

# Eastern Health

## POSITION DESCRIPTION

<b>Position Title:</b>	Locum Neurologist Movement Disorders and Botulinum Toxin Clinics
<b>Award Classification:</b>	At the appropriate classification rate commensurate with level of experience in accordance with the Medical Specialists (Victoria Public Health Sector) (AMA Victoria/ ASMOF) (Single Interest Employers) Enterprise Agreement 2022 – 2026
<b>Award / Agreement Name:</b>	Medical Specialists (Victoria Public Health Sector) (AMA Victoria/ ASMOF) (Single Interest Employers) Enterprise Agreement 2022 – 2026
<b>Reports to:</b>	Clinical Director, Neurosciences(EH)

## EASTERN HEALTH – HEALTHIER TOGETHER

Eastern Health is one of Melbourne’s largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and statewide services to people and communities that are diverse in culture, age and socio- economic status, population and healthcare needs. *‘Being part of Eastern Health is being part of a welcoming team of healthcare experts’* is achieved through Eastern Health’s strategic goal of HEALTHIER TOGETHER.



## **1. POSITION PURPOSE**

- To provide patient care in the Movement Disorders and Botulinum Toxin clinics during periods of leave cover.
- To participate in other outpatient and inpatient clinical duties where leave cover is required.
- To provide excellent clinical care for his/her patients.
- To provide leadership and supervision of junior medical and other clinical staff.
- To support the Hospital's teaching, research and clinical governance programs.

## **2. MAJOR DUTIES AND/OR RESPONSIBILITIES**

### **2.1 Provision of Clinical Services**

- Assume clinical responsibility for patients under his/her care.
- Punctually attend specialty clinics as allocated.
- Ensure adequate documentation of clinic visits and letters are dictated on day of attendance.
- Participate in the inpatient and on call consultant rosters as required.
- Participate in setting the standards for high quality, compassionate clinical care within the Unit.
- Actively support Unit junior medical staff and provide appropriate supervision in the provision of clinical services.
- Provide regular advice to junior staff in the management of seriously ill patients and when advice is requested.
- When rostered to provide inpatient care, ensure that urgent inpatient and ED consultations are attended to promptly.
- Review the adequacy of the medical content of clinical records, including documentation of significant patient management decisions.
- Review existing practices and promote change either based on evidence or if other change is required.

### **2.2 Communication**

- Ensure that patients/families are given adequate information upon which to base treatment decisions and follow-up.
- Develop effective communication with and be receptive to patient, relative and peer groups.
- Support multi-disciplinary teamwork.
- Provide advice to and liaise with staff from other units as required.
- Ensure discharged patients have documentation of their care for LMO follow up.

### **2.3 Quality and Clinical Review Activities** *(refer also to section 5)*

- Participate in the Unit quality activities program, including audit activities, review of deaths and analysis of relevant clinical and key performance indicators (KPIs).
- Attend Unit meetings where necessary.
- Assist in developing and implementing clinical pathways where appropriate.
- Assist in developing protocols and guidelines where required.

- Assist in resolving patient and relative complaints.
- Notify the Department Head and/or Director of Medical Services of any sentinel event or serious adverse incident within the Department.
- Co-operate with the Box Hill Hospital and/or other Eastern Health Clinical Review Committees.

#### **2.4 Education, Research & Professional development** *(refer also to section 4)*

- Participate in the training program for advanced trainees in Neurology at EH
- Participate in undergraduate and postgraduate education.
- Maintain an active interest and participation in research and academic publication.
- Attend medical educational activities.
- Participate in College maintenance of professional standards program.

#### **2.5 Efficiency**

- Support the efficient use of resources, including efficient bed utilisation.
- Work within the budgetary provisions for the delivery of clinical services.
- Provide appropriate advance notification of planned periods of leave, as required by Eastern Health e.g. 4 weeks for annual and conference leave.

#### **2.6 Performance Review** *(refer also to section 8)*

- Participate in Eastern Health annual performance review.

### **3. SAFE PRACTICE AND ENVIRONMENT**

#### **Occupational Health and Safety**

Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensations (WIRC) Act 2013

### **4. TRAINING AND DEVELOPMENT**

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

## **5. QUALITY**

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centered care

## **6. CONFIDENTIALITY**

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2001.

## **7. EQUAL EMPLOYMENT OPPORTUNITY**

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

### **Our commitment to Diversity, Equity & Inclusion**

Eastern Health is committed to creating a diverse and inclusive environment that welcomes and values all people. We recognise that diversity is essential in ensuring Eastern Health provides the best service to its consumers.

Aboriginal and/or Torres Strait Islander peoples, people from the LGBTIQ+ community, people living with disability and those from a culturally and linguistically diverse background, are strongly encouraged to apply.

For more information, please [click here](#).

