



## POSITION DESCRIPTION

<b>Position Title:</b>	Research Lead
<b>Business Unit/Department:</b>	General Medicine
<b>Division:</b>	Aged, General Medicine and Subacute Services
<b>Award/Agreement:</b>	Medical Specialists (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement 2022 – 2026
<b>Classification:</b>	HN16 – HN59 (Fractional) or HM33 – HM41 (Full-time)
<b>Reports To:</b>	Director of General Medicine
<b>Direct Reports:</b>	None
<b>Date Prepared/Updated:</b>	26 August 2024

### Position Purpose

The role of the General Medicine Research Lead is to drive practical, applied, patient-centred research and research translation activities in General Medicine in a way that is aligned with the broader [strategic priorities](#) of Western Health, with particular focus on health services research, innovation, data-driven healthcare and improved, consistent, methodologically robust quality improvement, described in the research strategic plan, [Best Research for Best Care](#).

The Research Lead will enable and support research-related career progression and professional development opportunities for General Medicine clinical staff; foster a vibrant, collaborative, innovative, curious culture; and develop a critical, rigorous, evidence-based approach to clinical service improvement.

Through the leadership of these activities, the Research Lead will contribute to creation of an environment that attracts and retains the best clinicians and improves the quality and safety of patient care in the General Medicine unit, and Western Health.

The Research Lead will lead unit research activities through:

- Mentorship and research-related career development
- Facilitation of research projects undertaken by staff and students of General Medicine
- Inclusive, effective collaboration within Western Health and with external partners
- Identifying and realising funding opportunities
- Coordination of research-related activities
- Dissemination of unit research output to peer-reviewed literature, professional gatherings and the broader public.
- Building a vibrant culture of continuous learning in General Medicine and Western Health
- Translation of research findings into evidence-based clinical practice and health service operations

### Our Vision

Together, Caring for the West  
*Patients – Employees – Community – Environment*

The Research Lead will act as a research ambassador for General Medicine and will be the main point of contact between the unit and the Western Health Office of Research. The Research Lead will work with the Office of Research and Director of Research and the General Medicine leadership team to:

- Develop, implement and refine the General Medicine unit research strategy, aligned with the strategic objectives of Western Health and the Aged, General Medicine and Subacute Division
- Participate in mentorship, coaching, training and other professional development to build capabilities in conduct and leadership of research activities
- Facilitate access to biostatistics and database support for General Medicine staff and students, and advanced physician trainees in General and Acute Care Medicine at Western Health
- Disseminate research-related communication to the General Medicine unit, including internal and external funding opportunities, and strategic research priorities
- Contribute to consultations on research-related strategy and decision-making on behalf of General Medicine
- Explore funding opportunities via established networks.

The Research Lead will boost the organisational status and reputation of the General Medicine unit and the General and Acute Care Medicine Advanced Physician Training Program within Western Health, more broadly amongst national and international peers and with the community we serve.

## Business Unit Overview

### Brief Description

General Medicine is one of the largest inpatient units at Western Health. We are a specialist medical service with a focus on general and acute care medicine. We have six inpatient teams at Sunshine Hospital and four at Footscray. The unit sits within the Aged, General Medicine and Subacute Services Division, which also includes Acute Aged Care, Geriatric Evaluation Medicine, Rehabilitation, Transition Care, and Residential Aged Care at multiple Western Health locations.

Our strength is managing clinical complexity and uncertainty. We care for adult patients with several interacting issues or unusual medical problems. We focus on the patient's acute and longstanding physical and psychological health in their social context. We liaise, teach and co-operate within a large multidisciplinary health care team, in partnership with patients, families, carers, and primary care providers such as general practitioners and private specialists.

