



**Swan Hill**  
District Health  
Connected Care. Best Experience.



*Inclusive*

*Compassionate*

*Progressive*

*Accountable*

## **Consultant Surgeon / Visiting Medical Officer – General Surgery / Fellow in General Surgery**

Join our dedicated surgical team at Swan Hill District Health, delivering exceptional care to our surgical patients. As a leader among surgeons, you will engage in safety and quality programs, including audits and clinical practice improvements. You'll also oversee policy development, and provide training, supervision, and education to trainee medical officers and students

### **About the role:**

#### **CLINICAL ADMINISTRATION**

- Ensures continuous quality improvement principles are applied.
- Complies with relevant standards, legislation, and regulatory requirements.
- Develops Swan Hill District Health as a centre of excellence for rural health.
- Participates in departmental and doctors' committee meetings.
- Addresses medico-legal issues and advises the CEO and Director of Medical Services about complaints.

#### **EDUCATION**

- Supervises junior medical staff and assesses performance.
- Participates in continuing education and postgraduate training for junior medical staff.
- Engages in teaching programs for medical students and guides other staff.

#### **LEADERSHIP**

- Demonstrates excellent interpersonal skills.
- Participates in emergency management planning and clinical research.

#### **OTHER**

- Undertakes duties as directed by the CEO or Director of Medical Services.
- May assist with regional duties.

### **About You:**

- Eligible for registration by the Medical Board of Australia.
- Fellowship or eligibility for Fellowship via the partial or substantial comparability pathway of the Royal Australian and College of Surgeons (RACS).
- Laparoscopic skills and Gastrointestinal endoscopy competency: colonoscopy and gastroscopy - training recognized by the Conjoint Committee for credentialing of endoscopy or ability to attain the same. .
- Highly developed communication, interpersonal, teamwork, negotiation and conflict resolution skills and a demonstrated commitment to teaching and research.

**About us:** Swan Hill District Health is a 143 bed (including Aged Care), fully integrated rural public health facility servicing a greater community of around 35,000 people. Our vision at, Swan Hill District Health, is to provide clear, connected care, best experience for our community

SHDH is a compassionate, family friendly employer where every employee is a valued team member. Inclusive of a perfect work/life balance, SHDH also provides:

- ◆A dynamic workplace
- ◆Discounted Corporate gym memberships
- ◆Free onsite car parking
- ◆Professional Development opportunities
- ◆Salary Sacrifice/Packaging
- ◆Employee Assistance Program

**Applications** can be completed online at <https://www.shdh.org.au/employment/vacancies/> or emailed to [employment@shdh.org.au](mailto:employment@shdh.org.au). Complete application will include:

- Complete Application for Employment form
- Cover letter & Resume CV and
- Response to the key selection criteria

**Enquiries** about this role should be directed to A/Prof Rex Prabhu – Executive Director of Medical Services, Ph: (03) 5033 9394 or E: [RPrabhu@shdh.org.au](mailto:RPrabhu@shdh.org.au)

**Applications close: 28 June 2024**

*Swan Hill District Health is an equal opportunity employer committed to diversity and inclusion. We welcome applications from Aboriginal and Torres Strait Islander people, people with diverse cultural and linguistic backgrounds and people with disability.*



<b>Position:</b>	<b>Consultant Surgeon/ Visiting Medical Officer – General Surgery /Fellow in General Surgery</b>
<b>Department:</b>	<b>Medical Services</b>
<b>Reports to:</b>	<b>A/Prof Rex Prabhu – Executive Director of Medical Services</b>
<b>Position Summary:</b>	Provides a high standard of surgical care to Surgical patients in Swan Hill District Health. Provides leadership in combination with other Surgeons. Participates in programs to ensure safety and quality of surgical services including audit, incident review and clinical practice improvement projects. Takes responsibility for policy development and review and provides training, supervision and education for trainee medical officers and medical students.
<b>Responsibilities:</b>	<p><b>CLINICAL</b></p> <ul style="list-style-type: none"> <li>Supervises co-ordinates and manages the care of Swan Hill District Health general surgery patients.</li> <li>Works as part of a multidisciplinary team to provide clinical management of Swan Hill District Health general surgical patients.</li> <li>Maintains quality patient medical records according to health service protocols.</li> <li>Promptly writes discharge summaries on inpatients that have been under their care.</li> </ul> <p><b>CLINICAL ADMINISTRATION</b></p> <ul style="list-style-type: none"> <li>Ensures the ongoing application of continuous quality improvement principles in systematically evaluating and meeting customer needs, including participating / undertaking in clinical governance activities.</li> <li>Ensures compliance with relevant standards, legislation and regulatory requirements.</li> <li>Commits to developing Swan Hill District Health as a centre of excellence for provision of rural health in Victoria.</li> <li>Participates in departmental and doctors committee meetings as required or invited.</li> <li>Attends to medico legal issues that arise concerning patients that have been under their care and advises the Chief Executive Officer and Director of Medical Services about complaints received pertaining to themselves or other doctors in the hospital.</li> </ul> <p><b>EDUCATION</b></p> <ul style="list-style-type: none"> <li>Supervises junior medical staff, including assessment of staff performance in relation to clinical competence, adherence to standards, timely and accurate documentation, and communication with patients, relatives, peers, other staff and doctors in other hospitals and in the community.</li> <li>Participates in professional continuing educational activities, regular performance review and provides evidence of maintaining current knowledge and skills.</li> <li>Participates in general continuing educational activities and postgraduate training programs for junior medical staff, particularly trainees in general surgery.</li> <li>Participates in Teaching Programs for undergraduate medical students.</li> <li>Supervises, guides and teaches nursing, allied health and other support staff as appropriate.</li> <li>Participates in departmental academic activities.</li> </ul> <p><b>LEADERSHIP</b></p> <ul style="list-style-type: none"> <li>Demonstrates excellence in interpersonal skills when dealing with patients,</li> </ul>

