

**FEMO Program
State Emergency Management Plan
Health Emergencies Sub-Plan**

Job Description – Field Emergency Medical Officer – Regional/Rural

Date of this Version: 10 May 2023

MISSION

The mission of the Field Emergency Medical Officer (FEMO) Program is to reduce preventable morbidity and mortality, across Victoria's health system, during emergencies and public events, by working with partners in aspects of policy, prevention, response, relief and recovery. It does this in accordance with the philosophy of St Vincent's Health Australia. This mission is based on the values of compassion, justice, integrity and excellence.

JOB TITLE

Title	Field Emergency Medical Officer – Regional/Rural
Program	Field Emergency Medical Officer Program State Emergency Management Plan Health Emergencies Sub-Plan
Date	May 2023

BASIC JOB PURPOSE

The FEMO Program operates within the structured approach (for health services that are required on scene at a major incident) provided by the Health Emergencies Sub-Plan (HESP) of the State Emergency Management Plan. The FEMO Program provides FEMO(s) on scene and the Field Emergency Medical Coordinator (FEMC). The coordination role is taken by Ambulance via the Health Commander (HC) supported by the FEMC with the assistance, if required, of the FEMO(s) at the scene.

The position is based within a relevant regional or rural Health Service.

The role is in the FEMO Program funded by the Department of Health (DH) and is a key component of the overarching Health Emergencies Sub-Plan endorsed by the State Crisis and Resilience Council on 11 August 2022.

It is intended that the Regional/Rural FEMO will assist in the provision of responsive emergency prehospital medical care and emergency management in the event of a mass casualty event as well as providing medical input into disaster medicine strategic policy analysis, and implementation, especially within the sponsoring DH Region, but also generally in Victoria.

It is also intended that the Regional/Rural FEMO, as part of the FEMO Program within the Health Emergencies Sub-Plan, with their detailed knowledge of local healthcare provision arrangements, will be a coordination resource that will assist disaster medicine and emergency management planning, prevention, response and recovery within their region.

KEY RESPONSIBILITIES

RESPONSIBILITY AREA 1: Operational Functions and Responsibilities

In the event of a mass casualty incident:

- Provide advanced medical care to patients, as part of a forward medical team function
- In consultation with the HC and FEMC, assist in determining the appropriate receiving hospital(s)
- Provide clinical strategic advice to the HC
- Provide advanced medical and clinical advice to paramedics when required to do so
- Assess the need for the activation of a Victorian Medical Assistance Team (VMAT)
- Manage and represent medical teams in the Health Incident Management Team (HIMT). When more than one FEMO is present, the first on-scene FEMO will assume command over other FEMO(s), unless other mutual agreements are reached
- When transport to hospital is not required, refer casualties to alternative care options such as general practice
- Manage health and medical volunteers, assigning them to either medical or first aid response teams, based on individual skills/knowledge and credentials

Performance Indicators

- Fulfilment of on-call commitments (be available to respond when not on leave)
- Reasonable contact response times (90% of responses <5 minutes) to Ambulance or FEMC
- Reasonable field presence response times (being mindful of the geographic location of the FEMO and the incident site)
- Within the geographical and clinical constraints of the incident, disaster site clinical work and management to be of a high standard
- Provision of timely, responsive incident reporting
- Attendance at debriefs, where appropriate.

RESPONSIBILITY AREA 2: Strategic Functions and Responsibilities

- Contribute to (and where appropriate lead) health and medical preparedness and prevention activities
- Liaise with and help identify the emergency management roles of general practitioners through partnerships with the Divisions of General Practice
- Participate in and contribute to regional-level and State-level health and medical emergency management planning and preparedness
- Participate in and contribute to health and medical emergency management exercises
- Participate in training opportunities to ensure that clinical currency and emergency management skills and competencies are maintained
- Provide timely FEMO activity reports as required
- Contribute to emergency management policy analysis and implementation.

Performance Indicators

- Where possible, attendance at a minimum of one EmergoTrain session per annum
- Where possible, attendance at a minimum of two regional disaster response planning meetings per annum
- Where possible, attendance at a minimum of one HESP linked other health planning session
- Where possible, attendance at a minimum of four FEMO Program meetings per annum
- Participation in FEMO Program Continuing Professional Development activities • Timely response to emails, phone calls and correspondence
- Timely provision of FEMO activity reports.

