

**General Medicine Physician**

*Supporting Everyone to be healthy and live well*

**To deliver excellence in adult medical care.**

<b>Position Details</b>	
Position Title:	General Medicine Physician
Department	General Medicine (including High Dependency Unit)
Reports to:	Clinical Director of Medicine
Positions Reporting to this role:	The position supervises Doctors in Training, including Basic Physician Trainees
FTE:	Negotiable
Enterprise Agreement:	Medical Specialists (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement 2022 – 2026
Position Classification:	Depending on qualifications and experience
Position Description last reviewed:	March 2025

<b>Selection Criteria</b>
<b>Essential:</b>
<ul style="list-style-type: none"> <li>• Specialist registration with AHPRA as a General Medicine Physician</li> <li>• Significant experience in the provision of adult general medicine services, ideally including High Dependency Unit (HDU) and/or Acute Medical Unit (AMU) services</li> <li>• Demonstrated interest in and commitment to the supervision, education and training of Doctors in Training (DiTs), including Basic Physician Trainees (BPTs)</li> <li>• Interpersonal skills that promote effective teamwork and patient safety</li> <li>• Demonstrated commitment to patient centered care</li> <li>• Evidence of participation in relevant CPD</li> <li>• Demonstrated interest in and commitment to education and training</li> <li>• Current Advanced Life Support (ALS) training</li> <li>• Behavioural qualities that reflect ERH Guiding Principles</li> <li>• Requirements in line with health service policy, including: National Police Check; Working with Children Check; mandatory vaccinations</li> </ul>
<b>Desirable:</b>
<ul style="list-style-type: none"> <li>• Other specialist qualification or interest, e.g. endocrinology, nephrology, geriatric medicine or respiratory medicine</li> </ul>

<b>Key Accountabilities</b>
<b>Providing inpatient services within scope of clinical practice:</b>
<ul style="list-style-type: none"> <li>• Role model the delivery of adult general medicine services</li> <li>• Ensuring that acceptance for admission to inpatient care is consistent with ERH’s capability framework</li> </ul>

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- Ensuring punctual attendance at rostered ward rounds to enable timely senior decision making
- Achieve optimal length of stay (LOS) for common general medicine presentations, without compromising patient safety
- Provide timely consultations for patients in other units upon request
- Practice evidence-based medicine supported by best practice guidelines and seeking input from other specialists / disciplines as necessary
- Ensuring documentation of medical attendances is appropriate to enable continuity of care and effective discharge planning, including ensuring timeliness of discharge summaries
- Ensuring comprehensive senior staff to senior staff clinical handover when coming off duty (e.g. on-call overnight to doctors undertaking ward round)
- Ensuring clear communication to patients and their carers, including following the ERH Open Disclosure Policy and Procedure when an adverse event occurs (e.g. Serious Adverse Patient Safety Event/SAPSE)
- Optimising care to prevent hospital acquired complications
- Ensuring a Goals of Care Plan/Resuscitation Plan has been appropriately completed in a timely fashion for every admission and reviewed as necessary as per ERH policy
- Participate in Outpatient Clinics
- Supervise and support the delivery of Hospital in the Home (HITH) services
- Other duties as directed by the Clinical Director of Medicine

### **Participating in on-call roster for the hospital and providing support for medical and other clinical emergencies**

- Participate in ward round roster while optimizing continuity of care
- Be available for recall in accordance with ERH policy and procedure
- Attend clinical emergencies in accordance with ERH policy and procedure
- Maintain skills relevant to clinical emergencies, including participation in related training, e.g. Rural Emergency Skills Training (REST); Adult, Paediatric and Neonatal Advanced Life Support (ALS) training

### **Supervision and support of Doctors-in-Training (DiTs), medical students and observers**

- Role model behaviours consistent with ERH values
- Supervise and support DiTs consistent with their level of training and individual learning needs (these includes BPTs, GP/ RG registrars)
- Delivery of education and training to DiTs and other staff members
- Provide input into mid and end of term performance appraisals and other activities associated with the National Framework for Prevocational Medical Training (NFPMT)
- Alert the Director of Clinical Training (DCT) or Chief Medical Officer (CMO) if a DiT is identified to be in difficulty.
- Participate in developing and implementing learning plan





### **Supporting continual improvement of clinical services at ERH**

- Support compliance with National Safety and Quality Health Standards
- Participate as a member of relevant meetings and committees, including Morbidity and Mortality meetings
- Participate in peer review activities

