

Position Description

Position Title	Clinical Unit Head – Public Health Unit
Position Number	30010599
Division	AC PH Aboriginal and Diversity Services
Department	Public Health Unit
Enterprise Agreement	Medical Specialists (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement 2022-2026
Classification Description	Specialist
Classification Code	HN26 – HN56 (Year 3 -9 Specialist)
Reports to	Executive Director, Community and Public Health Services Operationally & Professionally Chief Medical Officer
Management Level	Tier 2 - Director Operations Managers
Staff Capability Statement	Please click here for a link to staff capabilities statement

Bendigo Health

With more than 5,000 staff and volunteers and covering an area a quarter of the size of Victoria, Bendigo Health, is an expanding regional health service offering the advantages of city life combined with the beauty and freedom that comes from living in a regional area.

Bendigo Health is a 724 bed service that treats more than 45,000 inpatients, triages more than 65,000 emergency attendees and welcomes more than 1,600 new born babies in a year. In addition more than 15,000 operations are performed in our operating theatres and more than 100,000 occasions of services are provided in our clinics to outpatients.

The organisation provides services in emergency, maternity, women's health, medical imaging, pathology, rehabilitation, community services, residential aged care, psychiatric care, community dental, hospice/palliative care, cardiology, cancer services and renal dialysis to the people of the Loddon Mallee region.

With our main campus based in Bendigo, our services extend throughout the Loddon Mallee with sites in areas such as Mildura, Echuca, Swan Hill, Kyneton and Castlemaine.

Demand on services is increasing rapidly with Bendigo being one of Victoria's fastest growing regional cities.

Our Vision

Excellent Care. Every Person. Every Time.

Our Values

CARING – We care for our community

PASSIONATE – We are passionate about doing our best

TRUSTWORTHY - We are open, honest and respectful

All staff 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.

The Community and Public Health Services Division

The Community and Public Health Services Division has a primary focus on improving the health outcomes of the communities in our region. With a range of local and regional programs supporting place-based health promotion, prevention, care and support, they work collaboratively with other Divisions and regional partnerships and networks to support quality outcomes. The Division has a strong leadership role in the Loddon Mallee Region and is committed to ensuring processes are in place to deliver on our vision.

The Division provides support for the Public Health Unit, Community Services, Aged Care Residential Services (200+ residents), Infection Prevention & Control and Public Private Partnership (PPP) and has key roles in public health, inclusive of health promotion and prevention, Aboriginal Services, vaccination/testing clinics, infection control practices, Bendigo Hospital maintenance, carer support and community nursing.

In addition, the Community and Public Health Services Division holds the professional portfolio of Chief Nursing and Midwifery Officer. Nurses are the largest work group within Bendigo Health and the position is focused on supporting our nursing workforce to feel valued and empowered.

The Loddon Mallee Public Health Unit

The Loddon Mallee Public Health Unit (LMPHU) works to keep our regional community healthy, safe and well. We use local knowledge, community-based relationships and direct engagement to effectively tailor and deliver public health initiatives and respond to incidents and issues within the Loddon Mallee region. First established in 2020 to manage local cases and outbreaks of COVID-19, LMPHU now has a wider range of responsibility for the prevention and control of communicable and non-communicable diseases and health threats. LMPHU works in partnership with primary, acute and community health services, state government agencies, local governments and local communities to promote health and wellbeing, and tackle inequalities in health, for all those living in the Loddon Mallee region.

The Position

The position will provide clinical management and leadership to the Public Health Unit reporting directly to the Executive Director, Community and Public Health Services (Operationally) and Chief Medical Officer (Professionally) with a dotted line to the Operations Manager, PHU. The position is suited to a Public Health Physician or Infectious Diseases Physician and duties may vary depending on the successful candidates' respective specialist medical college.

As a Consultant Fractional Specialist you will be expected to practice within your scope of practice and will be subject to Bendigo Health's Credentialing Committee's jurisdiction whilst working in Bendigo Health. This is a senior leadership role responsible for providing leadership and management to the Public Health Unit including; clinical governance, service planning, people management, regional leadership, education and research. The Clinical Unit Head will direct clinical service delivery and continue the development of and lead a highly productive, cohesive multidisciplinary team.

