

## 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

<b>Job Title:</b>	Fellow in Pain Medicine	<b>Reports to:</b>	Clinical Director – Barbara Walker Centre for Pain Management
<b>Program:</b>	Health Independence Program	<b>Department:</b>	Barbara Walker Centre for Pain Management (BWCPM)
<b>Industrial Agreement:</b>	AMA Victoria – Victorian Public Health Sector - Doctors in Training Enterprise Agreement 2022 – 2026, or its successor	<b>Classification:</b>	HM25-30
		<b>Risk Category:</b>	<b>A</b>

## 3. LOCAL WORK ENVIRONMENT

The Barbara Walker Centre for Pain Management (BWCPM) is located at St Vincent's Hospital Fitzroy, and is predominantly an ambulatory (outpatient) inter-disciplinary service that provides assessment, treatment and consultation for patients with persistent pain. The service comprises specialist pain clinicians (Pain Medicine Physicians, Pain Medicine trainees, Psychiatrist, Physiotherapists, Psychologists, Clinical Nurse Consultants, Allied Health Assistant and Research Assistant) working as an integrated team to address the medical, physical and psycho-social factors contributing to the persistence of pain and its consequent disability. The clinic services a diverse group of clients from around Victoria, many with complex needs, offering treatment both individually and in groups. BWCPM delivers services to public, private and compensable patients (Transport Accident Commission & Worksafe).

This position is based in the first instance at the Fitzroy site. This position may be required to work at any of the sites at St Vincent's Health or related sites as required for BWCPM. This will be at the discretion of the Clinical Director of the BWCPM and will take into consideration appropriate skills and training.

## 4. POSITION PURPOSE

The Pain Medicine Fellow is responsible for the day-to-day clinical management of patients under the care and direction of the pain medicine consultants at the BWCPM to ensure a high quality of patient care. This entails co-management of outpatients and inpatients, including patients with acute and cancer related pain. This will involve considerable liaison with parent units and other related specialities and coordination of care plans. The position will enable the Pain Fellow to learn appropriate management of patients with simple and complex pain issues in an interdisciplinary setting.

Other duties include undertaking administrative, teaching and research for the Unit under the direction of the Clinical Director. The Pain Medicine Fellow will be involved in the interventional pain procedural theatre list and the position may include direct responsibility of care for a small number of inpatients under the direction of the pain medicine consultants.

## 5. POSITION DUTIES

---

- Work collaboratively with the BWCPM Medical Specialists to provide comprehensive assessment and management of those with persistent pain
- Co-ordinate the transition of inpatients to BWCPM for follow up (as required)
- Provide a specialist pain consultation service for inpatient teams
- Promote holistic care and integration of service delivery across speciality areas
- Involvement in interventional pain procedures and audit of clinical outcomes for this group
- Undertake self-directed learning as well as participating in available pain education
- Familiarity with the Faculty of Pain Medicine Training program and compliance with its requirements for training which include 3 monthly in-training assessments
- Provide pain education to group programs run by BWCPM
- Provide medical support (in conjunction with the Medical Consultants) to the 3 week intensive group program START (a cognitive behavioural group pain management program based on the ADAPT model)
- Maintain and document accurate activity statistics according to BWCPM funding model

## 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

- Registration with the Australian Health Practitioner Regulation Agency (AHPRA)/ Medical Practitioner Board of Australia
- MBBS or equivalent and
- Completion or near completion of an Australian Postgraduate Medical Fellowship.
- Eligibility for registration as a trainee with the Facility of Pain Medicine

### 8.2 OTHER ESSENTIAL REQUIREMENTS

- Commitment to the St Vincent's/BWCPM service and patient care model
- Commitment to the St Vincent's Health code of conduct
- Excellent clinical skills and competencies
- Highly developed interpersonal skills
- Demonstrated ability to communicate and work effectively in a multidisciplinary team environment
- Commitment to continuous quality improvement

### 8.3 OTHER NON ESSENTIAL REQUIREMENTS

- Interest in research
- An understanding of cognitive behavioural therapy
- Proficient computer skills – working knowledge of Windows environment, including Microsoft Word and Excel

## 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
---	--

*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
<b>Category A</b>	Vaccination is <b>required</b> 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: \_\_\_\_\_