

POSITION DESCRIPTION – Bayside Health

Date revised:	September 2026
Position:	Career Medical Officer (CMO)
Award / Agreement:	Doctors in Training (VPS) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement
Classification Title:	According to experience as per Enterprise Agreement
Department / Unit:	Emergency Department / Urgent Care Centre
Care Group:	Regional
Accountable to:	Clinical Director of the Emergency Department

About Bayside Health

Bayside Health is a public health service delivering high-quality care across every stage of life for close to 1.2 million people living in metropolitan Melbourne, the Mornington Peninsula, Koo Wee Rup, Bass Coast and Southern Gippsland.

We have more than 15 main sites, including hospitals, centres and clinics that provide comprehensive care from welcoming newborns to supporting older people and a full range of services in between.

More than 22,000 dedicated staff are focussed on providing exceptional, equitable, and locally connected care through shared expertise, compassion, and a commitment to continuous growth. Education and training are central to staff development as we encourage all employees to strive and thrive.

Bayside Health was formed following the merger of Alfred Health, Bass Coast Health, Gippsland Southern Health Service, Kooweerup Regional Health Service and Peninsula Health on 1 January 2026.

Care Groups

Bayside Health is organised into three care groups:

- 1. Alfred Care Group** operates The Alfred, Caulfield Hospital, Sandringham Hospital and Melbourne Sexual Health Centre. Australia's busiest Emergency and Trauma Centre and largest Intensive Care Unit is located at The Alfred. From here we provide nineteen statewide services to support the Victorian community. It is also the largest site for clinical trials in Australia.
- 2. Peninsula Care Group** operates Frankston Hospital, the new Peninsula University Hospital and Rosebud Hospital among other sites and facilities. The new hospital will transform local care with dedicated wards and services. The group also operates MePACS, a personal alarm service, which cares for around 50,000 elderly and vulnerable people across Australia.
- 3. Bayside Regional Care Group** operates sites at Kooweerup, Korumburra, Leongatha, Phillip Island and Wonthaggi and specialises in rural and regional care.

Our Code of Conduct

Our staff are expected to demonstrate and uphold the behaviours set out in Bayside Health's Code of Conduct.

Division

Position Summary

The role of the Career Medical Officer (CMO) is to provide clinical leadership and management of patients and undertake clinical duties for the Emergency Department (ED) and Urgent Care Centre (UCC) under the supervision and direction of the Clinical Director of Emergency Services (CDES) or Consultant/Clinical Lead. They will also provide support and supervision of any more junior medical staff with whom they may be working.

The Career Medical Officer (CMO) will provide high quality clinical emergency care to patients attending the ED or UCC at Bayside Health. These facilities include sites at Wonthaggi, Cowes and Leongatha.

CMOs may be required to work at alternative campuses based on the needs of the Health Services.

Key duties and responsibilities

- Deliver safe, high-quality, person-centred care as demonstrated through VHES, NEAT and other performance measures.
- Maintaining strong clinical documentation and follow up including completion of discharge summaries, results checking and communications with General Practitioners.
- Demonstrate an active commitment to Bayside Health's vision, mission and values in the ED, UCC and organisational activities and priorities, including an active contribution to creating and maintaining a work environment conducive to positive morale, employee growth and retention.
- Be compliant with all Bayside Health's policies, credentialing and competency requirements.
- Management of financial responsibilities including mindfulness of ordering investigations and over servicing.

Key capabilities

- Emergency Clinical Expertise – Demonstrated clinical knowledge, skills and experience in emergency medicine, with the ability to assess, investigate, manage and appropriately disposition patients in the ED and UCC.
- Clinical Leadership & Decision Making – Ability to provide effective clinical leadership, make sound clinical decisions and manage patient care in conjunction with senior medical staff.
- Patient-Centred Care – Commitment to delivering safe, high-quality and person-centred care, including effective discharge planning and involvement of patients, carers and families in decision-making.
- Communication & Interpersonal Skills – Superior communication, consultation and negotiation skills, with the ability to communicate effectively with patients, families, GPs, nursing staff and multidisciplinary teams.
- Supervision & Support of Junior Staff – Ability to provide appropriate supervision, support and guidance to Interns, HMOs and other junior medical staff according to their level of experience.
- Teamwork & Collaboration – Ability to work collaboratively and respectfully within a multidisciplinary team and maintain effective communication to support coordinated service delivery.
- Quality, Safety & Governance – Commitment to clinical governance, risk management, quality improvement, accurate clinical documentation, compliance with policies and maintaining required competencies and credentialing.
- Professionalism & Continuous Development – Demonstrated commitment to professional development, continuing education, organisational values and maintaining current clinical knowledge, qualifications and competencies.

Quality, safety, risk and improvement

- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives.
- Follow organisational safety, quality & risk policies and guidelines.

- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Escalate safety, quality & risk concerns to the appropriate staff member if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with principles of Patient-Centred Care.
- Comply with Bayside Health's mandatory continuing professional development requirements.
- Comply with National Safety & Quality Health Service Standards and other relevant regulatory requirements.
- Maintain responsibility for supporting enterprise security.

Other requirements for all Bayside Health staff

- Ensure compliance with relevant Bayside Health clinical and administrative policies and guidelines.
- Comply with relevant privacy legislation.
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Bayside Health.
- Comply with Bayside Health's medication management and medication safety policies and guidelines.
- Comply with the actions set out in the relevant section(s) of the OHS Roles and Responsibilities Guideline.
- Research activities will be undertaken commensurate with the role.
- In accordance with Directions made by the Secretary, Department of Health, all Bayside Health employees working in Category A or B roles (as determined by the department's risk ratings) must be vaccinated against Influenza with a TGA approved vaccine

QUALIFICATIONS/EXPERIENCE REQUIRED

Essential

- A medical qualification recognised in Victoria, Australia
- Current medical registration
- Current ALS qualification
- Demonstrated clinical skills, knowledge and experience being at least 2 years emergency registrar experience or equivalent
- Superior interpersonal, consultation, negotiation and communication skills
- Valid police check
- Valid WWCC
- Current medical indemnity insurance that covers procedures

Desirable

- Evidence of enrolment or intention to enrol in a Certificate or Diploma of Emergency Medicine or equivalent
- Paediatric experience including resuscitation

Commitment to child safety

Bayside Health has zero tolerance for child abuse and is committed to acting in the best interest of children in our care. We promote cultural safety and participation of Aboriginal children, children of cultural and linguistic diversity and those with disabilities to keep them safe at all times.

Position Description authorised by:

Name: <enter here>

Signature:

Date: <Date>