This role will work closely with and collaborate with the Clinical Director of Medical Services for professional support, Operations Manager PHU, Business Director, Medical Workforce Unit and other Clinical Unit Heads. The Clinical Unit Head is expected to provide high level public health medical input to all LMPHU operations.

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 Clinical Unit Head will be responsible for the following:

Health protection operations

- Lead the design of an integrated, contemporary and comprehensive model for the PHU's health protection operations.
- Undertake strategic and proactive health protection activities to analyse data, detect, investigate, prevent and respond to public health risks. Identify and respond to new and emerging health protection trends by designing and implementing interventions to address increased risks.
- Provide medical leadership and supervision for the public health response to notifiable conditions, environmental health issues and health emergencies.
- Where appropriate, provide translational epidemiologic and statistical support to key stakeholder groups, including those in the Loddon Mallee region.
- Support the public health medical team to provide subject matter expertise, workforce capability building, and act as a point of escalation for complex health protection matters.
- Contribute to an on-call roster as the escalation point for notifiable conditions.
- Identify relevant training requirements for staff and develop a training and education program to facilitate those requirements.
- Contribute to the credentialing and appointment processes with respect to applications for credentialing and/or appointment of senior medical staff.

Quality, research and continuous improvement

- Contribute to the development and implementation of appropriate policies and practices within the craft group to ensure consistent and coherent high quality management of Loddon Mallee Public Health Unit and its community.
- Promote and deliver on principles of patient centered care as part of the public health response to notifiable conditions, environmental health issues and health emergencies.
- Informed by DH and Bendigo Health policies, develop and implement quality and continuous improvement processes to manage risk, identify errors or variation, escalate concerns, and drive continual improvement in service delivery.
- Participate in research in public health and epidemiology in the PHU catchment and in collaboration with regional academic partners and other PHUs.
- Support the Operations Director to develop, monitor and report on the performance of the PHU in keeping with DH and Bendigo Health expectations.

Medical workforce, supervision and teaching

- Develop, lead and mentor an effective multi-disciplinary team to ensure optimum public health outcomes within available resources.

- Lead the design and implementation of a public health workforce strategy and pipeline for the PHU.
- Oversee the design and delivery of public health education and capability building activities for the PHU and regional stakeholders.
- Ensure registrars and others working in the PHU are provided with appropriate supervision and training.
- Lead RACP, and where relevant, PMCV accreditation activities.
- Develop and participate in medical and other professional undergraduate, postgraduate (including HMO) and continuing education programs.
- Collaborate with Clinical Directors and Unit Heads in the development of policies, guidelines and pathways which connect the PHU to other services.
- With the CMO and Clinical Director Medical Services, contribute to the broader medical leadership at Bendigo Health.
- Be responsible for liaison with the respective medical college in regards to strengthening relationships and attracting trainees to BH.
- To ensure timely completion of medical college's documentation with regard to Public Health Unit trainees.

Management, leadership and regional coordination

- In collaboration with the Operations Manager PHU, develop a comprehensive, evidence-based strategy for improving public health outcomes in the Loddon Mallee consistent with the vision and priorities of the State Public Health and Wellbeing Plan.
- Provide leadership in establishing innovative new linkage networks with relevant community health services and General Practitioners in the region.
- Lead the development of evidence-based public health policy advice and recommendations for Loddon Mallee stakeholders.
- To participate in annual Performance Reviews of all members of the respective Craft Group.

Scope of Clinical Practice

Core Scope of Clinical Practice

(Procedures, therapies and competencies that a Fellow from the respective specialist medical college would be competent in practicing).

1. To provide advice to the LMPHU and beyond on public health aspects of disease management.
2. To assist the LMPHU and clinicians in the implementation of public health strategy.
3. To provide medical input into the development of LMPHU projects and programs.
4. To advise the LMPHU on matters relating to public health policy and programs.
5. Use effective cross-cultural partnerships to achieve improved public health outcomes.
6. Participate with other clinicians in the development and revision of disease protocols, procedures and information for health services and the public.
7. Assist in the delivery of clinical services where needed for public health purposes.
8. Provide medical leadership in response to outbreaks, incidents and emergencies.

