

## *POSITION DESCRIPTION –*

Date revised: September 2019

<b>Title:</b>	Visiting Medical Officer in Stroke Service
<b>Type of Employment:</b>	VMO
<b>Campus:</b>	Alfred Health
<b>Program:</b>	Emergency & Acute Medicine
<b>Unit/ Department:</b>	Stroke Service
<b>Responsible to:</b>	Director, Stroke

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### **ALFRED HEALTH**

Alfred Health is the main provider of health services to people in the inner southeast suburbs of Melbourne and is also a major provider of specialist services to people across Victoria. The Health Service operates three outstanding facilities: The Alfred, Caulfield and Sandringham.

Further information about Alfred Health is available at [www.alfred.org.au](http://www.alfred.org.au).

### **OUR BELIEFS**

Our staff are expected to demonstrate and uphold Alfred Health beliefs, which are -

- Patients are the reason we are here – they are the focus of what we do.
- How we do things is as important as what we do. Respect, support and compassion go hand in hand with knowledge, skills and wisdom. Safety and care of patients and staff are fundamental.
- Excellence is the measure we work to everyday. Through research and education we set new standards for tomorrow.
- We work together. We all play vital roles in a team that achieves extraordinary results.
- We share ideas and demonstrate behaviours that inspire others to follow.

### **THE ALFRED HEALTH STROKE SERVICE**

Alfred Health delivers a comprehensive stroke service with acute care being delivered on The Alfred hospital site and specialist rehabilitation and community services based at the nearby Caulfield Hospital site. As well as directly admitting over 500 acute stroke patients a year, The Alfred provides tertiary stroke services for endovascular and neurosurgical care for surrounding hospitals. There is a 24/7 thrombolysis service and access to endovascular clot retrieval service. In 2019/2020 there is planned development of a 'state of the art' Hyper Acute Stroke Unit (HASU) facility.

### **POSITION SUMMARY:**

We are looking for a passionate and committed consultant stroke physician/neurologist colleague to join our current team of 4 Stroke Consultants, 2 Research nurses, Clinical Fellow, Stroke Database Manager, Stroke Nurse Educator and Stroke Co-ordinator to deliver excellent stroke care across Alfred Health.

The Alfred Stroke Medicine Department provides Stroke care to inpatients and outpatients.

- To provide excellent clinical expertise and service in Stroke Medicine.
- To provide supervision to junior medical and other relevant staff within the Unit/ Department.

- To support Alfred Health's teaching, research and clinical governance programs.
- To support the strategic priorities and values of Alfred Health.

The current roster is 5, 2-week blocks of acute ward service (on site 8am until midday) per year and on specialist stroke clinic per week. VMOs are on call for the acute stroke service Monday-Thursday whilst on ward service and on call for stroke and neurology 3-4 weekends per year. Time is also allocated for CME (usually spent within the department weekly grand round meetings), to actively participate in recruitment to clinical trials within the service and lead on a Quality Improvement Project. Additional Monash University sessions within the Department of Clinical Neuroscience, Central Clinical School, will be available upon application and are encouraged.

### **Qualifications and Experience:**

Appointees *must*:

- Be legally qualified practitioners, registered or registrable with AHPRA without conditions, undertakings or reprimands.
- Hold Fellowship of the Royal Australian College of Physicians having satisfied the training requirements of the Stroke Medicine SAC/STC.
- Have demonstrable relevant knowledge and experience in Stroke Medicine.
- Meet Alfred Health requirements for credentialing and scope of practice in Stroke Medicine.
- Experience in teaching and an involvement in research are *desirable*.

