

Position Description

Position Title	Clinical Director, Geriatric Rehabilitation & Palliative Care Medicine
Position Number	30101980
Division	Community & Continuing Care
Department	Geriatric Rehabilitation & Palliative Care Medicine
Enterprise Agreement	Medical Specialists (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement 2022 -2026
Classification Description	Medical Specialist (Year 1-9)
Classification Code	HN16- HN59; HM33 – HM41 (depending on FTE & Year Level)
Reports to	Operationally: Chief Allied Health Officer Professionally: Chief Medical Officer
Management Level	Tier 2 - Director Operations Managers
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	• National Police Record Check • Registration with Professional Regulatory Body or relevant Professional Association • Drivers Licence • Working with Children Check • Immunisation Requirements

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

As an organisation we are committed to delivering safe, inclusive and high-quality care to our diverse communities across the Loddon Mallee Region. We value and respect the unique backgrounds, cultures and experiences of the people we serve and those who work with us.

We are a proud child safe organisation, dedicated to the safety, wellbeing and voice of all children and young people. We are committed to creating a culturally safe and welcoming environment where Aboriginal and Torres Strait Islander peoples—adults, children and families—are respected, supported and empowered to express and celebrate their culture.

Our Vision

To be a trusted regional healthcare service recognised for delivering exceptional care, being a great place to work, and being deeply connected to our community.

Our Values

PASSIONATE – We are passionate about doing our best – for our patients, our colleagues and our community.

ACCOUNTABLE – We take ownership of our actions and outcomes, always striving for integrity and improvement.

CARING – We care deeply for our community – and our community cares for us. Compassion is at the heart of everything we do.

TRUSTWORTHY - We are open, honest and respectful in all that we do – earning the trust placed in us every day.

The Position

As the Clinical Director of Geriatric, Rehabilitation and Palliative Care medicine you will provide clinical management and medical leadership to the Geriatric, Rehabilitation and Palliative Care medical team and services, reporting to the Chief Allied Health Officer (Operationally) and the Chief Medical Officer (Professionally). This role will work closely with the medical team, Medical Workforce Unit and other Clinical Directors across Bendigo Health.

The role is also responsible for oversight of medical education to Monash University medical students in the relevant clinical stream and is the Director of Training for the Victorian Geriatric Medicine Training Program.

Managers at Bendigo Health are an integral part of the health care service team, providing leadership and direction to a dedicated staffing group. A manager at Bendigo Health should have, or aspire, to, the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page

Responsibilities and Accountabilities

The primary responsibilities of this position are:

- Be responsible for the maintenance of the clinical integrity of geriatric, rehabilitation and palliative care specialties within the directorate through high levels of transparency and accountability, driven by a culture of clinical engagement.
- Provide clinical care to a relevant patient caseload.
- Support clinicians to develop systems and processes to ensure safe and high-quality patient care, which will drive continual quality improvement to ensure staff and patient wellbeing and satisfaction with our service.
- Oversee education to Monash University medical students.
- Fulfill the role of Director of Training for the Victorian Geriatric Medicine Training Program.
- Support regional wide initiatives to improve the medical capability of the Loddon Mallee region.
- Support the Chief Allied Health Officer and Chief Medical Officer by informing strategy development and operational management.

Key Responsibilities

- Provide clinical and operational responsibility for geriatric, rehabilitation and palliative care medicine.
- Ensure the provision of high-quality client centred care and service which is responsive to community need.
- Provide mentorship for staff.
- Promote excellence in the provision of medical care and ensure the most efficient utilisation of medical resources in the provision of high-quality patient care. This includes driving the systematic review of clinical data eg, Health Round Table.
- Evaluate and maintain appropriate policies, procedures and standards.

- Promote multidisciplinary quality improvement initiatives aimed at enhancement of clinical practice.
- Respond to sudden increases in demand or escalation; working closely with the other key positions and programs across the organisation.
- Working with external organisations to facilitate patient flow across the interface of hospital and community/rural hospitals.
- Oversee the management of clinical services particularly in relation to OH&S, staff development, workforce planning, performance management and employee relations.
- Manage implementation of Bendigo Health's Strategic Plan and Clinical Services Plan as it relates to areas of responsibilities.
- Support the development and implementation of digital health initiatives including remote monitoring, electronic patient records etc.
- Liaise closely with Chiefs, Directors, managers and staff to ensure appropriate continuity of care and linkages both within and outside Bendigo Health.
- Contribute to development of business plans for the portfolio and other group-wide strategies as required.
- Ensure risk management strategies are implemented and remain current.
- Lead organisational improvement to streamline processes and workflow to minimise waste and encourage achievement of access and demand key performance indicators.

Evaluation and Redesign

- Monitor individual programs and departments achievement towards patient flow performance indicators, providing feedback to enhance services.
- Review data relating to clinical performance of units and provides organisational advice.

Meeting Responsibility

- Chair relevant and appropriate committees internal and external to the organisation in ensuring governance and clear strategic direction.
- Play an active role in the CCC Business Review and Performance Clinical Directors and Access meetings and other relevant meetings

Personal Attributes

- Ability to interact and communicate with a diverse range of people at all levels.
- A personal approach which is positive, enthusiastic, friendly and helpful.
- Ability to give excellent customer service to both internal and external customers.
- Ability to introduce new concepts through innovation, influencing, negotiating and persuasion skills.
- Flexibility to operate in an environment of change and continuous improvement.
- Ability to demonstrate balance and objectivity.

Key Selection Criteria

Essential

1. Demonstrated record of achievement within a complex healthcare environment including ability to formulate and establish an integrated approach to achieve organisational objectives based on an in-depth understanding or strategic direction.
2. Demonstrated experience and knowledge of clinical governance and the underpinning framework for safety and quality in health care.

Desirable

3. Extensive knowledge of current trends affecting public sector health services in Australia.
4. Ability to work productively with senior leaders of other disciplines including demonstrated ability to communicate clearly and confidently with people at all levels including handling difficult and sensitive communication well and strong written and presentation skills.
5. Training and education and demonstrated success in management and leadership.
6. Demonstrated record of managing resources and meeting financial targets including being able to guide and challenge others to seek more efficient ways of undertaking activities.
7. Knowledge of contemporary human resource management and industrial issues and demonstrated ability to manage staff in complex and changing environments.
8. Current registration as a medical practitioner in Australia and fellowship with a respective college.
9. Proven extensive clinical experience as a staff specialist with ability to provide evidence-based, person-centred care, and a demonstrated ability to manage clinical, non-clinical and managerial duties.

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Support research activities in alignment with the National Clinical Trials Governance Framework to ensure high-quality, safe, and ethical clinical trials and research practices across Bendigo Health
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- 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 Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these

requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

All Bendigo Health sites, workplaces and vehicles are smoke free.

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. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.