



PURPOSE: *Supporting everyone to be healthy & live well.*

POSITION: Director of Emergency Medicine
RESPONSIBLE TO: Chief Medical Officer
DEPARTMENT: Emergency Department
CLASSIFICATION: Depending on qualifications and experience

POSITION STATEMENT:

This position is a senior role responsible for:

1. Leading and managing the provision of emergency medicine services.
2. Supporting continual improvement of emergency medicine services.
3. Lead the expansion of training, including accredited training posts, in emergency medicine.

KEY WORKING RELATIONSHIPS:

Internal:

- Chief Medical Officer
- Other Clinical Directors / Leads, including Director of Surgery, Director of Anaesthesia, Director of Obstetrics, Medical Lead High Dependency Unit (HDU)
- FACEMs and other Emergency Department Senior Medical Officers
- Other Senior Medical Staff and Visiting Medical Officers (VMOs)
- Emergency Department Nurse Unit Manager (NUM)
- Doctors in Training (DiTs)
- Medical Imaging
- Pathology
- Health Information Services (HIS)
- Medical Workforce Unit Manager

External:

- General Practitioners (GPs)
- Ambulance Victoria (AV)
- Adult Retrieval Victoria (ARV)
- Paediatric Infant Perinatal Emergency Retrieval (PIPER)
- Victorian Stroke Telemedicine (VST) Neurologists
- eyeConnect to Royal Victorian Eye and Ear Hospital
- Bendigo Health FACEMs visiting under Emergency Medicine Education and Training (EMET) program
- Other health services, including parent health services for DiTs on rotation
- Australasian College for Emergency Medicine (ACEM)
- Department of Health and Human Services (DHHS)
- Safer Care Victoria (SCV), including the Emergency Care Clinical Network (ECCN)

POSITION SPECIFIC RESPONSIBILITIES:

1. Leading and managing the provision of emergency medicine services.

- Lead and role model the delivery of emergency medicine services, including:
 - Provide clear and positive leadership 'on the floor' in accordance with best practice when rostered clinically
 - Provide safe, high quality, patient centred care
 - Ensure safe patient handover, including clear documentation and communication with relevant practitioners
- Participate in on-call roster
- Provide expert supervision, advice and mentoring to other staff to support the delivery of safe, evidence based care
- Support the achievement of Emergency Department Key Performance Indicators (KPIs), including the National Emergency Access Target (NEAT)
- Manage the Medical Services Division budget for the Emergency Department
- Other duties as directed by the Chief Medical Officer from time to time

2. Supporting continual improvement of emergency medicine services.

- Chair / participate as member of relevant ERH meetings and committees, including: Emergency Department Leadership meeting; Emergency Department Clinical Audit meeting; Credentialing and Scope of Clinical Practice Committee; Recognising and Responding to Acute Deterioration Standard Committee
- Develop / review relevant policies, procedures, guidelines and standards for emergency medicine at ERH
- Lead / participate in simulation education and training
- Undertake / contribute to medical officer term and annual appraisals
- Lead / participate in quality improvement initiatives

3. Lead the enhancement and expansion of training, including accredited training posts, in emergency medicine.

- Support the orientation of medical staff to the Emergency Department
- Support the vision of ERH as a center of excellence for DiTs in Emergency Medicine
- Build on the existing accredited Rural and Remote Skills term for ACEM Registrars on secondment
- Expand opportunities for Rural Generalist training in Emergency Medicine, including Advanced Skills training

ORGANISATIONAL RESPONSIBILITIES:

General:

- Positively promote ERH within and externally to the organisation;
- Each employee has a responsibility to comply with all ERH policies and procedures and familiarise themselves with those relevant to their position;
- Promote practices which comply with the policies and procedures of ERH and actively participate in the maintenance of relevant policies and procedures to ensure best practice;
- Participate in departmental and organisational meetings as required;
- Maintain accurate records, statistics and reports, as required;
- Report all incidents and near misses as soon as possible after the event;
- Participate in Risk Management activities of relevance and assist with identification and control of risks within their department;
- Actively participate in Performance Appraisal processes, three months after commencement and annually thereafter.

Occupational Health and Safety:

Each employee has the right to a safe working environment. Employees must:

- Carry out their duties in a manner which does not adversely affect their own health and safety or that of others;
- Cooperate with measures introduced in the interest of health and safety;
- Undertake any training provided in relation to Occupational Health & Safety;
- Immediately report all matters that may affect workplace health and safety to their manager/supervisor;
- Comply with all Commonwealth and State legislative requirements;
- Correctly use any information, training, personal protective equipment and safety equipment provided by the organization;
- Refrain from recklessly or wilfully interfering with anything that has been provided for health and safety reasons.

