

POSITION DESCRIPTION



Position	General Physician
Division	Medical Services
Classification	Full time Specialist (Year 1-9 dependent on experience)
Enterprise Agreement	Medical Specialists (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement 2022 – 2026
Reports To	Director of Medical Services
Direct Reports	Nil
Infection Control Risk Category:	A

Approved	DMS	Approval Date	May 2023
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PRIMARY OBJECTIVE (or purpose):
<ul style="list-style-type: none"> To work in the medical services division at Portland District Health (PDH) providing care for admitted patients, patients presenting to PDH Urgent Care Centre and patients attending appointments in the PDH Consulting Rooms To provide leadership in General Medicine for junior medical officers, other PDH staff specialists and the broader medical community To support, advocate and update appropriate clinical practice guidelines and protocols as the basis for best practice care at PDH To provide professional and clinical leadership for general and specialist medical management with emphasis on the development and quality of service provision in line with the overall goals and directions of PDH To provide supervision & teaching, training, guidance and support for Medical, Nursing and Allied Health staff in the clinical management and service delivery of patients care To practice in accordance with the Royal Australian College of Physicians Code of professional behaviour and ethics To support and enhance ongoing Medical Education Program at PDH for all staff with a particular focus on junior medical staff and medical students To support the senior medical staff craft group at PDH and assist in the development and enhancement and expansion of our clinical services

PORTLAND DISTRICT HEALTH VALUES			
Compassion	Accountability	Respect	Excellence
PDH CARE GOALS			
Person-centred	People’s values, beliefs and specific needs and circumstances guide the delivery of care and organisational planning.		
Safe	Avoidable harm is eliminated.		
Effective	The right care is delivered in the right way, at the right time with the right outcomes.		
Connected	Staff and consumers work together to achieve shared goals; people experience service and support continuity as they move through the service system.		

KEY ACCOUNTABILITIES		
Key results Area	Key Activities	Performance Measures
Leadership and Team work	<ul style="list-style-type: none"> Ensure the vision, mission and values of the organisation are understood and integrated into daily practice Demonstrate a professional responsibility for work performed by staff placed under your responsibility 	<ul style="list-style-type: none"> Compliance with NSQHS Standards Compliance with PDH policy Participation in annual staff appraisal Staff satisfaction

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	<ul style="list-style-type: none"> • Actively ensure person-centred practice to deliver PDH CARE goals • Develop and maintain positive working relationships with members of PDH staff • Demonstrate agreed behaviours and communicate effectively whilst engaging with the multidisciplinary team • Role model a professional approach to education, interpersonal relationships, teamwork and communication for department/unit staff 	<ul style="list-style-type: none"> • 100% Compliance with mandatory competencies
Professional Development and Scope of Practice	<ul style="list-style-type: none"> • Demonstrate continual professional development and learning • Shares knowledge willingly • Complete mandatory training and education 	<ul style="list-style-type: none"> • 100% Compliance with mandatory competencies • Participation in annual staff appraisal
Quality and Safety	<ul style="list-style-type: none"> • Work collaboratively with the Quality Team to implement improvement plans • Conduct audits as required and contribute to the development and implementation of actions to address deficits • Contribute to quality improvement activities within the department, in accordance with PDH policies to ensuring a high level of work quality • Maintain a safe and high quality environment at all times in accordance with PDH policies • Reports all incidents through Riskman • Ensuring staff follow PDH Infection Control policies, procedures and guidelines 	<ul style="list-style-type: none"> • Completes relevant audits and initiates actions • Contribution to Quality Improvement/Progress reports • Demonstrated use of the incident management system
Information Management	<ul style="list-style-type: none"> • Display and promote correct documentation techniques and initiates regular documentation auditing to ensure legal, professional and organisational standards are met and maintained • Abide by the PDH's requirements pertaining to appropriate Information Security and Information Management regulations and report an accidental or malicious breach of these regulations to the appropriate department • Ensure consumer information is accurate and only released in line with the Health Records Act requirements 	<ul style="list-style-type: none"> • Ensures all information management meets the legislative requirements and organisational standards
Occupational Health and Safety	<ul style="list-style-type: none"> • Is familiar with and ensure that all appropriate actions are taken to implement OH&S policy and procedures and that legislative requirements are met within the service • Report any incidents or potential hazards in accordance with PDH policies and 	<ul style="list-style-type: none"> • Participation in team meetings where key OH&S issues are discussed and resolved • Evidence of hazard and incident reporting using Riskman • Maintains compliance with mandatory OHS training

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	<p>procedures including effective reporting via Riskman</p> <ul style="list-style-type: none"> • Assist in the planning, development and implementation of OH&S measures • Demonstrate a commitment to health and safety in line with PDH’s OHS policies, procedures, training requirements and legislative/regulatory requirements, driving a high standard for others to follow • Knows what to do in an emergency relevant to role 	<p>requirements for both self and team</p>
<p>OTHER DUTIES</p>		
	<ul style="list-style-type: none"> • Exhibits a commitment to PDH Values including team based above and below behaviours • Monitors own day to day performance against operational targets and strategic goals • Practice in accordance with the relevant health care or industry standards • Complies with family violence risk assessment and management activities aligned to the Multi-Agency Risk Assessment and Management (MARAM) Framework, the Family Violence Information Sharing Scheme (FVISS) and Child Information Sharing Scheme (CISS) legislative requirements and related PDH procedures. • Comply with all relevant PDH policies and procedures • Perform all other duties as directed within the limits of skill, competence and training to maximise flexibility and effectiveness 	<ul style="list-style-type: none"> • PDH values modelled at all times • Demonstrated use of incident management system • Adherence to applicable health care or industry standards • Demonstrated completion of mandatory training • Adherence with PDH policy and procedures

