



POSITION DESCRIPTION

Position Title:	Site Director,
Business Unit/Department:	General Medicine
Division:	Aged, General Medicine and Subacute Services
Award/Agreement:	Medical Specialists (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement 2022 – 2026
Classification:	HM33-41 OR HN 19-59 (negotiable), 50% CST
Reports To:	Director of General Medicine Unit, Western Health
Direct Reports:	General Medicine Unit medical staff
Date Prepared/Updated:	26 August 2024

Position Purpose

The role of a Site Director of the General Medicine Unit is to provide clinical leadership for senior and junior medical staff at Footscray or Sunshine Hospital, to ensure that high quality clinical care is provided to the patients admitted at Western Health, to supervise and train Junior Medical Staff, maintain quality and safety of care, and to support Western Health Strategic Priorities. This role will support the Director of General Medicine in the management of the unit financial budgets, medical staffing requirements, activity targets, quality and safety, and improvement at the site. The Site Director of Footscray Hospital will also play a major role leading the transition of General Medicine into the New Footscray Hospital.

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

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- 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.

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.

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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

Provide clinical leadership to staff of General Medicine at Sunshine or Footscray Hospital and support the Director of General Medicine to provide clinical leadership of General Medicine staff across Western Health.

Workforce:

- Ensure medical staff are appropriately registered, credentialed and working within their scope of practice and that relevant regular clinical audits occur and are documented
- Ensure awareness of clinical experience and proficiency of junior medical staff (JMS) who are delegated to deliver care, and provide supervision and training for JMS, and be accountable for the care delivered.
- Provide consistent and appropriate leadership and supervision to Junior Medical Staff
- Manage staff through effective recruitment, retention, recognition, and development strategies.
- Provide leadership and support for direct reports, appraise their performance, and ensure staff complete mandatory and required training.
- Ensure staff leave is appropriately managed.
- Contribute to creating and maintaining a work climate which is conducive to positive morale and employee growth, development and retention
- Ensure our staff's health and well-being is prioritised and assist them to seek assistance if impairment in physical or mental health is impacting on job performance.
- Ensure on call roster, and in hours provision of service are achieved.

Operations:

- In collaboration with the Director of General Medicine and Operations Manager, manage services to provide efficient models of care and to monitor activity, KPIs and budget performance.
- Analyse and use data to guide decisions and evaluate outcomes.
- Participate in service planning as requested by the Director of General Medicine, Clinical Services Director and Divisional Director, including the development and setting of targets, resource requirements and improvement priorities for the service.
- Participate in the development and monitoring of financial risk reduction and identify and implement strategies for cost control
- Identify revenue opportunities through available funding streams and develop business cases to optimise opportunities and business development that are consistent within current guidelines and make recommendations to improve the latter.
- Oversee and monitor KPIs as they relate to the departments, including clinical audit, morbidity and mortality as well as other access and quality indicators.
- Build networks and participate in benchmarking to seek and share information to assist in developing best practices

Quality and Safety:

- Oversee and lead by example in the delivery, management and promotion of high-quality clinical care to all patients of Western Health
- Assume responsibility for quality patient care in accordance with the care model of General Medicine, ensuring that clinical procedures are performed in accordance with Western Health policy and procedure.
- Ensure that consultations, treatment, care plans and other clinical management are delivered and documented to support ongoing care and communication and to meet medico-legal requirements in accordance with Western Health policy and procedure
- Participate in the development, implementation and revision of treatment protocols and ensuring best practice standards appropriate to each department through the utilisation and development of clinical guidelines

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- Actively participate or lead clinical incident reviews within the division or outside the division as needed.
- Ensure adherence to Statutory Duty of Candour requirements including leading open disclosure when required.
- Support and contribute to quality and continuous improvement activities.
- Support the promotion of a culture of safety and wellbeing by contributing ideas/suggestions and supporting other employees in safe work practice.
- Ensure discharge summaries requirements are met within a timely manner, ensuring GPs are contacted for discharged patients
- Ensure continuity of care by communicating appropriately with other practitioners including community general practitioners

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
- Participate in clinical teaching and professional development of junior medical staff, medical students and students of all health professions and disciplines

Research

- Support the General Medicine Research Lead to drive research and research translation activities in General Medicine; 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.

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
- General Medicine Senior and Junior Medical Staff
- Operations Manager of General Medicine
- Clinical Services Director and Divisional Director of Aged, General Medicine and Subacute
- Operations Manager of Cancer, Cardiology and Specialty Medicine
- Operational Performance and Redesign Manager, Aged, General Medicine and Subacute
- Nursing and Allied Health Staff
- Patient Support and Administrative Staff
- Medical Workforce Unit

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- Director of Physician Education
- Director of Advanced Physician Training in General and Acute Care Medicine
- Research Lead, General Medicine
- Medical Education Unit
- Office of Research
- Other Unit/ Department Heads
- Other Clinical Services Directors
- Other Divisional Directors
- Executive Director Medical Services

External:

- GP's
- 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
- Approved for adult general medicine scope of practice at Western Health
- Proven clinical skills and experience
- Relevant management experience
- Experience in the support and supervision of junior medical staff
- Well-developed communication skills in interactions with relevant clinical, administrative and executive staff as well as patients and carers
- A highly ethical approach to 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, and to clearly communicate decisions to relevant parties
- Excellent understanding of the patient journey, access issues and constraints to patient flow
- An ability to inspire and lead service change in the department
- 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.
- 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

- Demonstrated research skills
- Qualifications or enrolment in formal leadership training
- RACP Fellowship in General Medicine

Leadership Capabilities

Leadership Capability	Definition
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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.

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.

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- 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.](#)

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