



# Health

## South Eastern Sydney Local Health District

### **POSITION DESCRIPTION**

Reference Number :	349170		
Recruitment Type	VMO / VDO Recruitment		
Position Number :	617515		
Position Title :	Visiting Medical Officer Neurology		
Cost Centre :	Cost Centre	Code	%
	STG Neurology	161210	100
Organisation unit :	South Eastern Sydney Local Health District		
Location :	St. George		
Facility :	St George Hospital		
Award :	Visiting Medical Officers Sessional Contracts		
Classification :	Dependent on qualifications		
Registration/ Licence Requirements :	Medical Practitioner		
Vaccination Category :	A		
Employment Screening Check			
National Criminal Record Check :	Yes		
Working With Children Background Check :	Yes		
Working With Aged Care Check :	No		
Responsible To :	Director of Clinical Services  Director/Unit Head (Neurology)		
Responsible For :	RMO / Registrars / Fellows		
Purpose Of Position :	The Neurology Department offers acute services in ED (including Thrombolysis for Stroke, assessment and management of emergencies eg Status Epilepticus), inpatient care to admitted patients, including neurological consultation requested by other Units. The Department plays a prominent role in teaching of registrars and JMOs at all levels of training.		
	<p><b>CLINICAL</b></p> <ul style="list-style-type: none"> <li>• Provide an accountable and high standard of patient care in Neurology.</li> <li>• Be dedicated to a teamwork philosophy and be able to demonstrate ability to work as a team member within the Neurology Department and the broader multidisciplinary team.</li> <li>• Liaise effectively with peers and other staff.</li> <li>• Ensure detailed patient treatment plans are in place to support the timely management of patients in [insert name of specialty, including any subspecialty requirements.</li> <li>• Ensure a high standard of clinical record documentation is maintained. This includes the completion of all clinical records (including medication charts and other orders) to reflect clinical decisions and optimise data collection and activity based funding coding.</li> </ul>		

- Provide a high standard consultant service in Neurology as required by other senior medical staff and the facility.
- Participate fully in the on call roster as required by the facility and in accordance with clinical privileges.
- Participate actively in research activities in the Department.
- Adapt clinical practice in accordance with contemporary evidence-based best practice and any clinical protocols as approved by the LHD from time to time.
- Participate in the provision of health services within other District facilities if credentialed to do so.
- Other duties as required, relevant to and consistent with the classification of the role.

**CLINICAL GOVERNANCE AND QUALITY IMPROVEMENT**

- Participate in the management and governance of the Neurology service.
- Demonstrate professional leadership in Neurology.
- Participate in Neurology mortality and mortality meetings and in other quality improvement programs.
- Interact effectively with all levels of Neurology staff to achieve maximum outcome and benefit to patients under care of the department.
- Participate in appropriate committees.
- Comply with LHD and facility clinical governance policies and programs.
- Ensure effective clinical handover processes in accordance with facility and LHD guidelines.
- Participate in peer review and other Continuing Medical Education activities consistent with College and Australian Health Practitioner Regulation Agency (AHPRA) requirements to maintain professional standards.
- Ensure compliance with the Australian Commission on Safety and Quality in Healthcare standards as relevant to the speciality.

**EDUCATION & TRAINING**

- Responsible for the supervision of all junior medical staff under the consultant’s direction.
- Delegate graded duties to junior medical staff according to their knowledge, skills and abilities.
- Participate in teaching and training at all levels of undergraduate and postgraduate multidisciplinary education where required by the Head of Department/Service Director in accordance with HETI, LHD and College training requirements.
- Participate in all training programs specified by the facility and/or LHD as requested.

**PERFORMANCE MANAGEMENT**

- Participate in the LHD Performance Management and Development Program and undertake a written annual performance review.
- Demonstrate clinical competency within the clinical privileges granted by the Medical and Dental Appointments Advisory Committee (MDAAC).

**OTHER DUTIES**

- Attend, participate and support administrative meetings as required by the Head of Neurology or Director Clinical Services.
- Abide by the NSW Health Code of Conduct as amended from time to time.
- Ensure familiarity with, and adherence to, all NSW Health, LHD and facility/service policies and procedures that are relevant to the performance of the duties specified in this Position Description.
- Comply with WH&S responsibilities including taking all reasonable care to ensure the safety of yourself and others in the workplace; reporting any unsafe conditions or equipment; attending educational programs regarding fire, safety and infection control.