Infection Prevention and Control:

- Each employee has a responsibility to implement Infection Control guidelines of relevance to the position.

Disaster and Emergency Response:

- Echuca Regional Health is the principal regional health provider in the event of disaster and emergency. The occupant of this position understands and acknowledges that s/he may be required to work as assigned, if requested, to meet ERH responsibilities in a disaster or emergency situation;
- Each employee has a responsibility to participate in emergency response drills and attend relevant emergency training.

Continuous Quality Improvement:

Each employee has a responsibility to:

- Aim to provide a positive experience for each patient, client, resident and customer every time;
- Utilise the principles of "Patient Centred Care" as a guide to provide a positive experience each and every time;
- Always escalate any issues you identify regarding customer experience or safety and risk to an appropriate staff member, if unable to rectify yourself;
- Contribute to improvement activities and understand the basics of the "pdsa quality cycle";
- Follow organisational guidelines including quality and safety and occupational policies and procedures;
- Maintain a safe working environment for yourself, your colleagues and members of the public;
- Comply with ERH and relevant registration bodies mandatory continuing professional development requirements;
- Actively support compliance with the National Safety & Quality Health Service Standards and other professional standards and relevant regulatory requirements.

Workplace Harassment and Bullying:

- ERH has adopted and applies the State Services Authority Code of Conduct;
- Each employee has the right to a workplace free from any form of harassment or bullying;
- Each employee has a responsibility to comply with ERH policy and participate in education and training.

Health Promotion:

- ERH adopts the principles of health promotion and encourages all employees to embrace the organisation's Health Promotion Plan and activities;
- Each employee is encouraged to support/participate in health promotion programs.

Confidentiality:

- Any breach of the Confidentiality Policy may result in disciplinary action and/or

dismissal and a possible fine under the Health Services Act (Vic).

Police Record Check:

- This position requires a satisfactory National Police Check and Working with Children's check. ERH will not make a formal offer of employment until a candidate provides these documents.

MANDATORY TRAINING:

- Mandatory training as required by ERH Policy & Procedure

MANDATORY SKILLS:

- Current Advanced Life Support (ALS) training – Adult, Paediatric, Neonates
- Current Emergency Management of Severe Trauma (EMST), Advanced Trauma Life Support (ATLS) certification or equivalent
- Skills in adult and paediatric sedation
- Skills in the use of ultrasound in emergency medicine
- Behavioural qualities that reflect ERH Guiding Principles

KEY SELECTION CRITERIA:

KSC1 Specialist registration with the Medical Board of Australia

KSC2 Fellowship of ACEM or equivalent

KSC3 Significant experience in the provision of emergency medicine services

KSC4 Evidence of participation in relevant CPD

KSC5 Demonstrated interest in and commitment to education and training

KSC6 Interpersonal skills that promote effective teamwork and patient safety

KSC7 Demonstrated commitment to patient centred care

KSC8 Understand the clinical and quality requirements for emergency care within the Victorian Public Health System

KSC9 Demonstrated experience and knowledge of clinical governance and the underpinning framework for safety and quality in health care

KSC10 Demonstrated capacity to communicate with peers and management staff to achieve organisational goals

Echuca Regional Health Guiding Principles:

Echuca Regional Health has adopted a common set of values across the organisation and developed associated behaviours around these values. Selection will be based on assessing demonstrated performance of the skills, knowledge, behaviours and other personal qualifications relevant to the role.

Principle:	Associated Behaviours:
Collaboration	<ul style="list-style-type: none"> • Works with a team focus • Cooperates with others and gains input and support to assist in achieving objectives • We work with others to achieve shared goals
Accountability	<ul style="list-style-type: none"> • Monitors the impact of one's own behaviour on others • Supports a "no-blame" culture in reporting incidents and helping to effectively resolve them
Respect	<ul style="list-style-type: none"> • Treats people fairly and openly • Treats people with dignity • Demonstrates personal standards of consistency, tolerance and patience
Excellence	<ul style="list-style-type: none"> • Consistently supports and follows organisational policies and procedures • Actively participates in identifying opportunities to improve what we do

TERMS & CONDITIONS OF EMPLOYMENT:

Terms and conditions are in accordance with the Letter of Offer.

I acknowledge that I have received a copy of this position description. I have read (or have had read to me) and understand the requirements of this position. I agree to work in accordance with this position description.

Signed: _____ Date: ____/____/____

Print Name: _____

cc: Personnel File

Echuca Regional Health is an Equal Opportunity Employer