POSITION DESCRIPTION

Date revised: March 2021

Title: Head of Kidney Transplant Surgery
Type of Employment: Full Time or substantial Part-time
Campus: Alfred Health
Program: Surgical Services
Unit/ Department: Kidney Transplantation Service
Responsible to: Program Director Surgical Services

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 tertiary & quaternary specialist services to people across Victoria. The Health Service operates three outstanding facilities: The Alfred, Caulfield and Sandringham, hospitals.

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 position is available either Full-time or substantial Part-time and can be discussed accordingly.
- To provide strong management and leadership to Kidney Transplantation Service.
- Responsible for surgical coordination of kidney transplantation program.
- Review of kidney transplant patients (pre and post-surgery), and transplant outcomes in consultation with Renal Medicine program.
- To provide excellent clinical expertise for safe effective patient care.
- To provide supervision to junior and senior 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 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 relevant college(s).
- Demonstrable relevant knowledge and experience in Kidney Transplantation.
- Meet Alfred Health requirements for appropriate credentialing and scope of practice in Kidney Transplantation;
- Have experience in teaching and involvement in research; and,
- Experience and clinical skills in other aspects of surgical care for patients (especially those with chronic kidney disease (e.g. vascular access, peritoneal dialysis access etc) are highly desirable.

Key Responsibilities:

**Management and Leadership** – the appointee will provide strong clinical leadership to the Unit/Department by;

- Demonstrating high standards of personal integrity, fairness and managerial competence in dealing with staff.
- Leading and continuing to develop the Unit/Department’s clinical governance program and ensuring the active participation of the Unit in Ward Governance meetings and activities
- Managing the resources of the Unit/Department to maximise its productivity and ensure that budgetary and service delivery targets are met.
- Participating in, and contributing to the administrative functions of the Hospital including active participation in recruitment and retention of senior and junior medical staff.
- Directing staff and allocating duties according to their skills and consistent with the needs of the patients and the unit.
- Putting systems and processes in place to ensure that staff take all their required leave while maintaining sufficient staff establishment to run the service and on-call safely.
- Participating in ongoing education to further develop their own clinical and managerial skills.
- Appropriately delegating responsibilities for the further development of others.
- Developing and maintaining active clinical links with other Services/Units necessary for delivery of patient care.
- Anticipating potential problems, identifying solutions & assisting others to think through solutions.
- Cooperating with People and Culture when counselling/ disciplining staff to ensure adherence to natural justice, good industrial processes and the EBA.
- Representing or promoting the Kidney Transplantation Service Unit in internal and external fora, and/or to patients and community client groups, as required.

**Planning & Service Delivery** – the appointee will;

- Develop services in accordance with the strategic direction of Alfred Health.
- Promote and foster the reputation of the Kidney Transplantation Service.
- Facilitate the ongoing development of Kidney Transplantation services and the introduction of new technologies in accordance with Alfred Health policies in order to ensure high standards of care for all patients.
- Develop agreed clinical management protocols and models of care in conjunction with other related disciplines
• Review, develop, implement and oversee the Quality & Business Plan for Kidney Transplantation Unit/Department ensuring compliance with Alfred Health KPIs and reporting requirements.

• Effectively adapt to new situations or uncertainty and promote and support required changes by describing the reasons for change and support others through the change processes.

• Set and agree clear objectives and expectations with team members.

• Consistently achieve the key outcomes/results within own area of responsibility and within agreed timeframes.

• Advise on the provision of replacement equipment to ensure that the Unit/Department is able to meet its workload safely and efficiently.

• Advise on the efficient & effective selection & use of relevant consumables.

• When required, participate in and contribute to the service review processes of Alfred Health.

Clinical Practice – the appointee will;

• Attend preadmission clinic, preoperative assessment and surgical preparation, theatre sessions, post surgical care as rostered - participate in on call and other clinical surgical activities.

• Demonstrate clinical leadership by ensuring that timely, efficient and high-quality care is provided to patients.

• Maintain contemporary best practice, personal technical expertise, medical knowledge & clinical skills.

• Encourage the minimisation of unnecessary clinical variation in practice within the discipline.

• Assume responsibility for clinical care of allocated patients and participate in setting the standards for high quality clinical practice within the Department/Unit.

• Assist in developing protocols where appropriate.

• Ensure that accurate and timely patient records are maintained by all staff and that the electronic clinical information system is used to facilitate patients’ comprehensive clinical plans of care (unless there is an approved paper based alternative).

• Ensure that resources are used 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.

• Undertake other clinical duties as directed by the Program Director.

