

# Austin Health Position Description



## Position Title: Colorectal Clinical and Research Fellow

Classification:	Medical Officer
Business Unit/ Department:	Division of Surgery, Anaesthesia & Procedural Medicine
Agreement:	Victorian Public Health Sector (AMA Victoria) - Doctors in Training Agreement 2018-2021
Employment Type:	Fixed-Term Part-Time
Hours per week:	24 hours per week – as per unit roster
Reports to:	Director of Surgery, Anaesthesia and Procedural Medicine Head of Unit Professional accountability is to the Chairman, Division of Surgery
Direct Reports:	Nil
Financial management:	Budget: Not Applicable
Date:	May 2021

## 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 shaping the future through exceptional care, discovery and learning.

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 Colorectal Clinical and Research Fellow is a post FRACS position supporting the CSSANZ Fellow to assist with out of hours operating and weekend ward rounds.

The Fellow is expected to:

- Conduct weekend ward rounds and on-call every second weekend, with operating as required
- Attend Friday outpatient clinic and MDM
- Backfill CSSANZ fellow leave and selected endoscopy, manometry and theatre lists as required, including Mercy and Warringal

## About Colorectal Surgery

The Colorectal Research Fellow role is based within the Colorectal unit across Austin Main, The Surgery Centre, Mercy and Warringal sites and is required to work in coordinating the well-managed patient care. The role reports to the Colorectal Head of Unit, Ms Adele Burgess.

The Colorectal Unit sits within the SAPM Division, part of the Operations Directorate, comprises the following departments, which operate across both the Austin Hospital and Repatriation Hospital sites.

The Colorectal Unit provides Colorectal services to patients across Austin Health. Emergency and inpatient services are based at the Austin Hospital while Specialist Clinics and Endoscopy are based at both the Austin Hospital and Heidelberg Repatriation Hospital sites. In addition, a consultative service is provided for other units within the health service.

The unit provides specialist an after-hours on call service. The unit maintains an ongoing commitment to research, teaching and training.

The Colorectal Unit is supported by a Divisional Manager, Quality Coordinator, Finance, HR and Business Support as part of the SAPM Division

## Purpose and Accountabilities

### Role Specific:

This Colorectal Clinical and Research Fellow role will involve working across all sites within Austin Health, however the workload and work focus can change depending on the requirements across surgical demand templates, or at the direction of the HOU.

### Delivering High Quality Patient Care

- Demonstrates an expert level of clinical knowledge and expertise relevant to the area and acts as an expert clinical resource for staff.
- To provide a comprehensive management of Colorectal Surgical Patients including weekends and after hours' emergency surgery, and backfill of lists requiring leave cover.
- To manage research projects and agenda within the group
- Ensure medical documentation meets legal, professional and organisational standards – documentation is evaluated as part of the quality program.
- Involved in the continued improvement of existing practices and policies according to evidence-based practice to minimise adverse patient outcomes
- Contributes to creating a team environment, which promotes a positive culture, opportunity for learning and development.

### Key Performance Indicators:

- Delivers high quality patient care
- Reduces CSSANZ Fellow after hours and overtime
- Utilises audit processes to ensure high quality patient care is maintained
- Assists with unit planning and quality improvement
- Executes Unit Research agenda

### Critical Thinking and Decision Making

- Displays an ability to analyse situations and make appropriate decisions in a timely manner that meets the needs of patients, staff, organization and relevant guiding policies E.g. Elective Surgery Access Policy (ESAP).
- Gathers sufficient information to make informed decisions within scope of practice

### Key Performance Indicators:

- Contributes positively to leadership team discussions to make well- informed decisions.
- Addresses critical factors when making complex decisions and escalates according
- Demonstrates an ability to make effective decisions within an agreed specified time.

### Interpersonal Communication, Influence and Leadership

- Educate health care colleagues about the Colorectal Research projects
- Education health care colleagues about unit-based procedures and liaise with the multidisciplinary team to establish patient care needs in relation to discharge plan and treatment regimes.

