

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 6,500 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:	Maxillofacial Fellow	Reports to:	Director of Plastic & Reconstructive Surgery
Program:	Surgical & Specialist Services	Department:	Plastic & Reconstructive Surgery
Industrial Agreement:	AMA Victoria – Victorian Public Health Sector - Doctors in Training Enterprise Agreement 2018 – 2021, or its successor	Classification:	HM25-30
		Risk Category:	A

3. LOCAL WORK ENVIRONMENT

The role of the Maxillofacial Fellow is crucial to the effective and successful running of the Maxillofacial Surgery Unit (Plastic & Reconstructive Dept) at St. Vincent's Hospital. The position is pivotal in ensuring vital communication and coordination is maintained between various parts of the Unit and the Hospital as a whole. You are an important member of the Oral & Maxillofacial team. Do not underestimate your importance to the smooth and effective running of the Unit and the maintenance of high standards of patient care.

4. POSITION PURPOSE

The Maxillofacial Fellow is a privileged position that comes with greater responsibilities that prepares for a Hospital Consultant position. In addition to undertaking the routine scope of surgical practice, the Fellowship offers advanced surgical training in a highly specialized area of Oral & Maxillofacial Surgery, in this case, TMJ surgery.

5. POSITION DUTIES

Delivery of Service

- The Maxillofacial Fellow, with support from the senior consultant staff, is responsible for ensuring the efficient running of clinics and the management of appropriate booking levels. The Fellow must ensure that he/she knows who are going to be present at clinics and to ensure that the patient numbers are commensurate with the level of staffing.
- The position of Maxillofacial Fellow will offer you great learning opportunities from the attending senior staff, specialist nursing staff and patients under your care. The senior staffs are well aware of the study and accreditation requirements placed on you by the College and will, wherever possible assist you.

Fellowship in Temporomandibular Joint Surgery

This is a post-graduate position where the successful candidate has completed their specialist surgical training in the preceding 3 years and has acquired a certificate of Specialist Oral & Maxillofacial Surgeon equivalent to the FRACDS(OMS). Candidates must have both Medical and Dental qualifications. Experience in areas of Oral & Maxillofacial Surgery such as dento-alveolar surgery, implant surgery, maxillofacial trauma, and benign oral pathology are all mandatory. Experience in other areas such as Orthognathic surgery, Cleft Surgery, Head & Neck Cancer surgery as well as TMJ surgery are an advantage but not mandatory.

For your information, detailed below is an outline of Unit arrangements applicable to the Maxillofacial Fellow.

Arrangements for the Maxillofacial Fellow

The contracted hours for the Maxillofacial Fellow are 10.00 hours per week at the pay scale designated in the contract.

The Maxillofacial unit patient numbers are limited and the weekly hours of pay have been divided as follows:

There is one 4 hour operating session per week. This session is on a Friday pm and Monday am on alternating weeks.

The Grand Round and Unit audit occurs 3 out of 4 weeks just prior to the Plastics Clinic and takes approximately 45 minutes to 1 hour and is averaged out at 0.75 hours per week for the purposes of regular payment.

There is an OMF Clinic 3 out of 4 weeks on a Wednesday pm where Maxillofacial patients are seen. This normally takes approximately 3 hours and is averaged out at 3 hours per week for the purposes of regular payment.

The remaining 1 hour each week is to allow for inpatient duties and waiting list management. Any work which requires hours over and above the 8 hours per week is claimed as fee for service.

The Maxillofacial Fellow is rostered on call as agreed with the Senior Maxillofacial Consultant.

“Cover” is to be arranged by the Maxillofacial Registrar. The Directorate (either Jeanette Elphick or myself) as well as the switchboard are to be notified. It is presumed that the Head of Department will be made aware by you of any cover arrangements.

I trust that this information clarifies matters. Please do not hesitate to contact me if there are any queries.

Requests for urgent appointments will be referred to the registrar who is empowered to add urgent patients to clinic lists

Other

Leave requests must first be approved by the Head of Department. You will have been asked to provide a leave request prior to commencing your appointment. To allow adequate time to adjust patient bookings, subsequent changes to the leave roster require six weeks' notice to the DOT and Head of Department leave (unless do to urgent circumstances).

Fellowship Training objectives and log book requirements are found in the RACDS College website.

If queries or concerns regarding Fellowship arise you can direct these to Head of Clinical Services

It is important to keep the Department staff advised of clinical and teaching activities. It is also important to advise the Department of staff absences and call arrangements at special time (eg Conferences and low activity days) as on occasions; some clinical calls are directed in error to the Department Office.

Any other duties at the direction of the Director, Department of Plastics & Reconstructive Surgery/ Staff Specialists.

Technological Change

- Commitment to introduction of computer technology including electronic record.

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

- Medical and Dental Registration
- Medical Indemnity Insurance
- Appropriate Visa (for overseas candidates)

8.2 OTHER ESSENTIAL REQUIREMENTS

- The candidate for the position of Maxillofacial Fellow must be a qualified Oral & Maxillofacial Surgeon with the specialist qualification of FRACDS(OMS), or its overseas equivalent.
- Must have sound knowledge and experience in the key areas of Oral & Maxillofacial Surgery including minor oral surgery, implantology, benign surgical pathology of the mouth and jaws and maxillofacial trauma.

8.3 OTHER NON ESSENTIAL REQUIREMENTS

- Skills and experience in Research, Orthognathic surgery, TMJ surgery, Cleft & Craniofacial surgery or Head & Neck Cancer surgery are welcome.

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.

***Following direction from the Victorian Chief Health Officer, under the Public Health and Wellbeing Act 2008 (Vic); Section 200; the COVID-19 Vaccination is mandatory for all employees (regardless of risk category), provided the individual does not have a medical contraindication according to the Australia Technical Advisory Group on Immunisation.

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: _____