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- Participate in quality improvement initiatives including reviewing relevant ERH policies, procedures, guidelines and standards when requested
- Participate in review of adverse events as requested by the Chief Medical Officer





Organisational Responsibilities
Positively promote ERH within and externally to the organisation
Comply with the ERH and Victorian Public Sector Code (VPS) of Conduct
Each employee has a responsibility to comply and promote practices with all ERH policies and procedures and familiarise themselves with those relevant to their position
Comply with relevant registration bodies mandatory continuing professional development requirements
Carry out all work and interactions in alignment with the CARE values
Report all incidents and near misses as soon as possible after the event
Participate in risk management activities and assist with identification and control of risks within their department or area of work
Actively support compliance with the National Safety & Quality Health Service Standards and other professional standards and relevant regulatory requirements

CARE Values	
All staff are expected to behave in a way that is in alignment with our corporate values:	
<b>Collaboration</b> 	Works with a team focus Cooperates with others and gains input and support to assist in achieving objectives We work with others to achieve shared goals
<b>Accountability</b> 	Monitors the impact of one's own behaviour on others Supports a "no-blame" culture in reporting incidents and helping to effectively resolve them
<b>Respect</b> 	Treats people fairly and openly Treats people with dignity Demonstrates personal standards of consistency, tolerance and patience
<b>Excellence</b> 	Consistently supports and follows organisational policies and procedures Actively participates in identifying opportunities to improve what we do

Key Relationships	
Internal	External
<ul style="list-style-type: none"> <li>• Clinical Directors of Medicine</li> <li>• Chief Medical Officer</li> <li>• Director of Clinical Training</li> <li>• Other Senior Medical Staff (Physicians, Rural Generalists)</li> <li>• DiTs , medical students</li> </ul>	<ul style="list-style-type: none"> <li>• Royal Australasian College of Physicians</li> <li>• Victorian Stroke Telemedicine (VST) service</li> <li>• Bendigo Health ICU Team</li> </ul>

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Key Relationships	
Internal	External
<ul style="list-style-type: none"> <li>• Nurse Unit Managers and Nursing Staff, including Medical Day Treatment Unit Staff</li> <li>• Director of Pharmacy and Pharmacy Staff</li> <li>• Allied Health Staff</li> <li>• Medical Imaging &amp; Pathology staff</li> <li>• Pathology</li> <li>• Medical Workforce Unit Manager</li> <li>• Director of Education</li> <li>• Medical Education Officer (MEO)</li> </ul>	<ul style="list-style-type: none"> <li>• Postgraduate Medical Council of Victoria (PMCV)</li> <li>• The University of Melbourne</li> <li>• Department of Health and Human Services (DHHS)</li> <li>• Adult Retrieval Victoria (ARV)</li> <li>• Safer Care Victoria (SCV)</li> <li>• Central North West Basic Physician Training Consortium</li> <li>• Other health services</li> <li>• The Royal Australasian College of Physicians (RACP)</li> </ul>

Leadership Capabilities					
<p>The table below indicates the leadership capability levels required. This table will need to be read in conjunction with the ERH Leadership Capability Framework.</p> <p>✓ <b>PLEASE USE A TICK ICON TO INDICATE REQUIRED LEVEL</b></p>					
Category	Descriptors	Foundation	Proficient	Advanced	Highly Advanced
<b>Collaboration</b> 	Inspires direction & purpose			✓	
	Turns challenges into opportunities			✓	
	Communicates effectively			✓	
	Builds relationships			✓	
	Works collaboratively			✓	
<b>Accountability</b> 	Acts with integrity			✓	
	Demonstrates accountability			✓	
	Drives accountability			✓	
	Manages self			✓	
	Promotes innovation			✓	
<b>Respect</b> 	Accessible communicator			✓	
	Values difference			✓	
	Consistently articulates direction			✓	
	Empowers others			✓	
	Respectfully influences			✓	
<b>Excellence</b> 	Delivers results			✓	
	Plans and prioritises			✓	
	Thinks and solves problems			✓	
	Consumer focus			✓	
	Innovation change leader			✓	

# POSITION DESCRIPTION

## General Medicine Physician

### TERMS & CONDITIONS OF EMPLOYMENT:

Terms and conditions are in accordance with the Letter of Offer and Contract of Employment.

I acknowledge that I have received a copy of this position description. I have read (or have had read to me) and understand the requirements of this position. I agree to work in accordance with this position description.

Signed: \_\_\_\_\_ Date:        /        /

Print Name: \_\_\_\_\_

cc: Employee File