



**Swan Hill
District Health**



Inclusive

Compassionate

Progressive

Accountable

Deputy Director – Emergency Department. **FACEM / FACRRMs and FRACGPs with Advanced Skills in Emergency Medicine** **Full Time / Part Time**

\$300,000 (negotiable) + additional allowances and superannuation Full-Time Pro-rata

The Deputy Director of Emergency Department works collaboratively with the Clinical Lead of ED to provide clinical leadership, operational oversight and strategic direction for the department. The role supports medical workforce leadership, quality and safety initiatives, education and service development, while contributing to a shared leadership model within the Emergency Department.

The position is supported by a skilled medical and nursing workforce and works closely with executive leadership, hospital services and regional partners.

The Emergency Department is staffed by FACEMs, FACRRMs and FRACGPs with emergency medicine expertise, junior medical officers and Nurse Practitioners. Regional support is provided by Bendigo Health, with tertiary referral centres located in Melbourne

The ED is well supported by onsite services including:

- Acute Medicine
- Anaesthetics
- Maternity and Gynaecology
- General Surgery
- Geriatrics and Rehabilitation
- Residential Aged Care (on-site and off-site)

Swan Hill District Health also operates primary care (GP) services from purpose-built facilities, delivering a truly integrated rural healthcare model.

You Bring

- Current National Police Check.
- Working with Children's Check.
- Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers)
- Current registration with AHPRA as a Specialist in Emergency Medicine (FACEM) or Specialist General Practitioner (FRACGP or FACRRM) with advanced emergency medicine qualifications
- Demonstrated recency of practice and high-level clinical expertise in Emergency Medicine in Australia or an equivalent setting
- Proven ability to provide clinical leadership, model professional behaviours and work effectively within a multidisciplinary team

Key Responsibilities

- Support the Clinical Lead of Emergency Department in clinical leadership, governance and operational management
- Provide senior clinical leadership and maintain a clinical workload within the ED
- Contribute to workforce planning, rostering oversight and medical staff support
- Promote high standards of patient safety, quality improvement and clinical governance
- Support education, training and supervision of junior medical staff and multidisciplinary teams
- Participate in service planning, policy development and continuous improvement initiatives

Applicants must demonstrate:

- Current registration with AHPRA as a Specialist in Emergency Medicine (FACEM) or Specialist General Practitioner (FRACGP or FACRRM) with advanced emergency medicine qualifications
- Demonstrated recency of practice and high-level clinical expertise in Emergency Medicine in Australia or an equivalent setting
- Proven ability to provide clinical leadership, model professional behaviours and work effectively within a multidisciplinary team
- Strong written, verbal and interpersonal communication skills
- Demonstrated commitment to clinical governance, patient safety and quality improvement
- Commitment to teaching, supervision, professional development and research activities
- Willingness to participate in an equitable medical roster, including evenings, weekends and on-call requirements

About Swan Hill: Swan Hill is situated in North-West Victoria, 4 hours by road or 5 hours by train from Melbourne CBD. Located on the beautiful banks of the Murray River with multiple tourist attractions and community events in the surrounding region.

Attract Connect Stay; moving for this job? At SHDH our community are excited to see you and your family arrive. Let us help you connect; schools, partner employment, clubs, housing and the things that matter to you when building your new life. Because we want you to stay.

About Swan Hill District Health: 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
- ®Salary Sacrifice/Packaging
- ®Professional Development opportunities
- ®Employee Assistance Program

To apply for this position please email your completed Application for Employment Form, Cover letter, CV and Responses to the Key Selection Criteria, to employment@shdh.org.au. You will find the documents required on our website – Vacant positions

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.

Applications close: 5th Feb

Swan Hill District Health reserve the right to interview and appoint candidates prior to this date.



Position:	CLINICAL DIRECTOR EMERGENCY MEDICINE
Classification	VICTORIA MEDICAL SPECIALISTS ENTERPRISE AGREEMENT 2022-2026
Department:	Medical Services
Reports to:	Executive Director of Medical Services
Direct Reports:	<ul style="list-style-type: none"> • Deputy Director Emergency Services • ED Senior Medical Officer • ED Medical Officers
Position Summary:	The Clinical Director will provide clinical, strategic and operational leadership to the ED team. This position will be supported by a Deputy Director Emergency Services position, as well as an engaged Executive team. The Clinical Director will drive a culture of clinical excellence by supporting the organisation in the development of a skilled rural generalist emergency workforce. The role provides clinical governance oversight for care provided in the emergency department. The position also oversees the supervision of ED Junior medical Staff.
Responsibilities:	<p>Key Performance Indicators (KPI's) will be established between the Clinical Director and the Executive Director of Medical Services to support the following accountabilities and duties:</p> <p>Clinical (0.6 FTE)</p> <ul style="list-style-type: none"> • Provide clinical management and treatment of patients under your care. Ensure detailed patient treatment plans are in place to support the timely management of patients • Ensure a high standard of clinical record documentation is maintained. This includes the completion of the patient's clinical records (including medication charts / orders) to reflect clinical decisions and the keeping of appropriate databases up-to-date. • Work with other medical staff and the multidisciplinary team to ensure provision of safe and quality care, continual improvement of services, promotion of teamwork and development of recommended hospital protocols. • Support continuity of patient care through training and supervision of other medical staff in clinical handover and documentation activities, and exercising clinical judgement and delegated authority to admit or transfer patients to other facilities, or to discharge patients to ongoing care in the community. • Responding to hospital 'Code Blue' and 'Medical Emergency Team' calls, and providing emergency resuscitative measures as a key member of the team. • Liaise with patient's admitting medical officer and other visiting medical officers, and assess requirement for attendance by these other medical staff. • Support continuity of ED patient care through training and supervision of other ED medical staff in clinical handover and documentation activities, and exercising clinical judgement and delegated authority to admit or transfer patients to other facilities, or to discharge patients to ongoing care in the community. • Liaise with patients, carers and family members and other

