

## POSITION DESCRIPTION

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| <b>Position Title:</b>           | Upper GI & General Surgery Fellow   |
| <b>Business Unit/Department:</b> | Upper GI & General Surgery  |
| <b>Division:</b>                 | Peri-Operative & Critical Care Clinical Division  |
| <b>Award/Agreement:</b>          | Victoria Public Health Sector - Doctors in Training Enterprise Agreement 2022 - 2026 (AMA Victoria) |
| <b>Classification:</b>           | HM25 – HM30   |
| <b>Reports To:</b>               | Chief Medical Officer<br><br>Clinical Department Head as per rotations                              |

### Position Statement:

The role of the Upper GI and HPB Surgery Fellow is to have a committed interest in UGI & HPB Surgery and to provide clinical management of patients, including operating theatre sessions and outpatient clinics. It is also a requirement that the successful applicant will undertake administrative duties for the Unit under the supervision and direction of the Department Head of Unit or Consultant. The position is responsible for the care of patients at all campuses and will be supervised by the Head of Unit. A strong focus of the position is undertaking elective and emergency surgery within hours to provide improved patient access and safe working hours for medical staff. The position will include supervised on-call periods on the Consultant roster.

The role of the is to provide leadership to the Junior Medical Staff and assist in the coordination of education and training, and the dissemination of information relating to Western Health and the RACS, in addition to his or her clinical duties.

The Upper GI/HPB Fellow may also be required to participate in the recruitment and interviewing of intern and HMO applicants for the following year and assists in assigning appropriate rotations.

### Business Unit/Division Statement:

The Division of Surgical Services is responsible for the provision of both elective and emergency surgical procedures with an emphasis on increasing the number of patients admitted on the day of surgery and as day cases. The pre-admission and assessment unit manages the admission of elective surgical and medical patients and incorporates the bookings office, pre-admission clinics and Cardio-Pulmonary Exercise Testing. In addition, the Day Procedure Units undertake endoscopic procedures, post intervention management of cardiology patients and minor medical and surgical procedures. Services are managed across Footscray, Sunshine and Williamstown campuses and incorporate an adult and paediatric case mix. Sterilising departments are also managed on all campuses and service Western Health and external customers.

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All surgical specialties have appointed Unit Heads and Nurse Unit Managers who provide leadership within ward and unit areas. Multi-disciplinary teams are aligned within specialties and extend from the operating room suite to ward settings with the designation of 'home' theatres and wards ensuring highly skilled specialty staff provide quality care. To support patient care across Western Health the Division also incorporates Clinical Nurse Consultants within Breast Care, Pain Management and Stomal therapy. Surgical specialties managed by the Division include: Urological, Plastic, Hand & Reconstructive, Facio- Maxillary, General, Thoracic, Vascular, Ear, Nose & Throat, Head & Neck, Orthopaedic, Ophthalmic, Paediatric and Neurosurgery.

Divisional governance is achieved through an executive and operations team structure, which manages both internal business and supports Western Health organisational goals. The guiding philosophy of the Division is to provide equitable access to high quality, patient focused services through managing:

- Patient outcomes
- Patient activity
- Financial and People Services

**Western Health Values: Compassion, Accountability, Respect, Excellence & Safety**

Western Health aspires to be a values-driven organisation and all employees are required to model the following values in their day to day tasks:

- Compassion – consistently acting with empathy and integrity
- Accountability – empowering our staff to serve our community
- Respect – for the rights, beliefs and choice of every individual
- Excellence – inspiring and motivating innovation and achievement
- Safety – working in an open, honest and safe environment

**Western Health Focus: 'Best Care'**

At Western Health we are committed to high quality, safe and person centred patient care. The Western Health framework for Quality, Safety and the Patient Experience describes a vision for 'Best Care' for all Western Health patients and sets out the behaviours, strategies and organisational systems needed to achieve this vision.

