

## POSITION DESCRIPTION

<b>Position:</b>	Clinical Director (Surgery)
<b>Directorate:</b>	Medical
<b>Division:</b>	Surgery
<b>Business Unit:</b>	Critical Care Services Cluster
<b>Enterprise Agreement</b>	AMA Victoria – Victorian Public Health Sector – Medical Specialists Enterprise Agreement 2022 - 2026
<b>Reports to:</b>	Chief Medical Officer / Director of Medical Services – Critical Care Services (DMS-CCS)

### MILDURA BASE PUBLIC HOSPITAL

Mildura Base Public Hospital (MBPH) was established as a new entity in September 2020. MBPH is a leading healthcare provider in the north west of Victoria, known for its high level of professionalism, quality care and community engagement.

MBPH provides a range of acute services in emergency, maternity, intensive care, rehabilitation, community services, psychiatric in and out patient care, palliative care, renal dialysis and chemotherapy service to the people of North West Victoria. The hospital also provides medical imaging and pathology services.

MBPH is proud to be affiliated with Monash and La Trobe Universities for the provision of undergraduate and postgraduate Medical, Nursing and Allied Health education. Affiliations also exist with other universities for clinical placement and training.

### VISION

Mildura Base Public Hospital – providing exceptional care.

### PURPOSE

To improve outcomes for our tri-state communities, by creating partnerships, leading a culture and building our team to deliver sustainable services.

### VALUES AND BEHAVIOURS

All employees of the Mildura Base Public Hospital are required to uphold the HEART values of our organisation, for more information on our HEART values and the expectations to uphold the values, please refer to page 6 of this document.

### POSITION SUMMARY

Reporting to the DMS-CCS, the Clinical Director (Surgery) is a role with leadership and governance responsibilities, aligning safe and high-quality clinical service delivery with MBPH strategic direction and values.

The Clinical Director (Surgery) is a 0.2FTE administrative role worked alongside the clinician's concurrent clinical and non-clinical activities (i.e. full-time duties would include 0.4 FTE rostered non-clinical time). Whilst there is capacity for flexibility to accommodate individual departmental requirements, it is expected that non-clinical duties will normally be scheduled and conducted onsite during business hours. Clinical duties are as per the MBPH Staff Specialist Surgeon position description.

## **KEY RESPONSIBILITIES AND DUTIES**

### **Leadership and Management**

- Coordinate and oversee the MBPH surgical stream, including general surgery, orthopaedics and subspecialty surgery, working in association with the Director of Medical Services – Critical Care Services, Director of Critical Care and Theatre Manager.
- Develop and maintain effective working relationships with team members and foster a collaborative team working environment.
- Provide decision-making on service requirements, issues and any other requirements and empower staff to be involved in decision making within the unit.
- Ensure practices and policies align with College and other regulatory body requirements for best practice.
- Represent the discipline at hospital meetings, with external providers and services and where appropriate. In particular, Clinical Directors must ensure their availability every Tuesday afternoon when meetings requiring their attendance will be scheduled. Clinical Directors will participate in at least one MBPH quality committee.
- Foster an environment that provides a positive workplace experience and professional growth opportunities for students, junior and senior clinical and support services staff.
- Provide input into the development of services and lead innovation and change in clinical processes.

### **Operational Management**

- Chair regular minuted department multidisciplinary meetings and/or staff specialist team meetings and provide leadership to clinical teams to ensure best patient care outcomes.
- Oversee the development, review and implementation of departmental clinical protocols, procedures and guidelines in line with hospital policies and procedures and College guidelines/policies/procedures.
- Promptly and thoroughly review and address identified clinical incidents and complaints and conduct regular clinical reviews and audits in line with MBPH processes. Surgical M&M Review meetings to be conducted monthly.
- Participate in hospital committees and working groups where appropriate providing reports, feedback and relevant information to peers and executives.
- Ensure appropriate allocation of resources to achieve efficient functioning of the department. The Clinical Director is responsible for surgical medical workforce cost centres.