ORGANISATIONAL RESPONSIBILITIES

Supervisors:

- Executive Manager of FEMO Program
- Field Emergency Medical Coordinator
- At a disaster site, Health Commander

This Position:

- Field Emergency Medical Officer – Regional/Rural

REQUIRED EDUCATION, TRAINING, KNOWLEDGE AND EXPERIENCE

Formal Education:	<ul style="list-style-type: none">- Legally-qualified medical practitioner registered with the Australian Health Practitioner Regulation Agency- "Practice Qualifications" recognised by referees in rural Victoria- Currently fulfilling the requirements of a formal Continuing Medical Education program
Specific Training Courses:	<ul style="list-style-type: none">- Attendance at specific training courses in emergency preparedness and disaster medicine which each year will include one to two days in Melbourne focused on FEMO Program functions and one day participating in Regional education & training activities
Knowledge and Experience:	<ul style="list-style-type: none">- An awareness of the political and social contexts of disasters- A sound knowledge of core clinical, emergency management and public health principles in emergency preparedness and disaster medicine
Other Requirements:	<ul style="list-style-type: none">- Demonstrated ability to work collaboratively in a team- A current Victorian Driver's Licence- Probity check prior to commencement - mandatory - Computer literacy

KEY SELECTION CRITERIA

List the skills (i.e. competencies) which the incumbent might possess:

- Highly developed inter-personal skills with proven ability to relate effectively to other health professionals
- Knowledge of Disaster Medicine and Emergency Management principles
- Previous field experience in disaster response/emergency management or equivalent
- Comprehensive understanding of the acute health system
- Demonstrated policy analysis and development experience as well as an understanding of policy implementation constraints
- Well-developed oral and written communication skills
- Thorough understanding of medical practices as specifically applied to emergency response incidents is critical, as is a demonstrated knowledge of current developments in the field, and 'best practice' paradigms
- Highly developed understanding of emergency response practices and legislation at both a national level and a State level. Particular knowledge of Victoria's Emergency Management Acts 1986 and 2013 and the State Emergency Management Plan - Health Emergencies Sub-Plan is important, as is the understanding of the inter-relationships between the key emergency response bodies and services.

**APPENDIX I:
APPLICATION FOR CREDENTIALING OF
REGIONAL/RURAL FIELD EMERGENCY MEDICAL OFFICERS**

APPLICANT TO COMPLETE

1. Full name:

2. Address:

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3. Contact details: Telephone (Work 1): Telephone (Work 2):

Telephone (Home): Telephone (Mobile):

Facsimile: Email:

4. Date of Birth:

5. Please attach copy of (select one)

Birth certificate ☐

Passport ☐

Driver's licence ☐

Sighted ☐

6. Medical Registration

a. Registration details -

Registration Number:

Registration Status:

Profession: Divisions:

..... Registration Type:

.....

Endorsements:

Undertakings:

Reprimands:

Current Registration Expiry Date:

b. Registration Conditions:

c. Have you ever been convicted of professional misconduct by a medical practitioners board

No ☐ Yes ☐ Date: Where:

d. Please supply current copy of Certificate of Registration **Sighted** ☐

7. Medical Indemnity.
- a. Please supply current copy of Certificate of Indemnity **Sighted** ☐
8. Medical Qualifications
- a. Please supply copy of basic medical qualification **Sighted** ☐
- b. Please supply copy of other medical qualification if relevant **Sighted** ☐
- c. Please supply current copy of Curriculum Vitae **Sighted** ☐
- d. Postgraduate Training in:
- e. Institution(s) Date:
- Date:
9. Clinical areas in which you practise:
- a. b.
- c. d.
10. Referees (Preferably medical practitioners with whom you have a contemporaneous clinical relationship):
- a.
- b.
- c.

EXECUTIVE MANAGER OF FEMO PROGRAM TO COMPLETE

11. Appointment as:
12. Type of appointment: Part time ☐ Locum ☐ Extension of locum ☐
- a. Duration of appointment
- b. New position ☐ Replacement ☐ Reappointment ☐
13. Notional weekly hours e.g. ½ session = 1.75 hrs: (hrs)
[Compensation Step HN31 of Medical Specialists (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement 2022-2026 or its successor]
14. Health Service/Hospital through which remuneration will be auspiced:
 Employee number:
15. Discussed with Executive Manager FEMO Program Yes ☐ No ☐

Executive Manager
FEMO Program:

.....