- Communicates information and expectations in a way that builds effective and collaborative working relationships with others.
- Communicates clearly and concisely.
- Effectively deals with challenging behaviours and seeks to resolve conflicts.
- Demonstrates leadership qualities.
- Maintains a professional demeanour and serves as a role model for all staff. Creates a climate where self-development and improvement are valued.
- Undertakes 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

#### Key Performance Indicators:

- Acts as a medical research leader demonstrating and modelling exemplary professional conduct.
- Ensures correct understanding of the message and reframes message as needed.
- Demonstrates integrity by building trust and mutual respect between self, colleagues and stakeholders.
- Shares knowledge and information with the team.

#### **Planning and Priority Setting**

- Implements strategies which effectively execute the unit research agenda
- Participate in relevant committee processes and attend relevant meetings relating to research
- Contributes data to the Binational Colorectal Cancer database
- Implements strategies for reducing after hours' surgery and CSSANZ Fellow overtime whilst achieving quality outcomes.
- Initiate and participate in the development of quality initiatives which measure and demonstrate best practice - key performance indicators, consumer satisfaction and cost efficiency for unit
- Actively participates in interdisciplinary committees and working parties locally and organisation wide as required.

#### **Key Performance Indicators**

- Implements projects, processes and systems at the direction of relevant HOU
- Is knowledgeable about research agenda, performance expectations and actions to contribute to unit QI activities
- Manages own time efficiently and effectively in line with key priorities for the unit
- Actively participates in committees and projects that contribute to the organisations objectives and disseminates outcomes/key issues to unit staff

#### **Quality, Safety & Risk Orientation**

- In conjunction with the surgeon, HOU and Quality Managers, analyse and evaluate data relating to unit performance.
- Involved in the investigations of all Quality related concerns, feedback and data to improve
- Promotes and ensures a safe and healthy workplace for staff and patients.

- Is actively involved in matters relating to Occupational Health and Safety and ensures safety standards in the workplace are met.
- Ensure safe work practices and environment in accordance with Austin Health Policies.
- Participates in the emergency incident response activities, as defined within the Emergency Response Manual, as and when required, at the direction of management

### **Self-Management (Emotional Intelligence)**

- Demonstrates a positive attitude to the agreed role and responsibility of position.
- Maintains and updates own professional development portfolio in line with AHPRA guidelines to demonstrate an ongoing commitment to learning and best practice.
- Adapts working style as appropriate to achieve effective outcomes.
- Invites and assimilates feedback from others by active participation in own performance review process.

### **Key Performance Indicators**

- Reflects on practice in line with Austin Health values and applies these when interacting with others.
- Recognises and understands own emotions and reactions to situations.
- Appropriately and effectively articulates feelings and opinions.
- Perceives and understands the emotions of others.
- Maintains resilience through stressful situations.
- Actively engages in ongoing self-development.
- Abides by Austin Health corporate policies and practices.

### **All Employees:**

- Comply with Austin Health policies & procedures, as amended from time to time, which can be located on the intranet (The Pulse): [OPPIC](#)
- 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:**

- Registered Medical Practitioner with full AHPRA registration
- Successfully passed FRACS part II exam in General Surgery or equivalent international qualification
- A commitment to Austin Health values
- Substantial knowledge and expertise of the role and function of the Colorectal Unit
- Advanced clinical assessment skills
- Demonstrated leadership ability
- Patient-centred approach to evidence-based care delivery

- Demonstrated knowledge of professional standards knowledge of legal and ethical requirements
- Demonstrated ability to use clinical information systems
- Commitment to quality, best practice and environmental safety
- Ability to communicate effectively in both written and verbal form
- Ability to problem solve in a variety of complex situations
- Ability to clinically lead a dynamic team which works effectively within a multidisciplinary environment
- Ability to work autonomously and as a member of a dynamic team which works effectively within a multidisciplinary environment
- Ability to assist and support the implementation of quality and change management initiatives and clinical projects.
- Demonstrated ability to utilise data to drive performance

**Desirable but not essential:**

- A sound understanding of information technology including clinical systems, 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>	