

POSITION DESCRIPTION

Staff Specialist Physician – General 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: | Staff Specialist Physician – General Medicine |
| Enterprise Agreement: | Victorian Public Health Sector – Medical Specialists Enterprise Agreement 2018-2021, or its successors |
| Position Classification: | HM33-HM41 |
| Who does this position report to: | Executive Director of Medical Specialists |
| 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 position aims to build on the service's structure which aims to provide a continuum of care within the Medical Ward at NHW and will share on-call cover with the Physician team.</p> <p>As a member of the Medical Unit, participate in patient care, teaching and research at NHW.</p> <p>The Medical Unit provides referral clinical services and contribute to undergraduate and post-graduate education. There is a particular responsibility to provide a supportive and stimulating educational experience for medical students and early postgraduate medical and nursing graduates and a career-base for young consultant general physicians.</p> <ul style="list-style-type: none"> ▪ General medicine is committed to continuous quality improvement, research and effective continuing education. ▪ Members of the general medical service specifically acknowledge the unique and complex qualities of people. They aim to consider medical, psychological and social issues when providing assessments and when selecting investigations and preventative and therapeutic interventions. ▪ General physicians desire to maximise their expertise in providing opinions concerning and, if requested, managing patients with a broad range of "problems", especially, but not exclusively, those patients with: <ul style="list-style-type: none"> ○ Concurrent medical, psychological and social problems ○ Problems involving more than one major organ system ○ Uncertain diagnoses ○ Conditions not included within existing sub-specialties ○ Requested or been referred specifically for assessment and management by consultant physicians in general medicine, for real or perceived advantages, which include the possibility of longitudinal care over a period of time for a variety of medical problems, and a "broad" approach to their problems |

POSITION DESCRIPTION

Staff Specialist Physician – General Medicine



| | |
|--------------------------------|---|
| | <ul style="list-style-type: none"> ▪ General physicians are aware of their own limitations. Depending on their individual skills, interests, knowledge and experience, they recognise that opinions might include recommendations that additional consultations may be required. ▪ There is a need to liaise effectively with other providers of health care, both within and outside NHW, with academic and administrative colleagues, with external professional associations, and with the external community. ▪ The major in-patient activity of the service is to deal with the problems of patients referred for emergency admission. Additional consultative services are provided for admitted and ambulatory patients referred from external medical practitioners, from general and special surgical units and from specialist medical and psychiatric services within NHW. Clinical services aim. |
| Position Description reviewed: | November 2021 |

| Key Accountabilities: | |
|-----------------------|--|
| 1. | Attend promptly and assume clinical responsibility for admitted patients (including internally referred patients) and outpatients |
| 2. | Participate in teaching activities for medical and other professional undergraduates and postgraduates, including the supervision and training of hospital medical officers |
| 3. | Initiate, supervise or participate in research projects and/or quality activities |
| 4. | Participate in continuing educational activities at NHW |
| 5. | <p>Contribute to and support following the strategic goals</p> <ul style="list-style-type: none"> ▪ quality care: provide services that meet the needs and preferences of our patients and their families and carers ▪ teaching and research in a learning environment: invest in teaching and research and promote continued excellence in health care ▪ working together: encourage an environment which attracts, develops and retains staff who work together to achieve our shared vision of excellence ▪ financial responsibility: ensure financial responsibility to optimise service delivery undertake other ▪ duties from time to time as requested by the Divisional Director and /or Executive Director of Medical Services |
| 6. | <p>Clinical Privileges:</p> <p>The right to admit patients (public, private and compensable) and to take responsibility for their care as authorised by the Unit Head</p> |
| 7. | <p>Quality Care:</p> <ul style="list-style-type: none"> ▪ Provide individual and unit services that meet the needs and preferences of our patients and their families and carers. ▪ demonstrate a commitment to improving the quality of care ▪ demonstrate commitment to ethical, evidence-based, patient-focused clinical practice across the "continuum of care" (i.e. a cycle of care which incorporates access, entry, assessment, care planning, implementation and evaluation, separation and community management) ▪ Participate in unit and NHW clinical and administrative meetings, audit and quality improvement activities. ▪ Participate in Australian Council on Health Care Standards (ACHS) accreditation and "Equip" (Evaluation and Quality Improvement) programmes ▪ Maintain adequate clinical records ▪ Support the development and uptake of clinical pathways, protocols and guidelines |

