POSITION DESCRIPTION
Date revised: October 2019

Title: Visiting Medical Officer in Cardiology
Type of Employment: VMO
Campus: Alfred Health
Program: Alfred Heart & Lung
Unit/Department: Cardiology
Responsible to: Director Cardiology

ALFRED HEALTH

Alfred Health is the main provider of health services to people in the inner southeast suburbs of Melbourne and is also a major provider of specialist services to people across Victoria. The Health Service operates three outstanding facilities: The Alfred, Caulfield and Sandringham.

Further information about Alfred Health is available at www.alfred.org.au.

OUR BELIEFS

Our staff are expected to demonstrate and uphold Alfred Health beliefs, which are -

- Patients are the reason we are here – they are the focus of what we do.
- How we do things is as important as what we do.
- Respect, support and compassion go hand in hand with knowledge, skills and wisdom. Safety and care of patients and staff are fundamental.
- Excellence is the measure we work to everyday.
- Through research and education we set new standards for tomorrow.
- We work together. We all play vital roles in a team that achieves extraordinary results.
- We share ideas and demonstrate behaviours that inspire others to follow.

POSITION SUMMARY

The Department of Cardiology at the Alfred Hospital assess and treats patients with all forms of adult cardiovascular disease. The Department comprises of outpatient clinics, investigation suites, three catheter laboratories and an inpatient ward collocated with The Alfred’s Department of Cardiothoracic Surgery. In addition to patient care, the department has an extensive research and education programme. It has close links with the adjacent Baker Heart and Diabetes Institute.

The Senior Medical Staff (SMS) member is required:

- To provide excellent clinical expertise and service in Cardiology.
- To provide supervision to junior medical and other relevant staff within the Unit/Department.
- To support Alfred Health’s quality, monitoring and improvement initiatives.
- To support Alfred Health’s teaching, research and clinical governance programs.
- To support the strategic priorities and values & beliefs of Alfred Health.

Qualifications and Experience:

- Appointees must be legally qualified medical practitioners, registered or registrable with the Australian Health Practitioner Regulation Agency (AHPRA) without conditions, undertakings or reprimands that could impact on their clinical practice.
- Fellowship of the Royal Australasian College of Physicians.
- Demonstrable relevant knowledge and experience in Cardiology.
- Meets Alfred Health requirements for credentialing and scope of practice in Cardiology
- Experience in teaching and an involvement in research are desirable.

Key Responsibilities:

Clinical Practice

- Attend clinics, ward rounds and participate in on call/ward service as rostered.
- Ensure that timely, efficient and high quality care is provided to patients.
- Maintain contemporary best practice, personal technical expertise, medical knowledge & clinical skills.
- Assume responsibility for clinical care of allocated patients and participate in setting the standards for high quality clinical practice within the Department/Unit.
- Recognise consumer diversity and respond to the cultural and physical needs of high-risk groups;
- Maintain accurate patient records in accordance with Alfred Health policy & guidelines
- Utilise the electronic clinical information system unless there is an approved paper based alternative to facilitate patients’ comprehensive clinical plans of care.
- Assist in developing protocols where appropriate.
- Use resources in a responsible manner having regard to patient priority and need.
- Ensure that there is prompt communication with other relevant clinicians and health care providers to ensure communicating for safety requirements are met
- Undertake other clinical and non-clinical activities (as applicable) as directed by the Unit Head.

Clinical Governance, Quality, Safety, Risk and Improvement

- Practise consistent with principles of patient centred care and develop an understanding of shared decision making and “what matters to the patient”.
- Comply with the Alfred Health principles of Timely Quality Care (TQC)
- Participate in monitoring and quality improvement activities including the Cardiology Unit/Department clinical review/audit program.
- Promote and participate in the evaluation and continuous improvement processes.
- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives.
- Follow organisational safety, quality & risk policies and guidelines including infection prevention, hand hygiene, invasive devices, medication safety and open disclosure.
- Comply with Alfred Health medication management and medication safety policies and guidelines.
- Respond to concerns regarding safety, quality & risk by taking action or escalating to an appropriate staff member.
- Maintain a safe working environment for self, colleagues and members of the public.
- Comply with Alfred Health’s Unacceptable Behaviour in the Workplace policy.
- Comply with Alfred Health mandatory training and continuing professional development requirements.
- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.
- Participate in College, National Standards and other accreditation programs as required.
- Adhere to their defined scope of practice.
• Participate in the resolution of incidents and complaints & enter incident data into Riskman as necessary.
• Participate in performance review processes for Cardiology Department/Unit

Education & Research
• Support teaching and research activities where relevant.
• Contribute to the overall professional standing of the Alfred
• Support both undergraduate and postgraduate education and training programs.
• Provide registrars and others working in Department/Unit with appropriate supervision, training and instruction in accordance with Alfred Health policies.
• Comply with Alfred Health mandatory continuing professional development requirements.
• Research activities will be undertaken commensurate with the role.

Professional Behaviour & Communication
• Maintain strong and effective communication with other staff.
• Support the Director/Head of Unit Cardiology in the daily work of the department.
• Resolve issues constructively and improve areas of poor communication.
• Role model Alfred Health values & beliefs and question behaviours which are not consistent with these values.
• Maintain stable performance and a calm attitude under pressure.
• Attend relevant meetings of Cardiology Department/Unit.
• Ensure compliance with relevant Alfred Health clinical and administrative policies and guidelines.
• Comply with relevant privacy legislation.
• Maintain confidential information and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Alfred Health.
• The appointee’s performance will be reviewed regularly by the Director/ Head of Unit or delegate.
• Maintain a safe working environment for yourself, your colleagues and members of the public.
• In this position you must comply with the actions set out in the relevant section(s) of the OHS Roles and Responsibilities Guideline.
• Commitment to child safety - Alfred Health has zero tolerance for child abuse and is committed to acting in the best interest of children in our care.

Performance Indicators:
• Participation in annual performance review to be undertaken by the Director/ Head of Unit Cardiology or delegate
• Meet the Alfred Health requirements for credentialing and scope of practice in Cardiology
• Provide documentation as requested by Alfred Health to facilitate review of credentials and scope of practice in accordance with Alfred Health, Department of Health & Human Services policy and ACSQH guidelines
• Attend Department/Unit/Program meetings, including morbidity & mortality meetings, as appropriate to fulfil one’s clinical and professional duties within the Hospital.
• Ensure that all deaths which occur under their care are reviewed and classified appropriately;

ACSQHC, Credentialing health practitioners and defining their scope of clinical practice: A guide for managers and practitioners, December 2015
Participate in the investigation and resolution of complaints and clinical incidents as directed by the unit-head/director;

Where applicable, successfully complete Clinical Support duties as allocated by the unit-head/director;

Follow administrative requirements as detailed in the individual employment contract including submission of time sheets/ Kronos data and leave requests and ensuring leave entitlements are discharged within the various time frames required.

Attend theatre/ procedure/ clinic and other sessions as rostered so as to ensure that operations/procedures/meetings are commenced on time.

Ensure that there is timely consultation on patients referred to the Unit, and scheduled in clinics.