

Wollongong Hospital Resident Medical Officers' Association Position Descriptions

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All Members

Prerequisite requirements of all Executive and Committee members are as follows:

- PGY1+
- Ability to use Outlook webmail
- Basic to moderate computer skills
- Ability and willingness to attend RMOA meetings regularly
- Member of the RMOA

Executive Members

President

The President is responsible for leading the RMOA, providing vision and enacting strategic changes. They will oversee the advocacy, social and education initiatives of the RMOA. They should have excellent communication skills, leadership skills, organisational and time management skills. They will be expected to liaise with hospital executive and other health networks.

The roles and responsibilities of the president are to:

- Lead the elected committee in representation of the members of the RMOA, in accordance with the aims and objectives of the organisation as outlined in the RMOA charter.
- Chair monthly committee meetings.
- Form the RMOA committee.
- Act as signatory to the RMOA bank account.
- Represent the RMOA and advocate for issues of importance to junior doctors at regular meetings with the executive, JMO Unit and Director of Prevocational Education and Training.
- Represent the RMOA at the General Clinical Training Committee and the Network Committee for Prevocational Training (NCPT).
- Conduct the Annual General Meeting (AGM)

Vice-President

The vice president is a support to the President, and tasked with providing leadership and opinion on strategic decisions. They are required to have good communication and leadership skills, as well as organisational and time management skills.

The roles and responsibilities of the vice president are to:

- Attend regular meetings with the executive, JMO Unit and Director of Prevocational Education and Training.

- Attend the General Clinical Training Committee
- Lead RMOA committee meetings if the President is unable to attend.
- Act as signatory to the RMOA bank account.

Treasurer

The treasurer is important in ensuring that accurate records of the finances of the RMOA are kept, and ensuring that finances are managed in a sensible and prudent fashion. They must have good financial skills, organisational skills, and time-management skills.

Roles and responsibilities:

- Ensure accounts are kept for income and expenses.
- Manage the bank card and liaise with the Commonwealth Bank.
- Assess whether income is tax exempt in line with that of a not for profit organisation.
- Ensure that expenses do not exceed the means of the RMOA.
- Transfer money to person(s) or organisation(s) where due.

Secretary

The secretary is an important member of the Executive team who provides assistance with logistical concerns. Persons who are organised and reliable are well suited to this position.

Roles and responsibilities:

- Document minutes at each RMOA meeting and upload these to the facebook committee in a timely fashion.
- Establish a facebook group for the RMOA Committee to communicate.
- Organise RMOA meetings and the Annual General Meeting.
- Attend regular GCTC meetings and meetings with the JMO Unit and executive where able.

Committee Members

The structure and establishment of the Committee is at the discretion of the RMOA Executive. Positions may be added or removed as required. Registrar involvement in the Committee is encouraged to gain broader representation of junior doctors amongst the RMOA.

Sponsorship Officer

The sponsorship officer is integral in obtaining financial and other support from external organisations, which should help the RMOA grow and provide services to junior doctors in the Illawarra Shoalhaven Local Health District.

The roles and responsibilities of the sponsorship officer are as follows:

- Organise and promote lunches for junior doctors supported by sponsors. Traditionally MIPS have been involved with this and they have been held on Level 10.
- Develop a Prospectus early in the new year and distribute this to potential sponsors.

Education Officers

The education officers hold an important role in ensuring junior doctors are able to meet their learning requirements, and in helping to improve the learning environment in the Illawarra Shoalhaven Local Health District.

The roles and responsibilities of the education officers are as follows:

- To liaise with junior doctors and the Director of Prevocational Education and Training about the content and quality of the education curriculum for junior doctors.
- To oversee the Blue Resident Program.
- To organise the Critical Care Journal Club and educational sessions as part of the Illawarra Critical Care Club.
- To support junior doctors wishing to establish new educational activities.

Social Officers

The roles and responsibilities of the social officers are as follows:

- To organise the end of term parties.
- To organise the annual hospital ball.
- To organise additional social activities, for example junior vs senior doctor cricket, after work drinks, trivia nights, and movie nights etc.
- To organise the annual 'socks for docs' fundraiser. Proceeds in 2019 went to the Black Dog Institute.

Information and Technology Officer

The IT officer is important in ensuring that the website of the RMOA is maintained and in providing electronic support to the RMOA and its members.

The roles and responsibilities of the IT officer are as follows:

- To update the RMOA website and ensure its currency.
- To upload educational materials to the website.
- To process electronic payments for events such as the hospital ball through the online payment system.

Wellbeing Officer

Wollongong Hospital has scored poorly on wellbeing for a number of reasons. The wellbeing officer is important in liaising with hospital executive and administration to try and bring about change in systems which are detrimental to junior doctors' wellbeing, such as rostering, after hours work, renovation of level 10 and workplace culture.

The roles and responsibilities of the wellbeing officer include:

- To liaise with the Wellbeing Manager on structural issues that may be improved.
- To liaise with hospital executive about issues which impact junior doctor wellbeing.
- To attend General Clinical Training Committee meetings where able.

Quality and Safety Officer

The quality and safety officer is responsible for addressing issues which may detriment patient safety or the quality of work which junior doctors are able to perform. Issues may pertain to PACE call attendance, rostering, discharge summary changes, census task list evaluation or supervision requirements.

The roles and responsibilities of the quality and safety officer include:

- Identifying and characterising key areas in which patient safety may be compromised or where junior doctors are unable to perform optimal work owing to systemic inefficiencies or issues.
- Brings these areas to the attention of the RMOA and hospital executive with the aim of improving them.
- To attend General Clinical Training Committee meetings where able.
- Chair NIHG JMO Q&S Committee

Committee Members

The structure and establishment of the Committee is at the discretion of the RMOA Executive. Positions may be added or removed as required. Registrar involvement in the Committee is encouraged to gain broader representation of junior doctors amongst the RMOA.

Health and Training Institute Representatives

There are two positions, one for an intern and another for a resident, where representatives are required to:

- Attend HETI forums throughout the year (typically 4 sessions). They will be paid by the JMO Officer for the day off work.
- During this forum, they will be encouraged to network with other hospitals and share ideas about accreditation, training, wellbeing, education and supervision.

More information is available at:

<https://www.heti.nsw.gov.au/education-and-training/courses-and-programs/prevocational-education/jmo-forum>

BPT Representative

Liaison to medical registrars within ISLHD.

Surgical Registrar Representative

Liaison to surgical registrars within ISLHD.