POSITION DESCRIPTION

Staff Specialist Physician – General Medicine



| | |
|--|---|
| | <ul style="list-style-type: none"> ▪ Communicate and liaise effectively with internal and external referrers and health care providers including general practitioners ▪ Respond promptly and appropriately to adverse clinical incidents, patient and carer complaints, freedom of information requests and medico-legal enquiries ▪ Give reasonable notification for absences prior to periods of planned leave |
| 8. | <p>Admitted Patients:</p> <ul style="list-style-type: none"> ▪ ensure that discharge plans are discussed with HMOs and other professionals and documented within 24 hours of admission ▪ ensure that all patients receive an interim summary on discharge and that at least 90% have a discharge summary completed within 3 working days of discharge |
| 9. | <p>Ambulatory patients:</p> <ul style="list-style-type: none"> ▪ Ambulatory services are part of NHW's future plan and the following will apply in due course: <ul style="list-style-type: none"> ○ attend clinics within 15 minutes of the agreed starting time on 90% of occasions ○ ensure that 90% ambulatory patients wait less than 30 minutes for consultations |
| 10. | <p>Teaching and Research in Learning Environment</p> <ul style="list-style-type: none"> ▪ participate in medical and other professional undergraduate, postgraduate (including HMO) and continuing education programmes ▪ maintain professional standards and skills by demonstrating ongoing professional training and development such as a commitment to the RACP CPD programme ▪ encourage, initiate and participate in basic, clinical, educational and/or health-services research as assessed by: <ul style="list-style-type: none"> ○ abstracts ○ publications ○ presentations ▪ grant applications ▪ grant awards |
| 11. | <p>Within General Medicine and NHW:</p> <ul style="list-style-type: none"> ▪ Participate in the development and achievement of the Unit and NHW goals and objectives ▪ supervise, guide and mentor undergraduate medical students and HMOs ▪ recognise the value of other NHW professional and non-professional staff ▪ demonstrate a commitment to unit and NHW ▪ participate in annual staff appraisals ▪ recognise the importance of good communication |
| 12. | <p>Beyond NHW:</p> <ul style="list-style-type: none"> ▪ demonstrate involvement in activities which add value to NHW eg Federal and State Government Committees, Professional Associations eg RACP, VRGP, ACCRM/RACGP, AMA, Community activities |
| 13. | <p>Financial Responsibility</p> <ul style="list-style-type: none"> ▪ demonstrate commitment to cost-efficiency, eg ensure that admitted and ambulatory patient consultations and treatments are conducted efficiently ▪ demonstrate commitment to financial productivity, eg ensure that medical records and discharge summaries adequately report activities for case mix purposes ▪ demonstrate commitment to budget compliance One ▪ take annual leave within directed time-frames |
| Organisation Strategic Priorities | |
| 14. | <p>Quality & Innovation</p> <ul style="list-style-type: none"> ▪ Participate in peer review and quality improvement activities and ward based workshops |
| 15. | <p>People, Learning and Research</p> <ul style="list-style-type: none"> ▪ Attend weekly Medical staff education and training forum ▪ Attend monthly medical grand round ▪ Participate in clinical meetings and journal clubs |

POSITION DESCRIPTION

Staff Specialist Physician – General Medicine



| | |
|-----|--|
| | <ul style="list-style-type: none"> Participate in General Practice teaching opportunities, as available Complete mid and end of term performance appraisal with your consultant, based on the Australian Curriculum Framework for Junior doctors. Return this assessment to the Medical Workforce Unit. |
| 16. | <p>Organisational Management</p> <ul style="list-style-type: none"> Meet and maintain standards of regulatory compliance for administrative and clinical information records & systems within the Australian Legislation and Regulation, Victorian Legislation and Regulation (i.e. Public Record Office of Victoria) and Northeast Health Wangaratta Policy and Procedure Framework. |
| 17. | <p>Facilities & Environment</p> <ul style="list-style-type: none"> Understand and comply with the general principles of the Occupational Health and Safety Act Hospital provided accommodation is respected and any maintenance or faults are reported to engineering or medical workforce ASAP |
| 18. | <p>Community & Partnerships</p> <ul style="list-style-type: none"> Develop relationships and communicate effectively with General Practitioners in a timely manner Activate appropriate referrals, in consultation with other senior and junior medical staff to hospital or community agencies |

