

## POSITION DESCRIPTION

<b>Position Title:</b>	Paediatric Neurologist
<b>Business Unit/Department:</b>	Paediatrics Services
<b>Division:</b>	Women's and Children's
<b>Award/Agreement:</b>	VICTORIAN PUBLIC HEALTH SECTOR (AMA VICTORIA) - ENTERPRISE AGREEMENT 2018
<b>Classification:</b>	HN15 – HN59
<b>Reports To:</b>	Clinical Services Director, Head of Unit, Chief Medical Officer
<b>Direct Reports:</b>	Junior medical employees
<b>Date Prepared/Updated:</b>	1 August 2024

### Position Purpose

The role of the Consultant/Specialist is to provide high quality clinical care to the patients Western Health services, to supervise and train Junior Medical Staff and support Western Health Strategic Priorities. A Paediatric Neurologist is required in order to support the general paediatricians of Western Health manage children with more complex conditions.

The position of Paediatric Neurologist has the following responsibilities:

- Undertake a regular paediatric neurology OP clinic at Sunshine Hospital.
- Liaise with the paediatric medical (junior and senior), and nursing staff to manage children with epilepsy and other neurological conditions.
- Provide consultation and advice regarding paediatric and neonatal inpatients with neurology conditions.
- Read and report on paediatric EEG's
- Participate in a triaging process that ensures the resources of the Paediatric Neurology clinic are used efficiently and effectively.
- Participate in service delivery improvement activities and assist in development of service planning
- Provide teaching and training for medical students, junior medical and nursing staff attending the OP clinics.
- Participate in Women's and Children's Division teaching and quality activities

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## Business Unit Overview

Western Health is one of the largest providers of maternity services in Australia, delivering approximately 6500+ neonates annually at Joan Kirner Women's and Children's. Since 2012 there has been a specialist Maternal Fetal Medicine service which is rapidly expanding to support the growth in both birth numbers and complexity of the Western suburbs of Victoria. Since 2019 there has been a Neonatal Intensive Care Unit caring for neonates from 26 weeks gestation. The Maternity and Neonatal services are linked to a busy and growing Paediatric service, including a dedicated Paediatric Emergency Department, Children's Ward, Paediatric Outpatient service, and Children's Allied Health service. There are significant interactions and cross-dependencies between the Neonatal, Paediatric and Maternity units.

The Paediatric Emergency department sees more than 30,000 presentations annually. The Children's Ward and Day Surgery unit admit more than 5,000 patients annually, across medical and surgical specialties. The large Paediatric Specialist Outpatient service comprises General Paediatrics, Neonates, Development and Behaviour, Cardiology, Neurology, Growth and Nutrition, Dermatology, Allergy, and Allied Health outpatient clinics.

Western Health supports medical student education with students from The University of Melbourne and Notre Dame.

## Key Responsibilities

- Assume responsibility for quality patient care in accordance with the care model of the unit, ensuring that clinical care is performed in accordance with Western Health policy and procedure
- Accurately reflect the patient's treatment plan, requirements, outcomes or events within prescribed documentation to support ongoing care, communication and to ensure that all legal requirements are met in regards to legibility of content and identity of reporter in accordance with Western Health policies and procedures
- Provide advice to General Paediatricians and Neonatologists regarding assessment and management of paediatric neurological conditions.
- Participate in a limited on-call service, providing advice via phone during business hours.
- Analyse and use data to guide decisions and evaluate outcomes
- Participate in resolving problems in care and to ensure that the Unit/ Department Head is aware of relevant issues and problems
- 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
- Ensure continuity of care by communicating appropriately with other practitioners including community general practitioners
- Ensure awareness of clinical experience and proficiency of junior medical staff delegated to deliver care and provide supervision for and be accountable for the care delivered

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- Ensure that the care of all patients is handed over or other suitable arrangements for follow up, including follow up of results is in place when on leave
- Develop and maintain strong relationships with other departments and external partners.
- Participate in the development, implementation and revision of treatment protocols and clinical guidelines to promote and ensure best practice standards
- Actively contribute to Western Health's ongoing development through involvement in hospital wide activities and national and/or international organisations
- Participate in service planning as requested by the Unit/ Department Head and Clinical Service Directors including the development and setting of targets, resource requirements and improvement priorities for the service agreement
- Actively participate in departmental or organisational wide quality and credentialing processes, including clinical work review groups
- Ensure that any dealings with the media are approved and in accordance with policy, procedure and privacy legislation
- Contribute to creating and maintaining a work climate which is conducive to positive morale and employee growth, development and retention
- 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.
- Build networks and participate in benchmarking to seek and share information to assist in developing best practices
- 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.
- Participate in clinical teaching and professional development of junior medical staff, medical students and students of all health professions and disciplines.
- Maintain personal qualifications in accordance with continuing certification requirements of relevant medical college or other body
- Comply with Western Health financial systems, policies and processes
- Identify business opportunities through available funding streams and develop and prepare business cases to optimise funding opportunities and business development
- Be accountable for waiting list management for outpatient services
- Manage and operate in accordance with Western Health Human Resource policy and practise in all matters relating to recruitment and employment

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- Ensure the ability to receive and return organisational relevant information and communication through phone, and/ or voicemail and email within time limits set by the organisation
- Acquire and maintain sufficient relevant computer/technology skills and utilise these to participate in services and communication offered by Western Health
- Undertake other duties and instructions as provided by the Head of Unit

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

#### Internal:

- Other Senior Medical Staff
- Nursing and Allied Health Staff
- Patient Support and Administrative Staff
- Medical Workforce Unit Management
- Unit/ Department Heads
- Clinical Services Directors
- Divisional Directors
- Executive Director Medical Services

#### External:

- GP's
- Community Health Agencies
- Other Senior Medical Staff

### Selection Criteria

#### Essential

- Specialist medical qualification in Paediatric Neurology (FRACP or equivalent)
- Current Australian specialist medical registration
- Relevant clinical experience and clinical competence required for level of position
- Experience in the support and supervision of Junior Medical Staff
- Demonstrated ability to practice collaboratively as part of a multi-disciplinary health care team
- Effective organisational skills, with respect to time management and delegation
- Well developed written and verbal communication skills

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- Displays and expresses a high level of ethics in regards to patients, colleagues and the organisation
- Demonstrates skill and maturity in problem solving, negotiation and conflict resolution
- Demonstrates ability to make decisions and support rationale, clearly communicate decisions to relevant parties
- Maintains confidentiality of patient, institutional and employee information
- Commitment to professional development
- Analyses own performance in accordance with position expectations. Develops goals and implements a plan to meet those goals. Maintains and own knowledge and skills
- Participates in and contributes to committees, teams and projects in keeping with the organisation's strategic goals
- Seeks out and is receptive to feedback from co-workers at all levels for the purpose of growth in the role

#### **Desirable**

- Demonstrated research skills
- Knowledge of health issues in relation to Western Health's catchments
- Acknowledgement of Western Health strategic themes

#### **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

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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, 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.
- 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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