

1. THE ORGANISATION AND OUR MISSION

St Vincent's Hospital Melbourne (SVHM) is a leading teaching, research and tertiary health service, which employs more than 7,500 staff across 18 sites throughout Melbourne.

Part of Australia's largest not-for-profit Catholic health and aged care network, St Vincent's Health Australia, SVHM provides a diverse range of adult clinical services including acute medical and surgical services, sub-acute care, medical diagnostics, rehabilitation, allied health, mental health, palliative care, correctional health and community residential care.

SVHM's mission is to provide high quality and efficient health services to the people of Victoria in accordance with the philosophy of St Vincent's Health Australia. This mission is based on the values of compassion, justice, integrity and excellence.

2. KEY POSITION DETAILS

Job Title:	Hospital Surgical Officer 3	Reports to:	Junior Medical Workforce
Program:	Junior Medical Workforce Unit	Department:	Junior Medical Workforce
Industrial Agreement:	AMA Victoria – Victorian Public Health Sector - Doctors in Training Enterprise Agreement 2022 – 2026, or its successor	Classification:	HM13 – HM18
		Risk Category:	A

3. LOCAL WORK ENVIRONMENT

The HMO is accountable for the delivery of clinical services to St Vincent's patients, through providing high quality clinical services, contributing to service evaluation and displaying a commitment to ongoing learning and professional development in general medicine.

4. POSITION PURPOSE

To provide effective supervised day to day clinical management of both ambulatory and admitted patients, including but not limited to assessment, admission, management and discharge.

5. POSITION DUTIES

- Effectively elicit patient history, symptoms and signs relevant to a patient's presenting problem.
- To recognize and utilize clear communication with patients, with awareness of cultural, religious and gender difference
- To know the differential diagnoses relevant to presenting problems and using information gained from assessment. Generate ranked problems and provisional diagnosis
- Regularly re-evaluate the patient problem list and diagnosis
- Identify and understand the investigations relevant to a patient's presenting problem, using investigation results appropriately to guide patient management
- Identify the criteria for referral and effectively access other health professionals in the patient assessment phase, seeking help at any time to meet the needs of patient safety
- Recognise and assess acutely ill, deteriorating or dying patients. Employ principles of medical triage and provide clinical care in order of priority
- Reliably assess urgent patients and non-urgent patients within 30 minutes and 2 hours respectively of the request
- Identify acute illness in patients and assist transfer to acute services
- Use the principles of evidence based practice, and access relevant current literature in formulating management decisions

- Develop, implement and evaluate a plan of management, understanding the range of management plans available for common acute and chronic conditions including those listed in the Australian Curriculum Framework for Junior Doctors. To employ appropriate medical therapy techniques, understanding the actions, indications, contra-indications and adverse effects of medications
- Employ sound decision making in the selecting of patients for particular procedures
- Employ sound peri and post-operative patient management
- Understand the principles of informed consent, recognising that it may need to be obtained by a senior clinician
- Understand clinical limitations and when to seek help from senior clinicians
- Identify ambulatory and community services available to patients and employ these resources in effective discharge planning
- Participate in the operative management of patients
- Demonstrate competency in basic life support techniques - airway management, ventilatory & circulatory support
- Understand and have basic competence in advanced life support techniques, including advanced airway management
- Safely and competently perform common procedures as listed in the Australian Curriculum Framework for Junior Doctors, knowing the indications and contra-indications of these procedures
- Ensure 100% personal compliance of hospital clinical competencies each year, relevant to position
- Ensure satisfactory performance, under supervision, of the medical procedures listed in Australian Curriculum Framework for Junior Doctors, including; Insertion of IV cannula, nasogastric tube, male urinary catheter, taking of arterial blood gases and performing venepuncture.
- Ensure satisfactory performance, under supervision, of the surgical procedures listed in Australian Curriculum Framework for Junior Doctors, including; excision of skin lesions, surgical knots & simple suturing, wound closure, management of wound, fluid management and pain management
- Ensure familiarity with theatre procedures, including anaesthesia, surgical scrub, assisting and recovery room care
- Effective and timely communication with supervisors and all staff involved in the patient's care, in regard to admission, discharge, management plans, diagnostic requests and consultations
- Timely communication with General Practitioners and other referring health care providers, especially on discharge or death of a patient
- Provide clear and comprehensive handover information to senior clinicians, colleagues, nurses and allied health professionals) in particular on very sick patients.
- Employ good communication strategies especially in dealing with difficult or vulnerable patients
- Treat patients with respect and courtesy, maintaining privacy and confidentiality
- Provide clear and honest information and respect patient treatment choices
- Employ empathy and compassion in breaking bad news, with full understanding of the issues of loss and bereavement
- Adopt behaviours' that promote patient health and patient satisfaction with the health care service
- Employ communication that ensures educated awareness for patients with different cultural and religious backgrounds
- Comply with legal requirements and organisational policies regarding health records and timely and accurate patient documentation
- Demonstrate high quality written skills – legible, concise, relevant
- Comply with organisational policies regarding electronic information and internet usage
- Ensure 100% compliance of hospital information management policies
- Complete discharge summaries as soon as practicable upon discharge
- Notify GPs upon the death of a patient
- Adhere to professional standards in medicine
- Liaise with legal and statutory authorities, including mandatory reporting where applicable
- Work within the professional responsibilities of your role
- Recognise the ethical complexity of medical practice, and follow professional and ethical codes

