

# Position Description

## Director of Rheumatology

<b>Classification:</b>	Medical Specialist
<b>Business unit/department:</b>	Rheumatology
<b>Work location:</b>	Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input checked="" type="checkbox"/>
<b>Agreement:</b>	AMA Victoria - Victorian Public Health Sector Medical Specialists Enterprise Agreement 2022-2026
	Choose an item.
	Choose an item.
<b>Employment type:</b>	Part-Time
<b>Hours per week:</b>	9
<b>Reports to:</b>	Divisional Director – Medical & Cancer Divisional Medical Director – Medical & Cancer
<b>Direct reports:</b>	21
<b>Financial management:</b>	Budget: :\$953K
<b>Date:</b>	September 2025

### Position purpose

The Director, Department of Rheumatology (in collaboration with the Divisional Management Team), leads all strategic and operational facets of the service to ensure the efficient management of resources and effective provision of patient centred services within a complex and dynamic health service.

As a member of the Senior Medical Staff (SMS) Leadership Group, the role of Director is to provide professional leadership and promote excellence in clinical care, research and teaching in the field of Rheumatology within a whole of organisation context.

The appointee will report to the Divisional Director of the Medical and Cancer Services Division as well as the Divisional Manager for administrative matters, and professionally to the Chief Medical Officer to realise the delivery of contemporary, innovative and patient focused care within the health system.

The Director maintains key accountability for the standard of care and patient outcomes within their department. They provide professional leadership to (clinical) staff to ensure services that efficiently and effectively enable the delivery of exceptional patient focused care.

As a major teaching and training hospital, the Director will work closely with the Clinical Education Unit, Basic and Advanced Physician trainees and their supervisors to provide a comprehensive and supportive teaching environment. Austin Health is a member of the Central North West Consortium, coordinating and hosting mock and clinical exams as part of the RACP training programme.

## About the Department

Specialty & Statewide Services – Medical and Cancer Services Division, is part of the Chief Operating Directorate.

The Rheumatology Unit at Austin Health is a busy Unit providing both in-and out-patient services. It is staffed by the Director supported by a team of fractional specialists, junior medical and nursing staff.

The Unit has a breadth of expertise and experience, particularly in autoimmune diseases, ankylosing spondylitis, polymyalgia rheumatica and vasculitis as well as musculoskeletal ultrasound. The Unit has the longest standing autoimmune diseases outpatient clinic in Victoria providing both a diagnostic role together with a valuable support function for other clinical units in Austin Health. The Unit currently sees approx. 1000 inpatients and 6000 outpatients per annum.

The Unit prides itself in the level of teaching and clinical research activity supported within the department.

## Position responsibilities and Selection criteria

### Clinical Care

- The Director will be responsible for the delivery of Rheumatology services, including ensuring services are delivered to the highest quality to support the provision of exceptional, patient-focused care.
- Promote participation in multidisciplinary clinics/meetings for optimum planning of patient management and treatment with other health professionals in the hospital.
- Manage and allocate Rheumatology physicians and registrars in the delivery of medical services across all medical units.
- Manage and provide an on-call Rheumatology Physician service as required.
- Regularly review and revise models of care to optimise bed management/utilisation within Rheumatology and that are consistent and aligned with the organisational goals for quality of care and access.
- Support the Divisional Manager and Medical Director with achieving a process for timely notification, cover and general management of medical staff leave.
- The Director is required to be actively involved in service delivery, including clinical duties and support the maximisation of revenue generation for the Rheumatology service.

### Teaching, Training, Research and Quality

- The Director will be expected to participate in both undergraduate and postgraduate teaching activities of the Hospital.



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- The Director will be expected to promote and provide leadership in Rheumatology to facilitate basic and clinical research projects within the Hospital.
- Develop and expand research programs in collaboration the Director of Research in Rheumatology
- Develop, maintain and monitor a regular clinical audit framework across Rheumatology that is consistent and aligned with the organisational goals as they pertain to Safety, Quality and Risk.
- The Director will participate in Austin Health quality, safety & risk activities and attend relevant clinical and quality committees as required including Medical Grand Round, Medical Outcome Review Committee and the Divisional Quality, Safety & Risk Committee
- Participate and foster participation in ACHS Accreditation.
- Assist in ensuring all accreditation assessments for training positions are successful.
- Contribute to the supervision, education and training of junior medical, nursing and other clinical staff, including participating in their performance appraisal and feedback processes.
- Commitment to facilitate, conduct and participate in clinical and/or basic research.
- Participate in the auditing and review of clinical practices to improve clinical outcomes.

