

## Position Description

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<b>Position title:</b>	<b>Trauma &amp; Emergency General Surgery Fellow</b>
<b>Portfolio/service:</b>	<b>Division of Surgery, Perioperative, Trauma and Surgical Oncology Services</b>
<b>Location:</b>	<b>City Campus</b>
<b>Reports to:</b>	<b>Head of Dept. of General Surgical Specialties</b>
<b>Award:</b>	<b>Doctors in Training 2018-2021</b>
<b>Classification:</b>	<b>HM30</b>
<b>Date of Review:</b>	<b>20/02/2020</b>

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Melbourne Health is Victoria's second largest public health service, employing over 8,900 staff and managing over 1,400 beds. We provide comprehensive acute, sub-acute, general, specialist medical and mental health services through both inpatient and community based facilities through the following services: The Royal Melbourne Hospital – City Campus, The Royal Melbourne Hospital – Royal Park Campus, North Western Mental Health, and The Doherty Institute for Infection and Immunity. Melbourne Health provides services to the culturally diverse communities of northern and western metropolitan Melbourne, as well as providing general and specialist services to regional and rural Victorians as a tertiary referral service.

All Melbourne Health services provide person-centred care. This ensures that the care received is timely, patients and family/carers are treated with respect, and that effective communication occurs with patients and family/carers about all aspects of care.

The Royal Melbourne Hospital (RMH) is one of two adult major trauma services in the state of Victoria. The trauma service manages approximately 4500 admissions annually of which over a 1000 have multiple severe injuries (major).

In 2019, the hospital was verified as a Level 1 trauma service for the second time by the Royal Australasian College of Surgeons Verification Committee, it's second following its initial recognition in 2012.

Additionally in 2019, the RMH became the first major trauma service in Australia to have its Trauma Fellowship training post formally approved by the General Surgeons Australia (GSA) Trauma Training committee, in conjunction with the Australian and New Zealand Association for the Surgery of Trauma (ANZAST). As such the Trauma Fellowship has been designated as an accredited post fellowship education and training (PFET) program in Trauma Surgery Training Post from 2020 to 2024.

The Emergency General Surgery (EGS) Service was established in 2011 and is one of the busiest units at the RMH, with an annual admissions of 4500 patients.

The fellowship position in Trauma & Emergency General Surgery will provide an excellent opportunity to gain experience in acute care surgery, in a supportive and supervised environment.

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### **Melbourne Health's Vision**

To be the first in Care, Research and Learning.

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### **Melbourne Health's Values**

- **Caring** – We treat everyone with kindness and compassion
  - **Excellence** – We are committed to learning and innovation
  - **Integrity** – We are open, honest and fair
  - **Respect** – We treat everyone with respect and dignity at all times
  - **Unity** – We work together for the benefit of all
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## Our Priorities

Melbourne Health Strategic Plan 2015-2020 – Transforming Health is our plan for the future – one which we are committed to achieving together.

This position contributes to the achievement of the six Strategic Priorities, articulated in the plan:

1. Care and Outcomes
  2. Patient and Consumer Experience
  3. Innovation and Transformation
  4. Workforce and Culture
  5. Collaboration
  6. Sustainability
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**Position Summary for** The Department of General Surgical Specialties at The Royal Melbourne Hospital consists of all general surgical specialty services in a tertiary referral setting providing general, specialty and complex Surgical Services.

The purpose of this role is:

- Work as a member of the Emergency General Surgical service and Trauma Service within the Department of General Surgical Specialties and participate in patient care, teaching, education and clinical research
  - Participate in a range of Specialist General Surgery commensurate with a Tertiary Referral Centre and level one Trauma Service
  - Ensure surgical outcomes in line with national and international benchmarks
  - Comply with Quality Management policies and procedures, and participate in Quality Management activities for the Department of General Surgical Specialties. Support and participate in the Health Service OH&S Procedures and implement (where appropriate) at unit/service area level.
  - Assist in maintaining a safe work environment by reporting any incidents of unsafe work practices, sites/areas or equipment.
  - Responsible for observing and practicing the principles and obligations of Equal Employment Opportunity, which include:
    - A workplace which is free from harassment;
    - Ensuring that activities and practices will prevent and eliminate unlawful discrimination;
    - Promote Melbourne Health values and fairness in the workplace;
    - Contribute to the successful management of diversity in the workplace.
    - Comply with Health Service and Divisional specific Regulations, Melbourne Health Policy and Procedures and the By-laws and Policies as apply from time to time.
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## Key Accountabilities

