



**Swan Hill**  
District Health  
*my hospital*



Respect – Professionalism – Care – Commitment – Collaboration

## Staff Specialist - Geriatric Medicine

There is an exciting opportunity to live and work in a newly commissioned Sub Acute Unit. The hospital has just completed construction of a purpose built 14 bed Sub acute Ward. This provides for the incumbent to build a new service from the ground up for the community and be at the forefront of service delivery. Swan Hill is located on the Murray River in rural Victoria approximately 3.5 hours north-west of the Melbourne airport. The thriving CBD accommodates a major department store and has numerous specialty shops, cafes, hotels. The location offers an equable climate, relaxed and inviting lifestyle, affordable living, modern shopping facilities, and plentiful tourism destinations. Such factors, together with the friendliness of its residents, make this area a superb place to reside in. The climatic conditions make it possible to enjoy the outdoors throughout the entire year from land sport, water sport, camping, hiking and so much more! We employ approximately 630 staff and service a 100 km radius area with an estimated catchment area of around 35,000 people.

### What we can offer you.

- Access to generous remote area salary packaging arrangements
- Professional Development and other training opportunities including clinical research
- Access to an ever increasing pool of referrals

Swan Hill District Health provides a wide range of clinical services including medical, surgical, aged care, community and primary health, emergency, renal dialysis, chemotherapy, pathology and radiography diagnostic services.

### KEY SELECTION CRITERIA

- Possess or be eligible for registration with the Medical Board of Australia and Fellowship of the Royal Australasian College of Physicians or equivalent.
- High level interpersonal and communication skills.
- Demonstrated ability working within a multidisciplinary team.
- Experience and involvement in quality assurance activities and evidence-based best practice.
- Demonstrated commitment to teaching and supervision.

For further information contact **Dr Rex Pais Prabhu, Director of Medical Services**,  
E: rprabhu@shdh.org.au. Ph: 03 5033 9394 ; Mobile : 0452 125 822

Applications including the names of two referees should be forwarded to: Human Resources Manager Email: [Employment@shdh.org.au](mailto:Employment@shdh.org.au) or address to Human Resources Manager, Swan Hill District Health, PO Box 483, Swan Hill 3585, Victoria. Email applications are preferred.

**Closing Date: COB Friday, 26th April 2019.**



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| <b>Position:</b>         | <b>Staff Specialist – Geriatric Medicine</b>  |
| <b>Classification:</b>   | Staff Specialist Year 1-9   |
| <b>Department:</b>       | Medical Services  |
| <b>Reports to:</b>       | <b>Director of Medical Services</b>   |
| <b>Position Summary:</b> | <p>The staff specialist Geriatric medicine shall provide clinical services of the highest possible standard to both inpatients and outpatients. The hospital has just completed construction of a purpose built 14 bed Sub acute Ward. Regular participation in the on-call roster along with onsite GP's for Medicine at the direction of the Director of Medical Services. With full recruitment this should be less than one in four. The incumbent will provide best practice care to an increasing number of elderly patients within the constraints of limited budgetary and resource allocations. The incumbent will be required to manage a multiple role components. The Hospital is currently accredited currently as a medical school hub expanding to a rural clinical school status later this year. The position offers involvement into regional medical research with a possibility of a conjoint University appointment for the right candidate.</p>   |
| <b>Duties</b>            | <ol style="list-style-type: none"> <li><b>1.</b> Provide services in Geriatric Medicine including diagnosis, treatment and care for patients, both inpatient and outpatient. Provide acute medical on call at 1:4 on call.</li> <li><b>2.</b> In consultation with other clinical services assist with the management of Swan Hill Patients</li> <li><b>3.</b> Participate in undergraduate teaching programs.</li> <li><b>4.</b> Undertake research in Geriatric Medicine.</li> <li><b>5.</b> Participate in such Hospital committee and administrative matters as required by the Chief Executive Officer, Director of Medical Services.</li> <li><b>6.</b> Participate in continuous quality improvement activities.</li> <li><b>7.</b> Actively participate in and contribute to the organisation's Quality &amp; Safety and Work Health &amp; Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.</li> <li><b>8.</b> Service Development – The Staff Specialist is also responsible for leading service development initiatives including opportunities to service the wider community including the set-up of offsite clinics in order to generate revenue from the service.</li> </ol> |

