

Position Description

Position Title	Otolaryngology Head and Neck Surgeon (ENT Surgeon) – Fractional Specialist
Position Number	30028285
Division	Clinical Operations
Department	Surgical Services
Enterprise Agreement	AMA Victoria VPHS Medical Specialists Enterprise Agreement 2022-2026
Classification Description	Specialist
Classification Code	HN16-HN59
Reports to	Clinical Director Surgical Services
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement

Bendigo Health

With more than 4,500 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 700 bed service that treats more than 45,000 inpatients, triages more than 65,000 emergency attendees and welcomes more than 1,600 new born babies in a year. In addition more than 15,000 operations 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 60,000 people in our Emergency Department and welcome around 1700 babies into the world. The Clinical Operations Division assists with the admission of more than 50,000 patients into the hospital each year.

The General Surgery Department

Located on the fifth floor of the New Bendigo hospital, the Surgical Unit (5B) specialises in a range of conditions related to surgery including the pre and post-operative care of patients. The specialties include minor and major abdominal; ear, nose and throat (ENT); head and neck; facio-maxillary; urology; reconstructive; and thoracic surgery.

In addition, the Surgical Unit plays a pivotal role in patient flow throughout the organisation and Loddon Mallee region by facilitating transfers to and from the Emergency Department, ICU, Recovery, other departments and other health facilities.

The Complex Care room provides close monitoring and specialised care for patients with high clinical needs. Up to three patients can be admitted to this area, where a dedicated, experienced surgical nurse will care for them. This initiative has optimised the care the team are able to provide for acutely ill patients and has reduced the demand for high dependency beds in the Intensive Care Unit.

The Acute General Surgical Unit (AGSU) is an initiative to help streamline all general surgery emergency presentations. A dedicated team of both medical and nursing staff work within AGSU to expedite patients from the ED to theatre, or directly to the Surgical Unit as required.

The multi-skilled team of health care professionals of the Surgical Unit aim for the best patient outcomes and a smooth transition from hospital to home, through our close links with community services and other care providers. It is also committed to providing a positive learning environment for nursing, medical and allied health professionals.

The Position

This is a Fractional (Part-time) Specialist role within the Otolaryngology Head & Neck (ENT) Specialty, part of Bendigo Health's Clinical Operations Division. As the Consultant ENT Surgeon, you will deliver high-quality Otolaryngology services, including outpatient, inpatient, and surgical care for patients requiring excellent care at Bendigo Health. In addition to providing expert clinical care, you will play a pivotal role in mentoring and supervising junior medical and clinical staff, sharing your knowledge and expertise to support their development. The role offers an opportunity for leadership, combined with your proven clinical expertise, positioning you as a key contributor to the growth and success of the service.

Responsibilities and Accountabilities

Key Responsibilities

Technical/clinical accountability

- Provide specialist-level Otolaryngology Head & Neck care to patients of Bendigo Health.
- On-call duties as the consultant on call and the ability to conduct a full range of emergency ENT procedures undertaken within a regional referral hospital.
- Participate in the provision of outpatient services in general including assessment and management of new patients and follow-up of patients cared for by the service.
- Provide best practice care to all patients within the context of current professional knowledge and organisational resources.
- Provide clinical and professional leadership, supervision and teaching of junior medical staff and other clinical staff.
- Demonstrate a commitment to teaching and research.
- Promote patient centered care and maintain a sense of pride and purpose in the service.
- Ensure an adequate level of record-keeping and communication at the junior medical staff level, promoting team work and ensuring adequate recording and auditing of complications for clinical review.
- Participate actively in surgical audit, clinical meetings and quality and safety activities.
- Ensure appropriate interaction and service integration with other relevant services, including the Medical Unit, Intensive Care and the Emergency Department.
- Participate actively in developing practical solutions to system deficiencies identified at audit.
- Promote and encourage compliance with College Continuing Professional Development programs.
- Further develop clinical skills consistent with special interests and the role of Bendigo Health.

Specialist style

Specialists are expected to perform duties that may be required other than those specified in this position description to ensure that the requirements of the organisation are met. Although Bendigo Health supports the concept of work/life balance, specialists are expected to have a willingness and ability to occasionally work non-standard business hours. Specialists are also required to:

- Lead by example and demonstrate behaviour in accordance with Bendigo Health's values
- Treat all subordinate staff with respect and dignity
- Promote equity and fairness which includes compliance with Bendigo Health's People & Culture policies and procedures
- Comply with all delegated authorities and limits. Actively communicate any problems, changes or issues that senior management should be aware of

- Be responsible for understanding and applying the terms and conditions of relevant legislation that may be in force from time to time.

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

Qualifications / Certificates

- Requirement to be a practicing Otolaryngology Head & Neck Surgeon credentialed to practice as an ENT Specialist with Bendigo Health
- Fellowship with Royal Australasian College of Surgeons or equivalent

Specialist Expertise

- Demonstrated clinical ability commensurate with that expected of an ENT specialist
- Proven ability to provide high quality patient care within a multidisciplinary team environment
- Thorough understanding of the relevant legislation pertaining to Medical Officers
- A good understanding of the Victorian Public Health System; in particular the clinical and quality requirements for care delivery
- Demonstrated experience and knowledge of clinical governance and the underpinning framework for safety and quality in health care

Personal Qualities, Knowledge and Skills

- Ability to interact and communicate with a diverse range of people at all levels
- A personal approach which is positive, enthusiastic, friendly and helpful
- High level of self-confidence
- Ability to introduce new concepts through innovation and negotiation
- Evidence of ongoing professional development to continually update personal medical knowledge and skills

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

Working with Children Check Bendigo Health has a responsibility to provide a child safe environment. This position is a defined "child-related role" at Bendigo Health. As such you must maintain a valid working with children check. In addition you will be required to assist Bendigo Health in providing a child safe environment by participating in any training or reporting required to ensure the protection of children in our care.

Registration with Professional Regulatory Body or relevant Professional Association For example, AHPRA, AHRI, RACS etc. 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.

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.