

Position Description

Position Title	Multidisciplinary Dermatology (Skin Cancer) Clinic GP
Position Number	30028528
Division	Clinical Operations
Department	Specialist Clinics
Enterprise Agreement	Medical Specialists (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement 2022-2026
Classification Description	Specialist Year 1 – Year 9
Classification Code	HN16 – HN59
Reports to	Clinical Leads - Multidisciplinary Dermatology Clinic and Director of Surgery
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	<ul style="list-style-type: none"> • National Police Record 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

It is recognised that most patients with skin cancer are managed in the primary care setting. The position of skin cancer GP is directed at those GPs working in the Loddon Mallee region who have already demonstrated an interest in the management of skin cancer and are looking to further develop their clinical skills. The skin cancer GP will be an integral part of the MD skin cancer team and will contribute directly by managing their own case load but also as an integral part of the management team by contributing to the formulation of the post discharge management plan for the patient. They will provide direct representation of the general practice community to the decision-making process within the multidisciplinary team.

To competently perform in this position, the person should possess the knowledge, skills and experience base to fulfil the key responsibilities. The work is to be practiced in accordance with the philosophy, intent and standards prescribed by the Royal Australasian College of General Practitioners' or the Australian College of Rural and Remote Medicine's Code of Ethics, Code of Professional Conduct and in accordance with AHPRA guidelines.

Responsibilities and Accountabilities

Key Responsibilities

- Work collaboratively with all healthcare and administrative staff in Specialist Clinics at Bendigo Health.
- Provide safe patient handover, clear documentation and communication with relevant practitioners as per BH policies and procedures
- Provide advice and mentoring to other staff to support the delivery of safe, evidence-based care, whilst seeking and taking advice from specialty staff on diagnosis and treatment options of all skin cancer care as per the dermatology clinic model of care
- Participate in any quality improvement initiatives within the dermatology clinic workflow and patient outcomes
- Support and assist with the development of the dermatology service
- Participate in other aspects of the MD dermatology clinic such as education delivery (e.g to medical students), clinical audit and research
- Assist with the dissemination of research findings in professional journals and at conferences
- Work under the supervision of the clinical leads of the clinic

Scope of Practice

The scope of practice for the GP skin cancer fellow is defined as follows:

Patient Group (Who and what)	Exclusions (when not)	Referral (When)	Role and interventions (What and why)	Outpatients Clinics (How)
GP will review: - Patients with common skin malignancies - Other patients requiring assessment as deemed suitable by a clinical lead	GP will not be asked to see: - Non oncologic skin conditions	GP will see patients: - At the initial patient consultation with a view to presenting the case to the MD Skin cancer team if required - At the patient's review visit for ongoing monitoring during and post treatment	The GP will be an integral part of the MD dermatology team. Whilst the patient is under the care of the entire team, the GP will manage their own patient load. More importantly, the GP will help facilitate efficient flow of patients through dermatology clinic. They will be required to: - Conduct an advanced assessment including clinical examination of patients requiring high level skills to 'fact find' and interpret the information - Perform tissue biopsies of cutaneous pathology to help streamline treatment. - In conjunction with the team, based on consensus opinion, they will formulate a management plan for the patients, including immediate management as well as make plans for ongoing surveillance. - Be involved in performing minor surgical procedures, within the GP's scope of practice and abilities.	Specialist Clinics

Key Selection Criteria

Essential

1. Specialist registration with the Australian Health Practitioner Regulatory Agency (AHPRA) as a General Practitioner.
2. A demonstrated ability to function within the defined MD skin cancer GP scope of practice.
3. Active involvement in management of patients with skin malignancies in the primary care setting.
4. Well-developed computer skills essential to the position and ability to independently operate a number of electronic systems with ease
5. Demonstrated prior CPD activities in skin cancer management.
6. Demonstrated awareness of the current issues and trends in skin cancer management.
7. Ability to innovate, influence, negotiate and persuade in order to achieve organisational goals
8. A personal approach which is positive, enthusiastic, friendly and helpful.
9. Ability to deliver high standard patient centre care using the best available evidence

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.