

POSITION DESCRIPTION

Clinical Director of Internal Medicine



Working at Northeast Health Wangaratta

At Northeast Health Wangaratta (NHW), we value our employees. We offer leadership, vision and an environment with a strong sense of teamwork, integrity, accountability, and respect. We are committed to providing staff with continuing education, research and professional development opportunities. This ensures that our people are part of a skilled and knowledgeable workforce, delivering exceptional high quality safe patient care. When you choose to work at NHW, you are committing to aligning everything you do with our values – **Fairness, Excellence, Respect, Kindness, Integrity and Courage.**

Position Details:

Position Title:	Clinical Director Of Internal Medicine
Enterprise Agreement:	Victorian Public Health Sector – Medical Specialists Enterprise Agreement 2018-2021, or its successors
Position Classification:	Executive Specialist HM42-HM43, plus Clinical Director allowance Full time position, but a substantial part time option may be considered
Who does this position report to:	Executive Director Medical Services Executive Director Clinical Operations for shared leadership and management of the Physician led services
Does this position manage or supervise others:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Workplace Location:	Green Street Campus
Primary purpose of the position:	<p>The primary purpose of this position is to establish, develop and lead a comprehensive and integrated Internal Medicine service.</p> <p>The successful candidate will have an opportunity to design an innovative and flexible care delivery model for inpatient, home based and ambulatory services, working closely with GPs, nursing and allied health teams and community based service to provide a comprehensive and integrated service which is patient focussed.</p> <p>The Internal Medicine service will be integrated with NHW’s busy Emergency Department, the Critical Care Unit (including ICU, HDU and CCU beds), General Surgery, Anaesthesia and the Hospital in the Home (HiTH) program to support seamless patient care.</p> <p>The Service provides clinical services on referral and contributes to undergraduate and post-graduate medical education and to nursing and allied health education. There is a particular responsibility to provide a supportive and stimulating educational experience for medical students and early postgraduate medical and nursing graduates.</p> <p>The Director is also expected to encourage the development of the Internal Medicine Service through establishing NHW as an attractive environment for physicians to build and sustain a career.</p> <p>The unit is supported by interns and registrars on rotation from Melbourne Hospitals. Medical Registrars are accredited Basic Physician Trainees of the Royal Australasian College of Physicians.</p> <p>Scope exists to develop NHW as an advanced training site in a number of specialties but with a particular focus on General Medicine.</p>

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Position Description reviewed:	November 2021
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Key Accountabilities:

Management and leadership

1.
 - Design an integrated, contemporary and comprehensive model of care for Internal Medicine
 - Develop and establish a flexible care delivery model, ensuring ensure active involvement of staff
 - Work closely with GPs, nursing and allied health teams and community based services to ensure NHW remains a viable referral centre and performs at best practice levels, whilst delivering effective and efficient care which is patient focused and emphasizes the importance of the patient journey
 - Develop, lead and manage (with support) an effective multi-disciplinary team to ensure optimum patient outcomes within financial and staff resources
 - Help to build morale and teamwork within Medical, Nursing and Allied Health both within the Internal Medicine service and more broadly
 - Effectively adapt to new situations or uncertainty and promote and support required changes by describing the reasons for change and support others through the change processes
 - Be responsible for all Specialist Physicians, setting agreed and clear objectives and Performance expectations with them, whilst also monitoring and supporting their performance
 - Establishing a supportive and effective medical training environment

Quality, safety and research

2.
 - Promote the delivery of safe and effective and patient centred care
 - Proactively deal with any safety and quality issues as they relate to medical practice within the Service
 - Ensure that the unit will have effective clinical governance model in place:
 - Directly accountable for the establishment of a service level Mortality and Morbidity Review process, whereby all deaths and significant morbidity within the Service is reviewed and learnings are established
 - Establishment of a process for identifying and managing clinical variation
 - Establishment of a process for ensuring that the patient experience is understood and effectively managed
 - Support the development of an evidence-based medicine (EBM) approach with patients and respect the dignity, culture, values and beliefs of patients and significant others in the provision of medical care.
 - Escalate concerns regarding safety, quality and risk to the Operational Director or EDMS , if unable to rectify within the Internal Medicine Service
 - Be responsible for the development and implementation of relevant Clinical Policies and practice Guidelines, and Clinical Pathways which are relevant specifically to Internal Medicine; and for collaborating with other Clinical Directors in the development of Clinical Policies, Clinical Guidelines, and Clinical Pathways which cover more than one Service
 - Support the efforts of the organisation to ensure that it, and the Internal Medicine service always meets the requirements of the National Health Services Accreditation scheme and other relevant accreditation requirements, including in relation to clinical training