For general accreditation the following need to be satisfied:

- Demonstrated continuing professional development
- Regular attendance at audit
- Participation in one or more of the following
- Teaching or research
- Organizing audit
- Clinical governance
- Other role in hospital outside of Public Health
- College role

Generic Responsibilities

Code of Conduct - The Victorian Government's Code of Conduct is binding on all Bendigo Health staff. Contravention of a provision in the code may constitute misconduct and/ or regarded as a breach of the employee's employment agreement and will be dealt with under the organisations Counselling and Disciplinary Action Policy.

Compliance with policies and procedures - All Bendigo Health's policies and procedures are set out in its clinical and managerial policy manuals located on the intranet under PROMPT and in hard copy. All staff must ensure they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breach in compliance may result in disciplinary action.

Occupational Health and Safety - Every staff member has the responsibility to take reasonable care of their own health and safety and the safety of others, to cooperate with Bendigo Health's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. Any breach in compliance may result in disciplinary action.

Infection Control - Every staff member has the responsibility to minimise incidents of infection/ cross infection of residents, staff, visitors and the general public. All staff must adhere to the policies and procedures as set out in Bendigo Health's infection control manuals. Any breach in compliance may result in disciplinary action.

Confidentiality - All information concerning Bendigo Health, its patients, clients, residents and staff should remain strictly confidential. Any unauthorised disclosure of such information may result in disciplinary action.

Quality Improvement - Bendigo Health is dedicated to improving the quality and safety of health services by providing care within the following domains of quality: Consumer Participation, Clinical Effectiveness, Effective Workforce and Risk Management. As a result, we apply the concept of the quality cycle for all our quality activities, initiatives and projects thereby ensuring the best possible care and treatment results are achieved. The underlying principle of the cycle is that an activity is not complete until evaluation shows that it has been effective and reached the desired outcome. As a Bendigo Health employee you have a responsibility to participate in and commit to ongoing quality improvement activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

Diversity – Each person has a right to high-quality health care and opportunities regardless of diversity factors, which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age and socio-economic status. Every staff member has a responsibility to recognise and respect diversity. Inclusiveness improves our service to our community and promotes engagement amongst staff.

Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

Key Selection Criteria

Essential

- Current registration as a medical practitioner in Australia and fellowship with a respective college i.e. (*Australasian Faculty of Public Health Medicine, or RACP in Infectious Diseases, or equivalent*).
- Extensive knowledge of current trends affecting public sector health services in Australia.
- Higher degree in research or public health or equivalent training and experience applicable to the field of Public Health.
- Demonstrated skills and experience in health protection including ability to manage cases, incidents and outbreaks of notifiable conditions.
- Demonstrated skills and experience in epidemiology, statistics and public health interventions and initiatives within hospitals and wider community.
- Effective communication, including in crisis situations, with ability to explain public health risks in a way that is understood by diverse audiences, including media. Deals well with difficult and sensitive topics and questions.
- High level decision making ability, sometimes with incomplete information, in a rapid timeframe where required.
- The applicant must be able to demonstrate:
 - Effective interpersonal skills and negotiation skills.
 - A commitment to ongoing clinical education, training, supervision and mentorship.
 - Demonstrated effective leadership & managerial skills.
 - Demonstrated experience in management of medical staff rostering and leave.
 - Demonstrated understanding of, and commitment to Clinical Governance.
- Demonstrated ability to communicate, develop and maintain effective service interactions required to achieve organisational goals.
- 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.
- Knowledge of contemporary human resource management and industrial issues and demonstrated ability to manage staff in complex and changing environments.

Desirable

- Have demonstrated commitment to high quality patient centered care.
- Have demonstrated capability and interest in research. Enrolment and/or completion of a higher degree, such as MPH or PhD, will be considered favorably, but is not essential.
- Knowledge of health issues in relation to the Loddon Mallee Public Health Unit catchment.

Mandatory Requirements

National Police Record Check A current and satisfactory National Police Record Check must be completed by all new staff prior to commencement at Bendigo Health.

Immunisation As a health provider dedicated to providing quality patient care, we all need to be aware of the critical importance of infection control. Each staff member has a responsibility to comply with Bendigo Health's Staff Immunisation Policy and various infection control policy and procedures. All staff are required to provide evidence of vaccinations prior to commencement at Bendigo Health

Registration with Professional Regulatory Body AHPRA.

The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

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.