



Position Description

**Directorate / Network
Department**

**Staff Specialist
Clinical Neurology**

Designation: Staff Specialist VMO Neurologist
Classification: Staff Specialist/VMO
Award: Staff Specialist (State) Award and VMO determination
Location: Nepean

PRIMARY OBJECTIVES

Senior Medical Staff are expected to provide admitting, consultative, diagnostic, procedural, outpatient and on call specialty services as determined and required by the Clinical Director of Neurology.

The staff specialist is responsible directly to the Clinical Director of Neurology, Nepean Hospital. The staff specialist is responsible for the provision of Clinical Neurology services including patient care as appropriate to the diagnosis and treatment of neurology patients.

Detailed Work Duty Schedule - As this is 0.5 FTE/VMO positions a definite schedule is not possible and will be negotiated on appointment.

	Monday	Tuesday	Wednesday	Thursday	Friday
AM		Acute Neurology Clinic	Teaching	Neurophysiology clinic	
PM			Subspecialty Clinic		Administration

Timing may vary depending on call commitments

The role includes undergraduate and postgraduate teaching, research and supervision.

The Senior Medical Practitioner is also responsible for the maintenance of quality with all aspects of their service delivery and the efficient use of resources within Nepean Blue Mountains Local Health District.

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LOCAL BACKGROUND & ENVIRONMENT

Nepean Blue Mountains Local Health District is responsible for the provision of health services to the local government areas of Penrith and Blue Mountains and tertiary care to the entire western region for an estimated population of ½ million people. These services are provided through a number of hospital and community-based facilities located strategically across the Local Health Network.

Nepean Blue Mountains Local Health District is committed to achieving continuous quality improvement in client services within a Quality Management framework, with a supporting Strategic Plan aimed at the continuous improvement of all facilities. The Area Health Service has individual facilities located at Penrith, Springwood, Katoomba, Lithgow and Portland; and third schedule hospital being Hawkesbury Hospital.

All hospitals provide a range of both in-patient and outpatient services to clients both from within the boundaries of the LHD and cross border flows.

In addition to this, there are a number of facilities strategically located across the LHN that provide primary health care services to the community.

REPORTING RELATIONSHIPS

This position reports directly and has professional accountability to the Department Head Neurology / General Manager Nepean Hospital.

MAJOR ACCOUNTABILITIES

Clinical

- Clinical privileges will be exercised within the scope of practice granted by the Medical & Dental Appointments Advisory Committee (Credentials Sub-Committee).
- Provide high quality care for patients and their families/significant others.
- Ensure adequate communication occurs between clinicians within the organisation.
- Ensure detailed patient care treatment plans are in place to support the timely management of patients.
- Ensure a high standard of clinical record documentation is maintained. This includes utilisation of paper based systems and electronic mail compatible with hospital systems, and keeping appropriate databases up-to-date.
- Ensure effective patient handover and transfer of care.
- Ensure appropriate communication occurs with medical practitioners external to the organisation regarding patients under their care, including providing detailed discharge summaries as indicated.

- Provide reliable and responsive on-call services (when privileged to do so). Attendance when requested is to be within thirty minutes of call, or otherwise within a timeframe consistent with the needs of the specialty as determined and approved.

Research and Teaching

- Maintain an intellectual environment within the Department conducive to high quality medical research.
- Apply principles of evidence based medicine to clinical practice and contribute to the advancement of medical practice
- Participate in research projects, implemented within the Department or in collaboration with research staff external to the Department, which have been approved by the Director and the appropriate regulatory committees.
- Encourage peers, registrars and resident medical officers to participate in research projects.
- Organise, deliver, or participate in education sessions within the Department.
- Teach and train effectively at all levels of undergraduate and postgraduate education where required.
- Provide “on the job” training of registrars and resident medical officers during ward rounds, outpatient clinics, operating/ procedural sessions as appropriate to the specialty.

Supervision

- Fulfil responsibilities as mentors for medical students and resident medical staff assigned to the department as required. This includes participation in staff appraisal at regular intervals particularly in relation to registrars & resident medical staff
- Supervise the junior medical staff and provide regular teaching and education in accordance with Institute Medical Education and Training guidelines.
- Provide supervision and support for Fellows and Trainees in post-graduate medical programmes including University programmes, Colleges and the Western Division of General practice.

Quality

- Strive for continuing improvement in all aspects of work and that of colleagues, mindful of priorities and high standards.
- Actively support a “no blame” culture throughout the organisation
- Undertake clinical governance activities, risk management and audit in order to improve the quality of service provision.

