

# Austin Health

## Position Description



### Position Title: Plastic Surgery Hospital Medical Officer

Classification:	Hospital 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 Full-Time
Hours per week:	38 hours base - as per unit roster
Reports to:	Chief Medical Officer
Direct Reports:	Nil
Financial management:	Budget: Nil
Date:	December 2019

## 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 and small bowel transplant, spinal cord injury service, respiratory support service and 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

To work as part of a multidisciplinary team to provide excellence in patient care whilst undertaking comprehensive learning, training and professional development in plastic surgery.

## About the Plastic Surgery HMO

Austin Health is a major training service for doctors at all stages in their career and specialises in advanced vocational training in most of these specialties, with a central academic role with most Medical Colleges.

Austin operates an extensive network of rotations at both the pre-vocational and vocational trainee level. At this level there are in excess of 280 specialty registrar positions across Austin Health covering virtually all adult specialties with the exception of Obstetrics and Gynaecology.

## About the Plastic and Reconstructive Surgery Unit

The Plastic and Reconstructive Surgery 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.

- Theatre Operations
- Theatre Support
- Anaesthetics
- Surgical Access
- Cardiology
- Catheter Laboratory and Cardiac Diagnostics
- Cardiac Surgery
- Thoracic Surgery
- Plastic & Reconstructive Surgery
- Oral & Maxillofacial Surgery
- Thoracic Surgery
- Orthopaedic Surgery & OAHKS
- Colorectal Surgery
- Upper GI Surgery/Endocrine
- ENT Surgery
- Gastroenterology and Hepatology
- Endoscopy
- Ophthalmology
- Urology
- Gynaecological surgery
- Breast Surgery and Surgical Oncology
- Hepatobiliary Transplant
- Renal Transplant Surgery
- Liver & Intestinal Transplant

The Plastic and Reconstructive Surgery Unit provides high level Plastic and Reconstructive Surgery services to patients across Austin Health.

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

The Plastic and Reconstructive Surgery 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

- Under the guidance of senior medical staff participate as required in the admission, management and safe discharge of patients of the plastics unit
- Work collaboratively as a team member with senior medical staff, junior medical staff, nursing and other staff to provide efficient, safe and quality care
- Facilitate excellent communication and liaison with other staff, general practitioners and others involved in patient care
- Complete appropriate documentation in the patient's hospital record. Entries should be legible, timely, regular and comprehensive so as to document important changes or decisions, and ALL entries must be dated, designated and signed.
- Communicate clearly and simply with patients, their families and carers, the basis of diagnosis, course of disorder and proposed treatment options in a way that ensures understanding and empowers involvement in decision making about their care
- Participate in relevant Unit quality activities, programs and rosters as requested
- Attend and participate in mandatory training requirements and in any formal education and training program coordinated by assigned Unit or the Hospital

### All Employees

- Comply with Austin Health policies and procedures, as amended from time to time, which can be located on the intranet (The Hub): <http://eppic/>
- Participate in Austin Health's annual Performance Review and Development (PRD) program as required.
- Engage in processes to monitor service delivery and participate in improvement activities.
- Undertake not to reveal to any person or entity any confidential information relating to patients, employees, policies, and processes and not make public statements relating to the affairs of Austin Health without prior authority of the Chief Executive Officer.
- Report incidents or near misses that have or could have impact on safety and participate in the identification and prevention of risks.
- Participate in the emergency incident response activities as directed.

## Selection Criteria

### Essential for Performance in the Position

- A commitment to Austin Health values.
- Appropriate tertiary medical qualification.
- Minimum one-year post-graduate medical experience.
- Registration with the Australian Health Practitioner Regulation Agency (AHPRA) of Australia (note eligible applicants will be assisted through this process).
- Dedication to delivering excellent service – to patients, all colleagues (nursing, medical, managerial, support staff), GPs and other contact points.

### Desirable but not essential for Performance in the Position

- A sound understanding of information technology including clinical systems

### Pre-Existing Injury

Prior to any person being appointed to this position it will be required that they disclose full details of any pre-existing injuries or disease that might be affected by employment in this position.

### Immunisation

Maintain appropriate levels of immunisation in accordance with Austin Health's Workforce Immunisation/Screening Policies, in the interests of yourself, all Austin Health staff, patients and visitors.

## 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>	