Date:

Medical Director

..... Health Service: Date:

**FEMO Program
State Emergency Management Plan
Health Emergencies Sub-Plan**

Job Description – Deputy Field Emergency Medical Officer – Regional/Rural

Date of this Version: 8th August 2023

MISSION

The mission of the Field Emergency Medical Officer (FEMO) Program is to reduce preventable morbidity and mortality, across Victoria's health system, during emergencies and public events, by working with partners in aspects of policy, prevention, response, relief and recovery. It does this in accordance with the philosophy of St Vincent's Health Australia. This mission is based on the values of compassion, justice, integrity and excellence.

JOB TITLE

Title	Deputy Field Emergency Medical Officer – Regional/Rural
Program	Field Emergency Medical Officer Program State Emergency Management Plan Health Emergencies Sub-Plan
Date	August 2023

BASIC JOB PURPOSE

The FEMO Program operates within the structured approach (for health services that are required on scene at a major incident) provided by the Health Emergencies Sub-Plan (HESP) of the State Emergency Management Plan. The FEMO Program provides FEMO(s)/D-FEMO(s) on scene and the Field Emergency Medical Coordinator (FEMC). The coordination role is taken by Ambulance via the Health Commander (HC) supported by the FEMC with the assistance, if required, of the FEMO(s)/D-FEMO(s) at the scene.

The position is based within a relevant regional or rural Health Service.

The role is in the FEMO Program funded by the Department of Health (DH) and is a key component of the overarching Health Emergencies Sub-Plan endorsed by the State Crisis and Resilience Council on 11 August 2022.

It is intended that the Regional/Rural FEMO/D-FEMO will assist in the provision of responsive emergency prehospital medical care and emergency management in the event of a mass casualty event as well as providing medical input into disaster medicine strategic policy analysis, and implementation, especially within the sponsoring DH Region, but also generally in Victoria.

It is also intended that the Regional/Rural FEMO/D-FEMO, as part of the FEMO Program within the Health Emergencies Sub-Plan, with their detailed knowledge of local healthcare provision arrangements, will be a coordination resource that will assist disaster medicine and emergency management planning, prevention, response and recovery within their region.

KEY RESPONSIBILITIES

RESPONSIBILITY AREA 1: Operational Functions and Responsibilities

In the event of a mass casualty incident:

- Provide advanced medical care to patients, as part of a forward medical team function
- In consultation with the HC and FEMC, assist in determining the appropriate receiving hospital(s)
- Provide clinical strategic advice to the HC
- Provide advanced medical and clinical advice to paramedics when required to do so
- Assess the need for the activation of a Victorian Medical Assistance Team (VMAT)
- Manage and represent medical teams in the Health Incident Management Team (HIMT). When more than one FEMO/D-FEMO is present, the first on-scene FEMO/D-FEMO will assume command over other FEMO(s)/D-FEMO(s), unless other mutual agreements are reached
- When transport to hospital is not required, refer casualties to alternative care options such as general practice
- Manage health and medical volunteers, assigning them to either medical or first aid response teams, based on individual skills/knowledge and credentials

Performance Indicators

- Fulfilment of on-call commitments (be available to respond when not on leave)
- Reasonable contact response times (90% of responses <5 minutes) to Ambulance or FEMC
- Reasonable field presence response times (being mindful of the geographic location of the FEMO/D-FEMO and the incident site)
- Within the geographical and clinical constraints of the incident, disaster site clinical work and management to be of a high standard
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- Attendance at debriefs, where appropriate.

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- Contribute to (and where appropriate lead) health and medical preparedness and prevention activities
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- Participate in and contribute to regional-level and State-level health and medical emergency management planning and preparedness
- Participate in and contribute to health and medical emergency management exercises
- Participate in training opportunities to ensure that clinical currency and emergency management skills and competencies are maintained
- Provide timely FEMO/D-FEMO activity reports as required
- Contribute to emergency management policy analysis and implementation.

