

Position Title	Deputy Clinical Unit Head - Cardiology
Position Number	30010215
Division	Clinical Operations
Department	Ambulatory and Critical Care
Team	Cardiology
Enterprise Agreement	Medical Specialists (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement 2022 - 2026
Classification Description	Medical Specialist Year 1-9
Classification Code	HN16 – HN59 (<i>depending on Year Level and FTE</i>)
Reports to	Clinical Unit Head - Cardiology
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement

Bendigo Health

With more than 4,500 staff and volunteers and covering an area a quarter of the size of Victoria, Bendigo Health, is an expanding regional health service offering the advantages of city life combined with the beauty and freedom that comes from living in a regional area.

Bendigo Health is a 700 bed service that treats more than 45,000 inpatients, triages more than 65,000 emergency attendees and welcomes more than 1,600 new born babies in a year. In addition more than 15,000 operations are performed in our operating theatres and more than 100,000 occasions of services are provided in our clinics to outpatients.

The organisation provides services in emergency, maternity, women's health, medical imaging, pathology, rehabilitation, community services, residential aged care, psychiatric care, community dental, hospice/palliative care, cardiology, cancer services and renal dialysis to the people of the Loddon Mallee region.

With our main campus based in Bendigo, our services extend throughout the Loddon Mallee with sites in areas such as Mildura, Echuca, Swan Hill, Kyneton and Castlemaine.

Demand on services is increasing rapidly with Bendigo being one of Victoria's fastest growing regional cities.

Our Vision

Excellent Care. Every Person. Every Time.

Our Values

CARING – We care for our community

PASSIONATE – We are passionate about doing our best

TRUSTWORTHY - We are open, honest and respectful

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

The Clinical Operations Division

The Clinical Operations Division encompasses acute, allied health, cancer and mental health services. We provide a wide range of general medical, surgical and specialty services including but not limited to; Oncology, Cardiology, Renal, Emergency, Women's and Children's, Critical Care, Specialist Clinics, Cancer Clinics and Mental Health Services. Our Allied Health teams provide a diverse range of programs and person centred care in inpatient, outpatient, community, home and residential care settings.

Within a state-of-the-art hospital, our Ambulatory and Critical Care, Medical Services, Surgical Services and Women's and Children's areas use the latest technologies to provide excellent care. Our world class Cancer Centre uses a multi-disciplinary, integrated approach to treat specific cancers. The Cancer Centre offers medical oncology, radiation oncology, specialist nurses, clinical trials and cancer research, palliative care, and a Cancer Wellness Program.

The Mental Health Service provides psychiatric care and treatment across a large catchment area in Victoria stretching from Swan Hill in the north of the state to Gisborne in the south. Family sensitive practice is central to our models of mental health care and best practice ensures the identification, inclusion and support of families, carers and children.

Each year our onsite Specialist Clinics provide over 100,000 service events, we also see more than 60,000 people in our Emergency Department and welcome around 1700 babies into the world. The Clinical Operations Division assists with the admission of more than 50,000 patients into the hospital each year.

The Cardiology Team

The Cardiology department is responsible for patients in several departments including inpatient wards, emergency department, ICU/CCU in addition to Cath Lab, Diagnostic Cardiology and Cardiology outpatient Clinics. The Cardiology department is led by a Clinical Unit Head and managed by a Business Manager and a Nurse Unit Manager. The department has its own bed card and also provides a consultative service to other specialties as requested. The team consists of Cardiologists, Cardiac Nurses, Cardiac Technologists and Cardiac Sonographers, Cardiology registrars, hospital medical officers (HMO) and interns. This position will be expected to participate in the on call roster as required.

The Position

The purpose of the Deputy Clinical Unit Head is to support the Clinical Unit Head of Cardiology to manage and lead the Cardiology department. The position can be divided between up to three Cardiologists and will incorporate three portfolios where time will be divided equally, inclusive of the following:

- Supervisor of Training and Education
- Diagnostics and Clinics
- Interventional

The appointee/s is expected to lead departmental activities relevant to their portfolio including –

- Clinical governance (including safety and quality)
 - Risk management

- Quality improvement
- Data analytics including collection, analysis and reporting
- Accreditation
- Clinical re-design of workflows and practices
 - Optimisation
 - Standardisation / reduction in variability
 - Departmental protocols
 - New services
 - Innovation

Support Cardiology Clinical Unit Head with roster management of senior medical staff (including approval of leave).

Support the provision of training for unaccredited and accredited cardiology registrars, and HMO/interns assigned to cardiology.

Managers at Bendigo Health are an integral part of the health care service team, providing leadership and direction to a dedicated staffing group.