### Our Mission

The General Medicine Unit aims to provide:

- Multidisciplinary care with doctors, nurses and allied health staff working together to help patients
- Specialists, specialists-in-training, junior doctors, nurses and allied health staff trained to deal with all medical problems
- Expert diagnosis and tailored treatment
- Holistic, patient-centred care
- Staff highly skilled in clinical decision-making and cost-effective use of limited health care resources
- High-quality clinical education for doctors undergoing Basic Physician Training and Advanced Physician Training in General and Acute Care Medicine
- Clinical experience in general medicine for health professional students in medicine, nursing, pharmacy and allied health fields
- Opportunities for clinical, epidemiological and operational research

General Medicine provides ambulatory care as part of Western Health's Adult Specialist Clinics, seeing patients referred for assessment and management of general medical conditions. These are usually patients with three or more active medical problems or patients with complex problems for which there is no clear specialist focus.

### Leadership Team

The Director of General Medicine is supported by two Site Directors (one each at Sunshine and Footscray Hospitals), a Director of Advanced Physician Training in General and Acute Care Medicine, and a Research Lead.

## Our Vision

Together, Caring for the West  
*Patients – Employees – Community – Environment*

### **Senior Medical Staff**

The General Medicine unit comprises 31 consultants amounting to 11.84 FTE. Our general physicians also have expertise in various medical subspecialties: most have dual RACP Fellowships, and several have clinical appointments in other units and Divisions within Western Health.

### **Junior Medical Staff**

General Medicine has 31 JMS at Footscray and 42 at Sunshine. The senior medical registrars work closely with the Site Directors and the Director of General Medicine to ensure an efficient and high-quality service and to supervise and support junior medical staff. The Sunshine senior medical registrar also supports the Obstetric Medicine Service and the Aboriginal and Torres Strait Islander Clinic.

#### *Footscray Hospital (four teams)*

- Senior Medical Registrar
- Two Advanced Trainees
- Eight registrars
- Twelve interns
- Six night registrars
- Two night interns

#### *Sunshine Hospital (six teams)*

- Senior Medical Registrar
- Four Advanced Trainees
- Twelve registrars
- Four HMOS (Rapid Assessment and Discharge Unit)
- Fifteen interns
- Six night registrars

### **Education and training**

#### *Basic Physician Training*

Our unit works closely with the Director of Physician Education and the Medical Education Unit to offer a strong, practical teaching program and well-supported preparation for the RACP written and clinical examinations.

#### *Advanced Physician Training*

Western Health offers a comprehensive Advanced Physician Training program for trainees in General and Acute Care Medicine including those undertaking dual training in another subspecialty. The program is coordinated by the Director of Advanced Physician Training. RACP-accredited rotations include

- Core General Medicine
- Core General Medicine-related
- Medical specialties
- High-acuity rotations.

The General Medicine Unit is closely associated with the University of Melbourne Western Clinical School, with an active research program. Our consultants have experience in supporting advanced training research projects and other postgraduate research.

### **Key Responsibilities**

There will be flexibility in responsibilities, with emphasis depending on the strategic priorities for the General Medicine Unit, the existing track record of research activities within the unit, and the particular skill set of the research lead. Responsibilities may include (but are not limited to) the below list:

#### *Mentorship and research-related career development*

- Leading mentorship and supervision of General Medicine doctors in training and senior medical staff undertaking research activities
- Providing input and advice on unit quality improvement and clinical audit methodology

### **Our Vision**

Together, Caring for the West  
Patients – Employees – Community – Environment

- Supporting the Director of Research and unit Director to develop a research agenda within the service, including literature reviews, development of evidence-based practices and the collation of data to publish or present results of this work each year
- Undertaking professional development and training to develop capabilities as research leader

#### *Project facilitation*

- Assisting and expediting ethics, governance and other regulatory processes for unit research projects
- Leveraging knowledge of, and access to, Western Health and external data sources for research
- Facilitating access to technical resources such as biostatistics advice and database support

#### *Collaboration*

- Interdisciplinary networking to develop synergistic research relationships within Western Health and with peers in other health services and research networks
- Establishing and developing relationships with suitable academic partners who can provide complementary expertise and leverage additional resources
- Participating in important forums at Western Health that bring organisational knowledge, useful for navigation of the internal research landscape

