

Position Description

Position Title	Otolaryngology Head and Neck Surgeon (ENT Surgeon) – Fractional Specialist
Position Number	30028284
Division	Clinical Operations
Department	Surgical Services
Enterprise Agreement	Medical Specialists (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement 2022-2026
Classification Description	Specialist
Classification Code	HN16 – HN59
Reports to	Clinical Director Surgical Services
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	• National Police Record Check • Working with Children Check • Registration with Professional Regulatory Body or relevant Professional Association • Drivers Licence • 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

This is a Fractional Specialist (Part Time) role within the Otolaryngology Head & Neck (ENT) Specialty, part of Bendigo Health's Clinical Operations Division. As the Consultant ENT Surgeon, you will deliver high-quality Otolaryngology services, including outpatient, inpatient, and surgical care for patients requiring excellent care at Bendigo Health. In addition to providing expert clinical care, you will play a pivotal role in mentoring and supervising junior medical and clinical staff, sharing your knowledge and expertise to support their development. The role offers an opportunity for leadership, combined with your proven clinical expertise, positioning you as a key contributor to the growth and success of the service.

Key Responsibilities

Technical/clinical accountability

- Provide specialist-level Otolaryngology Head & Neck care to patients of Bendigo Health.
- On-call duties as the consultant on call and the ability to conduct a full range of emergency ENT procedures undertaken within a regional referral hospital.
- Participate in the provision of outpatient services in general including assessment and management of new patients and follow-up of patients cared for by the service.
- Provide best practice care to all patients within the context of current professional knowledge and organisational resources.
- Provide clinical and professional leadership, supervision and teaching of junior medical staff and other clinical staff.
- Demonstrate a commitment to teaching and research.
- Promote patient centered care and maintain a sense of pride and purpose in the service.
- 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 surgical audit, clinical meetings and quality and safety activities.
- Ensure appropriate interaction and service integration with other relevant services, including the Medical Unit, Intensive Care and the Emergency Department.
- Participate actively in developing practical solutions to system deficiencies identified at audit.
- Promote and encourage compliance with College Continuing Professional Development programs.
- Further develop clinical skills consistent with special interests and the role of Bendigo Health.

Specialist style

Specialists are expected to perform duties that may be required other than those specified in this position description to ensure that the requirements of the organisation are met. Although Bendigo Health supports the concept of work/life balance, specialists are expected to have a willingness and ability to occasionally work non-standard business hours. Specialists are also required to:

- Lead by example and demonstrate behaviour in accordance with Bendigo Health's values
- Treat all subordinate staff with respect and dignity

- Promote equity and fairness which includes compliance with Bendigo Health's People & Culture policies and procedures
- Comply with all delegated authorities and limits. Actively communicate any problems, changes or issues that senior management should be aware of
- Be responsible for understanding and applying the terms and conditions of relevant legislation that may be in force from time to time.

Key Selection Criteria

Essential

1. Current registration as a specialist medical practitioner in Australia and/or eligible for Specialist pathway (IMG candidates).
2. Requirement to be a practicing Otolaryngology Head & Neck Surgeon credentialed to practice as an ENT Specialist with Bendigo Health.
3. Fellowship with Royal Australasian College of Surgeons (FRACS) or equivalent.
4. Demonstrated clinical ability commensurate with that expected of an ENT specialist.
5. Proven ability to provide high quality patient care within a multidisciplinary team environment.
6. Thorough understanding of the relevant legislation pertaining to Medical Officers.
7. Demonstrated experience and knowledge of clinical governance and the underpinning framework for safety and quality in health care.
8. Ability to interact and communicate with a diverse range of people at all levels.
9. A personal approach which is positive, enthusiastic, friendly and helpful.
10. High level of self-confidence.
11. Ability to introduce new concepts through innovation and negotiation.
12. Evidence of ongoing professional development to continually update personal medical knowledge and skills.

Desirable

1. A good understanding of the Victorian Public Health System; in particular the clinical and quality requirements for care delivery

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.