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<th>POSITION DESCRIPTION</th>
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<td><strong>POSITION TITLE:</strong></td>
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| **DATE OF EFFECT:**  | Created: June 2010  
                         | Reviewed: October 2013  
                         | For Review: June 2014 |
| **TYPE OF EMPLOYMENT:** | Full time:  
                         | 1.0 Clinical |
| **REPORTING TO:** | Director of Cardiology |
| **GENERAL RESPONSIBILITY STATEMENT** | Cardiologists must combine excellence in clinical practice with a progressive approach to the delivery of clinical services.  
To provide clinical excellence and team commitment and thereby facilitate the outstanding delivery of patient care.  
To actively participate in junior staff development and support. |
| **LIAISES WITH:** | • Director  
                         • Cardiology Senior Medical Staff  
                         • Cardiology HMOs and Registrars  
                         • Nursing staff, research  
                         • Other hospital staff |
1. ORGANISATION INFORMATION

1.1 Introduction

The Northern Health Service provides a diverse range of acute, sub-acute and community health services to the large and diverse population in the regions north of Melbourne. There are five campuses; Broadmeadows Health Service, Bundoora Extended Care Centre, The Northern Hospital at Epping and Panch Health Service at Preston, and Craigieburn Health Service.

1.2 Strategic Plan 2012-2017

The Strategic Plan for Northern Health includes the following elements -

Our vision
Outstanding healthcare for our communities

We deliver responsive, localised, appropriate and consistent care by streamlining the use of the resources we have and by partnering with the broader health sector to connect with services that complement ours.

We give back to our community – from being a major provider of jobs to supporting individuals in their personal health journey. We are a model for health care organisations who aspire to work closely with their communities to deliver outstanding care.

Our mission
To provide people in Melbourne’s north with outstanding health care by:
• expanding from a great community-based health service to a major university teaching health service
• developing the services, and the pathways to services, that our community needs
• embedding the best teaching and research practice in everything we do
• cultivating a community of staff, patients and families who work together.

Our commitment:
We are committed to providing our patients and their families with outstanding health care. This care will be characterised by our actions – at all times we aspire to be:

Passionate – we care.
We love what we do and we inspire others with our energy. We take pride in our work, knowing that it contributes to the better health of our community. We demonstrate our respect and consideration for the members of our community and as a result they feel cared for and supported.

Dedicated – we are focused.
We understand our individual role and how it contributes to the health of our community. This clarity gives us the determination and confidence to do our best work. We have the commitment and faith to achieve our vision. This focus maintains our motivation and belief in what we do.

Progressive – we look to improve.
We strive to find better ways of working, of teaching, of leading in research. We understand our environment and we are flexible to change that moves us towards our vision. We are responsive. We ensure that all improvements support the health of our community.

Collaborative – we are a team.
We work together to achieve our vision. We are effective because we support, appreciate and believe in each other. We know how to ask for help and offer assistance. We listen to and empower our community to attain the best in health through our collective decision-making, because we are all part of the team.

NOTE: Northern Health policy prohibits smoking on all sites, including outdoor areas.
2. ROLE STATEMENT

1. To provide a Cardiology service to inpatients
2. To be on call for Cardiology emergencies and to attend outpatient clinics.
3. To participate and contribute to Cardiology services at Northern Health.

3. KEY RESULT AREAS and MAJOR RESPONSIBILITIES

Role Specific

1. Areas of responsibility.
   - To conduct cardiology ward rounds.
   - To be on-call for cardiology.
   - To support a cardiology consultation service for inpatients.
   - To perform a minimum of 1 outpatient clinic per week.
   - To support teaching of medical students, junior medical staff and physician trainees.

2. To engender a commitment to excellence in patient care.
   - To be current with new developments in general medicine.
   - To continuously review existing practices and to promote change where required.
   - To ensure the maintenance of adequate clinical records that document significant patient management decisions.
   - To ensure that patients are given adequate information upon which to base their decisions.
   - Clinical responsibilities:
     - To understand the expectations of a physician at the Northern Hospital as agreed by the Division of Medicine. To take responsibility for patients directly under their care, which involves: reviewing, investigating and treating all outpatient and inpatient referrals in a timely manner; and to communicate with their registrar by phone on the evening of each receiving day.
     - To liaise with patients' General Practitioners to ensure patients’ ongoing medical care is optimal.

