POSITION DESCRIPTION
Date revised: October 2019

Title: VMO in Endocrinology
Type of Employment: VMO
Campus: Alfred Health
Program: Alfred Specialty Medicine
Unit/ Department: Endocrinology
Responsible to: Director Endocrinology

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 Senior Medical Staff (SMS) member is required:

- To provide excellent clinical expertise and service in Endocrinology.
- 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 Australian College of Physicians.
- Demonstrable relevant knowledge and experience in Endocrinology.
- Meets Alfred Health requirements for credentialing and scope of practice in Endocrinology.
- 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 Endocrinology 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 Endocrinology 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 Endocrinology 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 Endocrinology 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 Endocrinology or delegate
- Meet the Alfred Health requirements for credentialing and scope of practice in Endocrinology
- 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 guidelines1.
- 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;
- 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;

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