

*Position Description*

**Directorate / Network: Surgery and Anaesthetic Network**

**Department: Neurosurgery**

*Post Graduate Fellow – Neurosurgery*

|                        |   |
|------------------------|---|
| <b>Designation:</b>    | <b>Postgraduate Fellow</b>                                  |
| <b>Classification:</b> | <b>Postgraduate Fellow</b>                                  |
| <b>Award:</b>          | <b>Staff Specialist (State) Award – Postgraduate Fellow</b> |
| <b>Location:</b>       | <b>Westmead Hospital</b>                                    |
| <b>Hours of Work:</b>  | <b>1.0 FTE</b>  |

**PRIMARY OBJECTIVES**

**MAIN PURPOSE OF POSITION:**

To gain additional experience and surgical skills in complex cranial and spinal procedures.

**POSITION REQUIREMENTS:**

**Essential Criteria**

- Possess or be eligible for registration with the NSW Medical Board.
- Possess Fellowship of the Royal Australasian College of Surgeons or equivalent as provided for in the Staff Specialists (State) Award
- Sound clinical knowledge in Neurosurgery demonstrated through successful clinical practice in an environment appropriate to the requirements of the position
- Demonstrated ability working within a multidisciplinary team.
- Experience and involvement in quality assurance activities and evidence-based best practice.
- Demonstrated commitment to teaching and supervision.
- Familiarity with research concepts and commitment to support basic, applied or clinical research within the Department.
- Demonstrates the skills and attitudes appropriate for practice as a Senior Medical Practitioner

**Desirable Criteria**

- Demonstrated participation in the supervision of junior medical staff
- Experience in teaching and education activities
- Demonstrated interest in the management of neurosurgical patients

## 2. Clinical

|    | Monday                 | Tuesday                  | Wednesday                | Thursday              | Friday              |
|----|------------------------|--------------------------|--------------------------|-----------------------|---------------------|
| AM | University Clinic      | Surgery with Dr McMaster | Surgery – with Dr Dandie | Surgery with Dr Owler | Surgery with Dr Kam |
| PM | Surgery with Dr Dexter | Surgery with Dr McMaster | University clinic        | Surgery with Dr Owler | Surgery with Dr Kam |

- 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.

## 3. Departmental Activities, 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 Network 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.

## 4. 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 post-graduate medical training programmes including University programmes, Colleges and the Western Division of General practice.

## 5. Other Responsibilities

- 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.
- 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.
- Attend and contribute to department / business meetings.
- Participate in activities within the facility, network, or AHS especially in relation to the departmental specialty.
- Participate with the Department Head in strategic planning for clinical service provision in the Sydney West Area Health Service, as appropriate.
- Participate in strategic planning for Research and Educational activities at the relevant University and it’s associated Clinical School, as appropriate.
- Ensure that the Director of Clinical Operations, Cluster, Network 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 Sydney West Area Health Service.
- 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.

## SKILLS & ATTITUDES REQUIRED

### 1. Skills

- Able to perform clinical duties and responsibilities within the requirements of the position.
- Able to communicate effectively with patients and their families including the management of difficult and complex situations, to advise them appropriately and to manage complaints effectively.

- Able to build 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.
- Able to exercise 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, practitioners, and support teams in a complex multidisciplinary team environment.
- Capacity to judge competence and professional attributes in others.
- Capacity to take a system wide approach to problems
- Capacity to direct and supervise junior medical staff effectively
- Able to maintain complete and orderly medical records
- Able to exercise time management skills including organisation and prioritization of tasks

## 2. Attitudes

- Accepts responsibility for own actions and understands the limitations of own knowledge and experience.
- Responds positively to feedback and acts on areas identified for improvement
- 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.
- Works to ensure integrity and compassion in patient care
- Acts in personal and professional life to maintain public trust in the profession.
- Promotes behaviour that is respectful of the individual patient, their family, and their rights.
- Promotes positive workplace behaviour through application to work, completion of duties, punctuality, reliability and honesty
- Promote behaviour that is respectful of all clinicians
- 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
- Acts in accordance with the service objectives of Sydney West Area Health Service

## **SUPERVISION ARRANGEMENTS**

To Dept. Head Neurosurgery, Westmead Hospital also professional accountability to the Network Director Surgery and Anaesthetics Network.

## **PERFORMANCE MONITORING**

There will be regular and ongoing support, coaching, guidance and feedback with work performance will be managed by the manager.

## **LOCAL BACKGROUND AND ENVIRONMENT**

Sydney West Area Health Service is responsible for the provision of health services to the local government area comprised of Auburn, Baulkham Hills, Blacktown, Holroyd, Parramatta, Penrith and Blue Mountains and tertiary care to the entire western region for an estimated population of 2 million people. These services are provided through a number of hospital and community-based facilities located strategically across the Area Health Service.

Sydney West Area Health Service 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 Westmead, Cumberland, Blacktown and Mt. Druitt, Auburn, Penrith, Springwood, Lithgow/Portland and third schedule hospitals being St Josephs, Lottie Stewart and Hawkesbury Hospitals. All hospitals provide a range of both in-patient and outpatient services to clients both from within the boundaries of the AHS and cross border flows.

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

**The primary goal of SWAHS is:**

*To improve the health of, and ensure comprehensive health care services for, our community.*

**Its principal purposes are:**

*To provide relief to sick and injured persons through the provision of care and treatment.*

*To promote, protect and maintain the health of the community.*

The Clinical Operations Directorate is responsible for the safe, effective and efficient provision of clinical services for SWAHS, in line with the Area's Health Service Plan. The Division is managed by the Executive Director, Clinical Operations, who holds overall clinical service accountability and reports directly to the Chief Executive. The Executive Director is supported by the Cluster Directors of Clinical Operations. Clinical services within SWAHS are grouped together into networks, and each network is managed by a Network Director who is responsible for ensuring safe, effective and efficient clinical service provision for their individual areas of accountability and specialisation.

## **EEO RESPONSIBILITIES**

Must adhere to the EEO policies and procedures of Sydney West Area Health Service.

## **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.

## **SWAHS SMOKE FREE POLICY**

Sydney West Area Health Service 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 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 SWAHS 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, Service Delivery) and request a formal risk assessment to ensure the protection of the Area Health Service, 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