	<p>health/community services.</p> <p>Clinical Governance and Quality Improvement (0.4 FTE)</p> <ul style="list-style-type: none"> • Provide ongoing training, education, supervision, support to prevocational doctors, GP trainees and IMG's working in the department. • Establish and maintain relationships with GPs, Regional Training Organisation, Medical Educators, GP Colleges, supervisors and rural health stakeholders. • Participate in the facility clinical governance requirements for ongoing maintenance of professional competence and clinical performance. • Maintain appropriate standards to meet all required accreditations (e.g. National Standards, Medical Colleges, Postgraduate Medical Council of Victoria or PMCV). • Participation in peer review, M&M, and other personal development activities consistent with the relevant specialist medical college requirements to maintain professional standards. • Participate in activities to ensure facility/ service compliance with the National Safety and Quality Health Service Standards and maintain full accreditation status. • Participate in selection and interview process of junior and senior medical staff as required. <p>Other duties</p> <ul style="list-style-type: none"> • Attend, participate and support meetings as required by the Executive Director of Medical Services. • Other duties as directed within scope of practice and clinical privileges granted.
<p>Key Selection Criteria:</p>	<p>Essential</p> <ul style="list-style-type: none"> • Be registered as a medical practitioner with the Australian Health Practitioner's Regulation Agency, with no conditions, undertakings or reprimands (AHPRA). • Hold a Fellowship of the Australasian College of Emergency Medicine (FACEM) • Experienced clinician in a tertiary/regional hospital setting working across the breadth of Emergency medicine, including Paediatric care. • Demonstrated ability to work effectively as a leader of a complex, multidisciplinary clinical service and provide guidance and leadership to staff. • Experience in Leadership roles, either within the ED setting, or an equivalent multi-disciplinary environment. • Current National Police Check • Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers) <p>Desirable</p> <ul style="list-style-type: none"> • Proven ability to lead clinical governance and demonstrated experience in the application of quality improvement activities, including clinical review, incident and complaint management and clinical audit. • A strong commitment to teaching at all levels (including medical, nursing

	and allied health professional staff, both postgraduate and undergraduate) with demonstrated experience and achievements in developing, maintaining and delivering organisational capacity and training programs, and mentoring the professional development of staff within the Department.
Infection Control:	<ul style="list-style-type: none"> • Each staff member has a responsibility to minimise exposure to incidents of infection/cross infection of residents, staff, visitors and the general public. • The risk minimisation strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures and guidelines.
Continuous Quality Improvement:	<ul style="list-style-type: none"> • Each staff member is expected to demonstrate a commitment to best practice. • 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. • All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards. • It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies & Protocols.
Person Centered Care:	<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 & as such providers of health care must be actively involved in developing models of care that are person centered.</p>
Child Safety:	<ul style="list-style-type: none"> • All children have the right to feel and be safe. Keeping children safe is everyone's responsibility. SHDH is committed to providing a child safe environment where children are safe and feel safe, and where their voices are heard about the decisions that affect them. • SHDH have zero tolerance to child abuse. • Each employee has a responsibility to adhere to this requirement. Any breach of this standard will result in disciplinary action.
Our Purpose:	<p>Connected Care / Best Experience</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>
Privacy and Confidentiality:	<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, information should only be used and disclosed for the primary purpose of its collection.</p> <p>Each employee has a responsibility with 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>

Mandatory Training:	All employees must be aware of and complete designated mandatory training within the required time frame.
Safety:	<p>RESPONSIBILITIES:</p> <p>It is the responsibility of every staff member to:</p> <ul style="list-style-type: none"> • Take reasonable care for their safety and the safety of others while at work. • Report accidents, incidents and potential hazards as soon as reasonably practicable to their supervisor and record on VHIMS reporting system. • Advise their supervisor if they have an injury or illness that may affect their ability to perform the inherent requirements of their position. • Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual. • Complete all Mandatory training requirements as identified and directed. • Comply with the Occupational Health and Safety Act and all SHDH O.H. & S. online Policies and Procedures.
Asset Management:	Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.
Review:	<ul style="list-style-type: none"> • Monthly Accountability Meetings with Executive Director Medical Services • Annual Performance Appraisal with Executive Director Medical Services
Previous Revision dates:	08.01.2026
Current:	
Managers Name:	Executive Director of Medical Services
Managers Signature:	
Employees Name:	
Employees Signature:	



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	
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General Information

Name			
Address			
Contact	<u>Home phone</u>	<u>Mobile</u>	<u>Email</u>

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

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585