

# Austin Health Position Description



## Position Title: Advanced Endoscopy Fellow

Classification:	Fellow
Business Unit/ Department:	Division of Surgery, Anaesthesia & Procedural Medicine
Agreement:	National Employment Standards
Employment Type:	Fixed-Term Full-Time
Hours per week:	38 hours per week
Reports to:	Chief Medical Officer through the Medical Director of the Division of Surgery and Director of Gastroenterology  Professional accountability is to the chairman, Division of Surgery
Direct Reports:	N/A
Financial management:	Budget: Nil
Date:	May 2020

## About Austin Health

Austin Health is one of Victoria's largest health care providers. Comprising the Austin Hospital, Heidelberg Repatriation Hospital, Royal Talbot Rehabilitation, Hospital in the Home and community based health services; Austin Health is an internationally recognised leader in clinical teaching, training and research, with numerous university and research institute affiliations.

Austin Health employs near 9,000 staff across its sites; including over 1,600 doctors and 3,000 nurses, and delivers a full range of leading edge clinical services, including several state-wide services (liver transplant, spinal cord injury service, respiratory support service, child inpatient mental health service). In total, Austin Health provides over 900 beds, including mental health, aged-care and rehabilitation beds and a range of community and in the home services. The current annual operating budget is in excess of \$960 million.

Austin Health delivers vital state-wide services to all Victorians, including to diverse multicultural and veteran communities. It also provides community and specialty services to the people of Melbourne's north-eastern corridor in a safety-focused, team-oriented and stimulating work environment.

Austin Health's current vision is to change healthcare for the better through world class research, education and exceptional patient care.

Our values define who we are, shape our culture and the behaviours, practices and mindset of our people. Our values are: Our actions show we care, we bring our best, together we achieve and we shape the future. [www.austin.org.au/about-us](http://www.austin.org.au/about-us)

Austin Health is committed to providing an inclusive culture where all employees can contribute to the best of their ability and strive to develop further. Find more at <http://www.austin.org.au>

## Position Purpose

The objective of this position is to provide an Endoscopy Fellow role to:

- Further training in Endoscopy, in particular Advanced Endoscopic techniques.
- Provide leave cover for Unit consultants either for outpatient's clinics or Endoscopy sessions.
- Provide support and teaching to Resident and Registrar medical staff through direction and management of patients.
- Support emergency Endoscopy work.

## About Gastroenterology

The Endoscopy Service at Austin Health is part of the Surgery, Anaesthesia and Procedural Medicine Division. The Unit is one of the state's largest, providing both advanced and basic endoscopic procedures to patients across Austin Health, situated at Austin Hospital and Heidelberg Repatriation Hospital. The Head of Endoscopy is Dr Rhys Vaughan. The Gastroenterology Unit Director is Dr Josephine Grace.

The Unit is committed to the provision of high quality patient care and maintains an ongoing commitment to Under Graduate and Post Graduate teaching. Also provided is a consultative service for other Units within Austin Health.

## Purpose and Accountabilities

### Role Specific:

#### Clinical Care

- To provide comprehensive gastrointestinal care to inpatients and outpatients.
- To participate in unit meetings and activities.
- To participate in the on call roster as required.
- To provide a consultative service to other units as required.
- To provide leadership and guidance to Registrars/Residents.
- To demonstrate a commitment to working as a team member with peer medical, resident, nursing and other staff
- To provide efficient, safe and quality care across the continuum.
- To participate in the auditing and review of clinical practices to improve clinical outcomes.
- To attend Unit meetings and X-ray/pathology conferences

#### Teaching and training

- Participation in both Under Graduate and Post Graduate teaching and nursing teaching if required.
- To develop clinical skills in Gastrointestinal Endoscopy and the management of the complete range of Gastrointestinal conditions, and

- To develop research and teaching skills in the field of Gastrointestinal Endoscopy.

#### **Research**

- Participate in clinical and/or basic research.
- To demonstrate and provide leadership in research.

#### **Other**

- To assist the Head of Endoscopy/Gastroenterology in administrative duties as required.
- To assist in making a safe working environment by reporting any incidents of unsafe work practices, sites or equipment.
- To assist in the resolution of identified issues as required.
- To abide by Austin Health corporate policies and practices as varied from time to time,
- To participate in the Austin Health performance appraisal program as required.
- To undertake not to reveal to any person or entity any confidential information relating to patients and employees, policies, processes and dealings and not to make public statements relating to the affairs of Austin Health without prior authority of the Chief Executive Officer.
- To participate in the emergency incident response activities, as defined within the Emergency Response Manual, as and when required, at the direction of management.

#### **All Employees:**

- Comply with Austin Health policies & procedures, as amended from time to time, which can be located on the intranet (The Hub): <http://eppic/>
- Report incidents or near misses that have or could have impact on safety - participate in identification and prevention of risks
- Comply with the Code of Conduct

## **Selection Criteria**

#### **Essential Knowledge and skills:**

- A commitment to Austin Health values.
- Registered Medical Practitioner in Australia.
- Completion of basic training requirements of the Royal Australasian College of Physicians as well as at least 2 years' core training in Gastroenterology.
- Have appropriate training and experience applicable to the field of Gastrointestinal Endoscopy.
- Demonstrated commitment to high quality patient care.
- Demonstrated capability and interest in clinical research.
- Demonstrated commitment to teaching of junior medical staff and trainees.
- Demonstrated ability to communicate at all levels.
- Demonstrated endoscopic competency.
- Demonstrated understanding of Clinical Governance.
- Demonstrated teamwork and collaboration.
- Computer skills including use of email and the internet.

**Desirable but not essential:**

- Fellowship of the Royal Australasian College of Physicians (preferred).
- Having successfully completed the requirements for credentialing in upper and lower Endoscopy as determined by the Conjoint Committee for the Recognition of Training in Endoscopy (highly desirable).
- A sound understanding of information technology including clinical systems and applications relevant to the Management of rostering and risk management reporting, or as required for the role and/or department.

## General Information

### Austin Health is a Child Safe Environment

Austin Health is committed to child safety. We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers. Austin Health has zero tolerance of child abuse, and all allegations and safety concerns will be treated seriously in line with legal obligations and our policies and procedures.

### Equal Opportunity Employer

Applications from Aboriginal and Torres Strait Islanders are encouraged to apply. For more information about working at Austin Health, please follow this link to Austin Health's Aboriginal Employment website:

<http://www.austin.org.au/careers/Aboriginalemployment/>

## Document Review Agreement

<b>Manager Signature</b>	
<b>Employee Signature</b>	
<b>Date</b>	