Performance Indicators

- Where possible, attendance at a minimum of one EmergoTrain session per annum
- Where possible, attendance at a minimum of two regional disaster response planning meetings per annum
- Where possible, attendance at a minimum of one HESP linked other health planning session
- Where possible, attendance at FEMO Program meetings
- Participation in FEMO Program Continuing Professional Development activities • Timely response to emails, phone calls and correspondence • Timely provision of FEMO/D-FEMO activity reports.

ORGANISATIONAL RESPONSIBILITIES

Supervisors:

- Regional/Rural FEMO
- Executive Manager of FEMO Program
- Field Emergency Medical Coordinator
- At a disaster site, Health Commander

This Position:

- Deputy Field Emergency Medical Officer – Regional/Rural

REQUIRED EDUCATION, TRAINING, KNOWLEDGE AND EXPERIENCE

Formal Education:	<ul style="list-style-type: none">- Legally-qualified medical practitioner registered with the Australian Health Practitioner Regulation Agency- "Practice Qualifications" recognised by referees in rural Victoria- Currently fulfilling the requirements of a formal Continuing Medical Education program
Specific Training Courses:	<ul style="list-style-type: none">- Attendance at specific training courses in emergency preparedness and disaster medicine which each year will include one to two days in Melbourne focused on FEMO Program functions and one day participating in Regional education & training activities
Knowledge and Experience:	<ul style="list-style-type: none">- An awareness of the political and social contexts of disasters- A sound knowledge of core clinical, emergency management and public health principles in emergency preparedness and disaster medicine
Other Requirements:	<ul style="list-style-type: none">- Demonstrated ability to work collaboratively in a team- A current Victorian Driver's Licence- Probity check prior to commencement - mandatory - Computer literacy

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- Highly developed understanding of emergency response practices and legislation at both a national level and a State level. Particular knowledge of Victoria's Emergency Management Acts 1986 and 2013 and the State Emergency Management Plan - Health Emergencies Sub-Plan is important, as is the understanding of the inter-relationships between the key emergency response bodies and services.

**APPENDIX I:
APPLICATION FOR CREDENTIALING OF
DEPUTY REGIONAL/RURAL FIELD EMERGENCY MEDICAL OFFICERS**

APPLICANT TO COMPLETE

1. Full name:

2. Address:

.....

.....

3. Contact details: Telephone (Work 1): Telephone (Work 2):

Telephone (Home): Telephone (Mobile):

Facsimile: Email:

4. Date of Birth:

5. Please attach copy of (select one)

Birth certificate ☐

Passport ☐

Driver's licence ☐

Sighted ☐

6. Medical Registration

a. Registration details -

Registration Number:

Registration Status:

Profession: Divisions:

.....

Registration Type:

Endorsements:

Undertakings:

Reprimands:

Current Registration Expiry Date:

b. Registration Conditions:

c. Have you ever been convicted of professional misconduct by a medical practitioners board

No ☐ Yes ☐ Date: Where:

d. Please supply current copy of Certificate of Registration **Sighted** ☐

7. Medical Indemnity.
- a. Please supply current copy of Certificate of Indemnity **Sighted** ☐
8. Medical Qualifications
- a. Please supply copy of basic medical qualification **Sighted** ☐
- b. Please supply copy of other medical qualifications if relevant **Sighted** ☐
- c. Please supply current copy of Curriculum Vitae **Sighted** ☐
- d. Postgraduate Training in:
- e. Institution(s) Date:
- Date:
9. Clinical areas in which you practise:
- a. b.
- c. d.
10. Referees (Preferably medical practitioners with whom you have a contemporaneous clinical relationship):
- a.
- b.
- c.

EXECUTIVE MANAGER OF FEMO PROGRAM TO COMPLETE

11. Appointment as:
12. Type of appointment: Part time ☐ Locum ☐ Extension of locum ☐
- a. Duration of appointment
- b. New position ☐ Replacement ☐ Reappointment ☐
13. Notional weekly hours e.g. 0.1 session = 0.35 hrs: (hrs)
[Compensation Step HN31 of Medical Specialists (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement 2022-2026 or its successor]
14. Health Service/Hospital through which remuneration will be auspiced:
 Employee number:
15. Discussed with Executive Manager FEMO Program Yes ☐ No ☐

Executive Manager
FEMO Program:

.....

Date:

Medical Director
..... Health Service: Date: