

# Position Description

Position Title	Clinical Unit Head Haematology
Position Number	30010991
Division	Clinical Operations
Department	Cancer Centre Medical
Team	Cancer Services
Enterprise Agreement	Medical Specialists (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement 2022-2026
Classification Description	Medical Specialist Year 1 - 9
Classification Code	HN18 – HN58
Reports to	Clinical Director – Cancer Services
Management Level	Tier 3 - Business Manager
Staff Capability Statement	Please click here for a link to <a href="#">staff capabilities statement</a>

## Bendigo Health

With more than 5,000 staff and volunteers and covering an area a quarter of the size of Victoria, Bendigo Health, is an expanding regional health service offering the advantages of city life combined with the beauty and freedom that comes from living in a regional area.

Bendigo Health is a 778 bed service that treats more than 57,000 inpatients, triages more than 65,000 emergency attendees and welcomes more than 1,700 new born babies in a year. In addition, more than 17,000 surgical procedures are performed in our operating theatres and more than 100,000 occasions of services are provided in our clinics to outpatients.

The organisation provides services in emergency, maternity, women's health, medical imaging, pathology, rehabilitation, community services, residential aged care, psychiatric care, community dental, hospice/palliative care, cardiology, cancer services and renal dialysis to the people of the Loddon Mallee region.

With our main campus based in Bendigo, our services extend throughout the Loddon Mallee with sites in areas such as Mildura, Echuca, Swan Hill, Kyneton and Castlemaine.

Demand on services is increasing rapidly with Bendigo being one of Victoria's fastest growing regional cities.

## Our Vision

Excellent Care. Every Person. Every Time.

## Our Values

CARING – We care for our community

PASSIONATE – We are passionate about doing our best

TRUSTWORTHY - We are open, honest and respectful

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

## The Clinical Operations Division

The Clinical Operations Division encompasses acute, allied health, cancer and mental health services. We provide a wide range of general medical, surgical and specialty services including but not limited to; Oncology, Cardiology, Renal, Emergency, Women's and Children's, Critical Care, Specialist Clinics, Cancer Clinics and Mental Health Services. Our Allied Health teams provide a diverse range of programs and person centred care in inpatient, outpatient, community, home and residential care settings.

Within a state-of-the-art hospital, our Ambulatory and Critical Care, Medical Services, Surgical Services and Women's and Children's areas use the latest technologies to provide excellent care. Our world class Cancer Centre uses a multi-disciplinary, integrated approach to treat specific cancers. The Cancer Centre offers medical oncology, radiation oncology, specialist nurses, clinical trials and cancer research, palliative care, and a Cancer Wellness Program.

The Mental Health Service provides psychiatric care and treatment across a large catchment area in Victoria stretching from Swan Hill in the north of the state to Gisborne in the south. Family sensitive practice is central to our models of mental health care and best practice ensures the identification, inclusion and support of families, carers and children.

Each year our onsite Specialist Clinics provide over 100,000 service events, we also see more than 65,000 people in our Emergency Department and welcome more than 1700 babies into the world. The Clinical Operations Division assists with the admission of more than 57,000 patients into the hospital each year.

## Cancer Services

The team is part of Bendigo Health's Cancer Services Department.

The Oncology Team consists of specially trained medical, nursing and support staff who manage patients with cancer. The team is committed to providing the best possible care for patients with all stages of cancer and related illnesses. Oncology staff provide patients with chemotherapy and related treatments, support and education to patients and their carers/families.

The Radiotherapy Team consists of specially trained medical, nursing, radiation therapy and support staff who manage patients with cancer. Radiotherapy staff provide patients with radiotherapy and related treatments support and education to patients and their carers/families. The team is committed to providing the best possible care for patients with all stages of cancer and related illnesses.

Both teams pride themselves on providing the highest quality care in a compassionate and comfortable setting in an atmosphere of professionalism, encouragement and understanding.

## The Position

This position provides clinical management and leadership to the Haematology component of the Cancer Services department reporting directly to the Clinical Director of Cancer Services (Operationally) and Chief Medical Officer (Professionally). As the Clinical Unit Head of Haematology, you will be expected to practice within your scope of practice and will be subject to Bendigo Health's Credentialing Committee's jurisdiction whilst working in Bendigo Health. This role is a senior leadership role responsible for providing leadership and management to the Haematology Unit, including; clinical governance, quality improvement initiatives, service planning, regional leadership, education and research. The Clinical Unit Head will direct clinical service delivery and continue the development of and lead a highly productive, cohesive multidisciplinary

team. You will be supported by The Clinical Director of Cancer services particularly with regards to Management of Staff.

This role will work closely with the Clinical Director of Cancer Services, Director of the Cancer Centre, Medical Workforce Unit and other Clinical Directors.

Key initiatives will include:

- The provision of Excellent multidisciplinary Haematology within Bendigo Health including strategic direction including recruitment and retention of staff.
- The development of policies and procedures to guide the delivery of Haematology services within Bendigo Health.
- Contribute to the development and implementation of quality improvement initiatives within the craft group.
- Provide leadership for the development and implementation of standards for compassionate, high quality clinical care of Haematology patients both within, and external to, Bendigo Health.
- Undertaking case reviews and providing advice and recommendations to the Clinical Director, CMO and clinicians on appropriate clinical management of Haematology patients.
- The Clinical Unit Head is responsible for providing medical leadership to Haematology craft group at Bendigo Health and its regional referring health services.
- The Clinical Unit Head will promote a coherent regional approach to inpatient and outpatient Haematology services in keeping with the requirements of the Department of Health and Human Services.
- Have direct input into the laboratory based Haematology service that is being provided to ensure that sufficient breadth and responsiveness is provided by the existing pathology service

The purpose of this position is to:

- Contribute to the development and implementation of a Haematology services workforce plan for senior and junior medical staff.
- Develop systems to ensure safe and high-quality patient care, which will drive staff and patient satisfaction.

Close liaison will occur with the:

- Clinical Director Cancer Services
- Director of the Cancer Centre
- Chief Medical Officer
- Director Medical Workforce Unit
- Business Directors

Clinical Unit Head reports will include:

- Staff Specialist Haematologists
- Fractional Specialist Haematologists
- Casual Consultant Haematologists
- Junior Medical staff including Registrars, HMOs and Interns

The Clinical Unit Head will be the supervisor and first point of contact for the staff outlined above.

Managers at Bendigo Health are an integral part of the health care service team, providing leadership and direction to a dedicated staffing group.

A manager at Bendigo Health should have, or aspire, to, the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page

## Responsibilities and Accountabilities

### **The Clinical Unit Head will:**

- Provide clinical service delivery in the unit
- Provide strategic advice to the Clinical Director, Executive and Board in relation to an appropriate service profile in for Bendigo Health, and provide operational advice in relation to the requirements to support that profile.
- Build a highly engaged, productive Haematology workforce which is aligned with the organisation's values.
- Contribute to the development and implementation of appropriate policies and practices within the craft group to ensure consistent and coherent high-quality management of Haematology patients.
- Identify relevant training requirements for staff and develop a training and education program to facilitate those requirements.
- Contribute to the credentialing and appointment processes with respect to applications for credentialing and/or appointment of senior medical staff.
- Identify issues that arise within and between health services that hinder the optimal delivery of services and provide advice to relevant health services to assist the resolution of those issues.
- Provide medico-legal advice to the CMO as required on specific cases or service provision in general.
- Provide high-level clinical governance leadership that includes -
  - Conducting case reviews on clinical incidents as instructed by the CMO and/or the Clinical Operations Quality and Risk Committee.
  - Responding to all pertinent clinical incidents posted in VHIMS.
  - Oversee and coordinate to institute robust clinical audit of Haematology services and outcomes, advising the CMO and Senior Management of significant results and develop strategies to improve performance.
  - Contribute to the investigation of complaints relating to Haematology services to determine the facts and facilitate efficient issue resolution.
  - Lead participation in Quality and Safety initiatives and activities including conduct of regular minuted Haematology audit meetings and minuted Morbidity and Mortality reviews as required for the Craft Group, either separately or as part of the wider M&M for the Craft Group - as directed by the Clinical Director.
  - To participate in annual Performance Reviews of all members of the respective Craft Group.
- Appraise clinical research relevant to regional Haematology services and advise on the implementation of relevant research findings into clinical practice, thereby promoting evidence-based practice.
- Manage the unit's senior doctor roster with appropriate administrative support.
- To participate in organisational committees as appropriate.

- With the CMO and Clinical Director of Cancer Services, contribute to the broader medical leadership at Bendigo Health.
- Be responsible for liaison with the respective specialist college in regards to strengthening relationships and attracting trainees to Bendigo Health.
- Mentoring and teaching of junior medical staff within the division.
- To ensure timely completion of specialist college's documentation with regard to Oncology and Haematology trainees.
- Work in conjunction with other members of the Cancer Services senior management team to provide operational and professional management across the areas of responsibility.

#### **Personal Attributes**

- A good record of achievement in the development and planning of Haematology services, and implementation of quality assurance and clinical review activities.
- High level of self-confidence.
- Ability to interact and communicate with a diverse range of people at all levels.
- Ability to introduce new concepts through innovation, influencing, negotiating and persuasion skills.
- Flexibility to operate in an environment of change and continuous improvement.
- Ability to demonstrate balance and objectivity.

## **Generic Responsibilities**

**Code of Conduct** - The Victorian Government's Code of Conduct is binding on all Bendigo Health staff. Contravention of a provision in the code may constitute misconduct and/ or regarded as a breach of the employee's employment agreement and will be dealt with under the organisations Counselling and Disciplinary Action Policy.

**Compliance with policies and procedures** - All Bendigo Health's policies and procedures are set out in its clinical and managerial policy manuals located on the intranet under PROMPT and in hard copy. All staff must ensure they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breach in compliance may result in disciplinary action.

**Occupational Health and Safety** - Every staff member has the responsibility to take reasonable care of their own health and safety and the safety of others, to cooperate with Bendigo Health's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. Any breach in compliance may result in disciplinary action.

**Infection Control** - Every staff member has the responsibility to minimise incidents of infection/ cross infection of residents, staff, visitors and the general public. All staff must adhere to the policies and procedures as set out in Bendigo Health's infection control manuals. Any breach in compliance may result in disciplinary action.

**Confidentiality** - All information concerning Bendigo Health, its patients, clients, residents and staff should remain strictly confidential. Any unauthorised disclosure of such information may result in disciplinary action.

**Quality Improvement** - Bendigo Health is dedicated to improving the quality and safety of health services by providing care within the following domains of quality: Consumer Participation, Clinical Effectiveness, Effective Workforce and Risk Management. As a result, we apply the concept of the quality cycle for all our quality activities, initiatives and projects thereby ensuring the best possible care and treatment results are achieved. The underlying principle of the cycle is that an activity is not complete until evaluation shows that it has been effective and reached the desired outcome. As a Bendigo Health employee you have a responsibility to participate in and commit to ongoing quality improvement activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

**Diversity** – Each person has a right to high-quality health care and opportunities regardless of diversity factors, which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age and socio-economic status. Every staff member has a responsibility to recognise and respect diversity. Inclusiveness improves our service to our community and promotes engagement amongst staff.

Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

## Key Selection Criteria

### Essential

1. Current registration as a medical practitioner in Australia and fellowship with a respective college.
2. Extensive knowledge of current trends affecting public sector health services in Australia.
3. Advanced change management and communication skills
4. The applicant must be able to demonstrate:
  - a. Effective interpersonal skills and negotiation skills.
  - b. A commitment to ongoing clinical education.
  - c. Demonstrated leadership skills.
  - d. Demonstrated experience in management of medical staff rostering and leave.
  - e. Knowledge of Clinical Governance as this pertains to Haematology.
  - f. Evidence of customer service ethos.
5. Proven extensive clinical experience as a staff specialist with ability to provide evidence-based, person-centred care, and a demonstrated ability to manage clinical, non-clinical and managerial duties.
6. Demonstrated ability to communicate, develop and maintain effective service interactions required to achieve organisational goals.
7. Training and education and demonstrated success in management and leadership, including in digital health.
8. Demonstrated record of managing resources and meeting financial targets including being able to guide and challenge others to seek more efficient ways of undertaking activities.
9. Knowledge of contemporary human resource management and industrial issues and demonstrated ability to manage staff in complex and changing environments.

# Mandatory Requirements

**National Police Record Check** A current and satisfactory National Police Record Check must be completed by all new staff prior to commencement at Bendigo Health.

**Immunisation** As a health provider dedicated to providing quality patient care, we all need to be aware of the critical importance of infection control. Each staff member has a responsibility to comply with Bendigo Health's Staff Immunisation Policy and various infection control policy and procedures. All staff are required to provide evidence of vaccinations prior to commencement at Bendigo Health

**Registration with the Australian Health Practitioners Regulation Agency (AHPRA).** The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

**Drivers Licence** Current Victorian driver's licence is required for this position.

*All Bendigo Health sites, workplaces and vehicles are smoke free.*

*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 Bendigo Health's discretion and activities may be added, removed or amended at any time.*