

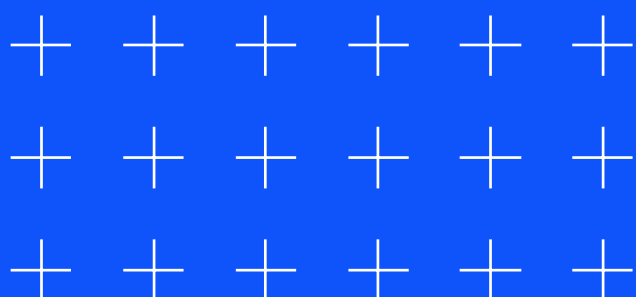


**The Royal
Melbourne
Hospital**

Advancing health for everyone, everyday.

Could this be you?

**Join The Royal
Melbourne
Hospital Team**



Position Description

**Hospital Medical Officer (HMO)
Emergency Medicine Pathway PGY3+**



THE ROYAL MELBOURNE HOSPITAL

The Royal Melbourne Hospital (RMH) began in 1848 as Victoria's first public hospital. And while we only had 10 beds to our name, we had the community of Melbourne behind us, and we were ready to provide the best possible care for those in need.

Since those early years, we've moved forward with purpose. Always at the forefront, leading the way on improving the quality of life for all.

Today the RMH is one of the largest health providers in the state, providing a comprehensive range of specialist medical, surgical, and mental health services; as well as rehabilitation, aged care, outpatient and community programs.

Our reputation for caring for all Melburnians is as essential to who we are as any scientific breakthrough we make. We're here when it matters most, and we'll continue to be the first to speak out for our diverse community's wellbeing.

OUR VISION

Advancing health for everyone, every day.

THE MELBOURNE WAY

At The RMH we're inspired by our vision of Advancing health for everyone, every day. While we're each going about our different roles, we're united by a shared understanding of the way we do things around here. We call it The Melbourne Way. We put people first — leading with kindness and working together, we excel as one Royal Melbourne Hospital.

People First



People are at the heart of everything we do. We take the time to understand how we can make the most positive difference for them.

Lead with Kindness



Our care and compassion sets us apart. We lead the way with a respectful, inclusive spirit — embracing the things that make us all unique.

Excellence Together



True excellence is only possible when we work as one Royal Melbourne Hospital community. Through collaboration, we set the highest of standards and achieve our goals.

OUR PRIORITIES

The RMH Strategic Plan: Towards 2025. Advancing health for everyone, every day is our plan for the future — one which we are committed to achieving together. This position contributes to the achievement of the five Strategic Goals, articulated in the plan:

1. Be a great place to work and a great place to receive care
2. Grow our Home First approach
3. Realise the potential of the Melbourne Biomedical Precinct
4. Become a digital health service
5. Strive for sustainability



Position Description

Position Title:	Hospital Medical Officer (HMO) Emergency Medicine Pathway PGY3+
Service:	Emergency Medicine, (Access Critical Care and Investigative Services)
Location:	The Royal Melbourne Hospital and Affiliated Hospitals
Reports To:	Director, Deputy Director, Head of Clinical Operations; Designated clinical supervisor on a day-to-day basis; Accountable to Executive Director – ACC&IS for professional issues.
Enterprise Agreement:	AMA Victoria - Victorian Public Health Sector – Doctors in Training Enterprise Agreement 2022–2026
Classification:	HM13 (PGY3+)
Employment Status:	Full Time / Fixed Term
Immunisation Risk Category:	Category A
Date of Review:	February 2026

POSITION SUMMARY

The RMH ED is Victoria's busiest adult Emergency Department seeing over 90,000 patients annually and is one of two of Victoria's major Trauma services caring for more than 5,300 trauma patients per year, of which 1,300 are major trauma patients. We are the state's premier emergency stroke care centre, Victoria's first emergency clot retrieval service, and deliver the fastest emergency stroke treatment in Australia. We provide tertiary and quaternary services for trauma, neurosurgery, neurology and infectious diseases to patients from Victoria, South Australia, Tasmania and southern NSW. Our patients are high acuity - 66% of patients have an Australasian Triage Scale categories of 1, 2 and 3 and nearly 50% of patients require hospital admission.

Our ED comprises 52-beds including 8 resuscitation and trauma bays, 3 high consequence pathogen negative pressure rooms, and an Observational Medicine unit with co-located 28-bed Short Stay units and a separate 12-bed 'Hub' specifically for mental health, psychosocial crisis and toxicology patients.

We are staffed medically by 37 EFT of FACEMs, 31 EFT of Registrars, 2 EFT of Emergency Medicine HMOs plus JMOs and Medical Support Officers. Our FACEMs have broad post-graduate expertise in trauma, medical education and simulation, ultrasound, retrieval and pre-hospital



medicine, research, infectious diseases and toxicology. Our junior medical staff are supported by on-the-floor consultant cover from 0800-0100hrs daily and a large and capable Registrar cohort.