Supervision and Teaching

3.
 - Ensure junior medical staff and others working in Department/Unit are provided with appropriate supervision and training
 - Encourage the appointment of an appropriately qualified and engaged physician as Director of Physician Education
 - Lead RACP and PMCV accreditation activities as they relate to the Internal Medicine Service
 - Develop and participate in medical and other professional undergraduate, postgraduate (including HMO) and continuing education programmes aimed at supporting continuous improvement within the Service

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	<ul style="list-style-type: none"> Ensure a safe working environment for all clinicians within the Service, including the provision of Safe Working Hours for HMOs and Registrars; in conjunction with the Manager Medical Workforce
4.	<p>Medical Workforce</p> <ul style="list-style-type: none"> Lead with others, including the executive leadership team in the planning and development of the Clinical Service Plan and Medical Workforce plan for the Department of Internal Medicine Ensure appropriate medical cover are in place for senior and junior staff within the Department on a 24/7 basis, taking into account work life balance and the need to ensure appropriate leave
5.	<p>Professional Behaviour and Communication</p> <ul style="list-style-type: none"> Maintain strong and effective communication with other staff. Lead the General Medicine team in the daily work of the department. Resolve issues constructively and improve areas of poor communication. Role model NHW values and question behaviours which are not consistent with these values. Maintain stable performance and a calm attitude under pressure. Ensure compliance with relevant NHW clinical and administrative policies and guidelines. Maintain a safe working environment for yourself, your colleagues and members of the public. Comply with all relevant legislation. Maintain confidential information and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at NHW The appointee's performance will be reviewed regularly by the Executive Director of Medical Services In this position you must comply with the actions set out in the relevant section(s) of the OHS Roles and Responsibilities Guideline
6.	<p>Contribute to and support following the strategic goals</p> <ul style="list-style-type: none"> Safe and high quality care: Healthcare defined by safety and high quality that goes beyond responsive treatment and has a focus on wellbeing and healthy ageing. Engaged people and culture: A skilled, inclusive & engaged organisation with the capacity, capability and expertise to deliver exceptional care for our community. Sustainable and enduring resource: A health service that invests in, develops and embeds effective physical and digital infrastructure. A financially and environmentally sustainable organisation. Collaboration and partnerships: A trusted organisation with deep links into our community, region and beyond. An integrated, consolidated and transformed health sector

Employee Obligations – Medication Safety

It is an expectation of NHW that all Medical staff actively participate in initiatives to improve medication usage and safety, and will do everything possible to ensure safe and effective medication prescribing, administration and usage. This includes clear completion of the National Inpatient Medication Chart for all inpatients, and clear and where possible PBS compliant prescribing for all patients consistent with the restrictions listed in the NHW medication formulary.

Key Relationships:

Internal	External
1. Medical Workforce	1. Patients, consumers and families
2. Internal Medicine Workforce	2. External and Community Healthcare Providers
3. All NHW Workforce	3. RAC ACCRM/RACGP, PMCV
	4. External Consultants including GPs
	5. Hospital In The Home

