

Position Description

POSITION TITLE: Specialist, Emergency Medicine	DIVISION: Medicine, Specialist Medicine and Emergency Medicine
REPORTS TO: Director Emergency Services	DIRECT REPORTS: Nil
ENTERPRISE AGREEMENT: AMA Victoria - Victorian Public Health Sector - Medical Specialists Enterprise Agreement 2022 - 2026	CLASSIFICATION: Specialist
APPROVED: Clinical Director Medicine Directorate	APPROVAL DATE: May 2022
PRIMARY OBJECTIVE:	
Staff Specialist in Emergency Medicine requires knowledge and experience in the broad practice of Emergency Medicine, including adult medicine, paediatrics, psychiatry, trauma, toxicology and the full range of emergencies encountered in various specialties.	
PRIORITIES	VALUES
<p>OUR VISION <i>BY 2050, EVERYONE IN OUR COMMUNITY ENJOYS THE BEST HEALTH AND WELLBEING IN VICTORIA.</i></p> <p>OUR PURPOSE <i>PROVIDE BEST CARE, EVERY PERSON, EVERY DAY, SO THAT EVERYONE FEELS BETTER.</i></p> <p>Strategic Priority 1: Deliver Best Care</p> <p>Strategic Priority 2: Invest to improve</p> <p>Strategic Priority 3: Ensure Our Future</p>	<p>RESPECT We RESPECT the people we connect with</p> <p>COMPASSION We show COMPASSION for the people we care for and work with</p> <p>COMMITMENT We are COMMITTED to quality and excellence in everything we do</p> <p>ACCOUNTABILITY We take ACCOUNTABILITY for what we do</p> <p>INNOVATION We drive INNOVATION for better care</p>



POSITION DIMENSION & DECISION MAKING AUTHORITY:	KEY COMMUNICATION CONTACTS (INFORMED):	
Without referral to Manager (RESPONSIBLE) <ul style="list-style-type: none"> • Direct patient care as primary ED doctor and as consultant or supervisor of ED. • Liaison with referring doctors/hospitals regarding patients being referred to ED. • Liaison and provision of clinical advice to Paramedics employed by Ambulance Victoria. • Supervision of medical, paramedical and nursing staff working within the ED. • In collaboration with Nurse Co-ordinator be responsible for overall co-ordination of the ED. • Participation in ED Consultant clinical roster including on-call responsibilities. • Supervision of short-stay unit. • Inter-hospital transfers and retrievals. • Co-ordination of ED response to disasters or mass casualty incidents 	Purpose/Frequency of Contact <ul style="list-style-type: none"> • Update of department status, handover of patients. Reporting of any issues • Coordination of the Emergency department clinical area 	Contact/Organisation <ul style="list-style-type: none"> • Emergency medicine Director and Consultants • Nursing Coordinator and nursing staff

KEY ACCOUNTABILITIES:		
Key Result Area	Major Activities	Performance Measures
Quality control and evaluation	<ul style="list-style-type: none"> • Completion of medical records. • Provision of discharge and other patient information to other medical practitioners • Review of medical records to follow-up investigation results. • Clinical audit activities. • Assist in the development of clinical standards and guidelines to ensure delivery of appropriate high quality care to ED patients Development and implementation of quality and risk management activities in the ED. 	<ul style="list-style-type: none"> • Actively participate in improving care activities and service redesign initiatives. • Demonstrate respect for individual's values, customs and spiritual beliefs to ensure patient care is effective and culturally appropriate.
Customer service	<ul style="list-style-type: none"> • Participation in ED and hospital quality, audit and risk management activities. • Rostering of medical staff in the ED • Investigation of and response to complaints • Medico legal report writing. 	<ul style="list-style-type: none"> • Understand the application of National Safety and Quality Standards to ensure compliance with applicable regulatory bodies is maintained. • Participate in regular audit processes to ensure compliance with applicable regulatory bodies is maintained.
Personal development	<ul style="list-style-type: none"> • Participation in ACEM program for Continuing Professional Development • Attendance at hospital and university educational programs. • Attendance at appropriate conferences or symposia relating to Emergency Medicine • Maintenance of knowledge of the contemporary practice of emergency medicine and related specialties through books, journals and other self-directed educational activities. • Attendance at practical courses to further develop skills in emergency medicine or related clinical subjects 	<ul style="list-style-type: none"> • Annually registered with AHPRA • CPD requirements met and documented • Active participation in other learning • Completion of required mandatory training and education



