

Eastern Health

POSITION DESCRIPTION

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

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

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

To provide specialist palliative medicine support to the Eastern Health Supportive and Palliative Care Service. To act as a member of the multi-disciplinary teams to provide in-patient care, hospital consultancy, outpatient or community support, under the governance of Eastern Health in conjunction with its services.

To participate in the Eastern Health Supportive and Palliative Care Service after hours and weekend roster if required, providing advice to medical and nursing staff of the inpatient unit, or any of the Eastern Health hospitals and to the after-hours admissions co-ordinator for Wantirna Health.

2.1 Provision of Clinical Services

- Assume clinical responsibility for patients under his/her care.
- 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.
- 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 medical inpatient consultations and requests for consultation from the Emergency Department are responded to promptly.
- 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.
- Regularly attend inpatient and non-inpatient areas as allocated.

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 primary care 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 Unit Head and/or Professor of Medicine of any sentinel event or serious adverse incident within the Unit.
- Co-operate with the Clinical Review Committee

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

- Participate in undergraduate and postgraduate education.
- Provide supervision to advanced trainees and diploma trainees in Palliative Medicine
- Maintain an active interest and participation in research and academic publication.
- Attend medical stream educational activities.
- Comply with College requirements for ongoing professional education.

2.5 Efficiency

- Support the efficient utilisation of resources, including efficient bed utilisation.
- Without compromising patient care, maximise revenue through benchmarking of productivity/ efficiency measures with comparable hospitals.
- Monitor agreed WIES targets and other targets where applicable for the Unit.
- 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 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

Position Title:	Palliative Medicine Physician/Specialist
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Essential

- Must be a registered medical practitioner in the State of Victoria via AHPRA
- Recognition as a Palliative Medicine Specialist via the Royal Australasian College of Physicians' (RACP) Chapter of Palliative Medicine, where the qualification of FACHPM has been conferred following Fellowship recognition by the RACP.
- Must be recognised by Medicare as a specialist in Palliative Medicine.
- Must participate in relevant college continuing education programs related to Palliative Medicine.

Other

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

Desirable

- Membership of Australian and New Zealand Society of Palliative Medicine
- Computer skills – working knowledge of Windows environment including Word, Excel, PowerPoint and Outlook

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 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 Palliative Medicine 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 Eastern Health - Supportive and Palliative Care Service and the Clinical Services Director Cancer Services, EH.
- Representation of the Palliative Medicine 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 Palliative Medicine Unit.

Key Result Areas

Continuum of Care

The incumbent has responsibility for the services he/she provides, including inpatient services, diagnostic services, teaching, research and quality improvement activities.

Clinical Service

Responsible for the delivery of clinical services as delegated by the Clinical Director of the Supportive and Palliative Care Service. He/she will assist in the development and implementation of relevant policies and procedures that will allow for benchmarking against comparable public and private sector services both nationally and internationally.

Key performance indicators:

- Achievement of negotiated quality targets including activity targets, waiting time for assessment, inpatient length of stay, outcomes of symptom management, discharge status and destination, operating within defined budgetary parameters.
- Development of common care pathways or protocols to enable seamless delivery of care for patients across acute and sub-acute
- Adherence to hospital policies and procedures to ensure best practice care.
- Participation in introduction and evaluation of new technologies.
- Promotion of best practice systems and processes
- Implementing improvement initiatives appropriate to the specialty
- Actively support compliance with the EQUIP/ACHS standards and continuous improvement objectives
- Participation in Clinical Reviews

Improving Performance

Pursue excellence and participate in the maintenance of a high quality service by implementing incremental improvements on a continuing basis.

- Key Performance Indicators
- Promotion of best practice systems and processes
- Implementing improvement initiatives appropriate to the specialty
- Participates in Clinical Reviews and encourages review of clinical outcomes.
- Annual performance appraisal

Information Management

Is familiar with the hospital information system and processes to ensure dissemination of information in a timely and accurate manner.

Key Performance Indicators

- Completion of clinical records, reports and letters within acceptable time frames.
- Supervision of Hospital Medical Officers in the maintenance or completion of the following:
 - patient medical records
 - discharge summaries
 - Hospital/Unit audits
 - ICD 10 coding/IPPP
 - Provide relevant database information as required for statutory or quality activity purposes

ATTACHMENT 3

Eastern Health/Department/Specialty Information & additional position requirements

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Department / Specialty Area	Supportive and Palliative Care/ Palliative Medicine
Campus / Physical Location	Peter James Centre, Wantirna Health, Box Hill Hospital, Angliss Hospital and Maroondah Hospital

SPECIALTY SPECIFIC INFORMATION

Organisational Context

- Provide specialist palliative medicine support to multi-disciplinary team members of the Eastern Health Supportive and Palliative Care Service
- Provide specialist liaison with general practitioners, community palliative care services, and other health practitioners regarding palliative care issues
- Provide educational support, supervision, pastoral care and advice as requested to registrars and hospital medical officers on rotation to the in-patient palliative care unit, consultation service and outpatient clinics at Eastern Health.
- Provide palliative care education/advice/support to all disciplines at Eastern Health
- Provide support to the in-patient access unit to enable timely and appropriate admissions to the palliative care unit
- Other duties as directed by the Clinical Director of the Supportive and Palliative Care Service.