#### *Funding*

- Actively pursuing appropriate research funding for projects and people support from available sources, including:
  - Internal sources (Special Purpose Funds, Western Health Foundation, Innovation Accelerator Program etc)
  - Universities and Colleges (scholarships, small grants)
  - Philanthropic funding
  - Industry/Commercial partners
  - NHMRC and MRFF scholarships and grants

#### *Coordination*

- Curating and reporting unit research activities
- Development of General Medicine unit research strategy aligned with Western Health and AGMS divisional strategic objectives, with support of Western Health Office for Research
- Guiding integration of unit research and innovation into a logical, coherent, program that avoids duplication and redundancy and is aligned with unit strategic objectives

#### *Research Dissemination*

- Presentations at local, national and international clinical and scientific meetings
- Preparing or assisting other General Medicine staff to prepare manuscripts for publication in peer-reviewed journals
- Working with Public Relations to publicise unit research achievements via internal communiqués, media releases and social media presence

#### *Workplace cultural development*

- Organising and chairing General Medicine Journal Club
- Organising guest speakers and other research-related professional development events for the unit
- Representing General Medicine in Western Health Research Week activities, Medical Grand Rounds etc, including organising presentations and programs
- Lead and support General Medicine staff to engage with research communities of practice at Western Health and beyond
- Supporting unit clinician-researchers to join online communities of practice and academic networks eg ORCID, ResearchGate etc
- Increase visibility of General Medicine research activity in physical and online workspace

#### *Research Translation Activities*

- Contributing to development of evidence-based policies, procedures and guidelines in Western Health and more broadly in general and acute care medicine
- Representing General Medicine on Western Health committees and working groups where research expertise may be useful

### **Our Vision**

**Together, Caring for the West**  
**Patients – Employees – Community – Environment**

### *Clinical leadership*

- Support Director of General Medicine unit and Site Directors of General Medicine at Footscray and Sunshine to provide clinical leadership of General Medicine staff across Western Health
- Participate in the development, implementation and revision of evidence-based treatment protocols and ensuring best practice standards appropriate to the unit through the utilisation and development of evidence-based clinical guidelines
- Provide consistent and appropriate leadership and supervision to Junior Medical Staff
- Participate in developing department and personal priority goals and objectives consistent with the mission, philosophy and strategic plan of the organisation
- Analyse and use data to guide decisions and evaluate outcomes

### *Education*

- Support the Director of Advanced Physician Training in General and Acute Care Medicine to maintain, deliver and develop a high-quality training program at Western Health, particularly by supporting the initiation, conduct and completion of advanced training research projects
- Participate in clinical teaching and professional development of junior medical staff, medical students and students of all health professions and disciplines

### *Other:*

- Maintain personal qualifications in accordance with continuing certification requirements of the relevant medical college or other body
- Comply with Western Health financial systems, policies and processes
- Maintain a high and accurate level of clinical and financial recording
- Manage and operate in accordance with Western Health Human Resource policy and practice in all matters relating to recruitment and employment.
- Receive and return organisational relevant information and communication through phone, and/or voicemail and email within reasonable time limits expected by the organisation.
- Acquire and maintain sufficient relevant computer/technology skills and utilise these to participate in services and communication offered by Western Health.
- Consistently demonstrate a caring and empathetic approach towards patients and staff
- Ensure own health and well-being and seek assistance if impairment in physical or mental health is impacting on job performance
- Ensure that any dealings with the media are approved and in accordance with policy, procedure and privacy legislation

In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

## **Key Working Relationships**

### **Internal:**

- Director of General Medicine
- Site Directors of General Medicine Unit at Footscray and Sunshine
- Director of Advanced Physician Training in General and Acute Care Medicine
- Operational Performance and Redesign Manager, Aged, General Medicine and Subacute
- Clinical Services Director and Divisional Director of Aged, General Medicine and Subacute
- Directors of Western Health Office for Research
- University Chair of Medicine
- Office for Research biostatistician
- REDCAP support officer
- Health Performance Unit
- General Medicine Senior and Junior Medical Staff
- Western Health Foundation
- University-affiliated Medical Informatics Officer
- Operations Managers of General Medicine
- Operations Manager of Cancer, Cardiology and Specialty Medicine

