Position Description

Position Title:	Colorectal Surgeon – Internal Locum
Classification & Salary Range:	Medical Specialist – Internal Locum, paid at the Internal Locum hourly rate prescribed in clause 16.4 of the Medical Specialists (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement 2022–2026 (or any successor agreement)
Agreement Name:	Medical Specialists (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement 2022–2026
Employment Type / FTE:	Internal Locum (casual) engagement under clause 16.4 of the Agreement, anticipated January–December 2027. No guaranteed hours: sessions are offered as required to cover leave and service demand. Minimum engagement of three and a half hours per shift (generally one session = one morning or afternoon).
Position Reports to:	Executive Clinical Director of Surgery (EH), through the Clinical Director of Colorectal Surgery (EH) for clinical matters. Executive Director Medical Services & Research (EH) for medical professional matters.
Last updated:	November 2026

Position purpose

The Colorectal Surgeon (Internal Locum) provides specialist colorectal surgical care across Eastern Health sites on a casual basis, covering operating theatre, endoscopy, outpatient and on-call sessions offered to meet leave and service demand in the Colorectal Unit during 2027. The role provides clinical supervision for junior medical staff and supports the Unit's teaching, research and clinical governance programs.

Major duties and/or responsibilities

Provision of clinical services

- Assume clinical responsibility for patients under their 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 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 the rostered Registrar communicates appropriately with the receiving surgeon – this should be at least once per receiving day.
- Ensure that urgent surgical inpatient consultations and requests for consultation from the Emergency Department are attended to promptly, and always within 24 hours.
- With the Head of Unit, assist in determining the Unit registrar's clinical privileges in the operating theatre.
- Ensure that the Unit registrar responds promptly to requests by the Emergency Department for patient review. It is expected that the registrar should attend within 30 minutes in hours.
- Review existing clinical 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.
- Comply with the Health Service's policy on the Introduction of New Technology and Prostheses.
- Regularly attend inpatient and non-inpatient areas as allocated (refer to the Indicative Sessional Allocation attachment).

Communication

- Ensure that patients/families are given adequate information upon which to base treatment decisions and follow-up.
- Comply with the Hospital policy on informed consent.
- 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.

Quality and clinical review activities

- 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/Professor of Surgery and/or Chief Medical Officer of any sentinel event or serious adverse incident within the Unit.
- Co-operate with the Eastern Health Clinical Review Committee.

Education, research and professional development

- Participate in undergraduate and postgraduate education.

- Maintain an interest and participation in research and academic publication.
- Attend surgical stream educational activities.
- Comply with College requirements for ongoing professional education.
- Comply with other relevant external standards for training and maintenance of competency.

Efficiency

- Support the efficient utilisation of resources, including efficient bed utilisation and efficient usage of diagnostic services by Unit junior staff.
- Comply with Hospital policy on the scheduling of both emergency and elective cases.
- Without compromising patient care, maximise revenue through benchmarking of productivity/efficiency measures with comparable hospitals.
- Monitor agreed WIES targets and other throughput targets where applicable for the Unit.
- Work within the budgetary provisions for the delivery of clinical services.
- Give reasonable notification (4 weeks) of absences prior to periods of leave.

Performance review

- Participate in the Surgical Stream Relationship Review process.
- Participate in a performance review, including agreed targets, six (6) months from commencement and then annually, based on the duties and responsibilities in this position description.

Other

- Comply with Eastern Health, Box Hill Hospital and Division of Surgery policies, procedures and clinical guidelines.
- Comply with Occupational Health and Safety requirements.

Key Selection Criteria

Essential selection criteria:

- Significant clinical experience, with experience and training in Colorectal Surgery.
- Participation in relevant College continuing education programs, particularly related to Colorectal Surgery.
- Availability and flexibility to accept sessions at short notice across Eastern Health sites.

Desirable selection criteria:

- Research experience and peer-reviewed publications; a higher research degree is advantageous.
- Experience in colonoscopy and therapeutic endoscopy, with relevant GESA/CCRCGIE recognition.
- Previous experience working within Eastern Health or another Victorian public health service.
- Demonstrated experience in teaching of medical students and HMOs.
- Teaching experience of other clinical staff – nursing and allied health.
- Familiarity with clinical information systems.

Qualifications

- Registered medical practitioner in the State of Victoria.
- Fellowship of the Royal Australasian College of Surgeons (RACS), or equivalent qualifications to enable recognition as a specialist Colorectal Surgeon.
- Recognised by Medicare as a specialist in Colorectal Surgery.
- Membership of the Colorectal Surgical Society of Australia and New Zealand (CSSANZ), or completion of equivalent recognised post-fellowship colorectal training.

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: _____

Role specific

Department and location

- Department / Specialty Area: Colorectal Surgery
- Campus / Physical Location: All Eastern Health sites (including Box Hill, Maroondah, Angliss, Blackburn and Healesville/Yarra Ranges)

Specific duties

Participate in the following colorectal surgical services provided by the Unit where applicable:

- Operating theatre lists as rostered
- Colonoscopy lists as rostered
- Ward inpatient service
- Inpatient consultation service
- Outpatient services
- On-call service

When rostered on-call, provide a prompt telephone response to provide advice and/or to return to the hospital if this is clinically required.

Indicative sessional allocation

As an Internal Locum there are no guaranteed hours. Based on the Colorectal Unit 4-week rotating roster and will be confirmed by the Clinical Director of Colorectal Surgery. Additional outpatient clinics at Box Hill and Maroondah (including Friday clinics) and ad hoc leave cover may also be offered.

Key result areas / key performance indicators

- Punctuality in attendance.
- Efficient work practice and awareness of the need to meet current Department of Health targets in patient care.
- Appropriate supervision of all junior colorectal surgical 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 Head of Unit, Colorectal Surgery and Professor of Surgery.
- Representation of the Colorectal Surgery 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 Colorectal Surgery Unit.

Clinical privileges

- Colorectal surgeons have clinical privileges as generally accepted for this discipline.
- Clinical privileges in order to undertake new procedures may be granted but only after appropriate credentialing of individual practitioners.