



JMO Orientation Program

Facilitator	Medical Administration Department	Contact No.: 6201 6798
Location	Via Calvary Intranet	
Acknowledgement of Country		
<p><i>We acknowledge the Ngunnawal People, the Traditional Owners who have walked upon and cared for this land for thousands of years. We acknowledge the continued deep spiritual attachment and relationship of Aboriginal and Torres Strait Islander peoples to this country and commit ourselves to the ongoing journey of Reconciliation.</i></p>		
Time	Topic	Lead
	Acknowledgement of Country Mission and Pastoral Care	Marian Luke - Director Pastoral Care
	Indigenous Liaison Service	Graeme Brown – Aboriginal Liaison Team Leader
	Welcome & Introduction to Calvary <ul style="list-style-type: none"> • Calvary Public Hospital Services • Roles: <ul style="list-style-type: none"> ○ Director of Clinical Services (Medical) ○ Medical Administration Team ○ Senior Registrar roles (various) ○ Holding pagers for protected teaching time for PgY1&2s • Workplace Behaviour • Professional Conduct Overview of Hospital Services <ul style="list-style-type: none"> • MAPU, HITH, O&G, Mental Health • After Hours: <ul style="list-style-type: none"> ○ Escalation of issues ○ Night Clinical Lead ○ Executive On-Call • JMO support and assistanceExecutive On-Call 	Prof Frank Bowden Director of Clinical Services – Medical (DCSM)
	Medical Administration matters , including key mandatory processes for: <ul style="list-style-type: none"> • How to access Roster • How to access Medical Officer daily report • How to access Bruce and Clinical Applications • How to access Medical Education Calendar 	Medical Administration

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	<ul style="list-style-type: none"> • Leave – planned & unplanned • Attendance record – Kronos and timesheets • Unrostered overtime • Shift swaps • KRONOS 	
	DPET introduction and GCTC membership	Dr Malli Reddy (DPET) Dr Ronak Patel (DPET)
	Medical Emergency Management & The Team (MET)	Rose Schmidt – ICU Nurse Coordinator
	Health Information Services	Toni Patterson - Manager HIS
	Discharge Summaries – Quality & Clinical Portal	Dr Julie Carr and Morag McNair – GP Liaison
	HITH	Dr Lisa Bell A/g Director Hospital in the Home
	Infection Prevention & Control	Sandra Roodt - Infection Control & Staff Health Manager
	Criteria Led Discharge MAPU and Structured interdisciplinary Bedside Rounding (SIBR)	Dr Tony Kwan – Director of MAPU and Medical Stream Director
	Quality, Safety & Risk - Complaints Insurance	Karen Caldwell - Director Clinical Governance
	Patient Flow	Leon Done A/g Patient Flow Manager
	Be Safe & Well at Work	Brian Stewart - Health Safety & Well Being Manager
	Pathology	Mary Brun – Chief Scientist
	Imaging	Kristine Lindner Ag Director of Medical Imaging
	Cardiology & CCU	Dr Peter Scott - Director of Cardiology & CCU