

POSITION DESCRIPTION

Position Title:	Paediatric Consultant – Clinical Lead
Business Unit/Department:	Paediatric Medicine – Bacchus Marsh
Division:	Women’s & Children’s
Award/Agreement:	Medical Specialists (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement 2022-2026
Classification:	As per level of experience, in line with Award
Reports To:	Head of Service, Clinical Services Director, Chief Medical Officer
Direct Reports:	Junior Medical Staff
Date Prepared/Updated:	27 September 2023

Position Purpose
<p>To provide clinical leadership for the Paediatricians working at Bacchus Marsh and provide high quality patient-centred care for neonatal and paediatric patients. The role will care for patients within the neonatal special care nursery at Bacchus Marsh Hospital, and includes outpatient clinics and supervision of junior staff. Clinics may also occur at other Western Health sites or Partner sites throughout the Brimbank-Melton municipalities. This role will work closely with the Head of Paediatric Services and Head of Newborn Services to manage the clinical safety and quality portfolio for Bacchus Marsh, to ensure high quality care is provided to neonates, within agreed capability frameworks.</p> <p>The incumbent will participate in Neonatal, General Paediatric, and Developmental and Behavioural clinics, and may participate in speciality multidisciplinary assessment clinics such as Autism Spectrum Assessment Clinics or Pathways to Good Health clinics (comprehensive paediatric assessment for children in out of home care).</p> <p>The Paediatrician will participate on the acute on-call roster at Bacchus Marsh Hospital Special Care Nursery – including weeknight and weekend on-call cover.</p>
Business Unit Overview
<p>The Bacchus Marsh Hospital has a 3-bed Level 2 neonatal Special Care Nursery (SCN) supporting a maternity service that has approximately 500 deliveries per year. The inpatient SCN unit cares for infants from 37 weeks gestation. The Paediatricians regularly liaise with other departments within Western Health, as well as with the tertiary centres for Paediatric care in Victoria, including PIPER. Paediatricians regularly liaise with external agencies and services to provide Best Care to all children presenting to Western Health sites. Western Health provides inpatient and outpatient paediatric care for children with a wide range of medical and surgical conditions.</p> <p>The Melton Community Paediatric team is a multidisciplinary unit, providing comprehensive assessment and management for children with a range of conditions. Services are delivered at Melton, Bacchus Marsh, and other community outreach sites within the Western Health catchment areas. Children and adolescents with</p>

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developmental, behavioural, mental health, and general medical conditions are cared for by a team of Paediatricians, speech pathologists, occupational therapists, physiotherapists, psychologists, social workers, and nurses.

Key Responsibilities

- Assume responsibility for quality patient care in accordance with the care model of the specific ward/unit, ensuring that clinical procedures are performed in accordance with Western Health policy and procedure.
- Ensure that staff who report to the role provide consultations, treatment, care plans and other clinical management at a standard that supports ongoing care and communication and to meet medico-legal requirements in accordance with Western Health policy and procedure.
- Provide clinical care to patients in the inpatient and outpatient services of the unit.
- Work closely with other Western Health Divisions and Units which provide care for infants and children. This includes Obstetrics, Emergency and Urgent Care, Allied Health, Anaesthetics, and Medical Imaging.
- Provide leadership and management for identifying and mitigating risks in paediatric/neonatal health care and lead quality improvement and clinical risk management activities at the Bacchus Marsh site.
- Management tasks associated with maintenance of safe, consistent service at the site including, but not limited to, rostering of staff and assistance with performance appraisal and management for staff.
- Chair and participate in quality and safety meetings and provide input on clinical care issues e.g. Maternity & Neonatal Service Committee & Combined Mortality & Morbidity Meetings.
- Promotion of continuous service improvement and provide support to maternity and paediatric staff to engage in quality improvement activities.
- Contribute to paediatric clinical service reviews of any serious incidents and ensure appropriate reporting to the Head of Unit and Divisional safety and quality meetings.
- Participate in resolving problems in any area of care delivery utilising a multidisciplinary approach.
- Analyse and use data to guide strategic planning, set performance targets and evaluate outcomes.
- Participate in the development, implementation, and revision of treatment protocols and clinical guidelines in collaboration with other stakeholders.
- Contribute to a collegiate team relationship between all the team members including Obstetricians, Midwives, Nurses, Allied Health and Anaesthetists.
- Facilitate daily ward reviews of patients in the Special Care Nursery and any neonates on the postnatal ward, as requested by midwifery staff.
- Support and advise Midwifery & nursing staff on management of patients when appropriate.
- Document all assessments and management plans within the prescribed clinical information systems.
- Participate in exclusive on-call within time limits set by the organisation to provide timely attendance for emergency situations to support the maternity service at Bacchus Marsh Hospital.
- Provide timely advice and supervision to Junior Medical Staff and nursing and midwifery staff to promote appropriate and safe clinical care to patients.
- Maintain competency in Neonatal Life Support and CPD activities related to the care of newborns.
- Ensure awareness among the clinical team of clinical experience and capability of medical staff (JMS and SMS) delegated to deliver paediatric care and arrange and be accountable for the delegated supervision.
- Ensure that the care of all patients is handed over to the appropriate delegate or other suitable arrangements for follow up, including management of patient results is in place.
- Advise supervisors of any issues in the Maternity Unit or Special Care Nursery which may present a risk to providing high quality of care to patients presenting to the health service.
- Provide visible, engaged clinical leadership at Bacchus Marsh hospital and model excellent clinical care and senior medical staff behaviours.
- Oversee day-to-day clinical care and related operational issues, including rostering of senior medical staff for on-call duties and pre-approval for staff leave.
- Attend ward rounds and consulting clinics as scheduled and ensure appropriate handover and follow-up plans are provided to allow continuity of care for patients.