- Manage time effectively, organising daily workload through prioritisation, and demonstrate punctuality
- Respect the leadership role and the varied other roles and responsibilities within a team
- Work effectively with others to minimise and resolve conflict
- Employ self-directed learning principles through identifying and addressing learning needs
- Demonstrate a commitment to continuous learning
- Participate in Unit meetings and educational sessions
- Seek and provide supervision and feedback
- Fulfil mandatory hospital credentialing requirements
- Regular attendance at education sessions
- Ensure successful completion of Advanced Life Support (ALS) Training
- Ensure successful completion of: - Male Urinary Catheterisation, IV Cannulation & Acid Based Blood Gasses training
- Receive feedback - participation in formal end of term performance reviews, 100% satisfactory assessment in each term
- Give feedback - 100% return of feedback on each term
- Provide and maintain, so far as practicable, a working environment that is safe and without risk to your health and that of your patients
- Employ risk prevention strategies for self and patients
- Participate in continuous quality improvement, including collection of data for audit purposes
- Provide and maintain, so far as practicable, a working environment both externally (secondments to other hospitals like Ballarat Base Hospital, Goulburn Valley Base – Shepparton, Geelong Hospital, Gippsland Base Hospital, Hamilton Base Hospital, Mercy Werribee Hospital, Royal Children's Hospital, Swan Hill, St. John of God, Warrnambool & Warrnambool & District Base Hospital, and Wangaratta District Base Hospital) and internally as that is safe and without risk to your health and that of your patients

6. INCUMBENT OBLIGATIONS

General

- Perform duties of the position to best of their ability and to a standard acceptable to SVHM
- Comply with all SVHM policies, procedures, by laws and directions
- Treat others with respect and always behave professionally and in accordance with the SVHM Code of Conduct
- Only access confidential information held by SVHM when this is necessary for business purposes, maintaining the confidentiality of that information once accessed
- Participate in the annual SVHM performance review process
- Display adaptability and flexibility to meet the changing operational needs of the business
- Comply with applicable Enterprise Bargaining Agreement provisions
- Display a willingness to develop self and seek to improve performance

Clinical Quality and Safety

- Attend clinical orientation upon commencement
- Maintain clinical registration and any required indemnity cover
- Always work within approved scope of practice under supervision by more senior clinical staff as appropriate.
- Take personal responsibility for the quality and safety of work undertaken
- Take all necessary care and precautions when undertaking clinical procedures
- Complete annual clinical competencies
- Maintain skills and knowledge necessary to safely and skilfully undertake clinical work
- Consult with peers and other experts and refer to other healthcare workers when appropriate and in a timely manner
- Collaborate and clearly communicate with patients/clients and the healthcare team
- Participate in clinical risk management and continuous quality improvement activities as part of day-to-day work

Person Centred Care

- Ensure consumers receive information in an appropriate and accessible format
- Actively support consumers to make informed decisions about their treatment and ongoing care
- Ensure consumers are aware of their rights responsibilities and how to provide feedback

Health and Safety

- Protect the health and safety of self and others, complying with all health and safety related policies, procedures and directions
- Complete required Fire and Emergency Training annually
- Complete required Workplace Culture and Equity Training annually
- Attend general hospital orientation within 3 months of commencement
- As required, comply with fit-testing and PPE requirements
- Participate in reporting and analysis of safety and quality data including risks or hazards,
- Report any hazards, near misses and incidents (regardless of whether an injury occurred or not) into Riskman
- Identify and report any variance to expected standard and minimising the risk of adverse outcomes

7. INCUMBENT CAPABILITY REQUIREMENTS (Level 2)

The incumbent of this position will be expected to possess the following core capabilities:

