

POSITION DESCRIPTION

Position:	Staff Specialist Physician
Directorate	Chief Medical Officer
Division:	Medical Services
Business Unit:	Medical – General Medicine
Enterprise Agreement	Medical Specialists (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement
Reports to:	Clinical Director – Medicine



MILDURA BASE PUBLIC HOSPITAL

Mildura Base Public Hospital (MBPH) was established as a new entity in September 2020. From day one, MBPH has aspired to provide exceptional patient care and be a leading healthcare provider in the north west of Victoria, known for its high level of professionalism, quality care and community engagement and positive and aligned workplace culture.

MBPH employs over 1200 staff and has 172 beds and provides a range of acute services in emergency, maternity, intensive care, rehabilitation, community services, psychiatric in and out patient care, palliative care, renal dialysis and chemotherapy service to the people of North West Victoria. The hospital also provides medical imaging and pathology services.

VISION

Mildura Base Public Hospital – providing exceptional care.

PURPOSE

To improve health outcomes for our tri-state communities by creating partnerships, leading culture and building our team to deliver sustainable services.

VALUES

All employees of the Mildura Base Public Hospital are required to uphold the HEART values of our organisation. For information on our **HEART** values and the expectations to uphold the values, please refer to **page 7** of this document.

INCLUSION

At MBPH, we firmly believe that fostering diversity, equity, and inclusion is essential to the success of our health service, our employees, our patients, and the wider community. We wholeheartedly embrace diversity and highly value the diverse experiences of individuals from all ethnicities, faiths, ages, disabilities, cultures, languages, gender identities, sexes, and sexual orientations.

We extend a warm welcome to lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) individuals, inviting them to be a part of our inclusive health service.

Aligned with our HEART Values, we are dedicated to further enhancing accessibility and promoting inclusive practices across all aspects of our workplace.

STRATEGIC OBJECTIVES

Our purpose is to improve lives by delivering contemporary rural and regional health.

Leveraging our Strengths

- A shared commitment to governance, compliance and risk
- Leverage technology to create quality outcomes and efficiencies
- Foster a continuous improvement
- Focus on Sustainability & Resilience
- Prioritise safety and wellbeing

Consistency in Service Delivery

- Enhance patient experience and trust
- Deliver a consistent and high quality service
- Allocate resources that support improved outcomes
- Deliver what we commit to
- Drive an outcome orientated service based on data and evidence

Purposeful Collaborations

- Activate partnerships to expand opportunities and achieve common goals
- Listening and connecting with Consumers and Community
- Enhance access to localised pathways through partnerships
- Commitment to the Mallee Sub-network through Health Service Reform
- Deliver care closer to home /country

Progressive Rural & Regional Health Services

- Build research capability and academic excellence
- Grow and maintain our own skilled and capable workforce
- Commitment to innovation and growth that addresses our rural and regional community requirements
- Explore alternate models of service / care for rural and regional health service
- Advocate for sustainable health services for our communities

POSITION SUMMARY

Participate in the provision of high quality, efficient specialist medicine services for patients of the Mildura Base Public Hospital. The role will work collaboratively with other Staff Specialist Physicians, nursing and allied health staff. This requires that the Staff Specialist will comply with standard guidelines of best practice. Risk management depends on clear communication, accurate documentation and commitment to continual medical education.

KEY RESPONSIBILITIES AND DUTIES

Clinical Duties

- Conduct ward rounds, outpatient clinics and post discharge clinics as required
- Review of medical patients presenting to the Emergency Department
- Management of medicine patients – inpatients, outpatient clinics
- Provide overview and clinical opinion on referral from fellow Physicians as requested
- Prompt and effective liaison with Hospital staff, GPs and external organisations as necessary
- Maintenance of complete and thorough medical records that meets legal medical standards
- Participation in teaching of doctors in training and undergraduate medical students
- Active participation in regular clinical review activities, morbidity and mortality meetings and other audits as necessary
- Provision of an outpatient consulting service at the Mildura Base Specialist Clinic
- Active participation in Continuing Medical Education, quality improvement and clinical review activities
- Collaborative involvement with other clinicians and managers in service improvement initiatives
- Initiation of research and development projects and quality assurance programs associated with the medical service
- Participation in relevant Hospital meetings
- Assistance with the co-ordination, direction and control of the medical service in association with colleagues, Clinical Director Medicine and Chief Medical Officer.
- Preparation of statements and reports as necessary
- Participate in a review of competence, in consultation with senior practitioners and evaluation from peers and/or supervisors, sub-committee recommendations or peer review

- Provide a satisfactory record of continuing education, sufficient to make the practitioner aware of major advances, complications and other significant events in the speciality
- Other duties as directed relevant to the efficient and safe practice of oncology/medical services
- Participate in the Physician on-call roster as required

Referrals

- Provide/overview a requested clinical opinion in a timely manner.
- Overview/implement necessary management plan ad hoc.

