

POSITION DESCRIPTION

Position Title:	Endocrinology Research Fellow
Business Unit/Department:	Endocrinology and Diabetes Unit
Division:	Chronic and Complex Care
Award/Agreement:	Doctors in Training (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) – Enterprise Agreement 2022-2026
Classification:	HM25 – HM30
Reports To:	Head of Unit Directors of Endocrinology Research Chief Medical Officer
Direct Reports:	Nil
Date Prepared/Updated:	20/04/2024

Position Purpose

This Clinical Research Fellowship position is designed to provide Elective or Core Year in Endocrinology and Diabetes Advanced Training and form a foundational year of a Higher Research Degree.

This position will investigate treatment gaps in osteoporosis and bone mineral disorders at Western Health under the supervision of the Metabolic Bone Service, with the specific project to be decided between the supervisors and the successful candidate. The clinical work includes four outpatient clinics a week and covering the afternoons off and leave for the RCY registrars (10 weeks a year).

Business Unit Overview

The Department of Endocrinology and Diabetes is a subspecialty unit of Western Health with more than twenty consultant staff, and four registrars who work closely with rotating junior medical staff and a large diabetes nurse educator team. The Unit offers outpatient services at Footscray, Sunshine and Melton with inpatients cared for at both Footscray and Sunshine sites. The Unit provides obstetric endocrine care at the Joan Kirner Women's and Children's Hospital which has more than 6000 births a year. The Unit has a growing research output from academic clinicians and higher degree students.

The Medical Workforce Unit is responsible for the recruitment, administration, education & training, and support of junior medical staff at Western Health. The Medical Education Unit is responsible for the education and training of prevocational medical staff at Western Health. Unit Handbooks detailing unit

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structures, key staff, services provided and other specific unit information are provided to junior medical staff at the commencement of their rotation within each unit.

Key Responsibilities

- Participate in on-going assessment of competencies via college assessment forms
- Work on research projects under the direction of supervisors, the Co-Directors of Endocrinology Research and the Head of Unit
- Initiate and provide interpretation of clinical investigations
- Ensure own health and well-being and seek assistance if impairment in physical or mental health is impacting on job performance
- Work collaboratively and respectfully with multi-disciplinary team members to achieve desired outcomes for patients through effective communication and attendance and participation in unit and site clinical meetings
- Exchange and share information from participation in seminars and conferences with colleagues via in-services, presentations, education forums, team meetings, etc.
- Demonstrate a caring and empathetic approach towards patients at all times
- Participate and contribute to improvement of policies, procedures and protocols and identify areas of improvement in clinical practice
- Undertake ongoing self-directed learning by participation in continuing education activities and attendance at clinical meetings, including any mandatory training programs
- Assist in collection of data for audit purposes, and participate in research activities undertaken within the unit where required
- Coordinate and participate in the teaching of junior doctors and medical students
- Perform other duties as delegated by the Unit Head

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

- Clinical and research staff including medical, nursing, and allied health
- Patient support and administrative staff
- Medical Workforce Unit
- Medical Education Unit

Selection Criteria

- A medical qualification recognised in Victoria, Australia
- Current medical registration
- Passed clinical examination of RACP
- Clinical competence as required for level of position
- Ability to work as part of a team
- Commitment to professional development

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
- 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 and 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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