Emergency Medicine HMOs will work in all areas of the ED including resuscitation and acute care cubicles, Ambulatory Care and Observation Medicine and will end their term well prepared to enter ACEM training as a Registrar the following year.

RMH ED is heavily focussed on education with a highly successful FACEM training program, as well as JMO, medical student, nurse practitioner and post-graduate nursing education programmes. Emergency Medicine HMOs will have access to the ED Registrar weekly teaching program as well as one hour of protected ED HMO teaching per week covering major ED topics.



KEY ACCOUNTABILITIES

- Take reasonable care for your safety and wellbeing and that of others.
- Work in your scope of practice and seek help where required.
- Work in partnership with consumers, patients and where applicable carers and families.
- Work collaboratively with colleagues across all RMH teams.
- Continue to learn through mandatory training and other learning activities.
- Seek feedback on your work including participation in annual performance discussion.
- Speak up for safety, our values and wellbeing.
- Prioritise wellbeing and ensure safe work practices are developed and adhered to in their area.
- Ensure direct reports receive regular feedback and participate in annual discussions.
- Contribute to organisation-wide and service/division initiatives and planning activities.
- Ensure training needs of direct reports are identified and undertaken.
- Ensure risk management activities are completed, effective controls are in place and incidents are recorded, investigated and corrective actions implemented as far as is reasonably practical.
- Create a psychologically safe work environment where everyone feels safe to speak up. Monitor and achieve relevant KPIs and targets and operate within their allocated budget.
- Respect that the RMH is a smoke-free environment

KEY RELATIONSHIPS

Internal

- Director of Clinical Training
- Term Supervisor
- Medical Workforce and medical Education Unit
- Multi-disciplinary team members

External

- Secondment Health Services
- PMCV



KEY SELECTION CRITERIA

Formal Qualifications:

- Must hold current General Registration with the Medical Board of Australia (AHPRA) or eligible for Provisional registration with the Medical Board of Australia (AHPRA) via the Competent Authority Pathway.
- Appropriate health professional tertiary qualification – MBBS or equivalent

Essential:

- Commitment to live the Melbourne Way - putting people first, leading with kindness and achieving excellence together.
- Must have 24 months of clinical experience at the time of commencement of which 12 months is within the Australian healthcare system or from a country recognised under the AHPRA Competent Authority Pathway.
- High motivation and willingness to learn
- Excellent communication and interpersonal skills
- High level of reliability and integrity
- Professional and respectful towards patients and peers
- Obtain and maintain registration with the Medical Board of Australia

Desirable:

- Strong organizational skills
- Strategic thinking and planning abilities
- Well-developed communication, negotiation, and presentation skills

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Demonstration of RMH values
 - Achievement of portfolio specific KPI targets
 - Participation in and satisfactory feedback through the annual performance review process
 - Ability to maintain a safe working environment and ensure compliance with legislative requirements
-



AT THE RMH WE:

- Aim to provide a working environment that is safe and without risk to the health, safety and wellbeing of all employees, patients and consumers, and visitors.
- Speak up for patient, consumer, colleague and visitor safety, escalating issues if required.
- Deliver Safe, Timely, Equitable, Person-centred Care (STEP) in line with our clinical governance framework.
- Work in accordance with relevant policies, procedures, standards and legislation including those related to clinical or competency requirements, risk management, discrimination, equal opportunity and health safety and wellbeing.

OUR COMMITMENT:

- **Equity, Inclusion, Belonging and Safety**
 - As a leader in healthcare, we recognise the need to foster a culture of equity, inclusion, and belonging — safe spaces where every individual is empowered to be their authentic self, contributing meaningfully to the collective well-being of our community.
- **First Nations Commitment**
 - We acknowledge and pay our respects to the Traditional Owners of the lands on which we work and stand in solidarity with Aboriginal and Torres Strait Islander peoples. We are committed to creating a culturally safe environment that honours First Nations voices, knowledge, and self-determination through inclusive governance, respectful policies, and a steadfast commitment to anti-racism. The Royal Melbourne aspires to lead by example in addressing the injustices of colonisation and its ongoing impacts.
- **Child Safe Standards**
 - RMH is a child safe organisation. We are dedicated to fostering an environment that respects and upholds the rights of children and young people, in line with the Child Safe Standards. We actively embed these standards in our culture, policies, and practices, ensuring that the safety and wellbeing of children and young people is a central priority.
- **Equal Opportunity and Accessibility**
 - We are proud to be an equal opportunity employer that champions diversity in all its forms. We value the strengths and perspectives that come from people of all backgrounds, identities, abilities, and lived experiences. We encourage applicants from all communities, and we will provide reasonable adjustments to support equitable participation.
- **Thriving Together**
 - Together, we are committed to fostering an environment where everyone feels respected, safe, and empowered to thrive.

ACCEPTANCE

I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that The RMH reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

Employee Signature

Employee Name (please print)



Date
