

# Position Description

## ENT/Head & Neck Surgeon

<b>Classification:</b>	As per contract
<b>Business unit/department:</b>	Division of Surgery, Anaesthesia and Procedural Medicine
<b>Work location:</b>	Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input checked="" type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input type="checkbox"/> (please specify)
<b>Agreement:</b>	AMA Victoria - Victorian Public Health Sector Medical Specialists Enterprise Agreement 2022-2026
<b>Employment type:</b>	Sessional
<b>Hours per week:</b>	7 hrs p/w
<b>Reports to:</b>	Director ENT, Head & Neck Surgery
<b>Direct reports:</b>	n/a
<b>Financial management:</b>	Budget: n/a
<b>Date:</b>	November 2025

Austin Health acknowledges the Traditional Custodians of the land on which we operate, the Wurundjeri Woi Wurrung People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.

### Position purpose

An ENT Head & Neck Surgeon is required to perform the duties of the position efficiently, according to the standards of the ENT Head & Neck Unit, including participating in the Austin Health performance appraisal program.

### About the Directorate/Division/Department

The ENT Head and Neck Unit is part of the Division of Surgery, Anaesthesia and Procedural Medicine. It is responsible for the provision of services within the specialty to patients across Austin Health, which is situated at Austin Hospital and Heidelberg Repatriation Hospital.

The Head of Unit is Mr Matthew Campbell.

The Unit is committed to the provision of high quality patient care and maintains an ongoing commitment to Under Graduate and Post Graduate teaching. Also provided is a consultative service for other Units with Austin Health.

## Position responsibilities

### Role Specific:

- Provide comprehensive management of inpatient and outpatients.
- Participate in Unit meetings and activities.
- Provide an on-call service as required.
- Provide a consultative service to other Units as required.
- Supervise trainees and junior medical staff.
- To assist the Director in administrative duties as required including the development and review of policies and procedures for the provision of services, updating as needed to reflect best practice and evidence-based medicine.
- To assist in the evaluation of the delivery of services and in implementing appropriate quality and risk management initiatives.
- 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.

### Teaching, Training and Research:

- Contribute to the supervision, education and training of junior medical, nursing and other clinical staff, including participating in their performance appraisal and feedback processes.
- Participate in both undergraduate and postgraduate teaching activities.
- 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.

(User to enter role specific responsibilities below using dot points).

## Credentialing and Scope of Clinical Practice

**Core Scope of Clinical Practice** – Procedures, therapies and competencies that a Fellow from the respective specialist medical college would be competent in practicing. This only applies to practice at Austin Health and its campuses/services.

1. Describe common surgical pathologies (as they relate to ENT surgery) including (but not limited to): Head and Neck pathology, Laryngology, Otology, Neuro-Otology, Audiology, Facial Plastic Surgery, Rhinology
2. Describe and assess the symptoms and signs of these conditions
3. Describe and select appropriate diagnostic testing
4. Identify appropriate treatment options, and their indications and contraindications
5. Take a thorough history from the patient and perform a competent examination
6. Clearly elicit features in the history and examination that significantly predict perioperative and postoperative outcomes
7. Order and interpret appropriate investigations
8. Recognise the most common disorders and differentiate those amenable to operative and non-operative treatment
9. Plan and manage appropriate surgical, or non-surgical treatment
10. Demonstrate procedural knowledge and technical skill, including the use and workings of stapling devices, energy sources and devices

This will be assumed if the Otolaryngology has a Fellowship of the Royal Australasian College of Surgeons in ENT surgery or equivalent and an ongoing continuous practice in this specialty.



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**Extended Scope of Clinical Practice** – Procedures, therapies and competencies that a Fellow from the respective specialist medical college would be competent in practicing after additional training, qualifications and experience as determined by the Director/Head of Unit.

The Director/Head of Unit is expected to apply guidelines from the respective specialist medical college and/or appropriate state, national and international bodies. Where guidelines are not explicitly available, the Director/Head of Unit must apply 'best-practice' principles to ensure safe clinical care.

#### 1. Removal of Acoustic Neuroma

**Emergency/Life threatening situation** – In a medical emergency situation, any medical staff member who is credentialed at Austin Health **is permitted to provide** necessary patient care, as best able, and outside their defined scope of clinical practice in order to provide life-saving measures and/or to prevent serious harm.

**Please note** – Recognising the dynamic and rapidly advancing nature of medical practice, if you believe a novel competence, practice or procedure should be included within your specialty's scope of clinical practice, please speak to your Head of Unit and refer to the 'Introduction of a New Technology / Clinical Practice' policy on the PULSE. [Introduction of a New Technology - Clinical Practice.docx](#)

#### For general accreditation the following need to be satisfied

- Demonstrated continuing professional development
- Regular attendance at audit
- Participation in one or more of the following
  - Teaching or research
  - Organising audit
  - Clinical governance
  - Other role in hospital outside of Rheumatology
  - College role

**For each area where special expertise** needs to be demonstrated some or all of the following criteria will be used to assess accreditation

1. Specialist training or a specific fellowship
2. Significant accumulated total experience in the field
3. Recent experience (adequate number of cases per year in previous years)
4. Satisfactory completion of an acceptable outside organisations credentialing requirements

## Selection criteria

#### Essential Knowledge and skills:

- A commitment to Austin Health values.
- Have appropriate training and experience applicable to the field of ENT/Head & Neck Surgery. Sub-specialty interests strongly encouraged.
- Demonstrated commitment to high quality patient care.
- Demonstrated commitment and ongoing activity in research and/or clinical audit activities.
- Involvement in teaching and training of medical, technical and nursing staff, including at undergraduate and post-graduate level.
- Attendance and active involvement in relevant departmental, organisational and external meetings (i.e. College, Association and National/International bodies).
- Demonstrates engagement, teamwork and collaboration.
- Have demonstrated ability to communicate effectively at all levels.



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- Have demonstrated understanding of, and commitment to Clinical Governance.

#### **Desirable but not essential:**

- A sound understanding of information technology including clinical systems.

### **Professional qualifications and registration requirements**

- Must be a registered Medical Practitioner in Australia with the Australian Health Practitioner Regulation Agency (AHPRA).
- Current Fellowship of the Royal Australasian College of Surgeons 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**

All Austin Health employees are required to:

- 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.

### **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**



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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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