**Key Accountabilities:**

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| <b>Safe and Effective Patient Care</b> | <p><i>At Western Health our vision for quality care and services is that each of our patients receives 'Best Care' with us, every time.</i></p> <p><i>To enable 'Best Care' all employees are required to:</i></p> <ul style="list-style-type: none"> <li>• Scan for and act on opportunities to create Best Care</li> <li>• Model positive and proactive attitudes and behaviours that support the dimensions of Best Care</li> <li>• Collaborate on achieving the goals for Best Care with other employees and patients/consumers</li> </ul> <p><i>All managers and senior clinicians will:</i></p> <ul style="list-style-type: none"> <li>• Be responsible for Best Care in their service</li> <li>• Model and reward the behaviours and actions outlined in the Western Health vision for Best Care</li> <li>• Clarify specific employee roles and behaviours for creating Best Care and support employees to fulfil their roles</li> <li>• Implement and maintain systems, materials, education and training that ensure employees deliver best care</li> </ul> |
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- Support the establishment of partnerships with patients and carers when designing, implementing and maintaining systems
- Understand and address key local quality, safety and patient experience issues and the broader organisational goals and prioritised actions for Best Care

*Other role accountabilities include:*

- Demonstrate a commitment to the patient 'Charter of Healthcare Rights'
- Comply with the expected standards of performance in the role as described by the relevant professional bodies/industry standards and leadership capability frameworks
- Work within scope of practice
- Maintain registration and report any changes or limitations on practice
- Hold accountability for own actions and seek guidance and support from appropriate employees when limited by own skills and experience
- Comply with confidentiality obligations with regard to patients, consumers and colleagues
- Comply with all Western Health policies and procedures
- Participate in on-going assessment of competencies via college assessment forms – Fellows whose clinical performance is unsatisfactory will be managed in accordance with the Western Health's Performance Management policy.
- Work under the supervision and support of the Head of Unit or Receiving Consultant to further develop general clinical and decision-making skills
- Perform unit duties as delegated by the Unit Head or Receiving Consultant in accordance with Western Health policies and procedures and relevant legislation
- Ensure notification to the appropriate consultant of patients referred to the Department, and provision of initial assessment of referred patients
- Fellows are expected to regularly document in the patient notes, and to use other documentation as required eg. Clinical Incident, Adverse Event and Consent Forms. Documentation is expected to be legible and in a timely manner.
- Ensure quality patient care via clinical assessment, admissions and development of management plans
- Provide day to day clinical management of patients and ensure attendance at ward rounds and surgical outpatient clinics
- Assume responsibility for patient care in accordance with the care model of the ward/unit, ensuring that required clinical procedures are performed with appropriate training and supervision
- Initiate and provide interpretation of clinical investigations
- Accurately reflect the patient's requirements, outcomes or events within prescribed Western Health documentation, ensuring all legal requirements are met in regards to legibility of content and identity of reporter in accordance with Western Health policies and procedures
- Participate in the development of discharge plans that reflects the needs of patients and their significant others and demonstrates understanding of the role of community providers. Assume responsibility for communication with community providers
- Provide supervision for the clinical activities of the junior medical staff on the unit, according to the level of experience of the individual
- Provide clinical handovers to covering Registrars / Fellows
- The Upper GI/HPB Fellow is expected to actively participate in some administrative duties. These duties include but are not limited to:
  - \* Assisting in the orientation of new JMS to Western Health's policies and procedures