MAJOR ACCOUNTABILITIES cont.

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- Participate in all aspects of the clinicians' toolkit to assess the quality of service being provided view to maintaining, assessing or improving standards of care, teaching or research. These quality improvement or other Departmental and Hospital processes, may include, but not be limited to Peer review; Morbidity & mortality meetings; Adverse and near miss events monitoring; Clinical risk management and Root cause analysis.
- Assist the Department Head to implement and develop appropriate clinical outcome measures.
- Actively participate in clinical practice improvement projects as identified through peer comparisons aimed at improving quality of both service delivery and patient care within the department.

PERFORMANCE MANAGEMENT

- Participate in the NBMLHD Performance Review and Management Framework for Senior Medical Practitioners. This is mandatory for all Senior Medical Practitioners in NBMLHD as outlined in the Staff Specialist's (State) Award and PD 2005_498 for Visiting Medical Practitioners.
- Demonstrate clinical competency within the clinical privileges granted by Nepean Blue Mountains Local Health District.
- Provide satisfactory demonstration that quality assurance, quality improvement and risk management obligations are met.

OTHER

- Attend and contribute to department / business meetings.
- Participate in activities within the facility, or LHD especially in relation to the departmental specialty.
- Participate with the Department Head in strategic planning for clinical service provision in the Nepean Blue Mountains Local Health District, as appropriate.
- Participate in strategic planning for Research and Educational activities at the University of Sydney and its Western Clinical School, as appropriate.
- Ensure that the Director of Operations, General Manager, and Department Heads are fully informed in a timely fashion of any known circumstances relating to matters within the Department, or any other activities of staff thereof, so they are aware early of incidents leading to adverse publicity or legal action against staff of the Nepean Blue Mountains Local Health District.
- Provide appropriate, timely returns to the Department Head indicating external funding, research output and publications, external consultation, professional work and liaison activities and Quality Assurance activities, as required by these bodies.

- Provide responses as required in respect to internal hospital enquiries relating to the carrying out of these duties, patient complaints, Health Care Complaints Commission matters, and medico legal requests.
 - Assist the Department Head in recruitment activities as required.
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SKILLS & ATTITUDES REQUIRED FOR PRACTICE AS A SENIOR MEDICAL PRACTITIONER

1. Skills

- Have the breadth of knowledge and skill to take responsibility for safe clinical decisions in their specialty.
- Able to communicate effectively with patients including the management of difficult and complex situations with patients and their families, to advise them appropriately and to manage complaints effectively.
- Skilled in building relationships of trust with patients and their families/supporters, through effective interpretation skills, a courteous and compassionate approach, and respect for their privacy, dignity and cultural and religious beliefs.
- Effective interpersonal skills that bring out the best in colleagues, to resolve conflicts when they arise and to develop and maintain productive working relationships within the team.
- Capacity to work cooperatively with other staff and practitioners and support teams in a complex multidisciplinary team environment
- Capable of judging competence and professional attributes in others.
- Demonstrate skills and strategies in the process of feedback to colleagues and trainees, ensuring positive and constructive outcomes.
- Demonstrate the potential or capability to teach and train effectively at all levels of undergraduate and postgraduate education where required.
- Able to take responsibility for clinical governance activities, risk management and audit in order to improve the quality of service provision.
- Have the self-awareness to acknowledge where the limits of competence lie and when it is appropriate to refer to other senior colleagues for advice.

2. Attitudes

- Support teams that bring together different professions and disciplines and other agencies, to provide high quality health care.
- Strive for continuing improvement in all aspects of work and that of colleagues, mindful of priorities and high quality ethical care and standards.
- Ability to comply with the service objectives of Nepean Blue Mountains Local Health District
- Cognisant of the need to implement cost-effective therapies and evidence based practice into daily work.

- Act in personal and professional life to maintain public trust in the profession.

SKILLS & ATTITUDES REQUIRED FOR PRACTICE AS A SENIOR MEDICAL PRACTITIONER cont.

- Promote behaviour within the Department, which is respectful of all clinicians
- Promote behaviour within the Department, which is respectful of the individual patient, their family, and their rights.
- Act quickly and effectively if there is reason to believe that their own or a colleague's conduct performance or health may put patients at risk.
- Commitment to own relevant professional and self-development.
- Commitment to clinical research and quality improvement.
- Commitment to education, training and the career development of junior medical staff and other undergraduate and postgraduate clinical staff

EEO RESPONSIBILITIES

Must adhere to the EEO policies and procedures of Nepean Blue Mountains Local Health District.

