

: V.M.O. Specialist Physician

### REPORTS TO

: Manager, Clinical Services

### AWARD

: Salaried Senior Medical Practitioner's (State) Award

### GRADE

: According to years of experience

### LOCATION

: Manning Base Hospital  
Mayo Private Hospital

### HOURS OF WORK

: 40 hours per week, plus on-call requirements

### MAIN PURPOSE OF POSITION

Deliver high quality medical care to the medical patients of the Manning Base Hospital, part of the Mid North Coast Area Health Service, and Mayo Private Hospital.

### POSITION REQUIREMENTS

#### 1. Qualifications

- Basic medical degree acceptable to the NSW Medical Board.
- Registered as a Specialist Physician in NSW.
- Fellow of the Royal Australasian College of Physicians and/or other specialist recognition as provided for in the Salaried Senior Medical Practitioners Award.

#### 2. Clinical

The Visiting Medical Officer Specialist Physician will participate in an on-call roster with the other Physicians to provide high quality care for the medical patients of the Manning Base Hospital and Mayo Private Hospital. This includes patients:

- In the Emergency Department, either by telephone advice to the ED staff or by personal attendance as appropriate.
- In the Outpatient Clinics
- On the wards
- Elsewhere as appropriate.

A ward round will be conducted at least daily, or more often as appropriate, to review the progress of all inpatients under the care of the Physician.

#### 3. Research and Teaching

There are no specific requirements for research in this position. It is expected that the position will contribute to the teaching of the registrars, junior medical officers, medical students and nursing staff.

#### 4. Supervision

Clinical supervision of the junior medical officer and registrar is a part of this position.

## 5. Other responsibilities

In addition to the core competency standards, the doctor is expected to comply with legislative, policy/protocol requirements as appropriate:

- Follow defined Occupational Health, Safety and Rehabilitation requirements and injury management policies and procedures related to the work being undertaken, in order to ensure their own safety and the safety of others in the workplace. Specifically:
  - i) To take reasonable care for the safety of others in the workplace who may be affected by their acts or omissions.
  - ii) To cooperate with management in efforts to comply with any requirements of the OH&S Act and other legislation with regard to health, safety and welfare in the workplace.
  - iii) Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in compliance with the OH&S Act or other legislation.
  - iv) To report to their supervisor all accidents or incidents which could foreseeably have resulted in injury to others in the workplace or damage to property
  - v) To report to their supervisor all hazards or potential hazards.
  - vi) To follow safe work instructions, notifying their supervisor of any differences between such instructions and the way that the task is actually performed.
  - vii) To be familiar with emergency and evacuation procedures and to participate in regular training in safety procedures.
  - viii) To provide input into regular safety inspections for their department.
- **Safety Responsibilities:** It is the employee's responsibility to:
  - i) Attend orientation and fire drill training on commencement.
  - ii) Report accidents, incidents and potential hazards immediately to their supervisor.
  - iii) Be familiar with emergency and evacuation procedures.
  - iv) Comply with occupational health & safety requirements.
  - v) Take reasonable care of the health and safety of others.
- **Performance Review:** A review of performance will be conducted three months after commencing and annually thereafter.
- Contribute to the education program of emergency department.
- Maintain the high standard of morale amongst the other staff of the department by example.
- Such other duties around the hospital as may be determined from time to time by the Manager of Clinical Services.
- It is the responsibility of each staff member to:
  - i) Satisfactorily complete an annual CPR program;
  - ii) Attend an annual back care program;
  - iii) Attend an annual infection control program;
  - iv) Attend fire drill annually.
- **Continuous Quality Improvement:** It is the responsibility of each staff member to be aware of the contents of the Policy and Procedures Manual(s) for their Department and to work within the principles contained therein. Each staff member is expected to exhibit a commitment to quality service and to participate in activities to enhance continuous quality improvement.
- Smoking is prohibited in all Area Health Service facilities and grounds.

## **LOCAL BACKGROUND AND ENVIRONMENT.**

### **Manning Base Hospital**

Manning Base Hospital is a rural Base Hospital situated 3½ hours drive north of Sydney, 2 hours north of Newcastle and 1 hour south of Port Macquarie. It has 140 beds and services a population of 85,000 people from Bulahdelah in the South to Laurieton in the north and Mount George to the west. It has links with the smaller district hospitals of Bulahdelah and Gloucester. It's nearest tertiary referral hospital is the John Hunter Hospital in Newcastle.

The population is one of the fastest growing in NSW and encompasses all age groups, with an emphasis on retirees. There is a small Aboriginal population.

The Hospital itself provides general medical and surgical services, orthopaedic surgery, anaesthetics, paediatrics, obstetrics and gynaecology, psychiatry, urology and ophthalmology. Major neurotrauma and paediatric trauma and diving emergencies are transferred elsewhere by retrieval team. The hospital does not have its own retrieval team, relying instead on the services of the tertiary hospital retrieval teams from John Hunter and the Sydney Children's Hospital. It takes about 30 minutes to John Hunter by helicopter.

Facilities available in the hospital include:

- Medical Imaging. There is a 24 hour a day availability for general X-ray, CT scanning, with reporting by radiologists and interventional radiology. There is a day time service for ultrasound. Nuclear Medicine is available locally by contact.
- Pathology. There is a 24 hour availability for pathology services, with the Area Health Service Pathology unit being on campus.
- Hospital consultants' fields of expertise include:
  - General Medicine, with special expertise in respiratory medicine, gastroenterology, cardiology, infectious diseases and intensive care.
  - General Surgery.
  - Orthopaedic Surgery.
  - Urology.
  - Anaesthetics, with special interest in intensive care medicine.
  - Paediatrics.
  - Psychiatry. The Area Health Service Mental Health Inpatient Unit is on campus.
  - Ophthalmology.
  - Pathology.
  - Obstetrics and Gynaecology.

### **Mayo Private Hospital**

Mayo is a 52 bed facility currently undertaking expansion to a 64 bed facility. The Mayo Private Hospital is owned by local shareholders and is a for-profit organisation. The facility is accredited with the Australian Council of Health Standards.

Facilities available in the hospital include:

- Medical Imaging.
- Pathology.
- Hospital consultants' fields of expertise include;  
General Medicine, with special expertise in respiratory medicine, gastroenterology, cardiology, infectious diseases and intensive care.
- General Surgery
- Orthopaedic Surgery
- Urology
- Anaesthetics, with special interest in intensive care medicine
- Paediatrics
- Ophthalmology

- Obstetrics and Gynaecology
- Ear Nose and Throat
- Sleep Disorders
- Dermatology
- Cardiac Echo
- Psychiatry
- Home Nursing Services

**6. KEY INTERNAL AND EXTERNAL RELATIONSHIPS**

The V.M.O. Specialist Physician must coexist peacefully with the other medical staff, nursing staff and general hospital staff. There will be a requirement to represent the medical service at various hospital committees as appropriate, including the General Clinical Training Committee.

**PERFORMANCE MONITORING**

The Doctor is responsible for:

- Participating in continuing medical education and professional development.
- Maintaining his/her professional competence.

**VERIFICATION**

This section verifies that the doctor and supervisor have read the above position description and are satisfied that it accurately describes the position.

The position holder agrees to work in accordance with the requirements of the position and accepts to comply with policies and procedures of the Area Health Service.

**POSITION HOLDER**

Signature: .....

Date: .....

**SUPERVISOR**

Signature: .....

Date: .....