

Position Description

Position Title: Director, Victorian Spinal Cord Service

Classification:	Executive Specialist T/R (HM43)
Business unit/department:	Victorian Spinal Cord Service (VSCS)
Work location:	Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input type="checkbox"/> Royal Talbot Rehabilitation Centre <input checked="" type="checkbox"/> Other <input type="checkbox"/> (please specify)
Agreement:	AMA Victoria - Victorian Public Health Sector Medical Specialists Enterprise Agreement 2022-2026
	Choose an item.
	Choose an item.
Employment type:	Full-Time
Hours per week:	40 Hours (including ADO)
Reports to:	Chief Operating Officer through Medical Director Cancer & Neuroscience Clinical Service Unit
Direct reports:	3
Financial management:	Budget: Nil
Date:	May 2025

Position purpose

To lead the Victorian Spinal Cord Service (VSCS) in maintain and improving the standard of care delivered to patients of the VSCS, in accordance with the philosophies and objectives of the service, and new and innovative clinical practices.

To manage efficiently and effectively department/unit staffing and budgetary resources, ensuring that legislative responsibilities are being met, a safe work environment maintained and staff development is of a high priority.

About the Directorate/Division/Department

THE VICTORIAN SPINAL CORD SERVICE (VSCS) The Victorian Spinal Cord Service (VSCS) provides acute, rehabilitation, outpatient and community outreach services for people who sustain traumatic spinal cord injuries in Victoria, Tasmania and southern NSW. The VSCS is 1 of only 6 such specialist services in Australia and forms part of Victoria's state trauma system.

The VSCS provides continuing care from notification of injury, acute care and rehabilitation to community follow up and long-term review.

The acute unit located at the Austin Hospital operates 20 to 26 beds providing treatment for:

- Patients in the acute phase after injury
- Patients who develop complications of spinal cord injury requiring re-hospitalisation
- And those requiring elective procedures

The rehabilitation unit is located at the Royal Talbot Rehabilitation Centre of Austin Health. This 20 bed specialist rehabilitation facility was specifically designed for the rehabilitation of people with spinal cord injury.

The VSCS is committed to the ongoing prevention of complications of spinal cord injuries thereby assisting our patients to get on with life with the least restrictions possible.

The VSCS works in partnership with most other specialties and departments at Austin Health and with a wide range of community-based agencies to provide quality services to its clients.

Position responsibilities

Role Specific:

- Management of multidisciplinary rehabilitation programs for patients with spinal paralysis
- Review and assessment of spinal outpatients in metropolitan and country clinics including telehealth
- Management of spinal outpatients with intercurrent problems
- 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

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.



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All Employees:

- Comply with Austin Health [policies & procedures](#) as amended from time to time
- Comply with the Code of Conduct and uphold our values, and diversity and inclusion commitments.
- Maintain a safe working environment for yourself, colleagues, and members of the public. Escalate concerns regarding safety, quality, and risk to the appropriate staff member, if unable to rectify yourself
- Comply with the principals of patient centered care.
- Comply with Austin Health mandatory training and continuing professional development requirements.
- Work across multiple sites as per work requirements and/or directed by management.

People Management Roles:

- Maintain an understanding of individual responsibility for safety, quality & risk and actively contribute to organisational quality and safety initiatives.
- Ensure incident management systems are applied and a response to local issues and performance improvement occurs.
- Support staff under management to comply with policies, procedures and mandatory training and continuing professional development 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 an Advanced Training Medical College (e.g. FRACP, or FACRM) or its equivalent.
- Have appropriate training and experience applicable to the field of Spinal Cord Services. 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 for Performance in the Position

- A sound understanding of information technology including clinical systems

Professional qualifications and registration requirements

- Be a registered Medical Practitioner with the Australian Health Practitioner Regulation Agency (AHPRA)
- Hold Fellowship of the Australasian Faculty of Rehabilitation Medicine (RACP)



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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

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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