### **Medical Workforce**

- In conjunction with the DMS-CCS, manage professional and ethical issues relating to surgical medical staff.
- Undertake performance review and professional development planning for subordinate departmental staff within the designated time frames and ensure up to date records of relevant training and certification requirements are maintained.
- Lead the recruitment, selection, appointment and retention of surgical staff specialists and registrars as required.

- Oversee the senior medical staff roster including theatre, clinics, on-call and non-clinical duties allocation. Ensuring all departmental rosters are equitable and published in accordance with IR requirements.
- In conjunction with the Medical Workforce Unit, ensure junior medical staff rostering is appropriate across all shifts and meets training requirements.
- Undertake annual workforce analysis of the department to identify current and future workforce needs relating to skill mix, qualifications and skill set.

### Education and Training

- Oversee a program of teaching in anaesthesia for junior medical staff, nursing, allied health and undergraduate medical students as required and support research and training activities within the organization.
- Align educational and professional development activities with the strategic direction of the cluster and the organisation.
- Participate in the orientation and induction of incoming staff at the commencement of rotation/employment.
- In conjunction with the Director of Training, ensure opportunities for funding and accreditation of RACS JMO training positions are identified and maintained.

### GENERAL RESPONSIBILITIES

Employees are required to comply with the **Victorian Government's Code of Conduct and MBPHs Heartbeat Guideline**. All staff must ensure they comply with **policies, procedures** and standard ways of work practices when carrying out their work.

Employees are responsible to take reasonable care of their own **health and safety** and the safety of others, to cooperate with the group'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. All staff must adhere to the policies and procedures as set out in the hospital's **infection control** manuals.

All information concerning Mildura Base Public Hospital, its patients, clients, residents and staff should remain strictly **confidential**. Any unauthorised disclosure of such information may result in disciplinary action. As a Mildura Base Public Hospital 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) in alignment with the MBPH Clinical Governance Framework. All employees are responsible for contributing to safe, effective, accountable and person-centred care by:

- Proactively identifying and reporting risks to minimise and mitigate them
- Operating within their scope of practice and seeking help when needed

Ensuring patient and consumer safety and quality of care is your highest priority.

Any breach in compliance to any of the above general responsibilities may result in disciplinary action.

## KEY SELECTION CRITERIA

### ***Essential***

- Current registration with the Medical Board of Australia, or ability to gain registration, as a Specialist Surgeon.
- Fellowship of the Royal Australasian College of Surgeons (FRACS), or ability to gain Fellowship.
- Demonstrated clinical ability commensurate with that expected of a Senior Specialist Surgeon in a Victorian public hospital.
- High level communication, interpersonal and negotiation skills, with a demonstrated capacity to function within a multidisciplinary team and to communicate with peers, hospital management and staff to achieve organisational goals and a demonstrated ability to plan and coordinate workload and departmental workforce.
- Evidence of ongoing professional development and participation in quality assurance activities.
- A sound understanding of professional and legislative requirements in a health care setting.

### ***Desirable***

- Demonstrated experience in an equivalent clinical leadership or research governance role
- Post-graduate qualifications suitable to the position of Clinical Director.
- Clinical supervision or teaching experience.

## MANDATORY REQUIREMENTS

### **Registration with Professional Association:**

For example, AHPRA, AHRI, etc. 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.

### **National Police Record Check**

A current and satisfactory National Police Record Check must be presented to the Division of People and Culture by all new staff prior to commencement at Mildura Base Public Hospital.

### **Working with Children Check:**

Mildura Base Public Hospital has a responsibility to provide a child safe environment. This position is a defined “child-related role” at Mildura Base Public Hospital. As such you must maintain a valid working with children check. In addition, you will be required to assist Mildura Base Public Hospital in providing a child safe environment by participating in any training or reporting required to ensure the protection of children in our care.

### **Immunisation Requirements**

As part of your employment conditions, you will be asked to provide documented evidence of healthcare worker immunisation or immunity to communicable vaccine-preventable diseases prior to commencing employment with MBPH. If you do not provide satisfactory evidence that you have the required immunisation and you have commenced employment, consideration will be given to your ongoing employment and termination may result.