	<ul style="list-style-type: none"> • Participation in regular personal performance and development assessments within Barwon Health. • Design and implementation of ED research projects • Participate in ED and hospital research programs. 	
Relationship management	<ul style="list-style-type: none"> • Liaison with Ambulance Victoria and other Ambulance agencies regarding patient care. • Liaison with other hospital departments to facilitate and improve processes relating to patient care in the ED and the wider hospital 	<ul style="list-style-type: none"> • Actively participate in improving care activities and service redesign initiatives with stakeholders.
Information Management	<ul style="list-style-type: none"> • Displays and promotes correct documentation techniques and initiates regular documentation auditing to ensure legal, professional and organisational standards are met and maintained • Abide by the Organisation's requirements pertaining to appropriate Information Security and Information Management regulations and report an accidental or malicious breach of these regulations to the appropriate department • Ensure patient information is accurate and only released in line with the Health Records Act requirements 	<ul style="list-style-type: none"> • Documentation audits
Occupational Health and Safety (OHS)	<ul style="list-style-type: none"> • Be familiar with and ensure that all appropriate actions are taken to implement OHS policies and procedures and that legislative requirements are met within the service • Report any incidents or potential hazards in accordance with Barwon Health policies and procedures including effective reporting via RiskMan • Assist in the planning, development and implementation of OHS measures • Demonstrates a commitment to health and safety in line with Barwon Health OHS policies and procedures, training requirements and legislative/regulatory requirements • Ensures that mandatory OHS training is kept up to date 	<ul style="list-style-type: none"> • Evidence of compliance with OHS policies and procedures • Participation in team meetings where key OHS issues are discussed and resolved • Evidence of hazard and incident reporting using RiskMan • Maintains compliance with mandatory OHS training requirements
Other Duties	<ul style="list-style-type: none"> • Exhibits a commitment to the Barwon Health's values including team based above and below the line behaviours • Undertake special projects or reports required by the Manager on a wide range of issues • Report all incidents through the incident management system • Practice in accordance with the relevant health care or industry standards • Demonstrate an understanding of appropriate behaviours when engaging with children • Complete mandatory training and education • Comply with relevant Barwon Health policies and procedures • Participate in quality improvement activities • Perform all other duties as directed within the limits of skill, competence and training to maximise flexibility and effectiveness 	<ul style="list-style-type: none"> • Barwon Health values modelled at all times • Professional Development Review • Demonstrated use of incident management system • Adherence to applicable health care or industry standards • Demonstrated completion of mandatory training • Adherence with Barwon Health policies and procedures • Adherence with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements including the 'Child Safe Standards • Active participation in required quality improvement activities



KEY SELECTION CRITERIA – LEADERSHIP CAPABILITY FRAMEWORK: [Leadership Capabilities - Leading Self](#)

AWARENESS OF SELF	COMMUNICATE	RELATIONSHIPS	RESULTS
<p>Builds and maintains resilience:</p> <ul style="list-style-type: none"> Monitors own emotional reactions when under pressure Focuses on the positives in difficult situations Bounces back from setbacks 	<p>Communicates clearly:</p> <ul style="list-style-type: none"> Obtains and provides accurate information to consumers and colleagues utilising principles of Health Literacy Has the courage to respectfully have 'difficult' conversations Discusses issues thoughtfully without getting aggressive 	<p>Works in teams:</p> <ul style="list-style-type: none"> Works cooperatively with others to achieve shared objectives Contributes to maintaining an environment of trust 	<p>Supports a shared purpose:</p> <ul style="list-style-type: none"> Understands <u>Barwon Health's mission, vision and values</u> and can explain how they are relevant to work Holds self and others responsible for achieving results
<p>Demonstrates commitment to personal development:</p> <ul style="list-style-type: none"> Evaluates own strengths and areas for development Seeks feedback from others on own performance and development Seeks development opportunities 	<p>Listens, understands and adapt to others:</p> <ul style="list-style-type: none"> Listens actively to others Focuses on gaining a clear understanding of others' comments by asking clarifying questions and reflecting back 	<p>Develops others:</p> <ul style="list-style-type: none"> Recognises and praises others for their contributions and accomplishments Provides respectful and timely feedback to others 	<p>Displays openness to change:</p> <ul style="list-style-type: none"> Responds in a positive and flexible manner to change and uncertainty Listens with an open mind to others when they propose new solutions and different ways of doing things
<p>Exemplifies personal integrity and professionalism:</p> <ul style="list-style-type: none"> Acts in alignment with the <u>Barwon Health Values</u> and <u>Code of Conduct</u> at all times Reports instances where the behaviours of others are inconsistent with the <u>Barwon Health Values</u> and <u>Code of Conduct</u> 	<p>Influences positive outcomes:</p> <ul style="list-style-type: none"> Provides ideas and information to individuals and in group discussions, in keeping with the <u>Barwon Health Values</u> 	<p>Values individual differences and diversity:</p> <ul style="list-style-type: none"> Recognises the positive benefits of diversity Is sensitive to culture norms and expectations Puts themselves in others' shoes to accept and value different perspectives 	<p>Takes accountability for achieving quality and excellence:</p> <ul style="list-style-type: none"> Establishes and maintains effective consumer relationships Sets SMART (Specific, Measureable, Agreed Upon, Realistic, Time-based) goals, strives to meet and exceed goals, reports on progress Shows initiative



KEY SELECTION CRITERIA - SPECIALIST KNOWLEDGE:

QUALIFICATIONS -

ESSENTIAL:

- FACEM or equivalent
- Registration with AHPRA

EXPERIENCE and/or SPECIALIST KNOWLEDGE -

ESSENTIAL:

- Demonstrable paediatric emergency medicine experience
- Strong collaborative communication skills and ability to build productive multidisciplinary relationships

PERSONAL QUALITIES:

- Well organised
- Excellent interpersonal skills
- Ability to prioritise workload

This role must be fully vaccinated for Covid-19 and meet the requirements of the Barwon Health immunisation policy

