

## POSITION DESCRIPTION

<b>Position Title:</b>	Consultant General Paediatrician
<b>Business Unit/Department:</b>	Paediatrics Services
<b>Division:</b>	Women's & Children's
<b>Award/Agreement:</b>	Medical Specialists (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement 2022 – 2026
<b>Classification:</b>	HM33 – HM59
<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>	10 July 2024

<b>Position Purpose</b>
To provide high quality clinical care to paediatric and adolescent patients and their families. To supervise and train Junior Medical Staff in the delivery of Best Care to paediatric patients. To support Western Health Strategic Priorities and participate in the promotion and improvement of paediatric services.
<b>Business Unit Overview</b>
<p>Paediatric inpatient and ambulatory services sit within the Division of Women's and Children's Services. Western Health provides inpatient and outpatient paediatric care for children with a wide range of medical and surgical conditions. The General Paediatricians regularly liaise with other departments within Western Health as well as with the tertiary centres for Paediatric care in Victoria. The Paediatric service at Western Health operates from several sites at Western Health including Joan Kirner Women's and Children's at Sunshine Hospital (Paediatric Inpatient Unit and Outpatients), Bacchus Marsh Hospital (Special Care Nursery and Paediatric Outpatients), and Melton Health Community Paediatrics. General Paediatricians may be asked to work across any of the Western Health sites.</p> <p>The dedicated Paediatric Emergency sees over 30,000 presentations annually, and this service works closely with the Paediatric Medicine inpatient and outpatient services. There are approximately 5,000 paediatric admissions annually to the Children's Ward, with further admissions to the Day of Surgery Unit. Outpatient paediatric services are provided in General Paediatric Medicine, Neonatal Medicine, Behavioural and Developmental Assessment, and a number of subspecialty services including Cardiology, Endocrinology, Neurology, Allergy, and Dermatology. The multidisciplinary community paediatric service at Melton Health provides a range specialty neurodevelopmental assessment and therapy clinics including Autism Assessment Clinics and Pathways to Good Health clinics. Joan Kirner Women's and Children's at Sunshine Hospital also has a Level 6 neonatal inpatient service (staffed by Neonatologists) supporting the large maternity service at Joan Kirner Women's and Children's. There is a 3-bed Level 3 Special Care Nursery operating at Bacchus Marsh Hospital staffed by General Paediatricians. The Paediatric Medicine unit supports the longitudinal care for patients within the Newborn Service.</p>

### Our Vision

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Western Health supports medical student education with students from The University of Melbourne, Charles Sturt University, and Deakin University.

### Key Responsibilities

- Provide leadership and clinical care to patients in outpatient and/or inpatient services, including General Paediatrics and/or Behavioural and Developmental services.
- On-call service for inpatients at our Joan Kinner and Bacchus Marsh sites may be required for some roles and timely attendance for recall is required.
- Provide timely advice to Junior Medical Staff, multidisciplinary staff, and other colleagues to promote appropriate clinical care to patients.
- Attend consulting clinics and inpatient wards as scheduled and ensure appropriate handover and follow-up plans are provided to allow continuity of care for patients.
- Accurately reflect the patient's treatment plan, requirements, outcomes or events within prescribed documentation to support ongoing care and communication.
- Ensure clear, timely, and appropriate communication occurs with other practitioners including community general practitioners
- Develop patient care plans that reflect the needs of patients and their significant others and demonstrates understanding of the role of community providers
- Be accountable for managing patient wait lists and timely triage of new referrals where applicable.
- Practice evidence-based medicine and analyse and use data to guide decisions, assess outcomes, and identify areas of improvement in clinical practice
- Participate in resolving problems in care and to ensure that the Unit/ Department Head is aware of relevant issues and problems
- Provide consistent supervision and be accountable for the care delivered by junior medical staff.
- Participate in the development, implementation and revision of treatment protocols and clinical guidelines to promote and ensure best practice standards
- Participate in departmental 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, divisional, or organisational wide quality and credentialing processes, including clinical work review groups.
- Participate in clinical teaching and professional development of junior medical staff, medical students and students of all health professions and disciplines.
- Maintain personal qualifications and expertise in accordance with continuing certification requirements of relevant medical college or other body
- Ensure that any dealings with the media, including interactions on social media, are in accordance with Western Health 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
- 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
- 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

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- 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 and Allied Health Staff
- Other Senior Medical Staff

### Selection Criteria

#### Essential

- Relevant training and experience to provide General Paediatrics care at Consultant level, including experience in assessment and management of Behavioural and Developmental conditions
- Current specialist registration with the Medical Board of Australia in a relevant specialty
- Ability to work independently to care for neonatal patients >34 weeks gestation
- Demonstrated ability to support and supervise 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
- Displays and expresses a high level of ethics in regards to patients, colleagues and the organisation
- Demonstrated skill and maturity in problem solving, negotiation and conflict resolution
- Commitment to professional development

#### Desirable

- Demonstrated ability and interest in conducting and leading research in a relevant clinical area, or audit of clinical or operational practice
- Demonstrated ability and active interest in contribution to safety and quality projects
- Knowledge of health issues in relation to Western Health's patient demographic

### 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.

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- 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.
- 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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