A manager at Bendigo Health should have, or aspire, to, the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

Responsibilities and Accountabilities

The appointee/s is expected to support and coordinate the following departmental activities including:

- Assist the Clinical Unit Head and management in strategic and service development issues consistent with the Bendigo Health Strategic Plan and evolving service / clinical trends. To assist in the development of the Cardiology service delivery and overall model of care to align with community needs.
- Communicate effectively and promote Bendigo Health within, and external to the organisation.
- Promote practices which comply with the policies and procedures of Bendigo Health and actively participate in the maintenance of relevant policies and procedures to ensure best practice.
- To participate and commit to ongoing quality improvement and risk management ensuring compliance with the Bendigo Health risk management policy and guidelines.
- Participate in roster management of senior medical staff (including the approval of leave) and communication with the Medical Workforce Unit regarding employment conditions and payment of this workforce in line with the Medical Specialists Enterprise Bargaining Agreement (EBA).
- Engage with the Medical Workforce Unit on the development of the Junior Medical Staff roster and the allocation of resources for service delivery.
- Ensure optimal patient access for Cardiology services, with sound understanding of Key Performance Indicators relevant to interventional, diagnostic and clinics.
- Liaison with other departments and clinical divisions in providing general cardiology consultation and diagnostic/interventional services.
- Liaison with allied health professionals and nursing staff to ensure high standards of care and efficient use of available resources.
- Involvement in the care of private patients when commitments to public sector permit and where requested by the designated consultant.
- Participation in research and clinical audits, and undertake review of relevant clinical data for Cardiology patient outcomes, such as VCOR.
- Attend Cardiology Department team meetings to assist with treatment and direction of care of patients as required.

- Participation in team/departmental/directorate business meetings and other organisational meetings as required.
- Oversee and coordinate the educational programmes and activities within the cardiology department.
- Orientation, teaching and supervision of cardiology registrars (as per RACP training), hospital medical officers, medical interns and medical students.
- Conduct regular assessments and evaluations of trainee performance and provide constructive feedback for improvement.
- Monitor and ensure compliance with accreditation requirements and standards for cardiology training programmes.
- Serve as liaison between trainee and cardiology CUH to address concerns, resolve conflict and create a positive learning environment.
- Participate in the recruitment and selection of cardiology trainees.
- To assist in addressing issues with Medical Records and Coding matters

Generic Responsibilities

Code of Conduct - The Victorian Government's Code of Conduct is binding on all Bendigo Health staff. Contravention of a provision in the code may constitute misconduct and/ or regarded as a breach of the employee's employment agreement and will be dealt with under the organisations Counselling and Disciplinary Action Policy.

Compliance with policies and procedures - All Bendigo Health's policies and procedures are set out in its clinical and managerial policy manuals located on the intranet under PROMPT and in hard copy. All staff must ensure they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breach in compliance may result in disciplinary action.

Occupational Health and Safety - Every staff member has the responsibility to take reasonable care of their own health and safety and the safety of others, to cooperate with Bendigo Health's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. Any breach in compliance may result in disciplinary action.

Infection Control - Every staff member has the responsibility to minimise incidents of infection/ cross infection of residents, staff, visitors and the general public. All staff must adhere to the policies and procedures as set out in Bendigo Health's infection control manuals. Any breach in compliance may result in disciplinary action.

Confidentiality - All information concerning Bendigo Health, its patients, clients, residents and staff should remain strictly confidential. Any unauthorised disclosure of such information may result in disciplinary action.

Quality Improvement - Bendigo Health is dedicated to improving the quality and safety of health services by providing care within the following domains of quality: Consumer Participation, Clinical Effectiveness, Effective Workforce and Risk Management. As a result, we apply the concept of the quality cycle for all our quality activities, initiatives and projects thereby ensuring the best possible care and treatment results are achieved. The underlying principle of the cycle is that an activity is not complete until evaluation shows that it has been effective and reached the desired outcome. As a Bendigo Health employee you have a

responsibility to participate in and commit to ongoing quality improvement activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

Diversity – Each person has a right to high-quality health care and opportunities regardless of diversity factors, which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age and socio-economic status. Every staff member has a responsibility to recognise and respect diversity. Inclusiveness improves our service to our community and promotes engagement amongst staff.

Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

Key Selection Criteria

Essential

- MBBS FRACP or equivalent degree enabling full unconditional registration with AHPRA
- Fellow membership of the college training program
- Evidence of on-going professional development to continually update personal medical knowledge and skills
- Thorough understanding of the relevant legislation pertaining to Medical Officers
- Ability to operate in an environment of change
- Ability to work as part of a team as well as independently
- Demonstrated ability to develop and maintain effective service interactions required in the operation of a busy Cardiology service
- Demonstrated ability to structure and supervise a training program suitable for interns, HMOs, and registrars in training
- Demonstrable high level of interpersonal and negotiation skills

Desirable

- Demonstrated leadership of and participation in quality improvement activities (including audits)
- Clinical experience working in a major hospital at a senior level in Cardiology
- Demonstrated ability to manage a budget and understand key budgetary issues related to service delivery
- Demonstrated experience in management of medical staff rostering and leave
- Accreditation and subspecialty training in Echocardiography, CT Coronary Angiogram and Cardiac MRI
- Accreditation and subspecialty training in Interventional Cardiology
- Completed RACP Supervisor Profession Development Program

Mandatory Requirements

National Police Record Check A current and satisfactory National Police Record Check must be completed by all new staff prior to commencement at Bendigo Health.

Immunisation As a health provider dedicated to providing quality patient care, we all need to be aware of the critical importance of infection control. Each staff member has a responsibility to comply with Bendigo

Health's Staff Immunisation Policy and various infection control policy and procedures. All staff are required to provide evidence of vaccinations prior to commencement at Bendigo Health

Working with Children Check Bendigo Health has a responsibility to provide a child safe environment. This position is a defined "child-related role" at Bendigo Health. As such you must maintain a valid working with children check. In addition you will be required to assist Bendigo Health in providing a child safe environment by participating in any training or reporting required to ensure the protection of children in our care.

Registration with Australian Health Practitioner Regulatory Agency (AHPRA) The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

All Bendigo Health sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.