Position Description

Position Title:	Neurologist Epilepsy/Stroke/General Neurology – Internal Locum
Classification & Salary Range:	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
Agreement Name:	Medical Specialists (Victoria Public Health Sector) (AMA Victoria/ ASMOF) (Single Interest Employers) Enterprise Agreement 2022 – 2026
Position Reports to:	Clinical Director, Neurosciences (EH)
Last updated:	12-November-2026

Position purpose

- To provide patient care in the Epilepsy/First Seizure, Stroke and General Neurology clinics during periods of leave cover.
- To participate in other outpatient and inpatient clinical duties where leave cover is required.
- To provide excellent clinical care for his/her patients.
- To provide leadership and supervision of junior medical and other clinical staff.
- To support the Hospital's teaching, research and clinical governance programs.

Major duties and/or responsibilities

Key Expectations of the role

- Development and leadership of Neuro-intervention services at EH including the provision of elective and emergency neuro-intervention which may include mechanical thrombectomy for patients with acute stroke.
- Providing support to the Director and Deputy Director of Neuroscience for development of stroke care delivery at EH.
- Supervision of Neurology Registrars and Basic Physician Trainees working at EH.
- Participation in medical student teaching at EH.
- Expected to participate in the performance of interventional procedures both on-call and on a sessional basis as the service is implemented. It is expected that the applicant will be appointed in advance of the service commencing and will be instrumental in the design of the service to ensure optimal service delivery and the highest standard of patient care.

Other Expectations and Duties

Provision of Clinical Services

- Assume clinical responsibility for patients under his/her care.
- Punctually attend specialty clinics as allocated.
- Ensure adequate documentation of clinic visits and letters are dictated on day of attendance.
- Participate in the inpatient and on call consultant rosters as required.
- 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.
- When rostered to provide inpatient care, ensure that urgent inpatient and ED consultations are attended to promptly.
- Review the adequacy of the medical content of clinical records, including documentation of significant patient management decisions.
- Review existing practices and promote change either based on evidence or if other change is required.

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 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 Department Head and/or Director of Medical Services of any sentinel event or serious adverse incident within the Department.
- Co-operate with Eastern Health Clinical Review Committees.

Education, Research & Professional development

- Participate in the training program for advanced trainees in Neurology at EH
- Participate in undergraduate and postgraduate education.
- Maintain an active interest and participation in research and academic publication.
- Attend medical educational activities.
- Participate in College maintenance of professional standards program.
- Provide appropriate advance notification of planned periods of leave, as required by Eastern Health e.g. at least 4 weeks for annual and conference leave.
- Participate in Eastern Health annual performance review.

Key Selection Criteria

Essential Selection criteria:

- Must be a registered medical practitioner in the State of Victoria.
- Must have training and experience in the provision care for patients with a broad range of neurological conditions, including epilepsy and stroke.
- Must hold a Fellowship of the Royal Australasian College of Physicians (RACP), or hold equivalent qualifications to enable recognition as a specialist Neurologist.
- Must participate in relevant college continuing education programs particularly related to Neurology

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.

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: _____