Medical education

- Participate in the education/training of senior/junior staff members and medical students.
- Deliver ongoing in-service education to senior/junior staff ad hoc.
- Appraise critically and discuss articles found by the trainees in the monthly Journal Club.
- Deliver tutorials ad hoc.
- Evidence of ongoing professional development to continually update personal medical knowledge and skills.

Key accountabilities

Specialist style - Specialists are expected to perform duties that may be required other than those specified in this position description to ensure that the requirements of the organisation are met. Although Mildura Base Public Hospital supports the concept of work/life balance, specialists are expected to have a willingness and ability to occasionally work non-standard business hours. Specialists are also required to:

- Lead by example and demonstrate behaviour in accordance with Mildura Base Public Hospital's values
- Treat all subordinate staff with respect and dignity
- Promote equity and fairness which includes compliance with employment law and Mildura Base Public Hospital's People & Culture policies and procedures
- Comply with all delegated authorities and limits. Actively communicate any problems, changes or issues that senior management should be aware of
- Be responsible for being aware of, understanding and applying the terms and conditions of relevant legislation that may be in force from time to time.
- Staff Specialists are expected to behave in an ethical manner at all times.

Leadership – This position will assist in the development of a high-performance culture through strong leadership, ensuring that the team is equipped to deliver strategic goals of the organisation by managing, coaching and supporting direct reports.

Collaboration – This position will develop a collaborative and effective team by communicating meaningful information regularly. The position will also manage professionally and in a timely manner any issues associated with working together such as dealing with differences, conflict, shared goals and team morale.

Innovation – This position will demonstrate strong problem-solving skills, including the ability to develop new processes and make improvements to processes and services that senior management should be aware of.

Documentation - Staff Specialists are expected to regularly document in the patient notes, and to use other documentation as required e.g. Clinical Incident, Adverse Event and Consent Forms. Documentation is expected to be legible and completed in a timely manner.

Compliance with policies and procedures - Staff Specialists are expected to comply with Mildura Base Public Hospital's policies and procedures, as available on its intranet site, and relevant legislation in the discharge of such duties. Staff Specialists are expected to behave in an ethical manner at all times.

Orientation - Staff Specialists are required to attend Mildura Base Public Hospital Orientation at the beginning of their employment and are expected to provide orientation of senior/Junior Medical Staff to their unit when appropriate.

Professional behaviour - Staff Specialists are expected to be professional in relationships with staff, patients and visitors, and respect the roles of other professions. Cultural differences must be respected and Interpreter services used when required. Staff Specialists are expected to ensure their own health and wellbeing and to seek assistance if impairment in their physical or mental health is impacting on their job performance.

Professional development - Staff Specialists are expected to undertake continuing medical education activities and demonstrate a commitment to quality improvement. Staff Specialists are expected to attend unit clinical meetings, journal clubs, educational and quality assurance activities relevant to the Staff Specialist. Staff Specialists are required to overview the collection of data for audit purposes, and are encouraged to initiate/supervise research activities within the unit.

Performance management - Staff Specialists are expected to participate in on-going assessment of their competencies via a regular organisational performance review process.

GENERAL RESPONSIBILITIES

Employees are required to comply with the **Victorian Government's Code of Conduct**. All staff must ensure they comply with **policies, procedures** and standard ways of work practices when carrying out their work.

Employees are responsible to take reasonable care of their own **health and safety** and the safety of others, to cooperate with the group's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. All staff must adhere to the policies and procedures as set out in the hospital's **infection control** manuals.

All information concerning Mildura Base Public Hospital, its patients, clients, residents and staff should remain strictly **confidential**. Any unauthorised disclosure of such information may result in disciplinary action. As a Mildura Base Public Hospital employee you have a responsibility to participate in and commit to ongoing **quality improvement** activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

Any breach in compliance to any of the above general responsibilities may result in disciplinary action.

KEY SELECTION CRITERIA

Essential

- Current registration with the Medical Board of Australia (or ability to gain registration) as a specialist medical practitioner.
- Fellowship of the Royal Australasian College of Physicians (or equivalent and ability to gain FRACP).
- Demonstrated clinical ability commensurate with that expected of a Specialist Physician in a Victorian public hospital
- Evidence of willingness to continued participation in quality assurance activities
- A current and satisfactory National Police Record Check
- A current and satisfactory Working with Children Check

Desirable

- Research experience
- Sub-specialty
- Teaching and training experience
- Commitment to the education of Doctors in Training and undergraduate medical students

Personal Qualities, Knowledge and Skills

- Good understanding of the Public Health system, in particular the clinical and quality requirements for medicine service delivery
- High level communication, interpersonal and negotiation skills
- Ability to work as part of a multidisciplinary team, as well as independently

MANDATORY REQUIREMENTS

Registration with Professional Association:

For example, AHPRA, AHRI, etc. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

National Police Record Check

A current and satisfactory National Police Record Check must be presented to the Division of People and Culture by all new staff prior to commencement at Mildura Base Public Hospital.

