

TRAINING GOALS AND OBJECTIVES

1. Attend the Department of Neurosurgery during normal working hours.
2. Perform such tasks as are delegated by the Director of Neurosurgery or nominee, including those specified on the daily roster.
3. Perform basic clinical procedures in Neurosurgery and Spinal Surgery demonstrated through successful clinical practice in an environment appropriate to the requirements of the position under supervision
4. Perform clinical management and surgical procedures; this will be done under a level of supervision by VMO which is appropriate to the level of training of the Post graduate fellow
5. Ensure that, wherever possible, summaries of case involvement (clinical and procedural) are reported at the end of the session during which they are performed.
6. To be involved in teaching/education of more junior registrars as deemed appropriate
Participate in the presentation of Seminars and of teaching cases at appropriate meetings.
7. Become involved in ongoing research projects in the Department (and develop new projects) under the guidance of the Research Committee.
8. Participate in Quality Assurance procedures.
9. Comply with the Area Health Service and Hospital EEO, occupational health and safety and smoke-free workplace policies.
10. You will be expected to participate in the daily roster. Working week runs from Monday through Friday.
11. On call duties are expected.

STATEMENT OF DUTIES:

1-PATIENT CARE

1. Provision of clinical services consistent with the practice of Neurosurgery with special interest and expertise in spinal surgery and management of Neurosurgical conditions.
2. Attendance at Neurosurgery clinics and the provision of operative management of the patients seen.
3. Attend patients and adhere to the generally accepted ethics of medical practice and observe the general conditions of clinical practice applicable within Westmead hospital.
4. Demonstrate an ongoing commitment to the residents of Sydney West Area Health Service.
5. Participate in the Neurosurgery on-call roster and be available for on-call duties. This also includes a commitment to the management of trauma while on-call, under supervision of consultant surgeons.
6. Participate in formal programs of evaluation of the process and outcome of care provided and attend departmental meetings.
7. Contribute to the formal teaching of junior medical staff and medical students.

2-EDUCATION & PROFESSIONAL DEVELOPMENT

- a. Participate in and attend department clinical meetings, for example
 - Weekly X-ray meetings
 - Monthly morbidity and mortality meeting
 - Grand rounds

- Registrar tutorials
- b. Organise, deliver, or participate in education in Neurosurgery
 - For medical, nursing or other health professional students especially on Western Clinical School Campuses.
 - For Junior Medical Officers in accordance with Postgraduate Medical Council guidelines
 - For Fellows and Trainees in post-graduate medical programmes including University programmes, Colleges and the Western Division of General practice.
 - For post-graduate Nursing and Allied Health programmes.
 - For peer Consulting Medical Officers
 - Fulfil responsibilities as mentors for medical students and resident medical staff assigned to the department as required.
 - c. Provide “on the job” training of registrars and resident medical officers during ward rounds, outpatient clinics, operating/procedural sessions as appropriate to the specialty.

3-QUALITY ASSURANCE

- a. Compliance with standard organisational policies and procedures
- b. Participate in appropriate professional development conferences and processes.
- c. Participate in all aspects of the clinical 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
 - Root cause analysis
- d. Assist the Director of Neurosurgery to implement and develop appropriate clinical outcome measures.
- e. 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.
- f. Actively support a "no blame" culture throughout the organisation
- g. Encourage a corporate spirit within the Department of Neurosurgery.
- h. Participate in regular processes of performance appraisal.

4-RESEARCH & TEACHING

1. Maintain an intellectual environment within Neurosurgery conducive to high quality medical research.
2. Participate in research projects, implemented within Neurosurgery or in collaboration with research staff external to Neurosurgery, which have been approved by the Network Director and the appropriate regulatory committees.
3. Encourage registrars and resident medical officers to participate in research projects.

5-COMMUNICATIONS

1. Utilise paper-based systems and electronic mail compatible with hospital systems.
2. Assist in keeping appropriate databases up-to-date.

3. Ensure that the Director of Clinical Operations, Cluster, Network and Department Directors are fully informed in a timely fashion of any known circumstances relating to Neurosurgery, 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 Western Sydney Area Health Service.
4. Contribute to the timely processing of VMO claim forms according to hospital procedure.
5. Provide appropriate, timely returns to the Stream Director indicating external funding, research output and publications, external consultation, professional work and liaison activities and Quality Assurance activities, as required by these bodies.

6-MANAGEMENT

1. Participate in staff appraisal at regular intervals particularly in relation to registrars & resident medical staff
2. 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.
3. Attend and contribute to department / business meetings
4. Assist the Department/Network Director in recruiting appropriate medical staff to Neurosurgery
5. Participate in activities within the facility, network, or AHS especially in relation to the departmental specialty

7-PLANNING AND SERVICE DEVELOPMENT

1. Participate with the Director of Neurosurgery in strategic planning for Neurosurgery service provision in the Sydney West Area Health Service, as appropriate.
2. Participate in strategic planning for Research and Educational activities at the University of Sydney and its Western Clinical School, as appropriate.

8-GENERAL

1. Ensure compliance with all current legal requirements for medical practice in New South Wales.
2. Any other activities consistent with the objectives of the Network and Department.

Other:

1. Occupational Health and Safety Responsibilities
2. Demonstrate commitment to OH&S through personal involvement
3. Do not put yourself or others at risk and co-operate with the employer
4. Follow employers' reasonable instructions concerning health and safety in the workplace.
5. Participate in OH&S education and training.
6. Report any workplace hazards to your manager
7. Assist in the OH&S Risk Management process, by being actively involved in identification assessment and control of hazards and associated risks in the workplace.

Quality Activities

Assist and participate in development and implementation of Quality Activities in keeping with the organisation Quality plan.

Equity

Comply with Equity Principles in all employment activities.

Code of Conduct and Ethics

Observe the SWAHS Code of Conduct and Ethics

Confidentiality

Maintain confidentiality at all times in the dealings with patients, staff and public in relation to any research activities.

Staff Appraisal

A staff performance appraisal will be carried out after three months and thereafter on the anniversary or commencement in this position.

EEO - Employee Responsibilities

Sydney West Area Health Service is committed to the policy that discrimination harassment in the workplace will not be tolerated. All staff have a responsibility to ensure that they do not act in any way, which constitutes harassment or discrimination against other staff, and to help maintain a work environment free of harassment and discrimination.

Smoke Free Environment

Adherence to a smoke free environment in hospital buildings and motor vehicles in accordance with Hospital and Area Policy.