	<p>colleagues, nursing, allied health and support staff.</p> <ul style="list-style-type: none"> <li>• Participates in Swan Hill District Health Emergency Management Program planning, strategy and practices.</li> <li>• Participates in clinical research where appropriate and active promotion of research activities wherever possible.</li> </ul> <p><b>OTHER</b></p> <ul style="list-style-type: none"> <li>• Undertakes other duties as directed by the Chief Executive Officer or the Director of Medical Services.</li> <li>• May be required to assist with regional duties.</li> </ul>
<b>Key Selection Criteria:</b>	<ul style="list-style-type: none"> <li>• Eligible for registration by the Medical Board of Australia.</li> <li>• Fellowship or eligibility for Fellowship via the partial or substantial comparability pathway of the Royal Australian and College of Surgeons (RACS).</li> <li>• Laparoscopic skills and Gastrointestinal endoscopy competency: colonoscopy and gastroscopy - training recognised by the Conjoint Committee for credentialing of endoscopy or ability to attain the same. .</li> <li>• Highly developed communication, interpersonal, teamwork, negotiation and conflict resolution skills and a demonstrated commitment to teaching and research.</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>Continuous Quality Improvement:</b>	<ul style="list-style-type: none"> <li>• Each staff member is expected to demonstrate a commitment to best practice.</li> <li>• All staff shall take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care.</li> <li>• All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards.</li> <li>• It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies &amp; Protocols.</li> </ul>
<b>Person Centered Care:</b>	<p>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.</p> <p>We recognise diversity is part of every person &amp; as such providers of health care must be actively involved in developing models of care that are person centered.</p>
<b>Our Purpose:</b>	<p><b>Connected Care / Best Experience</b></p> <p>SHDH commits to meet the growing health care needs of our community through our new vision to provide better connected care and to achieve the best care experience.</p>
<b>Privacy and Confidentiality:</b>	<p>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,</p>

	<p>information should only be used and disclosed for the primary purpose of its collection.</p> <p>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.</p>
<b>Mandatory Training:</b>	All employees must be aware of and complete designated mandatory training within the required time frame.
<b>Safety:</b>	<p><b>RESPONSIBILITIES: It is the responsibility of every staff member to:</b></p> <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>Asset Management:</b>	Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.
<b>Review:</b>	Completion of My Work Plan on a yearly basis.
<b>Previous Revision dates:</b>	April 2024
<b>Current:</b>	
<b>Managers Name:</b>	A/Prof Rex Prabhu – Executive Director of Medical Services
<b>Managers Signature:</b>	
<b>Employees Name:</b>	
<b>Employees Signature:</b>	



The Application for Employment form is required to be submitted with the following documents:

- ☐ Covering letter in support of application
- ☐ Response to Key Selection Criteria
- ☐ Applicants Curriculum Vitae

**Position Applying for**

**General Information**

**Name**

**Address**

**Contact**

Home phone

Mobile

Email

Are you of Aboriginal/Torres Strait Islander Origin? ☐ No ☐ Aboriginal ☐ Torres Strait Islander  
(This question is voluntary)

Do you wish to be identified under this category? ☐ Yes ☐ No

Are you an Australian Citizen or Permanent Resident: ☐ Yes ☐ No Date of Grant ...../...../.....

If no, what is your current Visa Status – Visa type ..... Expiry date ...../...../.....

Place/Country of issue: ..... Issue Number: .....

Do you require sponsorship? ☐ Yes ☐ No

**Conditions of Employment**

Employment conditions are governed by the relevant Public Sector Health Industry Awards and EBAs relevant to the position applied for:

**Initial employment is subject to:**

- 6 months' probationary period (*with a review at 3 months.*)
- Requirement to work any shift
- Requirement to work in any department as required

**Hours of Work** – ..... (Availability)

**Discipline/Misconduct**

Have you experienced discipline or misconduct action at any previous employment? ☐ Yes ☐ No

If **Yes**, please provide details:

## 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)**

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