

# Austin Health Position Description



## Position Title: ENT/Head & Neck Surgeon

Classification:	As per contract
Business Unit/ Department:	Division of Surgery, Anaesthesia and Procedural Medicine
Agreement:	AMA Victoria - Victorian Public Health Sector Medical Specialists Enterprise Agreement 2021 - 2026
Employment Type:	Part Time
Hours per week:	N/A
Reports to:	Director, Otolaryngology (ENT) and Head and Neck Surgery
Direct Reports:	N/A
Financial management:	Budget: N/A
Date:	October 2024

## About Austin Health

Austin Health is one of Victoria's largest health care providers. Comprising the Austin Hospital, Heidelberg Repatriation Hospital, Royal Talbot Rehabilitation, Hospital in the Home and community based health services; Austin Health is an internationally recognised leader in clinical teaching, training and research, with numerous university and research institute affiliations.

Austin Health employs near 9,000 staff across its sites; including over 1,600 doctors and 3,000 nurses, and delivers a full range of leading edge clinical services, including several state-wide services (liver transplant, spinal cord injury service, respiratory support service, child inpatient mental health service). In total, Austin Health provides over 900 beds, including mental health, aged-care and rehabilitation beds and a range of community and in the home services. The current annual operating budget is in excess of \$960 million.

Austin Health delivers vital state-wide services to all Victorians, including to diverse multicultural and veteran communities. It also provides community and specialty services to the people of Melbourne's north-eastern corridor in a safety-focused, team-oriented and stimulating work environment.

Austin Health's current vision is to change healthcare for the better through world class research, education and exceptional patient care.

Our values define who we are, shape our culture and the behaviours, practices and mindset of our people. Our values are: Our actions show we care, we bring our best, together we achieve and we shape the future. [www.austin.org.au/about-us](http://www.austin.org.au/about-us)

Austin Health is committed to providing an inclusive culture where all employees can contribute to the best of their ability and strive to develop further. Find more at <http://www.austin.org.au>

## About the Department

Austin Health has three campuses, the Austin Campus, the Repatriation Campus and the Royal Talbot Rehabilitation Centre. Medical services are provided by the Department of ENT Surgery for all three sites.

The Head of Unit is Mr Matthew Campbell.

## Position Purpose

### Role Specific:

- Provide comprehensive management of inpatient and outpatients.
- Attend operating sessions as required
- Provide an on-call service as required.
- Provide a consultative service to other Units as required.
- Supervise trainees and junior medical staff.
- 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.

### All Employees:

- Comply with Austin Health policies & procedures, as amended from time to time, which can be located on the intranet (The Pulse): <https://OPPIC>
- Report incidents or near misses that have or could have impact on safety - participate in identification and prevention of risks

- Comply with the Code of Conduct

### **People Management Roles:**

- Ensure clear accountability for quality and safety within the department
- Ensure incident management systems are applied and a response to local issues and performance improvement occurs; ensure the risk management system is functional
- Be aware of and comply with the core education, training and development policy.

## **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.*

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

**Desirable but not essential:**

A sound understanding of information technology including clinical systems.

## General Information

### Austin Health is a Child Safe Environment

Austin Health is committed to child safety. We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers. Austin Health has zero tolerance of child abuse, and all allegations and safety concerns will be treated seriously in line with legal obligations and our policies and procedures.

### Equal Opportunity Employer

Applications from Aboriginal and Torres Strait Islanders are encouraged to apply. For more information about working at Austin Health, please follow this link to Austin Health's Aboriginal Employment website:

<http://www.austin.org.au/careers/Aboriginalemployment/>

## Document Review Agreement

<b>Manager Signature</b>	
<b>Employee Signature</b>	
<b>Date</b>	