Capability		Demonstrated behaviour
Personal	Personal effectiveness	Takes responsibility for accurate, timely work results
	Learning Agility	Identifies personal development needs and seeks information from a range of sources
Outcomes	Patient/Resident/client centred	Strives to meet and exceed expectations, demonstrating sound judgement
	Innovation and Improvement	Contributes to improvement by reviewing strengths and weaknesses of current processes
Strategy	Driving Results	Manages own work load to deliver results
	Organisational Acumen	Understands the interdependencies between units/departments
People	Working with and Managing others	Takes responsibility for ensuring productive, efficient teamwork
	Collaboration	Works collaboratively within and outside the team

8. SELECTION CRITERIA

8.1 ESSENTIAL REGISTRATION, LICENSE OR QUALIFICATION REQUIREMENTS

- Satisfactory completion of Internship
- Bachelor Medicine, Bachelor Surgery
- Registration with the Medical Practitioners' Board of Victoria

8.2 OTHER ESSENTIAL REQUIREMENTS

- Commitment to the Values and Health Care Philosophy of St. Vincent's Hospital
- Commitment to the Hospital Code of Conduct
- Clinical competence, appropriate to level of training
- Ability to contribute in a multidisciplinary team
- Demonstrated organisational skills
- Excellent written and verbal communication skills
- Commitment to the principles of the Patient Care Model
- Knowledge of and commitment to Continuous Quality Improvement
- Demonstrated understanding of professional medical issues

9. REQUIRED IMMUNISATIONS

SVHM Employee Health Screening and Immunisation Policy outlines the requirements for staff working in SVHM facilities.

Table 1: Vaccine Preventable Diseases for which vaccination and/or assessment is required within SVHM

Chicken pox (varicella) Hepatitis B Measles Mumps Rubella	Whooping cough (pertussis) Diphtheria Tetanus Influenza Tuberculosis COVID-19
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NOTE: Vaccination requirements may differ according to individual jurisdictional requirements and policy directives and where there is a conflict the higher directive will apply.

SVHM has grouped individuals according to their risk of transmitting vaccine preventable diseases and their risk of exposure to blood or body substances (Table 2).

Table 2: Health Care Worker Risk Categorisation

Risk Category	Description	Vaccination requirement
Category A	Vaccination is required for this category of health care worker. Healthcare workers within this category have the potential to transmit Vaccine Preventable Diseases to vulnerable patients most at risk of mortality and morbidity from these diseases within SVHM. This includes employees with direct physical contact with patients/clients, deceased persons, blood, body substances or infectious material or surfaces/equipment that might contain these or contact that would allow acquisition and/or transmission of a specific infectious disease by respiratory means. This includes laboratory workers.	Required
Category B	Vaccination is recommended for this category of HCW. This includes individuals who do not work with the risk of exposure to blood or body substances, their normal work location is not in a clinical area (e.g. chef, administrative staff) and only attends the clinical area for short periods of time. Essentially, these individuals have no greater level of risk than that of the general community.	Recommended

10. PRE-EXISTING INJURY

Prior to any person being appointed to this position it will be required that they disclose full details of any pre-existing injuries or disease that might be affected by employment in this position.

11. AGREEMENT

National Police Check:

I understand that it is a condition of my employment to provide SVHM with a current National Police Certificate PRIOR TO COMMENCING WORK and this is at my own cost.

I understand that regardless of the frequency, if I am working and or visiting in a designated 'high risk area' of SVHM (as defined in the SVHA Pre-employment/Appointment Safety Checks Policy) I will be subject to periodic Police Checks every three years at my own cost.

NDIS Clearance (if applicable):

If you are working in a designated 'Risk Assessed Role' (as defined by the National Disability Insurance Scheme NDIS) regardless of frequency, you will be subject to periodic NDIS Worker Screening Checks every five years at your own cost. 'Risk Assessed Roles' are defined as (a) key personnel as defined in the *National Disability Insurance Scheme Act 2013*; (b) any role that directly delivers a set of specified supports or services in the [NDIS \(Practice Standards – Worker Screening\) Rules 2018](#); (c) any role where normal duties are likely to require 'more than incidental contact' with people with disability. The designation of 'Risk Assessed Roles' are subject to change, please refer to NDIS Practice Standards for further information.

Required Immunisations:

Individuals who will be working in Category A positions will only be able to commence employment following assessment of their vaccination status. The decision to proceed with the commencement of employment will be at the discretion of the ICP in consultation with the Hiring Manager and may in some instances, require additional vaccinations to ensure full compliance with the SVHM Employee Health Screening and Immunisation Policy.

I understand that if additional vaccinations are required to comply with pre-employment prerequisites, this will be at my own cost. Where a state jurisdiction overrides this, the facility will bear the cost.

I have read, understood and agree to comply with the responsibilities and accountabilities of this position description. I agree to comply with all SVHM requirements, policies, procedures, by laws and directions.

Name: _____

Signature: _____

Date: _____