3. Teaching and Education
   - To be committed to teaching junior medical staff on ward rounds and in outpatients;
   - To participate in formal teaching programme of the junior medical staff;
   - To mentor the junior medical staff and peers;
   - To participate in medical student teaching;
   - To participate in post-graduate medical teaching;
   - To participate in peer education by attendance at the Medical Grand Rounds
   - To actively seek to improve their teaching skills.
   - To undertake ongoing professional development/education in accordance with individual needs and RACP guidelines.
   - To regularly attend educational meetings organised external to the hospital.

4. Research/Audit/QC activities
   - To have a demonstrated ongoing commitment to research or audit activities
   - To encourage the junior medical staff to undertake research or audit activities
   - To present the results of audit/QC activities and to implement improvements based upon their findings. To monitor the outcomes.
5. Quality - To engender a commitment to excellence in patient care by:
   • Participating in the relevant divisional/unit quality activities program(s), including the development of critical care pathways.
   • Facilitating the development of current protocols and guidelines.
   • Being responsive to patient and relative complaints.
   • Co-operating with the Medical Quality Assurance and Clinical Review Committee thereby encouraging excellence in clinical practice.

6. Team membership/Leadership
   • To provide leadership where appropriate or needed.
   • To interact with other members of the team in a collegial manner
   • To teach and learn from other members of the team.

7. Administration
   • To advise the Head of Medical Unit and/or Clinical Service Director (Medicine) with respect to administrative issues relevant to the Service.
   • To attend and contribute to committees within Northern Health.
   • To work within the budgetary provisions for the delivery of clinical services. To recognise that the Hospital has a limited budget.
   • To give reasonable notification of absences to the Human Resources Department prior to periods of leave.
   • To participate in the hospital’s annual performance appraisal for senior medical staff.
   • To contribute to the activities of the Medical Staff Association, its sub-committees and in selected sub-committees of the hospital.

Health Discipline Specific

Comply with the Australian Medical Association Code of Ethics.

General

▪ Comply with all of the By-Laws, Regulations and Policies that are in place at Northern Health from time to time, including those relating to; Privacy and Confidentiality, Occupational Health and Safety, Performance and Development Management, Harassment in the Workplace.

▪ Comply with all relevant Legislation.

▪ Contribute to quality improvement and sustainability of the organisation by participating in quality activities and ensuring flexibility within the role in order to respond to the changing needs of our customers.

▪ Follow the guidelines provided in the Code of Conduct for staff of Northern Health.

▪ Identify, report and manage risks in area of responsibility.
4. OCCUPATIONAL HEALTH & SAFETY

The following potential Occupational Health & Safety risks are associated with this position.

Exposure Risks

☐ Biological Hazards

Psychological Risks

☐ High level of concentration required
☐ Exposure to aggressive situations
☐ Exposure to clients suffering trauma, medical emergency, death

Are procedures, training and appropriate Personal Protective Equipment provided regularly to employees?  ☑ Yes  ☐ No

5. SELECTION CRITERIA

• Must be a registered practitioner in the State of Victoria with appropriate training and experience in General Medicine. Must be Fellows of the RACP or hold equivalent recognised qualifications.

• Must have a proven track record of excellence in clinical service delivery with a demonstrated commitment to continued improvement and team work.

• Must have a demonstrated and ongoing commitment to education of themselves, their colleagues, junior staff, other members of the team, and medical students.

• Must have a demonstrated and ongoing commitment to medical research, audit, QC and other activities that improve patient care.

• Must have excellent written and verbal communication skills that enable the development of professional relationships across a broad range of people.

INCUMBENT STATEMENT

I have read, understand and accept the above Position Description.

(Please print name)

Signature: ___________________________ Date: ______/______/20__

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