

POSITION DESCRIPTION

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| Position Title: | Gastroenterology and Endoscopy Clinical Research Fellow |
| Business Unit/Department: | Gastroenterology Unit |
| Division: | Emergency, Medicine and Access |
| Award/Agreement: | Victoria Public Health Sector - Doctors in Training Enterprise Agreement 2022 - 2026 (AMA Victoria) |
| Classification: | HM14 – HM20 |
| Reports To: | Chief Medical Officer Head of Unit, Gastroenterology Head of Unit, Endoscopic Services |
| Direct Reports: | Interns and HMO's in Department |
| Date Prepared/Updated: | 8/09/2023 |

Position Purpose

The purpose of this position is to be a combined clinical and research post providing direct clinical and research experience. As such, it is expected that the Fellow will undertake additional and supported research and academic activities in addition to their part-time clinical appointment.

Clinical Research Fellow

- Work in an autonomous fashion but will be fully supported by clinical research and clinical gastroenterology and endoscopy staff
- Will gain experience in numerous areas of clinical research including day to day management of patients, adverse event reporting, good clinical practice, protocol development, ethics submissions, manuscript writing and manuscript submission to journals.
- Be involved in clinical research projects and writing papers with research opportunities available in hepatitis, chronic liver disease, inflammatory bowel disease (IBD) and endoscopy.
- Attend Unit meetings, Clinical Research meetings and Multidisciplinary meetings
- On call after hours roster as required
- Ward rounds in-hours when required
- Be involved in teaching of junior medical staff
- Regular weekly attendance at Unit clinics, including IBD clinic, Liver clinic, Endoscopy clinic, Hepatoma clinic and where required also attendance at Gastroenterology clinic
- Weekend ward rounds at Sunshine Hospital and Footscray Hospital as required

Gastroenterology and Endoscopic Services Units

Our Vision

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Gastroenterology and Endoscopic Services provides acute inpatient care, specialist outpatient clinic care (gastroenterology clinic, endoscopy clinic, IBD clinic, hepatitis clinic, hepatoma clinic), inpatient and outpatient endoscopic procedures, including basic and advanced procedures across three (3) campuses of Western Health (Footscray, Sunshine and Sunbury Day Hospital) and clinical research.

Business Unit Overview

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.

The relevant Clinical Division is responsible for the provision of inpatient and outpatient clinical services by a multidisciplinary team. Unit Handbooks detailing unit 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 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
- 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
- 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
- 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

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- Cover other Units as part of the after-hours roster or as requested by the Medical Workforce Unit
- Perform other duties as delegated by the Unit Head or Unit Registrar.

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 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
- 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
- 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
- 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

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- 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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