Clinical Governance, Quality, Safety, Risk and Improvement – the Unit Head/Director will;

• Ensure compliance with the Alfred Health principles of patient centred and Timely Quality Care (TQC);

• Continually promote a culture of safety and transparency to all clinical staff;

• Ensure that staff promote and participate in prescribed Alfred Health monitoring and quality improvement activities including the unit/department’s clinical review and audit program;

• Ensure that regular unit/departmental morbidity and mortality reviews are conducted in compliance with the Alfred Health Clinical Audit guidelines and that a copy of the agenda and minutes are lodged with the Alfred Health Clinical Governance Unit;

• Ensure that all the unit/department’s patient deaths are reviewed and categorised using the Alfred Health, Clinical Audit guidelines;

• Ensure that consumers are actively engaged as partners in their healthcare by keeping them informed, involving them in decision making and encouraging their participation in key committees;
• Ensure that staff feel comfortable to escalate emergent safety, quality & risk concerns;
• Ensure that staff are aware of, and actively comply with, the requirements of the National Safety and Quality Health Service Standards;
• Ensure staff comply with organisational safety, quality & risk policies and guidelines including: infection control policies and procedures; hand hygiene; peripheral line guidelines; medication safety policies and procedures; and open disclosure;
• Ensure the Unit/Department’s participation in College, National Standards and other accreditation programs as required;
• Adhere to and ensure that staff adhere to scope of practice requirements; and
• Participate in, or ensure appropriate delegation to progress the investigation and resolution of incidents and complaints; and respond to concerns regarding safety & quality by taking action or escalating these.

Education & Research - the appointee will support teaching and research activities within the Unit/Department and across the service by;

• Supporting worthwhile research projects proposed by clinical staff.
• Supporting education and training programs at both undergraduate and postgraduate levels.
• Contributing to the overall professional standing of the Alfred
• Providing registrars and others working in Department/Unit with appropriate supervision, training and instruction in accordance with Alfred Health policies.
• Ensuring compliance with Alfred Health mandatory continuing professional development requirements.
• Ensuring that medical staff have opportunities for professional development & for career development by appropriately delegating responsibilities and by encouraging them to undertake courses in professional development.

Professional Behaviour & Communication – the appointee will;
• Maintain strong and effective communication with other staff.
• Support the Program Director 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 Kidney Transplantation Service.
• Actively participate in their own personal performance review and use this as a vehicle to improve their performance
• Ensure compliance with relevant Alfred Health clinical and administrative policies and guidelines.
• Maintain a safe working environment for yourself, your colleagues and members of the public.
• 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 their employment duties at Alfred Health.
• In this position you must comply with the actions set out in the relevant section(s) of the OHS Roles and Responsibilities Guideline.
• Ensure compliance with Alfred Health’s Unacceptable Behaviour in the Workplace policy.
• Commitment to child safety - Alfred Health has zero tolerance for child abuse and are committed to acting in the best interest of children in our care. Develop an awareness of family violence issues

Performance Indicators: – the appointees’ managerial performance indicators will include -

• That medical staff at minimum, will have an annual performance review and that this will be documented either electronically through e-Hub or on the prescribed forms which are to be submitted as to the Medical Workforce Unit.
• That the unit/departamental audit, quality and/or mortality and morbidity meetings will be conducted at prescribed intervals and that these meetings will comply with the Alfred Clinical Audit Guidelines.
• That all medical staff submit time sheets/ Kronos information and leave requests within the various time frames required.
• That the allocation of medical staff leave is in compliance with the Alfred Health Leave Management Policy so that required leave is taken, while maintaining safe of patient care.
• That 100% of complaints will be investigated and resolved in compliance with Alfred Health policy
• That 100% of deaths occurring under the purview of the unit/department will be reviewed and categorised in compliance with Alfred Health, Alfred Clinical Audit Guideline.
• That 100% of Sentinel Events or category 1 or 2 Clinical Incidents will be appropriately investigated in compliance with the Alfred Health Clinical Incident Guidelines.

Performance Indicators: – the appointees’ personal performance indicators will include

• Participation in an annual performance review to be undertaken by the Program Director or delegate
• Meeting the Alfred Health requirements for appropriate credentialing and scope of practice in Kidney Transplantation.
• Providing documentation as requested by Alfred Health to facilitate review of credentials and scope of practice in accordance with Alfred Health, Department of Health policy and ACSQHC guidelines1.
• Submitting time sheets/ Kronos data and leave requests and ensuring leave entitlements are discharged within the various time frames required.
• Attending theatre/ procedure/ clinic and other sessions on time and as rostered so as to ensure that operations/procedures/meetings work efficiently.
• Ensuring that there is timely consultation on patients referred to the Unit, and scheduled in clinics.

1 ACSQHC, Credentialing health practitioners and defining their scope of clinical practice: A guide for managers and practitioners, December 2015