KEY SELECTION CRITERIA – SPECIALIST KNOWLEDGE

QUALIFICATIONS -

ESSENTIAL:

- Australian Medical registration with AHPRA
- Fellowship of the Royal Australasian College of Physician or equivalent
- Work rights in Australia

EXPERIENCE and/or SPECIALIST KNOWLEDGE -

ESSENTIAL:

- Passion and interest in the development of rural medical services
- Ability to comply with the service objectives of the Health Service, including the provision of services to the local community and effective utilisation of resources
- Proven effective communication / interpersonal skills
- Ability to build strong interactive working relationships with Medical, Nursing and Allied Health Professionals that will contribute to the quality of service
- Commitment to clinical governance and continuous service improvement

DESIRABLE:

- Hold appropriate Specialist qualifications in a sub specialty area

Other requirements:

- Current employee police check
- Current Working with Children Check
- Current evidence of immunisation history and serology results
- Current Victorian Drivers Licence

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Portland District Health's discretion and activities may be added, removed or amended at any time.

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JOB DEMANDS CHECKLIST

Portland District Health endeavours to provide a safe working environment for all staff. The table below describes the demands and risk factors associated with this job. Applicants must review this information to ensure they can comply with these requirements. Successful applicants will be required to sign the acknowledgment at the end of the position description to confirm their ability to perform the job demands of this position.

Frequency definitions	
I = Infrequent	Activity may be required very infrequently
O = Occasional	Activity required occasionally, not necessarily all shifts
F = Frequent	Activity required most shifts, up to 50% of the time
C = Constant	Activity that exists for the majority of each shift and may involve repetitive move for prolonged periods
N/A = Not Applicable	Activity not performed

Aspects of normal workplace		Frequency				
Demands	Description	I	O	F	C	N/A
Physical Demands						
Sitting	Remain seated to perform tasks			✓		
Standing	Remain standing to perform tasks			✓		
Walking	Periods of walking required to perform tasks			✓		
Bending	Forward bending from waist to perform tasks	✓				
Kneeling	Remain in a kneeling position to perform tasks	✓				
Lifting/Carrying	Light lifting and carrying	✓				
	Moderate lifting and carrying	✓				
	Assisted lifting (mechanical, equipment, person assist)	✓				
Climbing/Working at heights	Ascending and descending ladders, stools, scaffolding					✓
Pushing/Pulling	Moving objects (eg: trolleys, beds, wheelchairs, diagnostic equipment, cleaning equipment)	✓				
Reaching	Arms fully extended forward or raised above shoulder to perform tasks	✓				
Crouching	Adopting a crouching posture to perform tasks	✓				
Foot movement	Use of leg and/or foot to operate equipment (or machinery)		✓			
Head postures	Holding head in a position other than neutral (facing forward) to perform tasks			✓		
Fingers/Hand/Arm movement	Repetitive movements of fingers, hands and arms (eg: computer keyboard, computer mouse, touch screens)			✓		
Grasping/Fine manipulation	Gripping, holding, clasping with fingers or hands				✓	

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Aspects of normal workplace		Frequency				
Demands	Description	I	O	F	C	N/A
Physical Demands						
Driving	Operating a motor powered vehicle (eg: use of hospital cars to undertake duties, making deliveries, ride on mower, forklift, bus etc.)	✓				

Aspects of normal workplace		Frequency				
Demands	Description	I	O	F	C	N/A
Psychosocial Demands						
Shift work	Rotation of shifts on a rostered basis including day, afternoon or night					✓
Distressed people	Highly emotional people crying, upset, unhappy (eg: emergency or grief situations)		✓			
Aggressive/Unpredictable people	Raised voices, yelling, swearing and arguing (eg: people affected by drugs or alcohol, dementia, mental illness)		✓			
Exposure to distressing situations	(eg: Child abuse, delivering bad news, viewing extreme injuries, viewing deceased)		✓			
Environmental Demands						
Gases	Working with explosive or flammable gases requiring precautionary measures					✓
Liquids	Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE					✓
Noise	Prolonged and frequent periods of background noise levels which necessitates people raising their voices to be heard					✓
Biological hazards	Exposure to body fluids, bacteria, infectious diseases requiring PPE					✓
Cytotoxic hazards	Handling and/or preparation of cytotoxic materials					✓
Radiation						✓

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Acknowledgement:

I acknowledge that I have received a copy of this position description and understand the requirements of this position. I agree to work in accordance with this position description.

As the incumbent of this position, I confirm I have read the job demands checklist as attached, understand its content, and agree to work in accordance with the requirements of this position.

I accept that the position description as stated above may need amending and updating periodically due to changes in responsibilities and organisational requirements. Changes to the position description will be consistent with the purpose for which the position was established.

EMPLOYEE NAME:		
EMPLOYEE'S SIGNATURE:		DATE:
MANAGER'S NAME:		
MANAGER'S SIGNATURE:		DATE: