

POSITION DESCRIPTION

Position Title:	Colorectal Clinical & Research Fellow
Business Unit/Department:	Medical Services & relevant Clinical Division
Division:	Medical Services
Award/Agreement:	Doctors in Training (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) – Enterprise Agreement 2022-2026
Classification:	HM25 – HM30
Reports To:	Chief Medical Officer Clinical Department Head as per rotations
Direct Reports:	N/A
Date Prepared/Updated:	2/10/2023

<p>Position Purpose</p> <p>This is a two year academic and clinical position at Western Health and the University of Melbourne. The fellow is to provide clinical leadership in the development of research at the University of Melbourne, Western Precinct, register for a two year post graduate research degree at the University of Melbourne, as well as perform clinical duties for the Colorectal Unit and Acute Surgical Unit under the supervision and direction of the Department Head of Unit or Consultant of the Colorectal Unit, Acute Surgical Unit and Professor Justin Yeung, Professor of Surgery, University of Melbourne.</p> <p>The position will also require the post holder to help develop and deliver teaching material to both undergraduate and postgraduate students at Western Health and Western Precinct, University of Melbourne.</p> <p>The post holder's clinical role will include regular acute surgical unit sessions at Sunshine Hospital, endoscopy and colorectal surgical lists as well as cover of CSSANZ fellow responsibilities during CSSANZ fellow leave.</p>
<p>Business Unit Overview</p> <p>The Medical Workforce Unit is responsible for the recruitment, administration, education & training and support of junior medical staff at Western Health.</p> <p>The Medical Education Unit is responsible for the education and training of prevocational medical staff at Western Health.</p> <p>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.</p>
<p>Key Responsibilities</p>

Our Vision

Together, Caring for the West
Patients – Employees – Community – Environment

- 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
- 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
- FRACS
- GESA certification for colonoscopy

Our Vision

Together, Caring for the West
 Patients – Employees – Community – Environment

- Current medical registration
- Clinical competence as required for level of position
- Ability to work as part of a team
- Commitment to professional development
- Commitment to a two-year position
- Commitment to registering for a post graduate research degree with the University of Melbourne under the research guidance of Professor Justin Yeung

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 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
- 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.

Our Vision

Together, Caring for the West
 Patients – Employees – Community – Environment

Employee's Name: [Click here to enter the Employee's name.](#)

Employee's Signature: _____

Date: [Click here to enter a date.](#)

Our Vision
Together, Caring for the West
Patients – Employees – Community – Environment