Position Description

Position Title:	Emergency Medicine Physician
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 or its successor
Agreement Name:	Medical Specialists (Victoria Public Health Sector) (AMA Victoria/ ASMOF) (Single Interest Employers) Enterprise Agreement 2022 – 2026 or its successor
Position Reports to:	Site Director of Emergency Services
Last updated:	Oct 2026

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 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.
- Ensure timely open disclosure occurs and is documented in the medical record in the event of clinical incidents where appropriate.
- Minimise complaints arising from lack of, or inappropriate communication.
- Ensure patients discharged from Emergency Department have documentation of their visit for LMO follow up.
- Maintain professional etiquette

2.3 Quality and Review

- 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;
- 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.
- 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
- Representation of the Emergency Department and hospital internally within Eastern Health and externally in the broader health system.

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

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

2.7 Operational Efficiency

- Focus on and commit to continuous improvement and operational efficiency to meet current DOH targets in patient care.
- 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.
- Punctuality in attendance.

Key Selection Criteria

Essential Selection criteria:

- 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.

- Demonstrated experience in teaching of medical students and HMOs.

Desirable Selection criteria:

- Teaching experience of other clinical staff – nursing and allied health.
- Exposure to research practices and principles.
- Familiarity with clinical information systems.

Qualifications

Fellowship of the Australasian College for Emergency Medicine (ACEM) or fellowship of the Australian College of General practitioners (RACGP).

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: _____