Key Accountabilities :

EXPECTED STANDARDS	ALL STAFF	LINE MANAGERS AND SUPERVISORS	SENIOR MANAGERS
<b>PATIENT SAFETY, RISK MANAGEMENT AND QUALITY IMPROVEMENT</b>	Actively participate in patient safety and ongoing quality improvement programs and practices that promote the best possible health outcomes for patients/clients.	Identify, develop, lead and monitor patient safety, risk management and quality improvement programs to improve the operation and promote the best possible health outcomes for patients/clients. Ensure that National Safety and Quality Health Service Standards are met.	Provide governance and strategic direction for the development, implementation and evaluation of patient safety and quality improvement programs that promote the best possible experience and health outcomes for patients/clients. Ensure that National Safety and Quality Health Service Standards are met.
<b>NSW HEALTH CORE VALUES</b>	Act as an appropriate and effective role model and promote a culture and supporting practices that reflect the NSW Health core values of <b>Collaboration, Openness, Respect, and Empowerment</b> , through demonstrated behaviours and interactions with patients, clients and employees.	Assist workers to identify and model specific behaviours and actions that reflect the NSW Health core values of <b>Collaboration, Openness, Respect, and Empowerment</b> , in the workplace.	Uphold the highest standards of professionalism at all times by performing the functions of the role efficiently, economically, fairly, impartially and with integrity and by actively advocating the NSW Health core values of <b>Collaboration, Openness, Respect, and Empowerment</b> , to ensure that Local Health District and

			Government expectations are met.
<b>NSW HEALTH CODE OF CONDUCT</b>	<p>Read and acknowledge individual responsibilities as determined in the Code of Conduct. Acknowledge the Code of Conduct as a framework for professional behaviour, ethical practice and decision-making.</p> <p>Acknowledge and accept a shared responsibility for ensuring that their own behaviour and the behaviour of colleagues meets the standards outlined in the Code of Conduct. Report and express any workplace concerns fairly, honestly and respectfully.</p>	<p>Ensure workers are provided with a copy of the Code of Conduct upon appointment or reappointment. Provide advice to each worker to ensure they understand their responsibilities under the Code of Conduct. Maintain a record of when this occurred.</p>	<p>Model and encourage behavioural expectations as outlined in the Code of Conduct.</p>
<b>HEALTH AND SAFETY</b>	<p>Comply with SESLHD WHS and IM processes and any measures put in place to protect their health and safety at work.</p> <p>Contribute to and participate in WHS consultation and training initiatives.</p> <p>Contribute to workplace safety planning, including the review and continual improvement processes at a local level via the WHS consultation arrangements.</p>	<p>Implement all elements of the SESLHD health and safety management system.</p> <p>Monitor and evaluate the department's WHS and Injury Management (IM) performance.</p> <p>Actively develop workers' WHS performance.</p> <p>Report progress toward and barriers to the achievement of Service WHS and IM targets to senior management.</p>	<p>Apply due diligence to known and emergent WHS risks.</p> <p>Actively engage in service WHS planning and reporting.</p> <p>Set WHS and IM performance targets for the Service.</p> <p>Monitor and measure individual departments' WHS performance against targets.</p>
<b>REGISTRATION AND LICENCES</b>	Maintain registration and licences required for position held.		
<i>Comply with and implement the NSW Health Work Health and Safety Better Practice Procedures by identifying, assessing, eliminating/controlling and monitoring hazards and risks within the workplace, to the extent of delegated authority for the role.</i>			
Challenges/Problem Solving :	Provision of clinical care consistent with the duties of a [insert title of position] practicing in Neurology. Delivery of medical services within performance benchmarks, expenditure and revenue targets as relevant to the role.		
Communication :	<p>Head of Department</p> <p>Other staff within the multidisciplinary team and department/service</p> <p>Patients, family and carers</p> <p>Other hospital and District departments</p> <p>Hospital Executives</p> <p>Relevant committees and working groups as required</p>		
Decision Making :	Consistent with the duties of a Consultant practicing in Neurology in accordance with approved Clinical Privileges and the Delegations of the LHD.		

Selection Criteria :	Selection Criteria
	Registration or eligible for registration as a Medical Practitioner with the Australian Health Practitioner Regulation Agency (AHPRA).
	Fellowship of the RACP or equivalent specialist recognition as provided for by the Health Insurance Act 1997 and Visiting Medical Officers Sessional Contracts Determination.
	Evidence of continuing medical education and self-monitoring/audit practices consistent with the scope of practice requirements of the position.
	Proven capacity and/or experience in the provision of effective high quality Neurological services, demonstrated through successful clinical practice in an environment appropriate to the requirements of the position including evidence of participation in quality improvement activities relevant to the specialty.
	Demonstrated commitment to teaching with experience in teaching both undergraduate and post graduate students and other staff of the hospital.
	Demonstrate the skills and attitudes appropriate as a Senior Medical/Dental Practitioner including modelling a high standard of professional behaviour to junior medical and dental staff.
	Demonstrated ability to work effectively and harmoniously with medical and other health services colleagues as part of a multi-disciplinary health care team and demonstrated ability to communicate effectively with patients, colleagues, and staff and to work as an effective member of the clinical team across multiple sites.
	Demonstrated experience in and commitment to research relevant to the role and needs of the Department.
	Staffing :
Budget :	N/A
Financial Delegation:	N/A