### **Key Responsibilities:**

#### **Clinical Practice**

- Clinics, ward rounds, ward service and diagnostic services. Participate in on call and other clinical activities.
- Ensure that timely, efficient and high quality care is provided to patients.
- Maintain contemporary best practice, personal technical expertise, medical knowledge & clinical skills.
- Assume responsibility for clinical care of allocated patients and participate in setting the standards for high quality clinical practice within the Department/Unit.
- Assist in developing protocols where appropriate.
- Maintain accurate patient records.
- Use resources in a responsible manner having regard to patient priority and need.
- Ensure that there is prompt communication with other relevant clinicians and health care providers
- Other clinical duties as directed by the Unit Head.

#### **Clinical Governance, Quality, Safety, Risk and Improvement**

- Participate in monitoring and quality improvement activities including the Stroke Medicine Unit/ Department clinical review/ audit program.
- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives.
- Follow organisational safety, quality & risk policies and guidelines
- Comply with the Alfred Health principles of Timely Quality Care (TQC)
- Maintain a safe working environment for self, colleagues and members of the public and comply with Alfred Health's Unacceptable Behaviour InThe Workplace policy.
- Escalate concerns regarding safety, quality & risk to appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.

- Comply with principles of Patient Centred Care.
- Comply with Alfred Health mandatory training and continuing professional development requirements.
- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.
- Adhere to Alfred Health infection control policies and procedures including Hand Hygiene and peripheral line guidelines.
- Participate in College, National Standards and other accreditation programs as required.
- Adhere to scope of practice requirements.
- Participate in the resolution of incidents and complaints.
- Comply with Alfred Health medication management and medication safety policies and guidelines.
- Participate in performance review processes for Stroke Medicine Department/Unit

### **Education & Research**

- Support teaching and research activities where relevant.
- Contribute to the overall professional standing of the Alfred
- Support of education and training programs at both undergraduate and postgraduate.
- Provide registrars and others working in Department/Unit with appropriate supervision, training and instruction in accordance with Alfred Health policies.
- Comply with Alfred Health mandatory continuing professional development requirements.
- Research activities will be undertaken commensurate with the role and it is anticipated that the post holder will hold GCP and be an active associate investigator in all research studies within the stroke service portfolio.

### **Professional Behaviour & Communication**

- Maintain strong and effective communication with other staff.
- Support the Director/Head of Unit Stroke Medicine in the daily work of the department.
- Resolve issues constructively and improve areas of poor communication.
- Role model Alfred Health values and question behaviours which are not consistent with these values.
- Maintain stable performance and a calm attitude under pressure.
- Attend relevant meetings of Stroke Medicine Department/Unit.
- Ensure compliance with relevant Alfred Health clinical and administrative policies and guidelines.
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Comply with relevant privacy legislation.
- Maintain confidential information and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Alfred Health.
- The appointee's performance will be reviewed regularly by the Director/ Head of Unit or delegate.
- In this position you must comply with the actions set out in the relevant section(s) of the OHS Roles and Responsibilities Guideline.

### **Performance Indicators:**

- Participation in annual performance review to be undertaken by the Director/ Head of Unit Stroke Medicine or delegate.
- Meet the Alfred Health requirements for credentialing and scope of practice in Stroke Medicine.
- Provide documentation as requested by Alfred Health to facilitate review of credentials and scope of practice in accordance with Alfred Health, Department of Health policy and ACSQHC guidelines<sup>1</sup>.
- Provide advice to the Director/ Head of Unit Stroke Medicine regarding participation in quality improvement activities.
- Attend Department/Unit/Program meetings, including morbidity & mortality meetings, as appropriate to fulfil one's clinical and professional duties within the Hospital.
- Follow administrative requirements as detailed in the individual employment contract including submission of time sheets and leave requests and ensuring leave entitlements are discharged within the various time frames required.
- Attend clinic and other sessions as rostered so as to ensure that meetings are commenced on time.
- Ensure that there is timely consultation on patients referred to the Unit, and scheduled in clinics.

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<sup>1</sup> ACSQHC, *Credentialing health practitioners and defining their scope of clinical practice: A guide for managers and practitioners*, December 2015  
Senior Medical Staff – Position Description