

Eastern Health

POSITION DESCRIPTION

Position Title:	Infectious Diseases Physician
Award Classification:	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
Award / Agreement Name:	Medical Specialists (Victoria Public Health Sector) (AMA Victoria/ ASMOF) (Single Interest Employers) Enterprise Agreement 2022 – 2026
Reports to:	Clinical Director of Infectious Diseases and Infection Prevention and Control, (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 excellent clinical care for his/her patients.
- To provide leadership for junior medical and other clinical staff.
- To support the Hospital's teaching, research and clinical governance programs.
- To support the Infection Prevention and Control team
- To support the Antimicrobial Stewardship team

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

2.1 Provision of Clinical Services

- Assume clinical responsibility for quality patient care in accordance with the care model of the unit.
- Participate in setting the standards for high quality, compassionate clinical care within the Unit.
- Participate in unit rostering to support provision of inpatient, consultation, AMS, IPAC and ambulatory/outpatient clinical services as required/directed and including weekend days.
- Regularly attend inpatient and non-inpatient areas and duties as allocated across all days of the week and across all Eastern Health campuses.
- Participate in non-clinical activities of the unit including education, research, administrative and quality improvement activities as assigned/directed.
- 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.
- Ensure that the rostered Registrar conducts a daily ward round and communicates appropriately with the unit specialist staff concerning patient management, admissions and discharges.
- Ensure that urgent Infectious Diseases inpatient consultations and requests for consultation from the Emergency Department are attended to promptly.
- Support the Eastern Health Infection Prevention and Control, Antimicrobial Stewardship, and Hospital in the Home services.
- Promote quality antibiotic prescribing within Eastern Health and participate in AMS duties
- Review existing practices and promote change either based on evidence or if other change is required.
- Review the adequacy of the medical content of clinical records, including documentation of significant patient management decisions.
- Provide Infectious diseases, AMS and Infection Control advice when rostered on-call and to be available for on-site attendance within 2 hours if required for urgent Infectious Diseases and Infection Control matters.

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.
- Ensure discharged patients have timely and high quality discharge communication completed.
- Liaise with Department of Health as required
- Ensure that EH meets its requirements with respect to infectious diseases notification.

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).

- Participate in Unit meetings including Clinical Council meetings and Morbidity and mortality meetings.
- Assist in reviewing, developing and implementing clinical pathways.
- Assist in reviewing, developing and implementing protocols and guidelines where required.
- Participate in quality assurance activities that contribute to achieving and maintaining National Safety and Quality Health Service standards
- Assist in resolving patient and relative complaints.
- Notify the Unit Head and/or Chief Medical Officer of any sentinel event or serious adverse incident within the Unit.
- Co-operate with and support the Eastern Health Infection Prevention and Control CRGC.
- Support and promote Hand Hygiene initiatives
- Support, promote and participate in clinical aspects of the Eastern Health Antimicrobial Stewardship activities and committee.

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

- Participate in undergraduate, postgraduate and general staff education.
- Maintain an active interest and participation in research and academic publication.
- Attend medical stream educational activities.
- Comply with College requirements for ongoing professional education.
- To maintain RACP requirements to support supervision of trainees.
- Supervise Infectious Diseases trainees in accordance with the trainee's RACP training requirements.
- Contribute to Eastern Health Physician Training and Education programmes.

2.5 Efficiency

- Participate in all key Eastern Health Infectious Diseases clinical care areas including in-patient, ambulatory and antimicrobial stewardship activities.
- Support the efficient utilisation of resources such as bed utilisation, supporting efficient patient discharge or transfer from hospital
- Without compromising patient care, maximise revenue through benchmarking of productivity/efficiency measures with comparable hospitals.
- Monitor agreed financial targets and other throughput targets where applicable for the Unit.
- Support the optimal utilisation of antibiotics at Eastern Health.
- Participate in the monitoring of hospital-acquired infections in accordance with Unit practice and implementing changes where required.
- Work within the budgetary provisions for the delivery of clinical services.
- Give reasonable notification of absences prior to periods of leave.

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

- Participate in Eastern Health and Medical Stream performance review system.

3. SAFE PRACTICE AND ENVIRONMENT

Eastern Health is a child safe organisation, committed to promoting the wellbeing and cultural safety of Aboriginal children, children with disabilities and all children in their diversity. More information [here](#).

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 Compensation (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 Medical Professional Practice Responsibilities

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

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Essential

- Must be a registered medical practitioner in the State of Victoria.
- Must hold a Fellowship of the Royal Australasian College of Physicians (RACP), or hold equivalent qualifications to enable recognition as a specialist Infectious Diseases Physician.
- Must be recognised by Medicare as a specialist in Infectious Diseases.
- Must participate in relevant college continuing education programs particularly related to Infectious Diseases.
- Must have significant clinical experience, with experience and training in Infectious Diseases.
- Must be available to participate in all key Eastern Health Infectious Diseases clinical care areas and rosters including in-patient and ambulatory activities.

Desirable

- Higher degree or research qualification such as PhD or Masters qualification
- Demonstrated strong commitment to medical education and advanced trainee supervision
- Demonstrated strong commitment to research and publication.
- Demonstrated strong commitment to quality improvement activities.

Other

- Commitment to efficient utilisation of resources
- Demonstrated experience in teaching of medical students and HMOs.
- Teaching experience of other clinical staff – nursing and allied health.
- Familiarity with clinical information systems.

ATTACHMENT 2

Key Result Areas /Key Performance Indicators

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- Undertaking of specific tasks under the portfolio/s for Medical Lead AMS, Medical Lead Infection Prevention and Control, administrative work, quality audit, patient safety and clinical guideline development, teaching and research as allocated by the Clinical Director of Infectious Diseases and Infection Prevention and Control.
- Punctual attendance to clinical duties as rostered per the unit care model.
- Professional and high standard working relationship with all staff in the Infectious Diseases Unit, AMS team, IPAC department, Pathology Department and other key relationships.
- Efficient work practice and awareness of the need to meet current Department of Health and Human Services targets in patient care.
- Appropriate supervision of all junior Infectious Diseases medical staff at all times as the senior medical officer.
- Excellence in medical documentation.
- Representation of the Infectious Diseases Unit and hospital internally within Eastern Health and externally in the broader health system as directed by the Director of Infectious Diseases and Infection Prevention and Control.

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

ATTACHMENT 3

Eastern Health/Department/Specialty Information & additional position requirements

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Department / Specialty Area	Infectious Diseases
Campus / Physical Location	Eastern Health – all sites

SPECIALTY SPECIFIC INFORMATION

Organisational Context

- Support the provision of clinical services by the Infectious Diseases Unit, Infection Prevention and Control Service and Antimicrobial Stewardship service.
- Participate in the following services provided by the Unit:
 - Ward inpatient service
 - Inpatient consultation service
 - Weekend inpatient & consultation ward service (as part of On-call activities)
 - Ambulatory services including Outpatient services.
 - Antimicrobial stewardship services
 - Infection Prevention and Control clinical Services
 - Organisation Pandemic response including clinical and advisory services (where relevant)
 - Telephone advisory service for Infectious Diseases, Antibiotic advice and Infection Prevention and Control
 - Involvement in Infection Prevention and Control service including protocol development and review, outbreak and critical incident management
 - Staff Health as related to Infection Prevention and Control
 - Occupational Exposure management
 - On-call service
 - Unit Research activities
 - Unit training and supervision activities
 - Eastern Health Medical education activities
 - When rostered on-call, provide a prompt telephone response to provide advice and/ or to return to the hospital within 2 hours if required for clinical or Infection Prevention and Control indications.