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|                                  | * Encourage JMS to attend education sessions and participate in organisational activities.   |
| <b>People and Culture</b>        | <p><i>All managers and senior clinicians have a significant role in leading and influencing local cultures which support Best Care and a competent, highly performing and motivated workforce:</i></p> <ul style="list-style-type: none"> <li>• Display the Western Health values when carrying out duties and in dealing with patients, consumers and colleagues</li> <li>• Act in accordance with the Code of Conduct</li> <li>• Ensure employees are clear about what they need to achieve at work and are supported to deliver and to develop, via active participation in day to day conversations about performance and via the annual performance development process</li> <li>• Ensure any risks and adverse events are reported appropriately and promptly and prevention strategies are implemented to ensure the safety of all patients and consumers</li> <li>• Ensure own health and well-being and seek assistance if impairment in physical or mental health is impacting on job performance</li> </ul>   |
| <b>Community and Partnership</b> | <p><i>Lead, build and promote the development of relationships that respect our culturally diverse community and colleagues and enhance the patient experience:</i></p> <ul style="list-style-type: none"> <li>• Work collaboratively to achieve desired outcomes for the organisation</li> <li>• Ensure relationships with colleagues, patients and consumers are professional and ethical and that cultural differences are respected</li> <li>• Ensure an excellent standard of service is offered by partnering with patients, consumers and the community at all levels of health care provision, planning and evaluation</li> <li>• 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</li> <li>• Exchange and share information from participation in seminars and conferences with colleagues via in-services, presentations, education forums, team meetings, etc.</li> <li>• Demonstrate a caring and empathetic approach towards patients at all times</li> </ul>  |
| <b>Research and Learning</b>     | <p><i>Participate and support participation in research and professional development to promote a culture of learning:</i></p> <ul style="list-style-type: none"> <li>• Support and contribute to quality and continuous improvement activities</li> <li>• Participate in relevant professional and leadership development and continuing education activities</li> <li>• Assist in the development of employees by providing supervision, coaching and mentorship</li> <li>• Ensure self and employees complete all mandatory training by the due date</li> <li>• Participate and contribute to improvement of policies, procedures and protocols and identify areas of improvement in clinical practice</li> <li>• Undertake ongoing self-directed learning by participation in continuing education activities and attendance at clinical meetings</li> <li>• Gain experience and training in a particular procedure (s) relevant to long term career subspecialty interest.</li> <li>• Assist in collection of data for audit purposes, and participate in research activities undertaken within the unit where required</li> <li>• Participate in surgical audit process and be involved in the preparation of the annual audit.</li> </ul> |

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| <p><b>Self-sufficiency and Sustainability</b></p>   | <p><i>Contribute to the delivery of the Operational Plan requirements of your Department/Division through efficient and effective utilisation of time, resources and equipment:</i></p> <ul style="list-style-type: none"> <li>• Ensure the responsible use and management of resources and equipment</li> <li>• Identify and communicate potential sources of waste minimisation within department/unit</li> <li>• Maintain an acceptable level of attendance and adhere to Western Health policies and procedures pertaining to annual leave, personal leave and other leave as appropriate</li> <li>• Cover other Units as part of the after-hours roster or as requested by the HMO Management Unit</li> <li>• Be involved in the surgical receiving consultant roster with a Consultant always available for advice or to assist with procedures when required.</li> <li>• Perform other duties as delegated by the Unit Head or Unit Registrar</li> </ul>  |
| <p><b>Occupational Health and Safety Obligations</b></p>  | <p><i>Model proactive leadership, drive and commitment to ensure:</i></p> <ul style="list-style-type: none"> <li>• Western Health's obligations for Occupational Health &amp; Safety (OHS) and WorkCover rehabilitation are met</li> <li>• Compliance with OHS and WorkCover legislation</li> <li>• OHS policies and procedures are followed by all employees and contractors</li> <li>• A safe and healthy environment for employees, contractors, patients and visitors</li> <li>• Risks are identified, assessed and controlled as far as is practicable with injury prevention being a high priority</li> <li>• Safe work systems and controls are in place, which are regularly monitored for effectiveness</li> <li>• The Western Health prescribed OHS training and education sessions are attended</li> <li>• Suitable training is provided to employees to be able to perform tasks safely with adequate records kept</li> <li>• Interpretation of Health and Safety systems are provided for non-English speaking employees, where required, to ensure understanding and competencies</li> <li>• Unsafe work practices, hazards, near miss incidents and accidents are reported</li> <li>• Consultation with employees is undertaken prior to changes made to work practices or work environment that may affect their wellbeing</li> <li>• A safety and wellbeing culture is imbedded into normal business activities</li> <li>• Contractors that are engaged to perform work have undergone the contractor induction process</li> <li>• Knowledge and application of infection control and hygiene precautions are in accordance with infection control policies and procedures</li> </ul> |
| <p><b>Key Working Relationships:</b></p> <ul style="list-style-type: none"> <li>• Clinical staff including medical, nursing, and allied health</li> <li>• Patient support and administrative staff</li> <li>• Medical Workforce Unit</li> <li>• Medical Education Unit</li> </ul> |  |

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**Selection Criteria:**

**Essential**

- Medical qualification
- Current medical registration
- Completed FRACS
- Clinical competence as required for level of position
- Ability to work as part of a team
- Commitment to professional development

*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:

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Employee's Signature:

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Date:

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