

POSITION DESCRIPTION

Position	General Surgeon
Division	Medical
Classification	As per experience – by EBA
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

Approved	Andrew Walby	Approval Date	July 2023
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PRIMARY OBJECTIVE (or purpose):

To facilitate and direct the provision of high quality and comprehensive surgical and related services at Portland District Health in an efficient and effective manner.

As a member of Medical Services, the appointee will contribute to the overall performance of the team consistent with Portland District Health's Mission, Vision and Objectives.

PORTLAND DISTRICT HEALTH VISION: OUR COMMUNITY, YOUR HEALTH

VALUES

Wisdom	We use knowledge, experience and understanding to make the decisions that matter
Compassion	We care about people – their safety matters above all else. Every person's need is different and is respected. Our service quality is second to none.
Courage	We are fearless and courageous in making things happen, embracing opportunities and creating solutions.

Key results Area	Key Activities
Communication support and advice	<ul style="list-style-type: none"> • Maintain appropriate manual and electronic systems and procedures for the effective management of diaries, policies and procedures, correspondence, documents and records, to ensure confidentiality, safety and security. • Act as a surgical representative at meetings as specified • Ensure that information is communicated effectively and efficiently and in an appropriate and timely manner.
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 • Actively participate in the PDH Consumer Engagement strategy to ensure person-centred practice. • 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
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
Quality and Safety	<ul style="list-style-type: none"> • Work collaboratively with the Quality Team to implement improvement plans

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	<ul style="list-style-type: none"> • 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 and concerns through Riskman • Ensuring staff follow PDH Infection Control policies, procedures and guidelines
Information Management	<ul style="list-style-type: none"> • Monitor own day to day performance against operational targets and strategic goals • Display and promotes 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
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 procedures including effective reporting via Riskman • 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 • Investigate OHS incidents and hazards involving direct reports and implements controls to reduce future risk • Support the Injury Management and Return to Work process for any direct reports who sustain a work related injury or illness • Perform the role of area/department emergency warden if designated as the area/department person in charge • Knows what to do in an emergency relevant to role
	<ul style="list-style-type: none"> • Exhibit a commitment to PDH Values including team based above and below behaviours • Undertake special projects or reports as reasonably required on a wide range of issues • 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



KEY SELECTION CRITERIA – SPECIALIST KNOWLEDGE

QUALIFICATIONS -

ESSENTIAL:

- Fellowship of the Royal Australasian College of Surgeons or equivalent
- Unencumbered Specialist registration with AHPRA
- Additional Postgraduate qualifications desirable in either a clinical or management field
- Current Certification with GESA

EXPERIENCE and/or SPECIALIST KNOWLEDGE -

ESSENTIAL:

- Substantial clinical and managerial experience at a senior clinical level in the health sector
- Experience in teaching at undergraduate and graduate level
- Experience in self-management and organisation of work to achieve agreed outcomes
- Comprehensive knowledge regarding delivery of surgical services and operating theatre requirements
- Advanced knowledge of and proficiency in structuring service delivery, including rostering and theatre staff allocations, in conjunction with the DMS
- Understanding of customer service for internal and external customers and a commitment to meeting their needs in a helpful and courteous manner
- Awareness of medico-legal issues, clinical risk management, clinical governance and relevant legislation
- Competent Specialist Surgeon
- High level verbal and written communication and interpersonal skills
- Highly developed organisational skills
- Ability to work and contribute effectively in a team environment
- Ability to work in an environment of change and development

OTHER REQUIREMENTS:

- Current employee police check
- Current employee Working with Children's check.
- Current Australian Driver's licence
- Current evidence of immunisation history and / or serology results

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:		
EMPLOYEES SIGNATURE:		DATE:
MANAGER'S NAME:		
MANAGER'S SIGNATURE:		DATE: