Position Description

Position Title	Otolaryngology, Head and Neck Surgeon
Classification & Salary Range	At the appropriate classification rate commensurate with level of experience in accordance with Medical Specialists (Victoria Public Health Sector) (AMA Victoria/ ASMOF) (Single Interest Employers) Enterprise Agreement 2022 – 2026 or its successor
Agreement Name	Medical Specialists (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement 2022 – 2026 or its successor
Position Reports To	Clinical Director Otolaryngology, Head and Neck Surgery Eastern Health
Last Updated	15/10/2026

Position Purpose

- To provide excellent clinical care for patients.
- To provide leadership for junior medical and other clinical staff.
- To support the Hospital's teaching, research and clinical governance programs.

Major Duties and Responsibilities

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 the rostered Registrar communicates appropriately with the oncall surgeon - this should be at least once per evening.
- Ensure that urgent Otolaryngology, Head and Neck Surgery inpatient consultations and requests for consultation from the Emergency Department are attended to promptly.
- With the Clinical Director of Otolaryngology, Head and Neck Surgery (EH), assist in determining the Unit registrar's clinical privileges in the operating theatre.

- Encourage that the Unit registrar responds promptly to requests by the Emergency Department for patient review. It is expected that the registrar should attend within a timely manner
- 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 of the Introduction of New Technology and Prostheses (refer to EH policies on-line).
- Regularly attend inpatient and non-inpatient areas as allocated (Refer to Appendix 1).

Communication and Behaviour

- 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 Clinical Director Otolaryngology, Head and Neck Surgery (EH) and/or the Clinical Service Director Specialty Surgery (EH) of any sentinel event or serious adverse incident within the Unit.
- Co-operate with the Box Hill Hospital Clinical Review Committee.

Education, Research & 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.

- Participate in Eastern Health Senior Medical Staff performance review systems.

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.

Key Selection Criteria

Essential Selection Criteria:

- Punctuality in attendance.
- Efficient work practice and awareness of the need to meet current DHS targets in patient care.
- Appropriate supervision of all junior Otolaryngology, Head and Neck 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 Clinical Director of Otolaryngology, Head and Neck Surgery (EH) and Clinical Service Director Specialty Surgery (EH).
- Representation of the Otolaryngology, Head and Neck 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 ENT Surgery Unit.

Desirable Selection Criteria:

- 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.

Qualifications

- Must be a registered medical practitioner in the State of Victoria.

- Must have significant clinical experience, with experience and training in Otolaryngology, Head and Neck Surgery
- Must hold a Fellowship of the Royal Australasian College of Surgeons (RACS), or hold equivalent qualifications to enable recognition as a specialist Otolaryngology, Head and Neck Surgeon
- Must participate in relevant college continuing education programs particularly related to Otolaryngology, Head and Neck Surgery

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 and 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 Torres Strait Islander people, 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 First Nations Employment Plan 2026 – 2028 was released in July 2026. With a strong focus on cultural safety and belonging, actions included in the Employment Plan provide practical support for all Aboriginal and Torres Strait Islander people.

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 to uphold Eastern Health's Promise and Values:

- Uphold confidentiality as per the Privacy Act 2000 and the Health Records Act 2001
- Comply with Eastern Health code of conduct and Policy and Procedures
- Comply with Eastern Health performance standards and industry professional standards

- Participate in continuous monitoring and improvement
- Comply with legislation and accreditation standards
- Ensure service and care are 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. For more information, please click here.

Occupational Health and Safety, Quality and Improvement

Eastern Health is committed to providing and maintaining 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 and for Staff Wellbeing please click here.

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.

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 influenza prior to commencing employment.

Application Support

If you need support or adjustments during the application or recruitment process, please contact the hiring manager or our 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 Attachments

SPECIALTY SPECIFIC INFORMATION
Organisational Context

SPECIFIC DUTIES

Participate in the following Otolaryngology, Head and Neck surgical services provided by the Unit –

- Ward inpatient service
- Inpatient consultation service
- Outpatient services
- Oncall 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.

CLINICAL PRIVILEGES

Otolaryngology, Head and Neck Surgeons have clinical privileges as generally accepted for this discipline.

Clinical privileges in sub-specialised areas and to undertake new procedures may be granted but only after appropriate credentialing of individual practitioners.