

1. General Information

Position Title:	Emergency Physician
Division/Department:	Epworth Geelong, Department of Emergency Medicine
Position Reports to:	Emergency Department Director, Epworth Geelong
Enterprise/Individual Agreement:	Enterprise Agreement
FTE:	Up to 1.0
Classification/Grade:	TBC
Resource Management (for Management positions only) Number of Direct Reports: Budget under management:	Not Applicable Not Applicable
Key Relationships - internal and external	<ul style="list-style-type: none">• Emergency Department Director• ED medical, nursing & administrative staff• VMOs• Education and Research staff• Senior Management Team, Epworth Geelong• Ambulance Victoria/Ambulance Employees

2. Purpose of the Position

To consult and manage patients in a safe manner according to the values of Epworth Healthcare, oversee the management of the ED on the floor when rostered as Medical Team Leader, and abide by Pathology Follow-up Protocol when rostered as Path Follow-up clinician.

3. Overview of Epworth HealthCare

Epworth HealthCare is Victoria's largest not-for-profit private health care group, renowned for excellence in diagnosis, treatment, care and rehabilitation. Epworth is an innovator in Australia's health system, embracing the latest in evidence-based medicine to pioneer treatments and services for our patients.

Epworth's values define our approach and our delivery. We pride ourselves on communicating our values and delivering on them in a real and meaningful way. Our Values are Respect, Excellence, Community, Compassion, Integrity and Accountability. More information can be found on the [Epworth website](#).

Epworth Geelong is a new hospital development which will open in mid 2016 as a comprehensive acute and rehabilitation private hospital integrating clinical practice with teaching and research. It will include a total Stage 1 capacity of 262 beds, 11 theatres, Emergency Department, Intensive Care Unit and a full range of diagnostic services. The hospital, owned and operated by Epworth HealthCare, is located on Pigdons Road adjacent to Deakin University's Medical School.

Epworth is working towards its strategic goal - To be the pre-eminent provider of health care services – by focusing its attention on four Strategic Priority Areas and five Core Enablers as detailed below.



4. Key Accountabilities

KEY RESPONSIBILITIES
<p>Provide the very highest quality healthcare and patient safety consistent with Epworth Values and behaviors. Provide accessible, responsive and innovative Emergency Services within Epworth Geelong.</p> <ul style="list-style-type: none"> • Work collaboratively to ensure that high quality integrated care is delivered across the hospital. • Support the academic, research and education roles of the ED at undergraduate, postgraduate and advanced levels. • Supervise registrars, fellows and other relevant staff in training. • Provide a high quality Critical Care response across the hospital as required • Represent Epworth Geelong Emergency Department in a consistent and positive manner to all external stakeholders including other Hospitals, Ambulance Victoria, General practitioners and medical specialists.

KEY RESPONSIBILITY	OUTPUT
Patient Care <ul style="list-style-type: none"> • Adherence to key policy, legislative and organisational reporting requirements • Patient expectations are managed within appropriate patient waiting and admission times 	<ul style="list-style-type: none"> • Maintain highest quality levels of patient safety and clinical outcomes • Patient waiting time and the admission to wards/departments are managed within departmental KPIs
Education & Training <ul style="list-style-type: none"> • Participate in and lead, in-services • Attend to MET/Codes as required • Participate in accreditation requirements 	<ul style="list-style-type: none"> • Deliver to colleagues, Registrars, CMOs and others in the department in-services as and when requested/appropriate within education time. • Participate in MET/Codes within the departmental and organizational KPIs • Active participation in accreditation requirements for the Department and thereafter, bi-annual audits where requested
General <ul style="list-style-type: none"> • Deliver a high standard of professional conduction, communication and leadership • Documentation to be compliant • Relationship with Ambulance employees 	<ul style="list-style-type: none"> • At all times demonstrate professional conduct and communication in all interactions with staff; students; patients & families; VMOs; and any other applicable parties • Patient documentation for transfers or discharges to be completed within departmental/organisational
Customer Service <ul style="list-style-type: none"> • Build positive relationships with internal and external customers and manage issues to achieve mutually agreeable outcomes • Champion a high quality patient, doctor and customer experience 	<ul style="list-style-type: none"> • Staff, patient and doctor satisfaction surveys rate the Hospital highly • Complaints dealt with in a satisfactory manner, within established KPIs and in line with policy
Safety and Wellbeing <ul style="list-style-type: none"> • To ensure a safe workplace is provided for all employees and other personnel including contractors, agency staff, volunteers and students • Implement and adhere to Epworth OHS policies, protocols and safe work procedures 	<ul style="list-style-type: none"> • Ensure all hazards, incidents and injuries are reported in Riskman within 24 hours • Ensure all hazards, incidents and injuries are investigated and corrective actions implemented within agreed timeframes • Ensure staff complete their mandatory OHS training

Overall this position links to the following elements of the Epworth Strategy.

Patients - High quality care and experience through all interactions with patients

People - Enable our staff to be their best and give their best

Doctors - Attract and retain excellent specialists who are committed to Epworth

Strategic Service Development - Maximise opportunities to benefit patients, doctors and people through developments in services, technology and geographic reach.

Research & Education - Advance and promote research and education that translates to further improvements in healthcare

5. Position Requirements/Key Selection Criteria

COMPONENT	ESSENTIAL
Qualifications	<ul style="list-style-type: none"> • MBBS or equivalent • Current registration with the Australian Health Practitioner Regulation Agency. • Fellowship of the Australasian College of Emergency Medicine (FACEM) • Eligible for unrestricted provider number
Required Knowledge & Skills	<ul style="list-style-type: none"> • Highly developed skills in Emergency Medicine • Demonstrable experience in the development of partnerships with professional groups, health services, government organisations and other relevant bodies to further research, clinical or educational activities • Demonstrated commitment to Equal Opportunity principles and practices and Occupational Health and Safety • Capacity to represent Epworth Geelong in a constructive manner to all stakeholders • Strong understanding of the service delivery models within the private sector • Supports an environment of continuous learning and quality improvement
Personal Attributes & Behaviours All employees are expected to consistently work in accordance with Epworth's values and behaviours.	<ul style="list-style-type: none"> • Communicates effectively with all internal & external stakeholders • Demonstrates effective and appropriate interpersonal skills • Demonstrates a commitment to delivery of high quality services • Ability to work with a high degree of autonomy • Open to new ideas and innovation • A logical and practical thinker, capable of problem solving • Highly motivated & comfortable working in a team environment

Document Control

Date Developed:	Date Last Reviewed:	Developed and Reviewed By (Manager):
October 2015		

6. Employee Position Declaration

I have read and understand the requirements and expectations of the above Position Description. I agree that I have the physical ability to fulfil the inherent physical requirements of the position, and accept my role in fulfilling the Key Accountabilities. I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

Employee Signature: _____

Print Name: _____

Date: _____