

Eastern Health

POSITION DESCRIPTION

Position Title:	Emergency Physician-Internal Locum
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:	Site Director of Emergency Services

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 contribute actively to provision of clinical care, supervision, and departmental clinical oversight to ensure delivery of high quality, efficient and safe patient care at all times.
- To actively contribute to collaborative work, departmental cohesion and activities that foster a supportive, fulfilling environment for all staff within the emergency department.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

2.1 Provision of Clinical Services

- Ensure provision of timely high quality medical care to Emergency Department (ED) patients;
- Manage critical cases in the ED;
- Efficiently apply current professional knowledge in the evaluation, diagnosis, treatment and disposition of patients;
- Review existing practices and promote change either based on evidence or if other change is required;
- Maintain professional medical ethics;
- Ensure the maintenance of adequate clinical records;
- Ensure documentation of significant patient management decisions;
- Minimise inappropriate disposition, unexpected representations, missed major diagnosis and medication errors,
- When rostered on-call, provide an immediate telephone response to provide advice and/ or to return to the hospital as soon as possible if this is clinically required, and
- When rostered on-call, return for inter-hospital transfers of critically ill patients in the department if required
- Respond to calls for assistance from outside ED when required, and when care of ED patients will not be significantly compromised.
- Provide leadership and clinical care to the Short Stay Unit as rostered

2.2 Communication with customer and peer groups

- Ensure effective communication with and be receptive to patient, relative, user and peer groups;
- Actively support multi-disciplinary teamwork;
- Participate in ED decision making processes through Departmental consultative mechanisms;
- Provide advice to and liaise with staff from other units as required;
- Ensure that patients/families are given adequate information upon which to base treatment decisions;
- Develop a strong patient focus in the delivery of emergency care;
- Minimise complaints arising from lack of, or inappropriate communication;
- Ensure patients discharged from Emergency Department have documentation of their visit for LMO follow up; and
- Maintain professional etiquette.

2.3 Quality and Review

(refer also to section 6)

- Participate in the Department's quality program, including participation in audit activities, analysis of relevant key performance indicators (KPIs) and clinical indicators;
- Attend Unit meetings where necessary;
- Develop and implement clinical pathways where appropriate;
- Assist in developing protocols and guidelines where required;
- Assist in resolving patient and relative complaints;
- Notify the Director of Emergency Services of any sentinel event or serious adverse incident within the Department; use the accepted reporting framework and assist as necessary in any review process

2.4 Supervision, Support & Education

(refer also to section 5)

- Ensure that all Registrars, HMOs and Nursing Staff are supported and adequately supervised in the provision of clinical services; and

- Provide clinical and other support by active listening, constructive criticism, example and guidance and workplace training.
- Participate in undergraduate and postgraduate education.

2.5 Achievement of professional training and development needs

- Progress in professional training and development through self-directed learning, attendance at and participation in education programs and compliance with ACEM CPD requirements;
- Attain and maintain procedural skills;
- Attend departmental education sessions;
- Critically read appropriate journal publications;
- Develop a strategic plan for personal ongoing postgraduate education;
- Become familiar with the policies and procedures of the institution;
- Maintain an active interest and participation in research and academic publication

2.6 Performance Management *(refer also to section 9)*

- Participate in Eastern Health and Emergency Medicine performance management systems.

2.7 Operational Efficiency

- Focus on and commit to continuous improvement and operational efficiency;
- Without compromising patient care, maximise revenue through benchmarking of productivity/efficiency measures of comparable hospitals;
- Ensure maximal and efficient utilisation of resources;
- Assist with efficient bed utilisation by ensuring the appropriateness of emergency admissions;
- Commit to Emergency Department and other Department of Health Services targets;
- Work within the budgetary provisions for the delivery of clinical services;
- Support data collection procedures

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 2000.

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

Position Title:	Emergency Physician
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Essential

- Must be a registered medical practitioner in the State of Victoria.
- Must have significant clinical experience, with experience and training in emergency medicine.
- Must hold a Fellowship of the Australasian College for Emergency Medicine (ACEM) or fellowship of the Australian College of General practitioners (RACGP) with relevant experience in Emergency Medicine, or hold other equivalent qualifications to enable recognition as a specialist Emergency Physician.
- Must be recognised by Medicare as a specialist in emergency medicine.
- Must participate in relevant college continuing education programs particularly related to emergency medicine.

Other

- 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

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 DOH targets in patient care.
- Appropriate supervision of all junior emergency 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 Director of Emergency Medicine
- Representation of the Emergency Department and hospital internally within Eastern Health and externally in the broader health system.
- Professional and high standard working relationship with all staff in the Emergency Department.