### **JOB DEMANDS CHECKLIST**

<b>Physical Demands</b>	
	Frequency
<b>Sitting</b> - remaining in a seated position to perform tasks	Constant
<b>Standing</b> - remaining standing without moving about to perform tasks	Constant
<b>Walking</b> - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Constant
<b>Running</b> - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Not Applicable
<b>Bend/Lean Forward from Waist</b> - Forward bending from the waist to perform tasks	Frequent
<b>Trunk Twisting</b> - Turning from the waist while sitting or standing to perform tasks	Frequent
<b>Kneeling</b> - remaining in a kneeling posture to perform tasks	Infrequent
<b>Squatting / Crouching</b> - Adopting a squatting or crouching posture to perform tasks	Infrequent
<b>Leg / Foot Movement</b> - Use of leg and / or foot to operate machinery	Infrequent
<b>Climbing (stairs/ladders)</b> - Ascend / descend stairs, ladders, steps	Occasional
<b>Lifting / Carrying</b> - Light lifting & carrying: 0 - 9 kg	Occasional
<b>Lifting / Carrying</b> - Moderate lifting & carrying: 10 - 15 kg	Infrequent
<b>Lifting / Carrying</b> - Heavy lifting & carrying: 16kg & above	Not Applicable
<b>Reaching</b> - Arms fully extended forward or raised above shoulder	Infrequent
<b>Pushing / Pulling / Restraining</b> - Using force to hold / restrain or move objects toward or away from the body	Occasional
<b>Head / Neck Postures</b> - Holding head in a position other than neutral (facing forward)	Frequent
<b>Hand &amp; Arm Movements</b> - Repetitive movements of hands and arms	Frequent
<b>Grasping / Fine Manipulation</b> - Gripping, holding, clasping with fingers or hands	Frequent
<b>Work At Heights</b> - Using ladders, footstools, scaffolding, or other objects to perform work	Not Applicable
<b>Driving</b> - Operating any motor powered vehicle	Not Applicable
<b>Sensory Demands</b>	
	Frequency
<b>Sight</b> - Use of sight is an integral part of work performance e.g. Viewing of X-Rays, computer screens	Repetitive
<b>Hearing</b> - Use of hearing is an integral part of work performance e.g. Telephone enquiries	Constant
<b>Smell</b> - Use of smell is an integral part of work performance e.g. Working with chemicals	Infrequent
<b>Taste</b> - Use of taste is an integral part of work performance e.g. Food preparation	Not Applicable
<b>Touch</b> - Use of touch is an integral part of work performance	Repetitive
<b>Psychosocial Demands</b>	
	Frequency
<b>Distressed People</b> - e.g. Emergency or grief situations	Frequent

<b>Aggressive &amp; Uncooperative People</b> - e.g. drug / alcohol, dementia, mental illness	Infrequent
<b>Unpredictable People</b> - e.g. Dementia, mental illness, head injuries	Constant
<b>Restraining</b> - involvement in physical containment of patients / clients	Infrequent
<b>Exposure to Distressing Situations</b> - e.g. Child abuse, viewing dead / mutilated bodies	Infrequent
<b>Environmental Demands</b>	
	Frequency
<b>Dust</b> - Exposure to atmospheric dust	Not Applicable
<b>Gases</b> - Working with explosive or flammable gases requiring precautionary measures	Not Applicable
<b>Fumes</b> - Exposure to noxious or toxic fumes	Not Applicable
<b>Liquids</b> - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	Not Applicable
<b>Hazardous substances</b> - e.g. Dry chemicals, glues	Not Applicable
<b>Noise</b> - Environmental / background noise necessitates people raise their voice to be heard	Not Applicable
<b>Inadequate Lighting</b> - Risk of trips, falls or eyestrain	Not Applicable
<b>Sunlight</b> - Risk of sunburn exists from spending more than 10 minutes per day in sunlight	Not Applicable
<b>Extreme Temperatures</b> - Environmental temperatures are less than 15C or more than 35C	Not Applicable
<b>Confined Spaces</b> - areas where only one egress (escape route) exists	Infrequent
<b>Slippery or Uneven Surfaces</b> - Greasy or wet floor surfaces, ramps, uneven ground	Not Applicable
<b>Inadequate Housekeeping</b> - Obstructions to walkways and work areas cause trips and falls	Not Applicable
<b>Working At Heights</b> - Ladders / stepladders / scaffolding are required to perform tasks	Not Applicable
<b>Biological Hazards</b> - e.g. exposure to body fluids, bacteria, infectious diseases	Occasional

As the incumbent of this position, I confirm I have read the Position Description and Job Demands Checklist, understand its content and agree to work in accordance with the requirements of the position.

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

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

Manager's Name: \_\_\_\_\_

Manager's Signature \_\_\_\_\_ Date: \_\_\_\_\_