OCCUPATIONAL HEALTH & SAFETY RESPONSIBILITIES

- Demonstrate commitment to OH&S through personal involvement.
- Do not put yourself or others at risk and cooperate with the employer.
- Follow the employer's reasonable instructions concerning health and safety in the workplace.
- Participate in OH&S education and training.
- Report any workplace hazards.
- Assist in the OH&S Risk Management process, by being actively involved in the identification, assessment and control of hazards and associated risks in the workplace.
- Assist managers in establishing and monitoring OHS Consultation in the workplace.

NBMLHD SMOKE FREE POLICY

Nepean Blue Mountains Local Health District is a smoke free environment.

CODE OF CONDUCT AND ETHICS

Comply with NSW Health Services Code of Conduct.

PRIVACY STATEMENT

The Privacy and Personal Information Protection Act 1998 (PPIPA) and the Health Records and Information Privacy Act 2002 (HRIPA) requires all staff/contractors and other health service Request to Fill Brief

providers who, in the course of their work, have access to personal information (PPIPA) or personal health information (HRIPA), to comply with the requirements of these Acts and the NSW Health Privacy Manual (PD2005_362).

It is the responsibility of all staff to ensure privacy of personal information by following NBMLHD privacy and security procedures in relation to any personal information accessed during the course of their duties.

RISK MANAGEMENT OBLIGATIONS

Report any risks identified (e.g. OHS, Corporate, Clinical, Financial, and Service Delivery) and request a formal risk assessment to ensure the protection of the Local Health District, its staff, its patients and its resources.

Notify all incidents identified using IIMS

Participate in the investigation of incidents as required

Participate in the implementation of recommendations arising from investigation of incidents

Encourage colleagues to notify incidents identified

ADDITIONAL FACTORS

The ability to relocate to other sites within Nepean Blue Mountains Local Health District may at times be required.

DECLARATION

As the incumbent of this position, I have noted this Job Description and agree with the contents therein. I understand that other duties may be directed from time to time.

I also agree to strictly observe the Local Health District's policy on confidentiality of patient information or such sensitive information that I may come across in the course of my employment.

Incumbent:

Manager:

.....
Signature:

.....
Manager Title
Facility /Department
Nepean Blue Mountains Local Health District

Date: ____ / ____ / ____

POSITION PHYSICAL REQUIREMENTS FORM

This statement must accurately reflect the physical demands of the position. The Position Physical Requirement Form is to be attached to the Statement of Duties for the position. Once incorporated, it will become an integral part of the performance standard agreed to by the job applicant.

Position Title: _____

Climbing	N	O	F	C	Physical Demands	N	O	F	C
Stairs				√	Kneeling Squatting		√		
Ramps			√		Leg Foot Movement				√
Ladders		√			Hand/Arm Movement				√
Work Environment					Bending/Twisting			√	
Lighting			√		Standing				√
Sunlight		√			Walking/Running		√		
Temperature - High		√			Climbing		√		
Temperature - Low		√			Working at heights		√		
Confined Spaces		√			Lifting/Carrying (0-9kg)		√		
Psychosocial Demands					Lifting/Carrying (10-15kg)		√		
Exposure to distressed people			√		Lifting/Carrying (>15kg)	√			
Working with mental illness/disability			√		Pushing /Pulling		√		
Exposure to Hazardous Substances					Manual dexterity ie keyboard operation			√	
Dust		√			Sitting			√	
Gases		√			Walking			√	
Fumes		√			Bending			√	
Liquids		√			Squatting		√		
Solids		√			Twisting		√		
Sensory demands of Job tasks					Reaching Forward		√		
Sight ie eyes integral part of task				√	Reaching Overhead		√		
Hearing ie noisy work area		√			Kneeling		√		
Smell ie sensory tasks		√			Crawling		√		
Taste		√			Other				
Touch		√			Other				

Source: Model Job Demands Checklist - A Framework for Recruitment and Selection - July 2001

Code : N = Never, O = Occasional, F = Frequent, C = Constant.

I wish to confirm that the above information is the current physical requirement for the above position.

Department Manager: _____ / / _____
Print Name
Signature
Date

As applicant for this position, I have read the physical requirements form and agree I am able to perform the role described.

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Name of Applicant: _____ / / _____
Print Name Signature Date