

# Eastern Health

## POSITION DESCRIPTION

<b>Position Title:</b>	General and Acute Care Physician
<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 or its successor.
<b>Award / Agreement Name:</b>	Medical Specialists (Victoria Public Health Sector) (AMA Victoria/ ASMOF) (Single Interest Employers) Enterprise Agreement 2022 – 2026 or its successor
<b>Reports to:</b>	Clinical Director, General and Acute Care Medicine

## 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

Acute Medicine is a large clinical service with responsibility for constantly delivering healthcare to a very high volume of patients situated within hospitals and the community. At any one time, there are over 70 doctors-in-training attached to the department

The Purpose of this position is:

- To provide excellent clinical care for his/her patients.
- To role model excellent patient care to all members
- To provide leadership in optimising supervision and mentor practices in the service.
- To support and take part in the implementation of innovative healthcare models.
- To support the Organisations research and clinical governance programs.

## 2. MAJOR DUTIES AND/OR RESPONSIBILITIES

### 2.1 Provision of Clinical Services

- Perform all duties as outlined in the Eastern Health Acute Medicine model of care and standard daily work documents
- Perform daily morning ward rounds within the time constraints of the standard daily work template
- Take ownership and responsibility for patients under his/her care and set the standard for quality, compassionate and culturally safe care
- Demonstrate principles for patient centred shared decision making and reducing low-value interventions at all times.
- Apply the recommended checklist approach, so as to minimalise clinical risk to patients.
- Provide active supervision and support to junior medical staff, including frequent dialogue throughout the workday and then a specific dialogue towards the end of the workday, with the registrar or HMO on duty.
- Assess patients whenever clinically necessary, including after hours.
- Ensure that patients awaiting admission in Emergency are moved efficiently to the ward as soon as a bed is available, and assessed efficiently by a team member.
- Be approachable and ready to give advice to Medical, Nursing and Allied health staff. Especially in the management of seriously ill patients.
- When on consultative service (e.g. Peri-operative, mental health) respond to request for consultation within the timeframe that is requested.
- Ensure the accuracy of the content of clinical records, including documentation of significant patient management decisions and counselling decisions.
- When allocated to outpatient or ambulatory care service, undertake triage of referrals and assessment of patients using most suitable modality including clinic based, video telehealth, remote self-monitoring, and home visits.

## **2.2 Communication**

- Ensure that patients and families are always given up to date information in order to understand clinical status and trajectory, and make informed treatment choices.
- Develop an effective communication style with patients, families and colleagues, and actively listen.
- Engender interdisciplinary teamwork through thoughtful clinical leadership.
- Collaborate with members of other Medical units as situations require.
- Liaise with primary care providers regarding patients with complicated primary care needs and ensure patients who are discharged from hospital have accurate discharge paperwork sent to the correct general practitioner.

## **2.3 System Redesign**

- Support team members with change implementation, including the introduction of innovative healthcare models.
- Contribute to the upkeep of orientation manuals so they remain in line with models of care, standards and expectations, and learning objectives.
- Regularly contribute to service development by proposing new ideas and participating in survey.

## **2.4 Quality and Clinical Review Activities**

- Assist in developing and clinical pathways where appropriate
- Assist in developing and reviewing protocols and guidelines where required
- Assist in resolving patient and family complaints
- Notify the Clinical Director of any sentinel event or serious adverse incident.
- Cooperate with the General Medicine unit and acute Medicine committees
- Conduct regular self-audit of clinical practice to reflect on adherence to evidence and application of sound governance principles.
- Actively engage in promoting and supporting quality monitoring and improvement activities at unit and ward levels, including preparedness for short-notice accreditation visits.
- Attend staff meetings as expected that are held for clinical, operational and strategic purposes.

## **2.5 Education, Mentorship, Research and Professional Development.**

- Participate in undergraduate and postgraduate teaching and supervision, particularly physician's exam preparation activities that support basic physician trainees and professional development activities that support advanced physician trainees.
- Assist with the design, implementation and coordination of all learning programs, especially those encompassing the domains of clinical knowledge, logical reasoning, communication, teamwork and leadership.
- Promote a culture of lifelong interdisciplinary reflective learning in an environment that is respectful, non-judgemental, non-hierarchical, and future-focused.

- Participate in a quality framework of feedback, supervision and mentorship that meets the needs of all junior medical staff, including timely completion of mandatory or other feedback paperwork.
- Maintain an active interest and participation in research and academic publication.
- Attend medical stream educational activities, such as the Division of Medicine Grand Round.
- Comply with college requirements for continuing professional education.
- Maintain current resuscitation and life support certification.
- Attend department education sessions and actively generate ideas on improving the value of these sessions.

## **2.6 Maintaining Operational Integrity and Efficiency**

- Work within the budgetary provisions for the delivery of clinical services
- Support the efficient use of resources, including efficient bed utilisation
- Facilitate the organisation to reach optimal revenue state through benchmarking of productivity and efficiency measures, such as length of stay.
- Ensure leave management is in line with EH policy, including reasonable notification of absences.

## **2.7 Performance Review**

- Actively participate in Eastern Health and performance review system

# **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

## 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>	General and Acute Care Physician
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#### Essential

- Must be a registered medical practitioner in the Australian state of Victoria.
- Must have significant clinical experience in the area of general and acute care medicine, and chronic and complex care, commensurate with the standards required by EH for Senior Medical Staff.
- Must hold Fellowship of the Royal Australasian College of Physicians.
- Capacity to deliver care in the hospital (all EH campuses) and in the ambulatory setting.
- Track record of excellence in training and supervision of doctors-in-training and medical students, along with innovation and collaboration
- Possession of a current drivers licence.
- Ability to lead teams through change and continuous improvement cycles.

#### Other

- Experience in teaching of non-medical clinical staff, such as nursing and allied health.
- Achievement in research as demonstrated by published work in relevant disciplines.
- Familiarity with clinical information and data management systems.
- Excellent interpersonal and empathy skills when interacting with all age and social groups.
- Ability to apply continuous quality improvement methodology.

#### 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 meeting of current Department of Health targets in patient care.
- Appropriate supervision of junior medical staff at all times.
- Accuracy and timeliness of medical documentation.
- Excellence in the General and Acute Care Medicine framework, culture, modality, content and continuous improvement of learning programs.
- Undertaking of specific tasks under the portfolio/s for administrative work, audit, quality improvement, teaching and research as allocated by the Clinical Director General Medicine.
- Representation of General and Acute Care Medicine within EH and externally in the broader health, social, corporate, and political systems
- Professional and high standard working relationship with all staff.