- Participate in the Emergency general surgical service, particularly to enable coverage of theatre cases or the consultant led ward round on weekday mornings.
  - Participate in inpatient duties, including operating theatre sessions, post-operative ward management, inpatient consultations and referrals, and general ward management of inpatients within the Emergency General Surgical Service & Trauma Service
  - Participate on the on-call after hour's roster for Emergency General Surgery Service and Trauma Service of the Department of General Surgical Specialties.
  - Provide supervision and performance management of junior medical staff (residents & registrars) throughout the inpatient and outpatient setting
  - Participate in quality monitoring activities and continual quality improvement
  - Participate in Unit meetings, research, imaging and pathology
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- Actively participate in research projects
- Participate in undergraduate and postgraduate teaching
- Participate in unit quality monitoring activities and continual quality improvement
- Support and participate in the Health Services OHS procedures and implement where appropriate at unit/service level
- Assist in maintaining a safe work environment by reporting any incidents of unsafe work practices, site/areas or equipment

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### Required Capabilities

The Capability Development Framework applies to all Melbourne Health employees and describes the capabilities that are needed to meet our strategic goals.

Below is the full list of capabilities and the level required for the position. The capabilities in bold are considered those that the incumbent should demonstrate ability on appointment.

<b>Capability Name</b>	<b>Attainment Level</b>
Organisational savvy	Consolidation
Communicating effectively	Mastery
Building relationships	Consolidation
Consumer care	Consolidation
Working safely	Mastery
Utilising resources effectively	Consolidation
Innovation and continuous improvement	Mastery
Adaptability and resilience	Mastery
Integrity and ethics	Mastery
Delivering results	Consolidation
Analysis and judgement	Consolidation
Developing and managing skills and knowledge	Mastery

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## Key Performance Indicators

Your performance at Melbourne Health will be measured through your successful:

- Demonstration of Melbourne Health values, being a role model for living the values;
  - Collaboration with and engagement of others to achieve outcomes – your demonstration of a team based approach to your work;
  - Successful completion of required training activities, including training related to the National Standards;
  - Achievement of Melbourne Health and portfolio specific KPI targets as they apply to your area of responsibility;
  - Participation in and satisfactory feedback through the annual performance review process; and, where applicable, ensure all your direct reports have an individual development and work plan including an annual review;
  - Ability to take accountability for all reasonable care to provide a safe working environment within your area of responsibility and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity.
  - Ensure quality surgical/medical assessment and treatment
  - Involvement primarily in the clinical activities of the emergency general surgery and trauma services each morning with involvement in the activities of the HPB & UGI unit time permitting.
  - Work to reduce waiting times
  - Establish treatment protocols for emergency general surgical procedures
  - Work towards reducing length of patient bed stay
  - Work towards reducing surgical complication rates
  - Respond to patient complaints/incidents
  - Participate in unit quality monitoring activities and continual quality improvement efforts as detailed in the RMH Quality Plan
  - Participate at Unit meetings; research, imaging and pathology
  - Participate in training research within the unit in conjunction with the appropriate University appointee, Head of Unit, Clinical Dean and Directors of Surgical and Intern Training
  - Encourage and participate in informal research activities within the available facilities at the RMH
  - Actively participate in Department of General Surgical Specialties research projects
  - Attend conferences/workshops held by recognised surgical associations.
  - Participate in undergraduate and postgraduate teaching
  - Maintain skills and abilities through professional training and development
  - Work cooperatively as a Departmental member.
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## Key Relationships

### Internal

- Head of Department of General Surgical Specialties
  - Head of Trauma Service
  - Trauma Program Manager
  - Consultant staff of EGS and Trauma services
  - General surgical registrars, HMO's and interns
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### Key Selection Criteria

- F.R.A.C.S. or equivalent
- Possess required experience and knowledge of emergency general and trauma surgery.

### Desirable

- DSCT
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## Work Environment

### *Health Safety and Wellbeing Responsibilities*

Melbourne Health endeavours to provide a working environment for its employees that is safe and without risk to health. Employees are required to:

- Take reasonable care for their own safety and that of anyone else that could be affected by their actions;
- Speak up for safety – the safety of patients, consumers, colleagues and visitors;
- Accept responsibility for ensuring the implementation of health and safety policies and procedures; and
- Fully co-operate with Melbourne Health in any action it considers necessary to maintain a working environment which is safe and without risk to health.

Directors, Managers and Supervisors

- 1) Employees with a management or supervisory role have a responsibility to ensure health, safety and wellbeing principles are in place and maintained in their work areas. Directors, managers and supervisors have responsibility to model appropriate behaviours in relation to HS&W and develop responsible attitudes in employees and contractors working in their areas.

### *General*

Melbourne Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace.

Melbourne Health is a smoke free environment.

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## Acceptance

*I acknowledge and accept that this position description represents the duties, responsibilities and accountabilities that are expected of me in my employment in the position. I understand that Melbourne Health reserves the right to modify position descriptions as required, however I will be consulted when this occurs.*

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Employee Signature

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Employee Name (*please print*)

