

# Position Description

## Medical Director, TRAMS

|                                  |                                                                                                                                                                                                                              |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Classification:</b>           | Medical Specialist                                                                                                                                                                                                           |
| <b>Business unit/department:</b> | Tracheostomy Review and Management Service                                                                                                                                                                                   |
| <b>Work location:</b>            | Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input type="checkbox"/><br>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>          | Part-Time                                                                                                                                                                                                                    |
| <b>Hours per week:</b>           | 3.5 hours                                                                                                                                                                                                                    |
| <b>Reports to:</b>               | Director, Victorian Respiratory Support Service                                                                                                                                                                              |
| <b>Direct reports:</b>           | 0                                                                                                                                                                                                                            |
| <b>Financial management:</b>     | Budget: Not Applicable                                                                                                                                                                                                       |
| <b>Date:</b>                     | November 2025                                                                                                                                                                                                                |

Austin Health acknowledge the Traditional Custodians of the land on which Austin Health operates, the Wurundjeri 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

This position will provide medical oversight and management of patients within the Tracheostomy Review and Management Service (TRAMS). It is expected that the appointed individual will provide collaborative input with other members of the multidisciplinary team. The primary focus is to support the outpatient management of TRAMS patients, with additional medical support and oversight of the medical governance, strategic planning, research and other interdisciplinary forums.

### About TRAMS

The position is within the Tracheostomy Review and Management Service (TRAMS), Austin Hospital, Austin Health, a major public teaching hospital and tertiary referral centre associated with The University of Melbourne. TRAMS provides a comprehensive multidisciplinary consultative service across Austin Health, providing care to inpatients and outpatients living with a tracheostomy. TRAMS has a strong research and educational ethic and provides education and training to a variety of

disciplines across Austin Health. TRAMS works collaboratively with the Victorian Respiratory Support Service and Ventilation Weaning Unit, and departments of ICU, Anaesthesia, Thoracic surgery, Maxillofacial surgery, and ENT surgery.

## Position responsibilities

- Medical oversight of the management of tracheostomy outpatients
- Attendance at monthly TRAMS departmental meeting
- Perform tracheostomy scopes on outpatients as required
- Provide medical oversight of tracheostomy management and governance within Austin Health, including contribution to the development of centre wide policy and procedures around tracheostomy
- Medical lead for the interdepartmental tracheostomy forum (ITF) annually
- Attend and participate in related professional forums, workshops and conferences
- Contribute to TRAMS departmental research outputs

## Credentialing and Scope of Clinical Practice

**Core Scope of Clinical Practice** – Respiratory and Sleep Medicine Specialist Physician. This only applies to practice at Austin Health and its campuses/services.

1. Investigate and manage patients presenting with common respiratory symptoms and problems
2. Identify less common respiratory problems
3. Apply and interpret diagnostic investigations commonly used in the management of respiratory conditions
4. Describe the indications, benefits, risks and clinical processes of interventions used in the management of common respiratory conditions and acquire proficiency in performing these procedures
5. Diagnose and manage a range of respiratory conditions
6. Manage acute respiratory failure and medical emergencies (determined by completion of an appropriate course in advanced life support)
7. Diagnostic Bronchoscopy
8. Performing Sleep Studies
9. Lung function testing
10. Respiratory Physicians working in Sleep Medicine should be competent in the following areas: investigate and manage patients presenting with common sleep symptoms and problems; identify less common sleep problems; apply and interpret diagnostic investigations commonly used in the management of sleep disorders; recognise the indications, benefits, risks and clinical processes of interventions used in the management of common sleep disorders and be proficient in performing these procedures; and diagnose and manage a range of sleep disorders.

This will be assumed if the Respiratory Physician has a Fellowship of the Royal Australasian College of Physicians in Respiratory and Sleep Medicine 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



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'best-practice' principles to ensure safe clinical care.



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1. Interventional Bronchoscopy (including stenting)
2. Endobronchial Ultrasound
3. Ultrasound Guided Pleural Aspiration

**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 HUB (<http://eppic//Document/1193>).

**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 within Austin Health but outside of the unit/specialty
  - 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

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

## Selection criteria

**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.
- Member of the Thoracic Society of Australia and New Zealand.
- Have appropriate training and experience applicable to the field of Respiratory and Sleep Medicine
- Demonstrated commitment to high quality patient care.
- Experience in the medical management of tracheostomies
- Ability to perform physical assessment of tracheostomies including utilising a tracheostomy scope where indicated
- Strong collaborative skills including working in a multidisciplinary team
- Medical leadership skills
- Attendance and active involvement in relevant departmental, organisational and external meetings (i.e. College, Association and National/International bodies).



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### Desirable but not essential:

- Research experience including scientific publications
- Experience in hospital risk assessment and review of clinical incidents
- Experience in policy and procedural development
- Supervision of doctors in training

### Professional qualifications and registration requirements

- Must be a registered Medical Practitioner in Australia with the Australian Health Practitioner Regulation Agency (AHPRA), including specialist registration in respiratory and sleep medicine
- 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

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.



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## General information



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### **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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