## Management Roles

- Contribute to the development of position descriptions, duty rosters and rostering of unit medical staff to ensure the service meets the requirements of Austin Health.
- Assist with annual and conference leave planning of medical staff, in particular minimizing excess leave and promoting timely notification of leave to enable agreed service provision.
- Promote and model the hospital's policies, such as the Code of Conduct, Occupational Health and Safety and Incident management.
- Performance management of medical staff, including evaluation, feedback and the development and monitoring of performance development action plans when behavioural issues arise.
- Taking a lead role in the selection of advanced trainees such as the Elizabeth Austin Registrar and advanced trainee Registrar roles.
- Reviewing and establishing appropriate processes for the monitoring and authorization of all overtime and recall claims for medical staff in the unit taking account of the resources available to the unit.
- Taking responsibility for managing the workloads of individuals and groups of staff such that the skill, knowledge and expertise best matches the work requirements.
- Ensuring that work requirements of medical staff are within acceptable industrial limits.
- Ensure clear accountability for quality and safety within the department.
- Ensure policies and procedures are maintained and embedded in local work areas.
- Develop work plans for continuous improvement of systems and care for inclusion in business improvement plans.



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- Ensure incident management systems are applied and a response to local issues and performance improvement occurs; ensure the risk management system is functional.
- Mandatory Training – upon commencement of employment ensure new employees in your department/unit complete all mandatory e-learning training on the following:
  - Emergencies, Fire & Sustainability
  - Bullying, Harassment, Equal Opportunity & Anti-Discrimination
  - Aggression Management & Prevention
  - Hand Hygiene
- At any given time, ensure 85% of employees in your department/unit have completed the mandatory e-learning training.
- Ensure that employees responsible for acting as Fire Wardens complete Fire Warden training annually and within one month of commencing as Fire Warden.
- Ensure any additional training for specific clinical staff is completed (e.g. BLS, ALS, Movesmart, Cerner).

#### **Business management, including but not limited to:**

- Participation in the development of strategic plans for the Directorate and the Division.
- Development and implementation of appropriate policy and procedures.
- Working closely with the Divisional Manager and Divisional Medical Director and Divisional Director to constantly assess performance, including clinical activity indicators and expenditure to deliver rational and evidence-based use of available resources.
- Work with the clinical leads in Rheumatology to establish a clear definition of expectations of their roles in relation to the Director role.
- Maximise bed utilisation through ensuring that all staff in the unit participate actively in effective discharge planning.
- Promote and participate in the management of emergency access issues supporting working towards the achievement of the National Emergency Access Targets.
- Assist in the development of business cases to introduce new or varied service models.

#### **Financial**

- Participate in the bi-monthly review of the Rheumatology budgets with the Divisional Director, Divisional Managers and Finance Business Partners. Identify reasons for variances to budget and take agreed actions to control any variance.
- Participate in building the annual budget for the Department in line with the strategies and guidelines of the organisation.
- Support the maximisation of revenue for the Rheumatology service.



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## Other

- The Director will ensure a high level of work quality, develop, implement and monitor quality improvement activities within Rheumatology, in accordance with Austin Health Policies as varied from time to time.
- Ensure successful achievement of organisational wide accreditation processes (National standards).
- The Director will ensure safe work practices and environment in the Rheumatology Department in accordance with Austin Health Policies as varied from time to time.
- Demonstrate a commitment to working as a team member with peer medical, junior medical, nursing and other clinical staff to provide efficient, safe and quality care across the continuum

### Essential skills and experience:

- A commitment to Austin Health values.
- Must be a registered Medical Practitioner in Australia with the Australian Health Practitioner Regulation Agency (AHPRA).
- Current Fellowship of the Royal Australasian College of Physicians or equivalent.
- Demonstrated advanced leadership capabilities including the ability to lead in a clinical and non-clinical context.
- Clear ability to manage the complex issues that pertain to bed access, patient flow and discharge practice across all aspects of patient care.
- Clear ability to design and implement improvement programs in relation to Specialist Clinic access and discharge.
- Demonstrated academic excellence, including excellence in research in the field of Rheumatology.
- Demonstrated teaching ability at undergraduate and postgraduate levels.
- Superior understanding of Clinical Governance and a passion for providing exceptional patient care.
- Demonstrated excellent organisational and management skills.
- Evidence of advanced communication skills including the ability to influence and liaise with a wide range of stakeholders.
- A commitment to excellence and in developing and improving performance in Rheumatology at Austin Health.
- A clear focus on engagement, teamwork and collaboration.
- Active involvement in professional Colleges and Societies, Associations and National/International bodies.



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- A sound understanding of information technology including clinical systems and applications relevant to the Management of rostering and risk management reporting or as required for the role and/or department.

### Desirable but not essential

- Knowledge about the management of complex autoimmune connective tissue diseases would be of great assistance.
- A progressive approach as to the use of musculo-skeletal ultrasound in patient management.

### Professional qualifications and registration requirements

- Be a registered Medical Practitioner with the Australian Health Practitioner Regulation Agency (AHPRA)
- Current Fellowship of the Royal Australasian College of Physicians or equivalent.

### Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

### Other conditions – all roles

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.



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## General information

### Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

### Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

### Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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