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Key Selection Criteria:	
1.	A primary medical qualification registered or registrable with the Australian Health Practitioner Regulation Agency (AHPRA)
2.	Fellowship of the Royal Australasian College of Physicians, or equivalent.
3.	Effective leadership and managerial skills, with proven track record of leading a clinical unit.
4.	High-level interpersonal, written and verbal communication skills.
5.	Experience and implementation of clinical governance activities.
6.	Understanding of clinical incident management, M&M and the importance of implementation of recommendation that addresses system issues.
7.	Ability to work as an effective member of a multidisciplinary clinical team
8.	Recruit, coach, mentor, and performance develop medical staff, to develop the capabilities of the team to undertake changing roles, responsibilities and to provide for succession within the unit
9.	Act as an effective role model and promote a culture and supporting practices that reflect the organisational values through demonstrated behaviours and interactions with patients and other staff members
10.	Awareness of current legislation and policies pertaining to medical practice and the workplace including EEO, OH&S, Public Sector Management, Infection Control and access for clients with a disability Ability to apply research to clinical practice
In addition to the above, all staff must have an remain current for continued employment, the following:	
1.	Current Class C Driver's Licence
2.	A current National Police Check (renewed every 3 years)
3.	A current Employer Working with Children Check (renewed every 5 years)
Immunisation:	
It is a condition of appointment that all employees comply with our immunisation requirements during employment. This position is classified as Category A. Covid-19 Vaccination and yearly Flu Vaccination are required.	
Diversity:	
We encourage you to bring your 'whole self to work'. NHW is a safe and inclusive workplace. We value the visible and invisible qualities that make you who you are. We expect our workforce to align with our diversity expectations and programs. Working at NHW means you are on board with our journey, you will show respect, understanding and kindness to other regardless of ethnicity, sexuality, identity or any other protected attribute. We particularly acknowledge the traditional custodians of our land and pay our respects to elders past, present and emerging.	
Mandatory Training:	
It is a condition of appointment that all employees complete Mandatory Training and Clinical Competencies as required upon commencement, annually and in accordance with timelines specified in relevant health service policies and procedures.	
Performance & Accountability:	
A review of performance shall be undertaken within six months following commencement and annually thereafter. There is an expectation that staff will assume responsibility for completion of any learning requirements advised by the organisation.	
Quality and Risk Management:	
In order to help ensure continued employee, patient safety and quality of care:	
<ul style="list-style-type: none"> ▪ Understanding individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines at NHW 	

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- Comply with requirements of the National Safety and Quality Health Service Standards, Aged Care Quality Standards and other relevant standards, regulations and legislative requirements.
- Contribute to organisational quality and safety initiatives and participate in the development and review of policies and procedures as appropriate
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public
- Maintain a safe working environment at all times
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and our workforce

Staff are required to abide by the Code of Conduct for NHW.

Occupational Health & Safety and Wellbeing:

The safety, health and wellbeing of employees is a priority for NHW and I recognise the importance of an environment that promotes and nurtures the physical, mental, emotional and social wellbeing of all individuals. I commit to:

- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures
- Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation
- Reporting through the incident management system any near misses or incidents as they occur
- Not place others at risk by any act or omission
- Not wilfully or recklessly interfere with safety equipment
- Partaking in the promotion of the health and wellbeing of employees
- Contributing to an inclusive and health promoting environment
- Promoting our values and vision

An organisational culture that promotes positive mental health and wellbeing through supportive leadership, employee participation and shared decision making.

Policies & Procedures:

Whilst the policies and procedures do not form part of your employment contract it is expected that you will comply with NHW's policies, procedures and reasonable instructions at all times during the course of your employment.

Confidentiality:

Confidentiality is a matter of concern for all persons who have access to personal information about patients, clients, residents or employees of NHW. Staff must understand and accept that in accessing this personal information they hold a position of trust relative to this information. In recognising these responsibilities staff must agree to preserve the confidential nature of this information. Failure to comply with this agreement may result in disciplinary action and may include termination of employment.

Declaration:

As the incumbent of this position, I acknowledge that I have read this Position Description, understand its contents and agree to work in accordance with the contents therein. I understand that other duties may be directed from time to time.

I understand and accept that I must comply with the policies and procedures applicable to NHW. I also agree to strictly observe the NHW Code of Conduct and policy on confidentiality of commercial and patient information or such sensitive information that I may come across in the course of my employment.

