

# Position Description

Position Title	Consultant Endocrinologist – Fractional Specialist
Position Number	30100872
Division	Clinical Operations
Department	Medical Services
Enterprise Agreement	Medical Specialists (Victorian Public Health Sector) (AMA Victoria) (Single Interest Employers) Enterprise Agreement 2022-2026
Classification Description	Medical Specialist
Classification Code	HN16 – HN59 (Depending on FTE)
Reports to	Clinical Director General Medicine
Management Level	Non Management
Staff Capability Statement	Please click here for a link to <a href="#">staff capabilities statement</a>

## 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 57,000 inpatients, triages more than 65,000 emergency attendees and welcomes more than 1,700 new born babies in a year. In addition, more than 17,000 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 Clinical Operations Division

The Clinical Operations Division encompasses acute, allied health, cancer and mental health services. We provide a wide range of general medical, surgical and specialty services including but not limited to; Oncology, Cardiology, Renal, Emergency, Women's and Children's, Critical Care, Specialist Clinics, Cancer Clinics and Mental Health Services. Our Allied Health teams provide a diverse range of programs and person-centred care in inpatient, outpatient, community, home and residential care settings.

Within a state-of-the-art hospital, our Ambulatory and Critical Care, Medical Services, Surgical Services and Women's and Children's areas use the latest technologies to provide excellent care. Our world class Cancer Centre uses a multi-disciplinary, integrated approach to treat specific cancers. The Cancer Centre offers medical oncology, radiation oncology, specialist nurses, clinical trials and cancer research, palliative care, and a Cancer Wellness Program.

The Mental Health Service provides psychiatric care and treatment across a large catchment area in Victoria stretching from Swan Hill in the north of the state to Gisborne in the south. Family sensitive practice is central to our models of mental health care and best practice ensures the identification, inclusion and support of families, carers and children.

Each year our onsite Specialist Clinics provide over 100,000 service events, we also see more than 60,000 people in our Emergency Department and welcome more than 1700 babies into the world. The Clinical Operations Division assists with the admission of more than 50,000 patients into the hospital each year.

## The Department of Medical Services

The General Medicine Team at Bendigo Health are an integral part of the health care treating team and sits within the Clinical Operations Division.

The Department of General Medicine covers gastroenterology, endocrinology, infectious diseases, neurology, respiratory and general medicine. There are separate directorates for Geriatrics and Rehabilitation, Oncology, Cardiology and Renal Medicine.

The General medical Unit has approximately 90-100 inpatients at any one time providing both elective and emergency management, and acts as a conduit to metropolitan hospitals where required. The unit enjoys a low turnover of nursing staff, ensuring a reliable and supportive resource.

### **ENDOCRINOLOGY:**

The Endocrinology unit was established in 2017 and is in the Directorate of Medicine with its own Clinical Unit Head who reports to the Clinical Director of Medicine. Presently there are 2 staff specialists in General Medicine and Endocrinology and a Fractional Specialist (VMO) who provides mainly outpatient support to the Endocrine Department. There is an Advanced Trainee (Core) who is appointed from the Victorian/Tasmania consortium. The unit is supported by Diabetes Educators, including inpatient support, dietitians and podiatrists.

#### **Clinics:**

- Monday PM - alternating Diabetes and Endocrinology Clinics.
- Tuesday PM: Diabetes/Endocrinology Obstetric clinic
- Last Updated: November 2020

- Wednesday PM: Registrar Clinic
- Thursday PM: Diabetes High Risk Foot Clinic
- Thursday PM (every 4 weeks): Insulin pump follow up clinic
- Insulin pump starts – often Tuesday am as needed, but mainly done by diabetes educators.
- We are to start a joint Oncology Endocrine clinic in 2021 on a monthly basis initially.

#### **In Patient:**

The Endocrinology Bed Card is used for those patients admitted primarily with an Endocrine Diagnosis, including Diabetes Foot problems. The bulk of the day to day work is covered by the Endocrinology AT under the supervision of the Endocrinology consultant on the consultation roster.

#### **Specialist Tests, Facilities and Investigations:**

Australian Clinical Laboratories provide Short Synacthen Tests on an outpatient basis. Other tests such as water deprivation tests etc. are arranged by the Endocrine AT as required.

MRI scanning, DEXA and Isotope scanning etc. is provided by state of the art imaging machines in Bendigo Hospital.

Radioactive iodine for non-malignant thyroid disease is administered on site.

## **The Position**

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.

This position is responsible to contribute to the strategic plan to provide world class health care to the Loddon Mallee region and contribute to the statement of priorities agreed with the Department of Health and Human Services through ongoing management of clinical care; continuous and quality improvement activities and innovative and clinically appropriate approaches in a continuously changing, dynamic health care environment.

The Bendigo Health's Strategic Plan is to provide World Class Health Care and the successful candidate is expected to contribute to that goal during their time with Bendigo Health.

## **Responsibilities and Accountabilities**

### **Key Responsibilities**

- Provision of Specialist Physician services to outpatient clinics as allocated.
- Where required conduct ward rounds and Patient reviews throughout the 7-day week as relevant for the ongoing management of all patients under care, and as clinically indicated.
- Participation in an equitable manner in the General Medical on call roster and weekly Endocrine consultation rosters
- Lead and participate in quality improvement activity including clinical audits to achieve or surpass the clinical and quality requirements for acute care service delivery.
- Innovate and transform, in consultation with stakeholders, all aspects of the role in-line with best evidence-based practice and foster a culture of best-practice consistent with Bendigo Health's strategic goals.

- Attend and partake in Bendigo Health Committees as appropriate and as directed.
- Provide supervision, mentorship and training support to Junior Medical staff rostered to Medical Services and Renal / Endocrine Units.
- Ensure an adequate level of record keeping and communication.
- Last Updated: November 2020
- Promote teamwork across the General Medicine Team and lead by example in accordance with Bendigo Health's values.
- Specifically ensure an adequate level of record-keeping and communication at the junior medical staff level, promoting team work and ensuring adequate recording and auditing of complications for clinical review.
- Participate actively in audit, clinical meetings and quality and safety activities.
- Ensure appropriate interaction and service integration with other relevant services, including Medical Services and Acute Ambulatory and Critical Care.
- Participate actively in developing practical solutions to system deficiencies identified at audit.
- Promote and encourage compliance with College CPD programs.
- Further develop clinical skills consistent with special interests and the role of Bendigo Health.

## 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

1. Full unconditional registration with AHPRA as a Medical Practitioner / Specialist in Endocrinology.
2. Fellow of the Royal Australasian College of Physicians or equivalent in General Medicine and Endocrinology.
3. Considerable clinical experience working in a major hospital at a senior level in Endocrinology.
4. Demonstrated ability to innovate, influence and enthuse based on best evidence-based practice.
5. Demonstrated leadership of and participation in quality improvement activities (including audits).
6. Strong leadership and well developed communication skills.
7. Demonstrated ability to teach, mentor and inspire doctors in training.
8. Demonstrated ability to communicate with patients; their carers with respect and empathy.
9. Demonstrated ability to work with other staff including management, senior and junior medical staff, nursing staff and students in a respectful, supportive and co-operative manner.

### Desirable

10. Experience working in rural and / or regional locations.

## 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 Health Practitioners Regulation Agency (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.

**Drivers Licence** A current Victorian driver's licence is required for this position.

*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.*