## **8. PERFORMANCE DEVELOPMENT**

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed

and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

## 9. EASTERN HEALTH'S PROMISE

Our promise to our communities, patients, consumers and staff is that we will be **HEALTHIER TOGETHER**. Bolder than a vision for the future, our promise calls us to action. We know that working together is the only way we can achieve what is necessary for a healthier future.

Our values are ones in action and are the behaviours that matter most.

- Respect for all
- Safe always
- Partnering in care
- Learning and improving everyday

Learning from the challenges of the past and looking to the future, we understand that we are building towards a more engaged, more reliable, always safe health service in partnership with our people to improve every day.

**10. ATTACHMENTS**

- Attachment 1 Key Selection Criteria
- Attachment 2 Key Result Areas /Key Performance Indicators
- Attachment 3 Eastern Health /Department Information

**11. NOTE**

*Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.*

*Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.*

*Healthcare workers are strongly recommended to follow COVID vaccination recommendations provided in the [Australian Immunisation handbook \(based on ATAGI advice\)](#). Seasonal vaccination against influenza is a mandatory requirement of this role and employment is conditional on this being up to date prior to employment.*

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Executive Director Medical and Clinical Governance Eastern Health (or delegate)

**INCUMBENT STATEMENT**

*I \_\_\_\_\_ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.*

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## ATTACHMENT 1

### KEY SELECTION CRITERIA

<b>Position Title:</b>	Neurologist
<b>Award Classification:</b>	At the appropriate classification rate commensurate with level of experience in accordance with the Medical Specialists (Victoria Public Health Sector) (AMA Victoria/ ASMOF) (Single Interest Employers) Enterprise Agreement 2022 – 2026
<b>Award / Agreement Name:</b>	Medical Specialists (Victoria Public Health Sector) (AMA Victoria/ ASMOF) (Single Interest Employers) Enterprise Agreement 2022 – 2026
<b>Reports to:</b>	Clinical Director, Neurosciences(EH)

#### Essential

- Must be a registered medical practitioner in the State of Victoria.
- Must have training and experience in the provision care for patients with a broad range of neurological conditions, including stroke.
- Must hold a Fellowship of the Royal Australasian College of Physicians (RACP), or hold equivalent qualifications to enable recognition as a specialist Neurologist.
- Must participate in relevant college continuing education programs particularly related to Neurology.

#### Desirable

- Demonstrated experience in teaching of medical students and HMOs.
- Teaching experience of other clinical staff – nursing and allied health.
- Exposure to research practices and principles.
- Familiarity with clinical information systems.

#### Aboriginal & Torres Strait Islander Candidates

*Eastern Health's Aboriginal Workforce Plan 2023 – 2026 was released in February 2023. With a strong focus on cultural safety and belonging, actions included in the Workforce Plan provide practical supports for all Aboriginal and/or Torres Strait Islander staff.*

*An Aboriginal Employment Coordinator is available to ensure each person has culturally safe and positive employee experiences which foster belonging and access to diverse experiences and career pathways. Should you require further information regarding this position or support to complete an application, please contact the Recruitment Manager for this position or Eastern Health's Aboriginal Employment Coordinator at [Aboriginal.Workforce@easternhealth.org.au](mailto:Aboriginal.Workforce@easternhealth.org.au)*

## ATTACHMENT 2

### Key Result Areas /Key Performance Indicators

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- Punctuality in attendance.
- Efficient work practice and awareness of the need to meet current DHS targets in patient care.
- Appropriate supervision of all junior Neurology medical staff at all times as the senior medical officer in the department.
- Excellence in medical documentation.
- Undertaking of specific tasks under the portfolio/s for administrative work, audit, patient safety and clinical guideline development, teaching and research as allocated by the Head of Neurology.
- Representation of the Neurology Unit and hospital internally within Eastern Health and externally in the broader health system.
- Professional and high standard working relationship with all staff in the Neurology Unit.

## ATTACHMENT 3

### Eastern Health/Department/Specialty Information & additional position requirements

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<b>Award / Agreement Name:</b>	AMA Victoria – Victorian Public Health Sector Medical Specialists Enterprise Agreement 2022-2026 or its successor
<b>Reports to:</b>	Clinical Program Director of Medicine through the Clinical Service Director of Speciality Medicine, Eastern Health (EH) - for clinical matters.  Executive Director – Clinical Governance / Chief Medical Officer (EH) for medical professional matters.

<b>Department / Specialty Area</b>	Neurosciences
<b>Campus / Physical Location</b>	Box Hill Hospital/Maroondah Hospital/Angliss Hospital

### SPECIALTY SPECIFIC INFORMATION

#### Organisational Context

Where applicable participate in the following services:

- Ward inpatient service
- Consultative service
- Oncall service as per contract
- Neurology clinic services

When rostered on-call, provide a prompt telephone response to provide advice and/ or to return to the hospital within 2 hours if this is clinically required