

POSITION DESCRIPTION

Position Title:	Emergency Physician
Business Unit/Department:	Emergency Medical Sunshine
Division:	Emergency Medicine & Intensive Care Services
Award/Agreement:	Medical Specialists (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement
Classification:	Specialist Year 1 to Year 9 (HN16 to HN59)
Reports To:	Director of Emergency Medicine, Sunshine
Direct Reports:	Registrars, HMOs, Interns & Medical Students
Date Prepared/Updated:	7 October 2024

Position Purpose
<p>The role of an Emergency Physician is to provide expert clinical care to patients within the dynamic environments of the Emergency Department (ED) and Short Stay Units (SSU), working collaboratively with multi-disciplinary staff within ED and across the broader hospital to achieve the best possible outcomes for an individual patient and patient groups. As with all medical specialities, there is a significant responsibility for training and supervision of junior doctors and other health professionals and medical students.</p> <p>The Emergency Physician is also a senior leader within the ED and should role-model professional behaviours and the Western Health values at all times. As ED representatives, they should promote ED and its priorities within and outside the ED and have a clear understanding of current priorities of the department and the interface with those of the organisation. In addition, the Emergency Physician should demonstrate commitment and initiative in contributing to both quality assurance and quality improvement processes with the overall aim of delivering best care to the patients of Western Health.</p>
Business Unit Overview
<p>The Division of Emergency Medicine and Intensive Care (EMIC) is a newly formed division which spans across all Western Health campuses.</p> <p>The Division includes two intensive care units, three emergency departments, and two urgent care centres. EMIC is committed to innovation and the development of services and treatments for groups across Western Health to ensure Best Care for the community of Western Melbourne.</p> <p>The Divisional Director (DD) and the Clinical Services Director (CSD) function in partnership to provide leadership, clinical, operational and financial governance to the Division of Emergency Medicine and Intensive Care, ensuring the efficient and effective delivery of Best Care within allocated resources.</p>

Our Vision

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Key Responsibilities

Emergency Physicians in the Emergency Department are expected to:

- **Provide clinical expertise in the management of patients, and supervision of junior doctors, in the Emergency Department and Emergency Short Stay Unit**, applying high level skills in the ACEM domains of:
 - Medical Expertise
 - Prioritisation and Decision Making
 - Professionalism
 - Scholarship and Teaching
 - Teamwork and Collaboration
 - Leadership and management
 - Health Advocacy
 - Communication
- **Actively participate in essential department clinical support activities***, including but not limited to:
 - educational activities of ED staff
 - assessments of junior doctors, including ACEM related work-based assessments
 - timely review of investigation results to minimise delays and adverse outcomes
 - reviews of policies and procedures and other governance requirements
 - other administrative responsibilities.
- **Actively participate in continuous quality improvement activities***, including but not limited to:
 - individual clinical support portfolios or other responsibilities as allocated by Director or delegate, with demonstrated outcomes
 - participation and leadership in department working groups, quality improvement projects, and external quality improvement or research opportunities and collaborations
- **Actively contribute to and engage in department and organisational activities and priorities:**
 - attendance at and participation in internal department meetings
 - commitment to regular review of email, newsletter and other communication avenues
 - participation in and contribution to department strategic planning
- **Represent and promote the ED and its priorities and values** to staff within ED, across the hospital, and more broadly e.g.
 - contribute to creating and maintaining a work environment conducive to positive morale, employee growth and retention
 - understand and engage with leadership role of a senior clinician on a daily basis
 - representation on hospital committees and meetings
 - involvement in hospital-wide activities
 - involvement in national/international organisations
- **Commit to personal continuing professional development**, developing goals and responding constructively to feedback

*Note: CST time is allocated to staff with certain amounts of EFT.

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 relationships:

Internal:

- Director, Emergency Department - Sunshine
- Deputy Director, Emergency Department – Sunshine
- Nursing Unit Management, Emergency Department – Sunshine
- Office Administrator, Emergency Department – Sunshine
- Other Senior Medical Staff
- Junior Medical Staff
- Nursing Staff
- Allied Health Staff
- Operations Manager

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- Access Manager/ After Hours Administrator
- Unit/ Department Heads
- Clinical Services Directors
- Divisional Directors
- Executive Director Medical Services
- Executive Director Operations

External:

- General Practitioners
- Community Health Agencies
- Other Senior Medical Staff
- Ambulance Victoria
- Victoria Police
- Western Mercy Mental Health
- North West Mental Health

Selection Criteria

Essential

- Qualifications
 - Fellow of the Australasian College of Emergency Medicine (FACEM)
 - Current registration with the Australian Health Practitioner Regulation Agency (AHPRA)
- Skills and Experience: High-level skills and experience in the following domains:
 - Medical Expertise
 - Prioritisation and Decision Making within a dynamic environment
 - Professionalism
 - Scholarship and Teaching
 - Teamwork and collaboration
 - Leadership and management
 - Health Advocacy
 - Communication
- Demonstrated commitment to ongoing professional development

Desirable

- Demonstrated qualities of enthusiasm, initiative and commitment
- Demonstrated research skills
- Quality Improvement training

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

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- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, Work Health and Safety Act 2011, the Work Health and Safety Regulations 2011 (and 2012), the Victorian Occupational Health and Safety Act 2004, 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
- 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
- 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
- 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: _____

Employee's Signature: _____ Date: _____

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