**Drivers Licence**

A current Victorian driver's licence is required for this position

*All Mildura Base Public Hospital 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 Mildura Base Public Hospital's discretion and activities may be added, removed or amended at any time.*

**ACKNOWLEDGEMENT BY EMPLOYEE**

I acknowledge having received and read the content of this position description (including but not limited to aspects of the role contained within) and understand the requirements of the position.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Happy WE ARE POSITIVE

### As an organisation

We aspire to be happy in all our dealings with people. Everyday we strive to be the best version of ourselves, and we seek to continuously improve our organisation, ourselves and each other through personal and professional growth. We believe that happy people do their best work. We know that joy in our journey is invaluable to a sustainable and lasting success.

### Individually

- Use positive language in interactions with staff, patients and community
- Honour the work we do and choose candour, respect and kindness everyday
- Focus on the positive aspects of a situation, what is going well and what can be learned
- Share in moments of joy
- Welcome others to MBPH
- Bring an energy to work that is infectious to others
- Provide growth opportunities and effective feedback to staff to ensure they are supported to achieve their best



## Empathetic WE ARE CARING

### As an organisation

We put our patients first, and we listen and deal with their needs. We are compassionate people who make MBPH a place for healing, growth and success for patients, their families and our staff.

### Individually

- Make time to actively listen and understand one another
- Walk in others' shoes
- Consider an individual person's needs when making decisions and recommendations
- Treat others how I would like to be treated
- Recognise and support one another
- Make decisions based on patient's needs and in consultation with others involved in care



## Accountable WE ARE COMMITTED

### As an organisation

We take ownership of the actions and decisions made. We do the right thing in all our interactions. We reward based on great outcomes, and we are transparent in both our successes and failures. We use good judgement and everyday we make our patients' journey better.

### Individually

- Be courageous in challenging the process to get a better result
- Ensure the project is clear on roles, responsibilities and timeframes
- Be engaged throughout
- Keep a 'whole of life' picture
- Comply with Code of Conduct; company policies and procedures; industry standards and legislation
- Be responsible for monitoring the right way to do things.



## Respectful WE ARE OPEN TO OTHERS

### As an organisation

We build effective relationships and emphasise the importance of diversity and inclusion in our workplace. We recognise and value the views and the experiences our staff and patients bring to our organisation.

### Individually

- Show pride in our roles and our workplace
- Recognise and understanding the influence of a person's situation, background and beliefs and how they can be shown due respect
- Include all backgrounds – gender/ age/sex/abilities/race/religion/sexual orientation/culture
- Be aware of assumptions and biases when making decisions
- Take care of and sustain our workplace, equipment and environment
- Embrace awareness for other perspectives and experiences



## Team-based WE ARE ONE TEAM

### As an organisation

We do our best work when we collaborate within and across teams. Everyday we strive to be our best selves. We know that individual differences can strengthen teams and we trust and respect each others' contribution. We make sure we have the right people in the right jobs with the right tools, resources and equipment. And we know, no single person is bigger than the team.

### Individually

- Acknowledge contributions of team members
- Seek to understand the bigger picture, collaborate with others openly and honestly
- Lend a hand, always
- Encourage connections with relevant internal and external stakeholders to meet patients' needs
- Collaborate and share knowledge within and across teams
- Connect with exceptional industry leaders to build capabilities
- Recognise and foster talents in others

## LANGUAGE WE USE

"I choose..."  
"I care..."  
"I prefer..."  
"I will..."  
"I can..."  
"Is there a better way to do this?"  
"Can we explore that more so I can understand it better?"  
"We will...us...we can..."

## LANGUAGE WE DON'T USE

"I have to..."  
"I must..."  
"If only..."  
"Ah well, that is because of XYZ..."  
"Our processes do not let us do it"  
"Things have always been done this way"  
"Them and us"

## THINGS WE DON'T DO

- Negativity, sledging, rumours or gossip
- Unprofessional, inconsistent or showing lack pride in our work
- See only problems, block progress
- Wait for others to do the work
- Do nothing
- Find fault, see obstacles
- Victim mentality
- Lack of understanding for others' needs
- Emphasis on status, hierarchy, egos
- Ignore, disregard and show lack of appreciation for a person's situation, background and experience when making decisions and reacting to situations
- We will not waste others' time or keep people waiting
- Dismiss the efforts of others to achieve an outcome