Behavioural Outcomes

| | |
|-----|---|
| 19. | <p>Team player</p> <ul style="list-style-type: none"> Cooperates and works well with others in the pursuit of team goals Collaborates and shares information Shows consideration, concern and respect for the feelings and ideas of others Accommodates and works well with the different working styles of others Encourages resolution of conflict within the team |
| 20. | <p>Demonstrated ability to withstand conflicting priorities</p> <ul style="list-style-type: none"> Perseveres to achieve goals, even in the face of obstacles Copes effectively with setbacks and disappointments Remains calm and in control under pressure Accepts constructive criticism in an objective manner |
| 21. | <p>Able to build relationships</p> <ul style="list-style-type: none"> Establishes and maintains relationships at all levels Promotes harmony and consensus through diplomatic handling of disagreements Forges useful partnerships with people across departments and services Builds trust through consistent actions, values and communication |
| 22. | <p>Possesses appropriate communication, consultation and interpersonal skills</p> <ul style="list-style-type: none"> Collaborates and shares information Ensures good working relationships exist with internal and external customers, external health providers, government departments and all stakeholders |
| 23. | <p>Customer service</p> <ul style="list-style-type: none"> Respects the cultural needs of others Communicates effectively Treats patient's family and visitors with respect at all times Abides by all NHW values of integrity, compassion, excellence and respect |

Employee Obligations – Medication Safety

| | |
|-----|---|
| 24. | <p>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.</p> |
|-----|---|

Appraisal and Individual Development Work Plan

POSITION DESCRIPTION

Staff Specialist Physician – General Medicine



25. Complete mid and end of term performance appraisal with your consultant, based on the Australian Curriculum Framework for Junior doctors. Return this assessment to the Medical Workforce Unit.

Key Performance Indicators:

1. Demonstration of NHW values and behaviours, being a role model for living the values;
2. Completion of mandatory training activities including training related to the National Standards;
3. Participation in the NHW specific business planning process (if required);
4. Achievement of NHW and portfolio specific KP targets as they apply to areas of responsibility;
5. Participation in and satisfactory feedback through the annual performance review process; and, where applicable, ensure direct reports have individual development plans including an annual review;
6. Ability to provide a safe working environment and ensure compliance with legislative requirements concerning Occupational Health & Safety, anti-discrimination, and equal opportunity;
7. Ability to operate within allocated budget (if required).

Key Relationships:

| Internal | External |
|---------------------------|--|
| 1. Medical Workforce Unit | 1. Patients, Consumers and Families |
| 2. All NHW Workforce | 2. External and Community Healthcare Providers |
| | 3. RACP, ACCRM/RACGP, PMCV |
| | 4. External Consultants, including GPs |
| | 5. Hospital In The Home |

Essential Key Selection Criteria:

1. MBBS or equivalent
2. FRACP (awarded or anticipated completion within 3 months)
3. General and/or specialist registration as a medical practitioner with AHPRA in good standing
4. Experience in the provision of acute general medical care
5. Demonstrated ability to work professionally, collaboratively and effectively as a team player and leader

Desirable Key Selection Criteria:

6. Formal Acute & General Medicine RACP subspecialty qualification
7. Interest, skills, experience and/or formal qualifications in Perioperative Medicine or Medical Education
8. Track record of conducting and publishing research clinically relevant to General Medicine
9. Completed or committed to undertaking a higher degree (eg. Masters or PhD)
10. Point of Care Ultrasound (POCUS) training / qualifications with ongoing maintenance of skills

In addition to the above, all staff must have and 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)

POSITION DESCRIPTION

Staff Specialist Physician – General Medicine



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:

- Understanding individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines at NHW
- 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.

POSITION DESCRIPTION

Staff Specialist Physician – General Medicine



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

Staff Specialist Physician – General Medicine



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: | Staff Specialist Physician – General 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 | | | | | | |
| 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 | | | | | |

POSITION DESCRIPTION – Jobs Demands Checklist

Staff Specialist Physician – General Medicine



| | | | | | | | | |
|--|--|---|---|---|---|--|---|---|
| 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 | | | | | | | | |