Working with Children Check:

Mildura Base Public Hospital has a responsibility to provide a child safe environment. This position is a defined "child-related role" at Mildura Base Public Hospital. As such you must maintain a valid working with children check. In addition, you will be required to assist Mildura Base Public Hospital in providing a child safe environment by participating in any training or reporting required to ensure the protection of children in our care.

Immunisation Requirements

As part of your employment conditions, you will be asked to provide documented evidence of healthcare worker immunisation or immunity to communicable vaccine-preventable diseases prior to commencing employment with MBPH. If you do not provide satisfactory evidence that you have the required immunisation and you have commenced employment, consideration will be given to your ongoing employment and termination may result.

Drivers Licence

A current Victorian driver's licence is required for this position

All Mildura Base Public Hospital sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Mildura Base Public Hospital's discretion and activities may be added, removed or amended at any time.

ACKNOWLEDGEMENT BY EMPLOYEE

I acknowledge having received and read the content of this position description (including but not limited to aspects of the role contained within) and understand the requirements of the position.

Employee Name: _____

Employee Signature: _____

Date: _____



Happy

WE ARE POSITIVE

As an organisation

We aspire to be happy in all our dealings with people. Everyday we strive to be the best version of ourselves, and we seek to continuously improve our organisation, ourselves and each other through personal and professional growth. We believe that happy people do their best work. We know that joy in our journey is invaluable to a sustainable and lasting success.

Individually

- Use positive language in interactions with staff, patients and community
- Honour the work we do and choose candour, respect and kindness everyday
- Focus on the positive aspects of a situation, what is going well and what can be learned
- Share in moments of joy
- Welcome others to MBPH
- Bring an energy to work that is infectious to others
- Provide growth opportunities and effective feedback to staff to ensure they are supported to achieve their best



Empathetic

WE ARE CARING

As an organisation

We put our patients first, and we listen and deal with their needs. We are compassionate people who make MBPH a place for healing, growth and success for patients, their families and our staff.

Individually

- Make time to actively listen and understand one another
- Walk in others' shoes
- Consider an individual person's needs when making decisions and recommendations
- Treat others how I would like to be treated
- Recognise and support one another
- Make decisions based on patient's needs and in consultation with others involved in care



Accountable

WE ARE COMMITTED

As an organisation

We take ownership of the actions and decisions made. We do the right thing in all our interactions. We reward based on great outcomes, and we are transparent in both our successes and failures. We use good judgement and everyday we make our patients' journey better.

Individually

- Be courageous in challenging the process to get a better result
- Ensure the project is clear on roles, responsibilities and timeframes
- Be engaged throughout
- Keep a 'whole of life' picture
- Comply with Code of Conduct; company policies and procedures; industry standards and legislation
- Be responsible for monitoring the right way to do things.



Respectful

WE ARE OPEN TO OTHERS

As an organisation

We build effective relationships and emphasise the importance of diversity and inclusion in our workplace. We recognise and value the views and the experiences our staff and patients bring to our organisation.

Individually

- Show pride in our roles and our workplace
- Recognise and understanding the influence of a person's situation, background and beliefs and how they can be shown due respect
- Include all backgrounds – gender/ age/sex/abilities/race/religion/sexual orientation/culture
- Be aware of assumptions and biases when making decisions
- Take care of and sustain our workplace, equipment and environment
- Embrace awareness for other perspectives and experiences



Team-based

WE ARE ONE TEAM

As an organisation

We do our best work when we collaborate within and across teams. Everyday we strive to be our best selves. We know that individual differences can strengthen teams and we trust and respect each others' contribution. We make sure we have the right people in the right jobs with the right tools, resources and equipment. And we know, no single person is bigger than the team.

Individually

- Acknowledge contributions of team members
- Seek to understand the bigger picture, collaborate with others openly and honestly
- Lend a hand, always
- Encourage connections with relevant internal and external stakeholders to meet patients' needs
- Collaborate and share knowledge within and across teams
- Connect with exceptional industry leaders to build capabilities
- Recognise and foster talents in others

LANGUAGE WE USE

"I choose..."
"I care..."
"I prefer..."
"I will..."
"I can..."
"Is there a better way to do this?"

"Can we explore that more so I can understand it better?"
"We will...us...we can..."

LANGUAGE WE DON'T USE

"I have to..."
"I must..."
"If only..."
"Ah well, that is because of XYZ..."
"Our processes do not let us do it"

"Things have always been done this way"
"Them and us"

THINGS WE DON'T DO

- Negativity, sledging, rumours or gossip
- Unprofessional, inconsistent or showing lack pride in our work
- See only problems, block progress
- Wait for others to do the work
- Do nothing
- Find fault, see obstacles
- Victim mentality
- Lack of understanding for others' needs
- Emphasis on status, hierarchy, egos
- Ignore, disregard and show lack of appreciation for a person's situation, background and experience when making decisions and reacting to situations
- We will not waste others' time or keep people waiting
- Dismiss the efforts of others to achieve an outcome

