

## POSITION DESCRIPTION

<b>Position:</b>	Staff Specialist Emergency Physician
<b>Directorate:</b>	Medical Operations
<b>Division:</b>	Senior Medical Workforce
<b>Business Unit:</b>	Emergency
<b>Enterprise Agreement</b>	AMA VICTORIA - VICTORIAN PUBLIC HEALTH SECTOR - MEDICAL SPECIALISTS ENTERPRISE AGREEMENT 2018 - 2021
<b>Reports to:</b>	Clinical Director - Emergency

### MILDURA BASE PUBLIC HOSPITAL

Mildura Base Public Hospital (MBPH) was established as a new entity in September 2020. MBPH is a leading healthcare provider in the north west of Victoria, known for its high level of professionalism, quality care and community engagement.

MBPH 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.

MBPH is proud to be affiliated with Monash and La Trobe Universities for the provision of undergraduate and postgraduate Medical, Nursing and Allied Health education. Affiliations also exist with other universities for clinical placement and training.

### VISION

Mildura Base Public Hospital – providing exceptional care.

### PURPOSE

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

### VALUES AND BEHAVIOURS

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

### POSITION SUMMARY

The Staff Specialist Emergency Physician will provide high level specialist emergency services to patients of Mildura and the surrounding region.

This role will work collaboratively with other Staff Specialist Emergency Physicians to provide a wide range of emergency services. MBPH's Emergency Department receives approximately 34,000 presentations per year, has 18 beds, an 8-bed short stay unit and is the regional trauma centre. MBPH acts as a referral centre to metropolitan hospitals where required.

## KEY RESPONSIBILITIES AND DUTIES

- Provide specialist-level emergency service care to presenting emergency department patients of Mildura Base Public Hospital.
- Develop and foster relationships with hospital departments and specialist colleagues to ensure safe transfer and care of the patient
- Provide best practice care to all patients within the context of current professional knowledge and organisational resources.
- Contribute to policy and procedure review and development for the department as required
- Provide clinical and professional leadership, supervision and teaching of junior medical staff, Doctors in Training and other clinical staff.
- Ensure appropriate interaction and service integration with other relevant departments of the hospital, including provision of a requested clinical opinion in a timely manner.
- Specifically ensure an adequate level of record-keeping and communication at the junior medical staff level, promoting team work and ensuring adequate recording and auditing of complications for clinical review.
- Promote and maintain a patient centred care and a sense of pride and purpose in the service.
- Participate actively in department audits, clinical meetings and quality and safety activities.
- Participate in peer review and other continuing medical education activities consistent with College and AHPRA requirements to maintain professional standards.
- Participate actively in developing practical solutions to system deficiencies identified at audit.
- Maintain a commitment to Teaching and Research.
- Promote and encourage compliance with College CPD programs.
- Further develop clinical skills consistent with special interests and the role of staff specialist emergency physician at Mildura Base Public Hospital.

### ***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 well-being 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 organizational performance review process.

## GENERAL RESPONSIBILITIES

Employees are required to comply with the **Victorian Government's Code of Conduct and MBPHs Heartbeat Guideline**. 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) in alignment with the MBPH Clinical Governance Framework. All employees are responsible for contributing to safe, effective, accountable and person-centred care by:

- Proactively identifying and reporting risks to minimise and mitigate them

- Operating within their scope of practice and seeking help when needed

Ensuring patient and consumer safety and quality of care is your highest priority.

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

## KEY SELECTION CRITERIA

### **Essential**

- Appropriate Specialist qualifications and registered with, or eligibility to gain registration with the Medical Board of Australia/Australian Health Practitioner Regulation Agency (AHPRA) as an Emergency Medicine Specialist
- Fellowship of the Australasian College of Emergency Medicine (FACEM) and/or equivalent specialist recognition
- Demonstrated recent clinical experience in a public hospital in Emergency Medicine
- Demonstrated ability to work within a multi-disciplinary team environment through provision of leadership and effective decision making

### **Desirable**

- Demonstrated Emergency Medicine experience in a regional hospital
- Demonstrated commitment to ongoing professional education/training
- Teaching and training experience
- Commitment to the education of Doctors in Training and undergraduate medical students

## MANDATORY REQUIREMENTS

**National Police Record Check** - A current and satisfactory National Police Record Check must be presented prior to commencement at Mildura Base Public Hospital.

**Working With Children Check** - Evidence of a current Working With Children Check Victoria must be maintained throughout employment.

**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

**Registration with the Medical Board of Australia** - Current registration with the Medical Board of Australia must be maintained throughout employment and any restrictions or conditions on practice imposed by the Medical Board of Australia must be notified to Mildura Base Public Hospital by the practitioner.

**Credentialing** - Staff Specialists must be credentialed by Mildura Base Public Hospital prior to commencement of duties.

*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

