

Eastern Health

POSITION DESCRIPTION

Position Title:	Rehabilitation Physician –
Award Classification:	At the appropriate classification rate commensurate with level of experience in accordance with the AMA Victoria - Victorian Public Health Sector Medical Specialists Enterprise Agreement 2022-2026 or its successor
Award / Agreement Name:	AMA Victoria – Victorian Public Health Sector Medical Specialists Enterprise Agreement 2022-2026 or its successor
Reports to:	Executive Clinical Director of Aged Medicine (EH), through Director of Rehabilitation Medicine, for clinical matters. Executive Director – Clinical Governance / Chief Medical Officer (EH) and if applicable the relevant site Director of Medical Services, for medical professional matters.

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

Our promise

Healthier together



1. POSITION PURPOSE

To provide comprehensive clinical services in rehabilitation medicine at Peter James Centre.

The incumbent will participate in and, where necessary, initiate and co-ordinate:

- Teaching programs and quality management / clinical audit / professional review activities
- Research activities and clinical developments
- Meetings
- Development of relevant new services

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

2.1 Provision of Clinical Services

- Maintain an excellent standard of clinical practice.
- Be responsible for the medical management of rehabilitation unit, Peter James Centre.
- Provide rehabilitation medicine services in ambulatory clinics as required.
- Ensure that clinical review and other quality management improvement activities are undertaken

2.2 Administration

- Participate in the planning and development of rehabilitation services.
- Work effectively with the Director of Rehabilitation Medicine to ensure the delivery of effective and high quality rehabilitation services.
- In conjunction with the Nurse Unit Manager, monitor and manage bed days / bed based revenue in the inpatient unit.
- Ensure that appropriate guidance and supervision is provided for Interns and Registrars in the performance of their duties, including maintenance of adequate medical records.
- Ensure timely completion of appropriate data collection commitments.

2.3 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 interprofessional 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.

2.4 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 Executive Clinical Director of Acute and Aged Medicine (EH) of any sentinel event or serious adverse incident within the Unit.
- Co-operate with the Clinical Review Committee

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

- Comply with College requirements for ongoing professional education.
- Contribute to, and participate in, the AFRM maintenance of standards program, and be informed of current advances in relevant disciplines.
- Participate in, and contribute to, the meetings and affairs of relevant professional societies, and maintain and extend knowledge by reading current literature and meeting professional colleagues.
- Participate in relevant teaching sessions within Eastern Health
- Participate in post graduate education programs and the registrar training program.
- Participate in the teaching of undergraduate students undertaking clinical attachments in rehabilitation.
- Initiate, participate in and promote research in rehabilitation in conjunction with other academic, medical, nursing and allied health groups where appropriate.
- Evaluate new developments in rehabilitation to ensure that the clinical care is of optimal effectiveness, safety and efficiency

2.6 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 activity targets and other throughput 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.

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

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

2.8 Meetings

- Attend, whenever possible, the regular meetings of the relevant Program, Department and Division, and in accordance with determined membership, relevant staff and Eastern Health committees.

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.

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.

Vaccination against infectious disease is a mandatory requirement of this role. An offer of employment is conditional on you providing evidence that you are currently vaccinated against COVID-19, prior to commencing employment.

Signed: _____ Date: ____/____/____
Executive Director – Clinical Governance / Chief Medical Officer, 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:	Rehabilitation Physician – Rehab @ Home
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Essential

- Full registration with the Australian Health Practitioner Registration Agency (AHPRA)
- Fellowship of the Australasian Faculty of Rehabilitation Medicine (AFRM)
- Recognition by Medicare as a specialist in Rehabilitation Medicine
- Participation in relevant college Continuing Professional Development (CPD) program, particularly related to Rehabilitation Medicine

Desirable

- Sub specialty interests and experience
- Proven ability to develop, deliver and evaluate services and programs to meet the needs of patients and their families/carers
- Well developed communication, interpersonal and leadership skills and proven capacity to provide effective leadership to a diverse range of staff
- Wide experience in rehabilitation
- Demonstrated ability to operate effectively at a senior clinical level
- Demonstrated ability and experience in the education and training of medical practitioners and health care professionals.

Aboriginal & Torres Strait Islander Candidates

Eastern Health's Aboriginal Workforce Plan 2023 – 2026 has recently been released. 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 Department of Health targets in patient care.
- Appropriate supervision of junior Rehabilitation Medicine medical staff at all times.
- 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 Director of Rehabilitation Medicine.
- Representation of the Rehabilitation Medicine Unit and hospital internally within Eastern Health and externally in the broader health system.
- Professional and high standard working relationships with all staff in the Rehabilitation Medicine Unit.