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| <p><b>Scope of Work Performed</b></p> | <p><b>Provide a high quality service under the direction of the Director of Medical Services:</b></p> <ul style="list-style-type: none"> <li>• Providing appropriate clinical care to patients.</li> <li>• Coordinating the follow up care of patients.</li> <li>• Attending inpatients rounds and consulting clinics as scheduled.</li> <li>• Contributing to an after hours on-call services in accordance with a roster.</li> <li>• Ensuring effective communication with care providers, especially General Practitioners, to promote continuity of patient care.</li> <li>• Ensure a high standard of clinical record documentation is maintained. This includes utilisation of paper based systems and electronic mail compatible with hospital systems, and keeping appropriate databases up-to-date.</li> <li>• Provide reliable and responsive on-call services. Attendance when requested is to be within twenty minutes of call.</li> </ul> <p><b>Demonstrate a commitment to continuous services improvement by:</b></p> <ul style="list-style-type: none"> <li>• Participating in the development of clinical guidelines and protocols.</li> <li>• Attending and participating in clinical and departmental meetings.</li> <li>• Participating in departmental peer review and audit activities.</li> <li>• Continuously reviewing existing practices and promoting change where required.</li> <li>• Participating in Risk Management and Quality Improvement programs undertaken by Swan Hill District Health</li> <li>• Participating in College-based programs directed towards maintaining the highest standards of professional care.</li> <li>• Participating in personal performance appraisal.</li> </ul> <p><b>Demonstrate a commitment for personal and professional development by:</b></p> <ul style="list-style-type: none"> <li>• Attending conferences to maintain and enhance knowledge.</li> <li>• Participating in programs designed to provide personal growth and development.</li> </ul> <p><b>Demonstrate a commitment to the provision of a multidisciplinary approach to clinical care by:</b></p> <ul style="list-style-type: none"> <li>• Working harmoniously with all members or the clinical team.</li> <li>• Being responsive to the expectations and needs of both clinical and non-clinical colleagues.</li> </ul> <p><b>Engender a consumer focus in service delivery by:</b></p> <ul style="list-style-type: none"> <li>• Ensuring consumers are able to exercise their rights and responsibilities.</li> <li>• Ensuring that patients and families are given adequate information upon which to base treatment decisions and follow up.</li> <li>• Being responsive to complaints from patients and their relatives.</li> <li>• Demonstrating empathy for patients and their families.</li> </ul> <p><b>Provide appropriate support, direction and training to trainee medical officers, nurses and medical students by:</b></p> <ul style="list-style-type: none"> <li>• Providing appropriate direction and supervision to Registrars, Resident Medical Officers and Interns.</li> <li>• Acting as a role model and mentor for trainee medical staff, nurses and medical students.</li> </ul> |
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|  | <ul style="list-style-type: none"> <li>• Participating in the education of trainee medical staff, nurses and medical students.</li> <li>• Participate in strategic planning for Research and Educational activities at the Monash University and rural Clinical School, as appropriate.</li> </ul> <p><b>Promote and contribute to the maintenance of a safe working environment by:</b></p> <ul style="list-style-type: none"> <li>• Complying with any reasonable instruction and following safe-work practices in relation to WH&amp;S and welfare at work.</li> <li>• Participating in training programs and on the job training programs for WH&amp;S and welfare.</li> <li>• Reporting all incidents, accidents and observed hazards to their supervisor or manager as soon as possible and assisting in the investigation process.</li> <li>• Supporting the role of the health and safety representatives by keeping them informed of any issues relating to WH&amp;S and welfare in the workplaces.</li> <li>• Ensuring that you are not, by the consumption of alcohol or a drug, in such a state as to endanger their own health and safety at work or the health and safety of any other person.</li> </ul> |
| <b>Key Selection Criteria:</b>                 | <ul style="list-style-type: none"> <li>• Possess or be eligible for registration with the Medical Board of Australia and Fellowship of the Royal Australasian College of Physicians or equivalent .</li> <li>• High level interpersonal and communication skills.</li> <li>• Demonstrated ability working within a multidisciplinary team.</li> <li>• Experience and involvement in quality assurance activities and evidence-based best practice.</li> <li>• Demonstrated commitment to teaching and supervision.</li> </ul>   |
| <b>Salary/Award:</b>                           | AMA Victoria - Victorian Public Health Sector - Medical Specialists Enterprise Agreement 2018-2021.   |
| <b>Key Internal and External Relationships</b> | <ul style="list-style-type: none"> <li>• Chief Executive</li> <li>• Director of Medical Services</li> <li>• Director of Clinical Services</li> <li>• Medical Practitioners in other specialties</li> <li>• JMO's, SMO's and RMO's from Geriatric Medicine and other medical specialities</li> <li>• Nurse Managers</li> <li>• Nurse Unit Managers</li> <li>• Allied Health staff</li> <li>• General Practitioners</li> </ul>  |
| <b>Infection Control:</b>                      | <ul style="list-style-type: none"> <li>• Each staff member has a responsibility to minimize exposure to incidents of infection/cross infection of residents, staff, visitors and the general public.</li> <li>• The risk minimization strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures and guidelines.</li> </ul>  |
| <b>Person Centered Care:</b>                   | The Health Service supports in its values the philosophy of Person Centered Care to ensure all people, including health service providers, clients, their carers and family members are respectfully cared for and encouraged to participate in the provision of quality health care.   |