Name:	
Signature:	
Date:	

POSITION DESCRIPTION – Jobs Demands Checklist

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The purpose of this section is to describe the physical and psychological risk factors associated with the job. Applicants must review this form to ensure they can comply with these requirements and successful applicants will be required to sign an acknowledgment of their ability to perform the job demands of the position.

Position:	Clinical Director of Internal Medicine
Department / Unit:	Medical Workforce
Workplace Location:	Green Street Campus

Frequency Definitions:

I Infrequent - intermittent activity exists for a short time on a very infrequent basis	C Constant - activity exists for more than 2/3 or the time when performing the job
O Occasional - activity exists up to 1/3 of the time when performing the job	R Repetitive - activity involved repetitive movements
F Frequent - activity exists between 1/3 and 2/3 of the time when performing the job	N Not Applicable - activity is not required to perform the job

Demands	Description	Frequency					
		I	O	F	C	R	N
Physical Demands:							
Sitting	Remaining in a seated position to perform tasks		X				
Standing	Remaining standing without moving about to perform tasks			X			
Walking	Floor type: even / uneven / slippery, indoors / outdoors, slopes			X			
Running	Floor type: even / uneven / slippery, indoors / outdoors, slopes	X					
Bend / Lean Forward from Waist	Forward bending from the waist to perform tasks		X				
Trunk Twisting	Turning from the waist while sitting or standing to perform tasks	X					
Kneeling	Remaining in a kneeling posture to perform tasks	X					
Squatting / Crouching	Adopting a squatting or crouching posture to perform tasks	X					
Leg / Foot Movement	Use of leg and / or foot to operate machinery	X					
Climbing (stairs / ladders)	Ascend / descend stairs, ladders and steps	X					
Lifting / Carrying	Light lifting and carrying (0 - 9 kg)	X					
	Moderate lifting and carrying (10 – 15 kg)	X					
	Heavy lifting and carrying (16 kg and above)						X
Reaching	Arms fully extended forward or raised above shoulder		X				
Pushing / Pulling / Restraining	Using force to hold / restrain or move objects toward or away from the body		X				
Head / Neck Postures	Holding head in a position other than neutral (facing forward)		X				
Hand & Arm Movements	Repetitive movements of hands and arms		X				
Grasping / Fine Manipulation	Gripping, holding, clasping with fingers or hands		X				
Work At Heights	Using ladders, footstools, scaffolding, or other objects to perform work	X					

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Driving	Operating any motor powered vehicle	X						
Sensory Demands:								
Sight	Use of sight is an integral part of work performance, eg: Viewing of X-Rays, computer screens, etc						X	
Hearing	Use of hearing is an integral part of work performance, eg: Telephone enquiries			X				
Smell	Use of smell is an integral part of work performance, eg: Working with chemicals	X						
Taste	Use of taste is an integral part of work performance, eg: Food preparation							X
Touch	Use of touch is an integral part of work performance					X		
Psychosocial Demands:								
Distressed People	Eg: Emergency or grief situations.			X				
Aggressive & Uncooperative People	Eg: Drug / alcohol, dementia, mental illness.		X					
Unpredictable People	Eg: Dementia, mental illness, head injuries.		X					
Environmental Demands:								
Dust	Exposure to atmospheric dust.							X
Gases	Working with explosive or flammable gases requiring precautionary measures.							X
Fumes	Exposure to noxious or toxic fumes.							X
Liquids	Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE.							X
Hazardous Substances	Eg: Dry chemicals, glues.							X
Noise	Environmental / background noise necessitates people raise their voice to be heard.	X						
Inadequate Lighting	Risk of trips, falls or eyestrain.	X						
Sunlight	Risk or sunburn exists from spending more than 10 minutes per day in sunlight.	X						
Slippery or Uneven Surfaces	Greasy or wet floor surfaces, ramps, uneven ground.	X						
Inadequate Housekeeping	Obstructions to walkways and work areas cause trips and falls.	X						
Biological Hazards	Eg: Exposure to body fluids, bacteria, infectious diseases.			X				
The area below is for any special comments or notes on significant physical or other demands required to perform this job:								
Nil								