



DEPARTMENT OF HEALTH

NORTH METROPOLITAN HEALTH SERVICE

### SIR CHARLES GAIRDNER HOSPITAL

### JOB DESCRIPTION FORM

<b>CONSULTANT – SURGEON – UROLOGY (LAPAROSCOPIC)</b>	
<b>SMP YEAR 1-9</b>	
DEPARTMENT OF UROLOGY	
SURGICAL DIVISION	
Position No: <b>006725</b>	Effective Date: <b>September 2015</b>

<b>INDUSTRIAL AWARD / AGREEMENT:</b> Medical Practitioners (Metropolitan Health Service) Agreement
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REPORTING RELATIONSHIPS	
Responsible to	Executive Director Sir Charles Gairdner and Osborne Park Health Care Group
Responsible to	Medical and Nursing Co-Director Surgical Division
Responsible to	Head of Department - Urology
THIS POSITION	

POSITIONS UNDER DIRECT SUPERVISION	OTHER POSITIONS UNDER CONTROL																							
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**PRIME FUNCTION / KEY RESPONSIBILITIES:** Assists the multidisciplinary team to provide specialist surgical services to patients. Promotes patient safety and quality of care. Provides leadership, orientation, training, supervision and education, where relevant, for doctors in training, Health Service Medical Practitioners and other health workers. In collaboration with the Head of Department and other Consultants works to achieve national, state and NMHS performance standards and targets. Works within the scope of clinical practice as defined and recommended by the Sir Charles Gairdner Hospital Medical Credentialling and Scope of Clinical Practice Committee.

## BRIEF STATEMENT OF DUTIES

The Hospital Executive Director holds each consultant responsible for the care of all patients assigned to them, understanding that after hours, the responsible consultant is the consultant on duty/on-call unless the patient has recently undergone a procedure.

Each consultant is responsible for the orientation, education and supervision of the junior medical staff allocated to them. Supervision is especially important during procedures.

### 1. Clinical

- 1.1 Leads the provision of specialist consumer centred medical care to patients and provides a consultation service on request for other patients.
- 1.2 Undertakes clinical shifts at the direction of the Head of Department.
- 1.3 Consults, liaises and support patients, carers, colleagues, nursing, allied health, support staff, external agencies and the private sector to provide coordinated multidisciplinary care.
- 1.4 Responsible for ensuring patients are involved in decision making regarding their care.
- 1.5 Clinically reviews or assesses patients on the day of admission, or earlier if required when on-call or admitted under their care.
- 1.6 Conducts regular clinical review of patients at appropriate intervals with doctors in training ensuring that the medical record (including discharge summaries) is accurately updated after review of each patient.
- 1.7 Reviews patients at the request of hospital staff, the patient or their family on the same day of the request.
- 1.8 Facilitates timely discharge of patients by actively addressing any delays in patient admission, treatment or discharge, including through regular participation in multidisciplinary team meetings.
- 1.9 Authorises and supports registrar/s in conducting clinical review of all inpatients daily and to facilitate appropriate discharges before 10:00 and is generally available for discussion by phone to assist registrars when necessary.
- 1.10 Actively and openly manages clinical incidents through open disclosure.
- 1.11 Provides preliminary advice to doctors both internal and external to NMHS and refers requests for interhospital transfers to the bed manager/operations centre advising if transfer is time critical.
- 1.12 Responsible for the clinical review and clinical management of patients referred to Outpatient services.
- 1.13 Works with the Head of Department and other consultants to distribute planned and unplanned patient demand across the specialty and other hospital sites and champions clinical service redesign to improve systems of care.
- 1.14 Completes clinical documentation and undertakes other administrative/management tasks as required.
- 1.15 Participates in departmental and other meetings as required to meet organisational and service objectives.
- 1.16 Complies with Medical Staff Guidelines issued by some hospitals.

### 2. Education/Training/Research

- 2.1 Engages in continuing professional development/education and ensures continuous eligibility for the relevant specialist medical registration as per essential criterion 1.
- 2.2 Educates doctors in training, medical students and other members of the multidisciplinary team through ward rounds, formal presentations, tutorials and other modalities.
- 2.3 Develops and participates in evidence based clinical research activities relevant to speciality.

- 2.4 Participates in mandatory training activities to ensure compliance with North Metropolitan Health Service policy.
- 2.5 Completes an annual professional development review of their performance with the Head of Department/Head of Specialty.
3. **NMHS Governance, Safety and Quality Requirements**
  - 3.1 Fulfils National Safety and Quality Health Services Standards requirements including but not limited to:
    - Participating in continuous safety and quality improvement actions, such as audits, reviews and drills that result in improvements to patient care, staff knowledge or the consumers experience and that align with actions described within the standard.
    - Participating with the development, implementation, reporting and monitoring of quality assurance measures and activities.
    - Ensuring records and statistics are kept in accordance with established procedures.
    - Undertaking all required mandatory training in a timely manner & ensures attendance at regular updates.
  - 3.2 Undertakes performance development review of staff under their supervision and submits them to the Head of Department/Head of Specialty.
  - 3.3 Initiates, implements and participates in audit, quality improvement and research activities in consultation with the Head of Department to systematically evaluate service delivery and meet customer needs.
  - 3.4 Participates in relevant clinical governance committees including regular clinical reviews, Root Cause Analysis (RCA) and morbidity/mortality reviews as required and implements endorsed recommendations.
  - 3.5 Attends to medico legal issues that arise concerning patients that have been under their care and advises the Head of Department about complaints they receive pertaining to themselves or other doctors.
  - 3.6 Responsible for ensuring, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
  - 3.7 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program Specific Policies and Procedures including the relevant Occupational Safety and Health legislation, Equal Opportunity legislation and WA Health Code of Conduct.
4. Undertakes other duties as directed.

### ESSENTIAL MINIMUM REQUIREMENTS

1. Eligible for registration by the Medical Board of Australia.
2. Fellowship of the Royal Australasian College of Surgeons or equivalent.
3. Evidence of subspecialty/fellowship training, experience and interest in laparoscopic urological surgery including nephrectomy, partial nephrectomy and pyeloplasty.
4. Demonstrated extensive knowledge, clinical experience and skills in the area of Urology, including in associated diagnostic and therapeutic procedures.
5. Demonstrated high level skills in all aspects of the relevant college competency framework.
6. Demonstrated experience and commitment to clinical teaching and clinical research.
7. Demonstrated knowledge and application of quality improvement principles and practices.
8. Demonstrated ability to provide leadership, facilitate effective multidisciplinary teamwork and provide patient centric care.
9. Demonstrated high level communication, interpersonal, negotiation and conflict resolution skills.

### DESIRABLE CRITERIA

1. Evidence of subspecialty/fellowship training, experience and interest in laparoscopic prostate surgery and robotic experience.
2. Evidence of an interest in teaching and supervision of clinical research projects.
3. Knowledge of current clinical governance systems in NMHS.
4. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

### Appointment Prerequisites

Appointment is subject to:

- Evidence of registration by the Medical Board of Australia must be provided prior to commencement;
- Working with Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia;
- Completion of 100 point identification Check;
- Successful Criminal Record Screening Clearance;
- Successful Pre-Employment Integrity Check;
- Successful Pre-Employment Health Assessment.

### CERTIFICATION (Valid only if establishments registration stamp affixed to all pages.)

**Area Director / Director / Head of Division / Head of Service / Head of Department:** The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

Title

Signature

Date

**Human Resource Delegate** - Job Description Approved.

Title

Signature

Date

**Occupant** - I have noted the statement of duties, responsibilities and other requirements as detailed in this document

Name (in full)

Signature

Date