

# Position Description

## Cardiothoracic Surgery – Casual Medical Officer

<b>Classification:</b>	Medical Officer
<b>Business unit/department:</b>	<ul style="list-style-type: none"> <li>• Brian F. Buxton Cardiac and Thoracic Aortic Surgery Unit</li> <li>• Thoracic Surgery Department</li> </ul>
<b>Work location:</b>	Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input checked="" type="checkbox"/> (The Northern Hospital)
<b>Agreement:</b>	AMA Victoria - Victorian Public Health Sector - Doctors in Training Enterprise Agreement 2022-2026 Choose an item. Choose an item.
<b>Employment type:</b>	Casual
<b>Hours per week:</b>	As required for leave cover
<b>Reports to:</b>	Director - Brian F. Buxton Cardiac and Thoracic Aortic Surgery Unit
<b>Direct reports:</b>	N/A
<b>Financial management:</b>	Budget: N/A
<b>Date:</b>	August 2026 to August 2027

Austin Health acknowledges the Traditional Custodians of the land on which Austin Health operates, 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

Perform the duties of the position efficiently, according to the standards of the Unit including participating in the Austin Health performance appraisal program. Duties will include elective and emergency operating and consulting, routine and special Ward rounds, clinical meetings, supervision and teaching of resident staff and administrative duties related to routine clinical duties.

The Director of Brian F. Buxton Cardiac and Thoracic Aortic Surgery Unit and the Director of Thoracic Surgery, within the general scope of the terms of the appointment, may allocate specific duties. Every endeavor will be made to ensure that such duties are allocated on a fair and equitable basis.

## About the Directorate/Division/Departments

### **BRIAN F. BUXTON CARDIAC AND THORACIC AORTIC SURGERY UNIT:**

The Brian F. Buxton Cardiac and Thoracic Aortic Surgery Unit, as part of SAPM (Surgery, Anesthesia and Procedural Medicine), is responsible for the provision of services within the specialty to patients across Austin Health. The Acting Director of the Department is Mr Nick Roubos. A/Prof George Matalanis is responsible for the comprehensive Thoracic Aortic Surgery Program and is acknowledged as a world-renowned authority in all facets of thoracic aortic surgery.

The unit provides a sophisticated multi-disciplinary aortic surgery management meeting with participation of vascular surgeons and interventional radiologists. Opportunities exist for participation in endovascular procedures.

The Brian F. Buxton Cardiac and Thoracic Aortic Surgery Unit performs all types of adult cardiac surgery procedures, including complex valve repair procedures and management of tumours involving the heart.

Located at the Austin Hospital Campus, the Unit is committed to the provision of high-quality patient care and maintains an ongoing commitment to Undergraduate and Post Graduate teaching. Extensive unit based and collaborative research projects are undertaken within the department as well as part of multi-centre research initiatives. Also provided is a consultative service for other Units within Austin Health.

### **THORACIC SURGERY DEPARTMENT:**

The Thoracic Surgery Unit, as part of SAPM (Surgery, Anesthesia and Procedural Medicine), is responsible for the provision of services within the specialty to patients across Austin Health.

Located at the Austin site, the Unit is committed to the provision of high quality patient care and maintains an ongoing commitment to Undergraduate and Post Graduate teaching. Also provided is a consultative service for other Units within Austin Health. Basic and Clinical Research is encouraged.

The unit provides a full range of thoracic surgical services with the exception of lung transplant services. Specialized areas of interest are laser bronchoscopy and oesophagoscopy, stenting of the tracheo-bronchial oesophageal systems and thoracic robotic surgery. The Director of Thoracic Surgery is Mr Simon Knight.

## Position responsibilities

### **Role Specific:**

- Participate in operating theatre duties within approved scope of practice.
- Provide comprehensive management of in-patients.
- Attendance at multiple weekly outpatient clinics.
- Attention to detail and set expectations and ensure exact clinical handover and continuity of care amongst team members.
- Participate in Unit meetings and activities.
- Seek guidance from Senior Fellows / Trainee Registrars and Consultants as required.
- Help prioritise the surgical waiting list equitably.



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- Provide an on-call service as required.
- Provide a consultative service to other Units as required.
- Demonstrate a commitment to working as a team member with peer medical, nursing and other staff to provide efficient, safe and quality care across the continuum.
- Participate in the auditing and review of clinical practices to improve clinical outcomes.
- Attendance at Division of Surgery audit is compulsory and attendance at Surgical Grand Rounds is expected.

### Teaching and training

- Participate in both Undergraduate and Post Graduate teaching

### Research

- Participate in clinical and/or basic research

### Other

- Assist the Heads of Units in administrative duties as required
- Ensure that all leave planning and time sheets are submitted on time and approved.
- Assist in making a safe working environment by reporting any incidents of unsafe work practices, sites or equipment. Assist in the resolution of these issues.
- Abide by Austin Health corporate policies and practices as varied from time to time.
- Participate in Austin Health performance appraisal program as required.
- Undertake not to reveal to any person or entity any confidential information relating to patients and employees, policies, processes and dealings and not to make public statements relating to the affairs of Austin Health without prior authority of the Chief Executive Officer.
- Participate in the emergency incident response activities, as defined within the Emergency Response Manual, as and when required, at the direction of management

## Selection criteria

### Essential Knowledge and skills:

- Currently Registered Medical Practitioner in Australia.
- Exposure to Cardiothoracic Surgery / Critical care for a minimum of 6 months as an HMO or Registrar.
- Demonstrated commitment to high quality patient care.
- Demonstrated surgical competency including saphenous vein / radial artery conduit harvest and ICC drain insertion.
- Demonstrated ability to communicate at all levels.
- Demonstrated teamwork and collaboration.
- Demonstrated interest in research and structured progression towards CT Surgery SET selection.
- Demonstrated commitment to teaching.
- Computer skills including use of email and the internet.
- Demonstrated understanding of Clinical Governance.
- A commitment to Austin Health values:

### Desirable but not essential:

- 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.



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## Professional qualifications and registration requirements

- Currently Registered Medical Practitioner in Australia.
- Exposure to Cardiothoracic Surgery / Critical care for a minimum of 6 months as an HMO or Registrar.

## 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.



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## 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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