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| <b>Just Culture:</b>   | All staff are expected to support a Just Culture in which reporting is actively encouraged, with an emphasis on learning from issues that arise as opposed to blaming those involved.  |
| <b>Hardwiring for Excellence<br/>Values - Standards of<br/>Behaviour</b> | SHDH strategic direction has a specific focus on developing strong leaders by improving communication and accountability across the continuum. In line with the SHDH Organisational Values and Standards of Behaviour Charter 2017, staff are expected to align and demonstrate these behaviours, not 'sometimes' but 'always' so as to create and maintain a culture of high performance.   |
| <b>Privacy and Confidentiality:</b>                                      | SHDH are committed to protecting patient and staff privacy and confidentiality, as it is an important aspect of our commitment to providing high quality services. In accordance to both the Health Records Act and the Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection.<br>Each employee has a responsibility to adhere to SHDH's Privacy and Confidentiality Policy, as it is a condition of employment. Any breach of the rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.   |
| <b>Mandatory Training:</b>   | All employees must be aware of and complete designated mandatory training within the required time frame.  |
| <b>Safety:</b>   | <b>RESPONSIBILITIES:</b><br><b>It is the responsibility of every staff member to:</b> <ul style="list-style-type: none"> <li>• Take reasonable care for your safety and the safety of others while at work.</li> <li>• Report accidents, incidents and potential hazards as soon as reasonably practicable to your supervisor and record on VHIMS reporting system.</li> <li>• Advise your supervisor if you have an injury or illness that may affect your ability to perform the inherent requirements of your position.</li> <li>• Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual.</li> <li>• Complete all Mandatory training requirements as identified and directed.</li> <li>• Comply with the Occupational Health and Safety Act and all SHDH O.H. &amp; S. online Policies and Procedures.</li> </ul> |
| <b>Date Written</b>  | 10 April 2019  |
| <b>Reviewed:</b>   |  |
| <b>Managers Name:</b>  | Dr Rex Pais Prabhu, Director Medical Services  |
| <b>Managers Signature:</b>   |  |
| <b>Employees Name:</b>   |  |
| <b>Employees Signature:</b>  |  |



### Police and Working with Children Checks

Satisfactory Police Checks, and in some areas, Working with Children Checks are mandatory at the point of employment.

If you have a current Police Check and/or Working with Children Check, please show the check identifying numbers and the date of issue: \_\_\_\_\_

Upon engagement, you will be required to provide the necessary information to complete a Check. Please note that it is a condition of employment that you maintain a current satisfactory Police Check and, if required, Working with Children Check.

### Pre-existing Health and Injury Declaration

Swan Hill District Health (SHDH) is committed to achieving a safe working environment for all employees. As part of this, it is our objective to ensure potential employees are not required to work in duties that they are not able to perform safely. As part of the application process for employment with SHDH, we request you to disclose any pre-existing injury or disease which may be adversely affected by the performance of the inherent requirements of the position you have applied for – as described in the Position Description for the position.

Pursuant to S.41 (1) and (2) of the *Workplace Injury Rehabilitation and Compensation Act 2013*, you are required to disclose to SHDH any pre-existing injury or disease that you have suffered of which you are aware, and could reasonably be expected to foresee, could be affected by the nature of this proposed employment.

Failure to make a disclosure, or the making of a false or misleading disclosure, would disentitle you to compensation pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* should you suffer any reoccurrence, aggravation, acceleration, exacerbation or deterioration of your pre-existing injury or disease arising out of, or in the course of, or due to the nature of with SHDH. SHDH will rely upon any failure to disclose in accordance with the provisions of the *Workplace Injury Rehabilitation and Compensation Act 2013* as grounds for denying compensation in accordance with S.41 (1) and (2).

Should any alteration, change or rearrangement be necessary to enable you to carry out the inherent requirements of the position, we also request that you disclose these requirements. SHDH is an equal opportunity employer and will arrange any reasonable adjustment to enable a person with a disability to perform the inherent requirements of the position and therefore compete equally with other applicants for this position. Please disclose in the place below any pre-existing injury or diseases that you suffer from, or have suffered from, which could be affected by the nature of your proposed employment with Swan Hill District Health.

#### Disclosure advice:- (to be completed by the applicant)

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I confirm that I have read and understood the contents of the above information and state that I have disclosed all relevant information in relation to my health and physical ability to carry out the inherent requirements of this position.

Signature of applicant: \_\_\_\_\_ Date: ...../...../.....

**NOTE: If providing this form electronically, you accept that the information is true and correct by the action of submitting the form. You will be requested to sign the printed version at your interview if you are selected.**

#### Enquiries:

Email address: [employment@shdh.org.au](mailto:employment@shdh.org.au)

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585