

POSITION DESCRIPTION

Clinical Director of Surgery

Supporting Everyone to be healthy and live well

PURPOSE OF THE ROLE

Supporting Everyone to be healthy and live well

| Position Details | |
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| Position Title: | Clinical Director of Surgery |
| Department | Surgery |
| Reports to: | Chief Medical Officer |
| Positions Reporting to this role: | Surgeons, Rural Generalist practitioners working in surgery |
| FTE: | 0.2 |
| Enterprise Agreement: | Medical Specialists (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement 2022 – 2026 |
| Position Classification: | Dependent on qualifications and experience |
| Position Description last reviewed: | June 2025 |

| Selection Criteria |
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| Essential: |
| <ul style="list-style-type: none">• Specialist registration with the Medical Board of Australia as a General Surgeon• Fellowship of the Royal Australasian College of Surgeons (FRACS)• Significant experience in general surgery• Current Gastroenterological Society of Australia (GESA) certification in adult colonoscopy and gastroscopy• Evidence of participation in RACS CPD• Demonstrated interest in and commitment to the supervision, education and training of Doctors in Training (DiTs), including Surgical Trainees (SET)• Demonstrated capacity to communicate with other staff to achieve organisational goals• Interpersonal skills that promote effective teamwork and patient safety• Requirements in line with health service policy and procedure at this time, including: National Police Check; Working with Children Check; mandatory vaccinations, CPD Home |
| Desirable: |
| <ul style="list-style-type: none">• A qualification in Leadership and Management or willingness to pursue same• Other specialist qualification or interest, e.g. breast surgery, colo-rectal |

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Key Accountabilities

- Role model the delivery of surgical services
- Provide specialist general surgical services within scope of clinical practice
- Manage elective and emergency general surgical patients, consistent with scope of clinical practice and ERH's surgical capability framework
- Ensure punctual attendance at all rostered elective lists
- Undertake daily surgical ward rounds when at ERH, including weekends when rostered on-call
- Participate in general surgery outpatient and hospital in the home (HITH) clinics and ensure documentation in accordance with professional standards
- Ensure safe patient handover, including documentation of post-operative care
- Adhere to and promote risk minimisation strategies and ensure timely incident reporting
- Provide timely consultancy services to other units upon request
- Participate in the on-call roster in general surgery and be available for recall when rostered, in accordance with ERH policy and procedure
- Attend trauma calls in accordance with ERH policy and procedure
- Supervise, educate and train doctors-in-training (DiTs), including surgical education and training (SET) program registrars, consistent with their level of training and individual learning needs
- Supervise, educate and train medical students, consistent with their level of training and learning needs
- Participate in Prevocational Medical Council of Victoria (PMCV) education, supervision and training requirements including completion of mandatory training
- Participate in the training of other staff involved in the care of surgical patients
- Support the continual improvement of general surgical services at ERH
- Maintain currency of practice, including participation in formal continuing professional development (CPD) program (RACS)
- Adapt clinical practice in accordance with contemporary evidence-based practice
- Participate as member of relevant ERH meetings and committees, including Surgery Morbidity and Mortality and Clinical Audit meetings
- Review relevant policies, procedures, guidelines and standards for general surgery at ERH
- Participate in quality improvement initiatives
- Attend key health service meetings including Clinical Directors and Leads meeting, Medical Staff Group
- Other duties as directed by the Chief Medical Officer (CMO).

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

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| 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 and Quality Health Service Standards and other professional standards and relevant regulatory requirements |

CARE Values





| | |
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| All staff are expected to behave in a way that is in alignment with our corporate values: | |
| Collaboration  | 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 |
| Accountability  | Monitors the impact of one's own behaviour on others Supports a "no-blame" culture in reporting incidents and helping to effectively resolve them |
| Respect  | Treats people fairly and openly Treats people with dignity Demonstrates personal standards of consistency, tolerance and patience |
| Excellence  | Consistently supports and follows organisational policies and procedures Actively participates in identifying opportunities to improve what we do |

Key Relationships

| Internal | External |
|--|---|
| Chief Medical Officer General surgeons and other senior medical staff, including specialist and rural generalist anaesthetists Doctors In Training including registrars Directors of Clinical Training (DCT) Nurse Unit Manager (NUM) Perioperative Unit Surgical Ward NUM Theatre Liaison Ward pharmacists and other health service staff Medical Consulting Suites Manager Medical Workforce Unit Manager | Austin Pathology I-MED Safer Care Victoria (SCV) Victorian Audit of Surgical Mortality (VASM) The University of Melbourne (UoM) Ambulance Victoria (AV) General practitioners (GPs) Postgraduate Medical Council of Victoria (PMCV) Other health services |

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| Leadership Capabilities | | | | | |
|--|-------------------------------------|------------|------------|----------|-----------------|
| The table below indicates the leadership capability levels required. | | | | | |
| Category | Descriptors | Foundation | Proficient | Advanced | Highly Advanced |
| Collaboration  | Inspires direction and purpose | | | ✓ | |
| | Turns challenges into opportunities | | | ✓ | |
| | Communicates effectively | | | ✓ | |
| | Builds relationships | | | ✓ | |
| | Works collaboratively | | | ✓ | |
| Accountability  | Acts with integrity | | | ✓ | |
| | Demonstrates accountability | | | ✓ | |
| | Drives accountability | | | ✓ | |
| | Manages self | | | ✓ | |
| | Promotes innovation | | | ✓ | |
| Respect  | Accessible communicator | | | ✓ | |
| | Values difference | | | ✓ | |
| | Consistently articulates direction | | | ✓ | |
| | Empowers others | | | ✓ | |
| | Respectfully influences | | | ✓ | |
| Excellence  | Delivers results | | | ✓ | |
| | Plans and prioritises | | | ✓ | |
| | Thinks and solves problems | | | ✓ | |
| | Consumer focus | | | ✓ | |
| | Innovation change leader | | | ✓ | |

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