

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:	Fellow	Reports to:	Director of Endocrinology
Program:	Endocrinology & Diabetes	Department:	Endocrinology & Diabetes
Industrial Agreement:	Doctors in Training (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement 2022-2026	Classification:	HM25 – HM30
		Risk Category:	A

3. LOCAL WORK ENVIRONMENT

The Department of Endocrinology at SVHM actively participates in the teaching program for medical undergraduates, residents and registrars in advanced training. The Department also participates in clinical and laboratory research in topics related to diabetes mellitus, pituitary disorders, and metabolic bone diseases. The Department of Endocrinology works in close liaison with the neurosurgery unit, the endocrine surgery unit, the renal unit, and the nuclear medicine department. Departmental research is usually carried out in collaboration with the University of Melbourne's Department of Medicine, which is collocated on Level 4 Daly Wing with the Department of Endocrinology.

4. POSITION PURPOSE

The clinical component of the position is outlined below. It is expected that candidates for the position will continue the research for their higher degree but at the discretion of the director may be asked to complete other research projects at SVHM and receive a stipend equivalent to a University of Melbourne Postgraduate scholarship.

At the discretion of the Director of Endocrinology, to provide inpatient and outpatient care, and consultative services on clinical problems related to diabetes mellitus, general endocrinology, pituitary disorders and metabolic bone disease, and duties as outlined below (noting that clinical activities will be in keeping with the research focus of the position). In the past, this position has been recognised as an elective year of endocrine training by the RACP endocrine advanced trainee committee.

5. POSITION DUTIES

- To complete clinical and research activities as described above
- To participate in research and academic activities in the Department of Endocrinology and the Department of Medicine.

- Below is a list of duties that you may be required to participate in at the discretion of the Director of Endocrinology
- Provision of proper care to patients admitted for the investigation of endocrine disorders;
- Liaison with other units on the proper care of patients with diabetes mellitus and other endocrine problems
- Liaison with diabetes educators, dieticians, and other health professionals
- Supervision of a second-year resident on rotation
- Attendance in outpatient clinics in diabetes, endocrinology, pituitary, lipid and metabolic bone disorders
- Overseeing tests of endocrine function on an outpatient basis
- Reporting of endocrine tests under supervision
- Teaching medical students and hospital resident staff
- Participation in research and audit projects
- Regular presentations at the Department's weekly clinical meeting and various other clinical meetings
- Attendance at grand rounds and journal club meetings
- Participation in the after-hours roster on the call roster at the discretion of the director of endocrinology
- Participation in clinical trials
- To assist the director with organising educational activities within the department
- To attend off-campus endocrine clinics

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

- MBBS or equivalent
- RACP or equivalent exams (or to have least passed the written exam)
- Medical Registration with AHPRA

8.2 OTHER ESSENTIAL REQUIREMENTS

- To have completed at least 3 years of RACP BPT training
- Enrolled in Endocrine Training Program and Higher degree or display an interest in training in endocrinology
- An understanding of the purpose of the year and the financial constraints that exist to fund this position

8.3 OTHER NON ESSENTIAL REQUIREMENTS

- Ability to show flexibility and adaptability working in a multi-disciplinary team

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

Clinical Non Managerial

Chicken pox (varicella) Hepatitis B Measles Mumps Rubella	Whooping cough (pertussis) Diphtheria Tetanus Influenza Covid-19 Tuberculosis
---	--

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: _____