## **Our Vision**

**Together, Caring for the West**  
**Patients – Employees – Community – Environment**

- Nursing and Allied Health Staff
- Director of Physician Education
- Medical Education Unit
- Public Relations

**External:**

- Western Public Health Unit
- General Practitioners
- Community health agencies
- Other Senior Medical Staff

## Selection Criteria

### Essential

- Current registration with the Australian Health Practitioners Regulation Agency as a specialist medical practitioner
- Fellowship of the Royal Australasian College of Physicians
- Holding or enrolled in postgraduate research qualification
- At least two publications in peer-reviewed scientific literature
- Eligible for Level A or B honorary university appointment
- Current Good Clinical Practice Certificate
- Proven clinical experience in general internal medicine
- Approved for adult general medicine scope of practice at Western Health
- Well-developed communication skills in interactions with relevant clinical, administrative and executive staff as well as patients and carers
- A highly ethical approach to participants, patients, colleagues and the organisation
- Skill and maturity in problem solving, negotiation and conflict resolution
- A high-level ability to make decisions and support rationale, clearly communicate decisions to relevant parties
- Understanding of activity settings and budget management
- Maintain confidentiality of patient, institutional and staff information
- Commitment to continuous professional development
- The ability to analyse own performance in accordance with position expectations.
- The ability to develop goals and implement plans to meet those goals.
- The continuing development of their own knowledge and skills
- Participation in and contribution in organisational committees, teams and projects in keeping with the organisation's strategic goals
- Seeks out and is receptive to feedback from co-workers at all levels for the purpose of growth in the role
- Knowledge of health issues in relation to Western Health's catchments
- Acknowledgement of Western Health strategic themes

### Desirable

- Significant research experience, with more than ten publications in peer-reviewed literature
- Postgraduate research qualification (MD or PhD)
- Eligible for Level C or D honorary university appointment
- Honorary or substantive appointment with recognised Western Health academic partner
- Some funding success (including competitive, philanthropic or industry-related)
- Experience leading or undertaking research in key priority areas outlined in Western Health research strategy
- RACP Fellowship in General Medicine

## Our Vision

Together, Caring for the West  
 Patients – Employees – Community – Environment

## Leadership Capabilities

Leadership Capability	Definition
Customer focus	Building strong customer relationships and delivering customer-centric solutions
Decision quality	Making good and timely decisions that keep the organisation moving forward
Directs work	Providing direction, delegating, and removing obstacles to get work done
Ensures accountability	Holding self and others accountable to meet commitments
Collaborates	Builds partnerships and works collaboratively with others to meet shared objectives
Interpersonal savvy	Relates openly and comfortably with diverse groups of people
Builds effective teams	Builds strong-identity teams that apply their diverse skills and perspectives to achieve common goals
Communicates effectively	Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences
Courage	Steps up to address difficult issues, saying what needs to be said
Situational adaptability	Adapts approach and demeanour in real time to match the shifting demands of different situations

## Additional Requirements

All employees are required to:

- Obtain a police / criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your employment.
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures.
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health.
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008.
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines.

## Our Vision

Together, Caring for the West  
*Patients – Employees – Community – Environment*

## General Information

- Redeployment to other services or sites within Western Health may be required.
- Employment terms and conditions are provided according to relevant award/agreement.
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace.
- Western Health is committed to Gender Equity.
- Western Health provides support to all personnel experiencing family and domestic violence.
- 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. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs.
- Western Health is a smoke-free environment.

*I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.*

Employee's Name: [Click here to enter the Employee's name.](#)

Employee's Signature: \_\_\_\_\_

Date: [Click here to enter a date.](#)

## Our Vision

Together, Caring for the West  
Patients – Employees – Community – Environment