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- Accurately reflect the patient’s treatment plan, requirements, outcomes or events within prescribed documentation to support ongoing care and communication.
- Practice evidence-based medicine and analyse and use data to guide decisions, assess outcomes, and identify areas of improvement in clinical practice.
- Demonstrate high level communication skills and clear, timely and respectful communication with members of the multidisciplinary team.
- Be accountable for managing patient waitlists and timely triage of new referrals where applicable.
- Develop patient care plans that reflect the needs of patients and their significant others and demonstrates understanding of the role of community providers.
- Participate in departmental service planning as requested by the Unit/Department Head and Clinical Service Director.
- Participate in clinical teaching and professional development of junior medical staff, medical students, and students of other health disciplines.
- Maintain personal qualifications and expertise in accordance with continuing certification requirements of relevant medical college or other body.
- Comply with completion of all Western Health mandatory training requirements.
- Ensure own health and well-being and seek assistance if impairment in physical or mental health is impacting on job performance.
- Actively contribute to Western Health’s ongoing development, i.e. through involvement in hospital wide activities, community, national and/or international organisations.
- Actively participate in departmental or organisational wide quality and credentialing processes, including clinical work review groups.
- Participate in service planning as requested by Head of Department or Clinical Service Directors including the development and setting of targets, resource requirements and improvement priorities for the service agreement.
- Comply with Western Health financial systems, policies and processes.
- Ensure that any dealings with the medical, including interactions on social media, are in accordance with Western Health policy, procedure and privacy legislation.
- Acquire and maintain sufficient relevant computer/technology skills and utilise these to participate in services and communication offered by Western Health.
- Other duties as delegated by the Chief Operating Officer, Clinical Services Director, or Head of Department.

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, midwifery, and allied health
- Patient support and administrative staff
- Medical Workforce Unit
- Medical Education Unit
- GP’s
- Community Health Agencies and Allied Health Staff
- Child Protection Services
- Schools

Selection Criteria

Essential:

- Relevant training and experience to provide Paediatric care at Consultant level, including experience in assessment and management of Behavioural and Developmental conditions and Autism Spectrum Disorders
- Current specialist registration with AHPRA and current specialist Fellowship with the RACP in either General Paediatrics or Community Child Health
- Demonstrated ability to support and supervise Junior Medical Staff and Senior Medical Staff

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- Demonstrated ability to practice collaboratively as part of multidisciplinary health care team, and a commitment to providing shared decision making and continuity of care for patients
- Highly developed communication skills in both written and verbal communication
- Effective organisational skills with respect to time management, delegation, documentation and formal communication with stakeholders
- Demonstrated maturity in problem solving, negotiation, and conflict resolution
- Experience in advanced neonatal resuscitation is essential for Paediatricians participating in the SCN on-call roster

Desirable:

- Demonstrated ability and interest in conducting and leading research in a relevant area of clinical or operational practice
- 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.
- 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

- 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.

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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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