
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:	Neurophysiology Fellow	Reports to:	Mark Cook
Program:	Specialist Services	Department:	Clinical Neurosciences
Industrial Agreement:	Victorian Public Health Sector – Medical Specialist Enterprise Agreement 2022-2026, or its successor	Classification:	HM25-HM30
		Risk Category:	A

3. LOCAL WORK ENVIRONMENT

Neurosciences is a multidisciplinary unit dedicated to improving the understanding and treatment of neurological disorders. The unit provides a complete clinical and diagnostic service and maintains a strong research focus.

Clinical trial research has for some years formed the bedrock of our research activities, enhancing our research status globally while transforming patient lives locally providing cutting edge therapies to a much needed population of patients. The neurophysiology department also has a strong background in producing and supporting investigator-initiated research with a focus on neuromuscular conditions.

The Neurophysiology Department specialises in conducting a full range of clinical EEG investigations, NCS/EMG, SFEMG, Evoked potentials, Small fibre studies (QSART/CSP/QST) and Autonomic studies (Tilt). We have an enthusiastic team in a busy clinical and research department at St Vincent's Hospital

4. POSITION PURPOSE

- Support the values and strategic priorities of St Vincent's Hospital.
- Provide excellence in the delivery of clinical service in the discipline of Neurophysiology and Neuromuscular disease
- Support St Vincent's Hospital teaching, research and clinical governance programs.

The Neurophysiology Fellow will learn and participate in and perform both inpatient and outpatient EMG/NCS investigations, SFEMG, Small fibre studies and Autonomic studies and learn to report on these and Evoked potentials and attend a weekly Neuromuscular Outpatient Clinic and Neuromuscular Clinical Trials Clinic.

The Fellow will be expected to undertake clinical neurophysiology research and it is encouraged that this be used for study towards obtaining a Master's in Medicine or PhD. In 2024, there is a defined research project undertaken under the guidance of Associate Professor Les Roberts. It is expected that the majority of the project will be completed within 12 months. A minimum of 0.4FTE will be allocated to the Fellow for this purpose and regular progress meetings will be planned to ensure the project progresses throughout the year.

5. POSITION DUTIES

The Fellow will provide specialist medical consultation under supervision to outpatient neuromuscular patients, and at times, inpatients. They will conduct a weekly Thursday afternoon privatised outpatient clinic and also a weekly clinical trials clinic. They will perform EMG/NCS, SFEMG, small fibre studies, autonomic studies and report these and report evoked responses and QSART studies.

The Fellow is required to attend weekly Neuroradiology and Department meetings and will be expected to attend and participate in monthly Neurophysiology Department Team meetings and Neurophysiology Tutorials. Additionally, it is expected that the Fellow will assist with the basic trainee annual teaching program.

The Fellow will ensure:

- Personal competence by supporting internal training programs and encouraging developmental opportunities including continuing medical education and participating in regular performance reviews with the Head of the Neurophysiology Department.
- Regular attendance at department, hospital and specialty educational meetings and forums.

The Fellow will:

- Adhere to health service policies and procedures to ensure ethical, compassionate care.
- Monitor and maintain all aspects of confidentiality in relation to clinical care.
- Ensure timely entry of clinical documentation according to local and professional standards.
- Co-operate with other medical and non-medical specialists in the planning and delivery of appropriate care within the health service and external sites.
- Be familiar with Hospital information systems and processes to ensure dissemination of information in a timely and accurate manner.
- Complete clinical documentation within a clinically and organisationally acceptable time frame
- Maintain patient confidentiality and protect confidential information of strategic importance to the health service

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

Capability		Demonstrated behaviour
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

- Appointees must be legally qualified medical practitioners, registered or registrable with the Australian Health Practitioner Regulation Agency (AHPRA)
- Basic Medical Degree
- Indemnification with a recognised/approved medical defence association

8.2 OTHER ESSENTIAL SELECTION CRITERIA

- Compliance with RACP CPD program

8.3 OTHER NON-ESSENTIAL REQUIREMENTS

- Commitment to the values of the Sisters of Charity being, Compassion, Justice, Human Dignity, Excellence, Unity and commitment to the Hospital's Code of Ethical Conduct.
- Excellent skills and competencies as a clinician and excellent communication skills with patients, their families and one's colleagues.
- Develop trusting staff relationships and ensure the efficient and effective use of available resources.
- Ongoing involvement with and encouragement of Research.
- Commitment to continuing Education/Self-development and Quality Improvement activities as supported by the Department and Hospital's staff education initiatives.

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)	Whooping cough (pertussis)
Hepatitis B	Diphtheria
Measles	Tetanus
Mumps	Influenza
Rubella	Tuberculosis
	COVID-19

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):

This is a '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: _____