Position Description

Position Title:	Clinical Director Eastern Health Palliative Care and Supportive Services
Classification & Salary Range:	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
Agreement Name:	AMA Victoria – Victorian Public Health Sector Medical Specialists Enterprise Agreement 2022-2026 or its successor
Position Reports to:	Clinical Services Director, Cancer Services - for operational and strategic matters. Clinical Program Director of Medicine - for clinical matters. Director of Medical Services/ Executive Director – Clinical Governance / Chief Medical Officer (EH) for medical professional matters. Director Operations Medicine (EH) for Operational matters.
Last updated:	19-11-2026

Position Purpose

The position involves adopting the primary leadership role for supportive and palliative care services at Eastern Health, with the responsibility for leading the service towards the achievement of its clinical, financial, educational and research objectives.

Major duties and/or responsibilities

To provide specialist palliative medicine support to the Eastern Health Supportive and Palliative Care service. To contribute senior leadership and expertise as a member of the multidisciplinary teams involved in the provision of specialist palliative care across Eastern Health, i.e. inpatient unit (PCU), outpatient, and hospital-based palliative care consultancy. To promote interprofessional practice in the delivery of care.

To participate in the Eastern Health Supportive and Palliative Care Service after-hours and weekend roster. The roster facilitates the provision of palliative medicine advice to medical and nursing staff of the PCU, or any other units across Eastern Health, as well as the after-hours admissions co-ordinator for Wantirna Health.

Clinical Leadership

- Provide clinical leadership to the Eastern Health Supportive and Palliative Care service.
- Facilitate where appropriate the co-ordination of the service between sites.
- Facilitate the co-ordination of care between the Supportive and Palliative Care service and other clinical specialties or disciplines.
- Develop high levels of co-operation across the campuses with good clinical relationships, to optimise resources in the interests of best outcomes for patients.

- Participate in the strategic and business planning for Supportive and Palliative Care and the Acute and Aged Care Program.

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 stream.
- Ensure that the clinicians within Palliative Care fulfil their duties as outlined in the position descriptions.
- Actively support junior medical staff and medical trainees 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.
- Review existing practices and promote change either based on evidence or clinical governance, in order to achieve best practice.

Communication

- Promote a harmonious unit culture that stresses collaboration, inclusion and excellence in communication.
- Represent Eastern Health in relevant internal and external forums as appropriate.

Quality and Clinical Review Activities

- Ensure that the overall standard of clinical services is safe and appropriate.
- Establish and review policies and procedures to ensure safe and effective service delivery, incorporating evidence into clinical practice.
- Facilitate the development of systems of evaluation and monitoring.
- Support the development and review of effective clinical pathways.
- Encourage joint projects and activities.
- Develop a culture supporting strong patient focus in the delivery of care.
- Participate in cross campus root cause analysis of relevant sentinel and serious adverse events.
- Lead the overall risk management and quality improvement practices for palliative care and contribute to the broader continuing care and Eastern Health clinical risk management system.

Education, Research & Professional development

- Ensure the supervision of undergraduate and postgraduate education.
- Facilitate the professional development of staff in the Supportive and Palliative Care service.
- Provide assistance in relation to conducting research for Eastern Health staff, healthcare students, and academic staff of Monash University and / or Deakin University.
- Participate in public and community education as appropriate.
- Ensure appropriate educational processes are in place to support the education of junior medical staff.

Efficiency

In collaboration with the Director of Nursing Wantirna Health (Aged Medicine)/
Associate Program Director Acute & Aged Medicine Supportive and Palliative Care and Ageing Well,

- to oversee the effective operation/management of Palliative Care Medical staff within Eastern Health, in accordance with the objectives of the organisation.
- establish defined objectives and goals for the Supportive and Palliative Care Services.
- Implement Department of Health and Human Services strategies and Eastern Health policies and strategies in regards to Palliative Care.
- Develop, recommend and implement initiatives to achieve optimal efficiency of Eastern Health's Supportive and Palliative Care services.
- Develop, recommend and implement initiatives to achieve optimal efficiency in relation to the national benchmarking standards of the Palliative Care Outcomes Collaboration.
- Establish appropriate planned leave schedules for senior and junior medical staff to minimise service disruption and reduce the need for staff replacements at short notice.

Performance Review

- Participate in Eastern Health's performance review system.
- Effectively manage the performance of medical staff employed in the Supportive and Palliative Care service as per Eastern Health's Performance Feedback and Development policy and process.
- Actively participate in the Eastern Health Credentialing and Medical Appointments processes where relevant.

Key Selection Criteria

Essential Selection criteria:

- Specialist qualifications and Vocational registration within the scope of Palliative Medicine
- Must have Fellowship of the Australasian Chapter of Palliative Medicine
- Must be a registered medical practitioner and specialist in Palliative Medicine in the State of Victoria, as per the Medical Board of Australia (via the Australian Health Practitioner Regulation Agency).
- Must have current professional indemnity insurance.
- Recognised professional leadership in the discipline of palliative care
- Have a highly regarded clinical profile and reputation for practice innovation.
- Develop and articulate a vision for the future needs and development of palliative care
- Have demonstrated leadership in the delivery of clinical services and experience in successful health service management.
- Have highly developed leadership, management, networking skills, collaboration and development of external partnerships.

- Have highly effective communication skills, including well-developed conflict resolution skills and ability to liaise well with other staff at all levels.

Desirable Selection criteria:

- Membership of Australia and New Zealand Society of Palliative Medicine.
- A high level of integrity.
- Demonstrated experience in undergraduate and postgraduate teaching and supervision.
- Exposure to research practices and principles.
- Familiarity with clinical information systems.
- Computer skills – working knowledge of Windows environment including Word, Excel, PowerPoint and Outlook.

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.

Read more about Eastern Health's strategic goals here.

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 LGBTIQA+ 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.

Aboriginal and Torres Strait Islander Candidates

Eastern Health's Aboriginal Workforce Plan 2026 - 2028 was released in July 2026. 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.

For support, please contact our Aboriginal Employment Coordinator, Aboriginal.Workforce@easternhealth.org.au

Important Information

All new and existing employees are committed to the following in order to uphold Eastern Health's Promise and Values

- To uphold confidentiality as per the Privacy Act 2000 and the Health Records Act 2001
- To comply with Eastern Health code of conduct and Policy and Procedures

- To comply with Eastern Health performance standards and industry professional standards
- Participate in continuous monitoring an improvement
- Comply with legislation and accreditation standards
- Ensure service and care is consistent with the Eastern Health approach to patient and family centred care
- 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, Quality and Improvement

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, particularly 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.

Eastern Health employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:

- Participating in and actively contributing to quality improvement programs
- Complying with the requirements of the National Safety & Quality Health Service Standards
- Complying with all relevant clinical and/or competency standards
- Complying with the principles of Patient and Family Centred Care that relate to this position

For more information about Quality and Safety please click here or for Staff Wellbeing please click here.

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. **Child Safety | Eastern Health**

Final 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.

Appointment to this position is subject to a satisfactory National Police Check, compliance with mandatory vaccination requirements, including annual influenza vaccination, and evidence of immunity to vaccine-preventable diseases where required.

Application Support

If you require supports or adjustments with submitting your application or throughout the recruitment process, you are welcome to contact the hiring manager or the Talent Acquisition Team on (03) 9955 7555 option 1 (for current employees please select option 2).

Candidate statement:

I _____ have read, understood and accepted the above Position Description and associated Attachments.

Signed: _____ Date: _____