

POSITION STATEMENT

Position Title: Fractional Specialist - Haematologist

Directorate: Hospitals

Department: Haematology (Managed from BRICC)

Reporting to:

- **Direct:** *Head of Haematology*
- **Indirect:** *Clinical Director of Medical Services
Program Director Cancer Services*

Appointment Terms/Conditions

- **Classification and Code:** *As per years of experience*
- **Award Coverage:** *AMA Victoria – Victorian Public Health Sector Medical Specialists Enterprise Agreement 2016*
- **Time Fraction (hrs/wk):** *As per contract of employment*

ORGANISATIONAL INFORMATION

Grampians Health was established on 1 November 2021, bringing together Edenhope and District Memorial Hospital, Stawell Regional Health, Wimmera Health Care Group and Grampians Health’s as one united health service. More information can be found at www.grampianshealth.org.au.

Our purpose is to provide high quality and accessible health care services in each of the communities we serve. We currently service the healthcare needs of more than 250,000 Victorians and we employ more than 6,300 people across 21 campuses and sites with an annual operating revenue of over \$700m.

Collaboration We are stronger together.	Compassion We show that we care.	Accountability We do what we say and say what we do.	Respect We appreciate and value all people.	Innovation We adapt and innovate to achieve best outcomes.
Recognising and utilising strengths to share knowledge, solve problems, build relationships and deliver the best outcomes possible.	All people deserve to be treated with compassion, kindness and empathy.	Openness, honesty and transparency support us to be courageous, take responsibility for our actions and follow through on our commitments	Our actions and words reflect our commitment to a safe and fair health service for all.	Every day, we apply expertise and integrity to make responsible choices, always striving for continuous improvement.

POSITION PURPOSE

Provide high quality care as a specialist in Haematology, both in an admitting Haematology unit and within the OPD at Grampians Health. The requirement for this role is primarily to provide support in the outpatient and chemotherapy day unit setting as well as supporting the ward-based Haematology services.

KEY ACCOUNTABILITIES

- Provide a high quality of service to patients under the care of GH
- Work with the Haematology team in the inpatient, outpatient, and day oncology unit settings
- Attend weekly outpatient clinic within the BRICC, and an outreach clinic in the region
- Ensure the appropriate documentation of clinical care in patients' medical records
- Provide appropriate clinical support and a team approach to the provision of clinical services
- Participate in service provision and supervision of medical staff in the haematology unit
- Contribute to the collective leadership of the GH haematology unit
- Provide consultation services to other units within the hospital
- Contribute and assist with supervision, training and practice of allocated haematology advanced trainee, trainee medical officers and medical students, including the provision of appraisals
- Participate in the regular haematology and internal medical services meetings
- Participate in the Grampians Health junior doctor training programs
- Contribute to the Oncology and Haematology Unit research program
- Participate in relevant MDT meetings
- Compliance with all GH Policies and Procedures.
- Adherence to infection control policies and procedures as identified in the Grampians Health Infection Control Manuals.
- Participation in the GH integrated risk management and quality improvement systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleague
- You must ensure that the affairs of Grampians Health, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Grampians Health.
- At GH we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst GH employees.
- GH is committed to a patient/client centred approach in the provision of health care and services, consistent with the GH values, mission and vision. It is expected that you demonstrate the core values of patient centred care in every interaction with patients, carers and colleagues.

KEY SELECTION CRITERIA

- Hold a current FRACP in Haematology
- A qualified medical practitioner, i.e., MBBS or equivalent, currently registered with the Medical Board of Australia
- An ability to work as part of a multi-disciplinary team
- Well-developed clinical skills in the assessment and management of haematology patients
- An ability to work and make clinical decisions independently
- Good communication skills
- A commitment to provide high quality clinical care
- An ability to supervise the activities of junior medical staff.
- An interest and previous experience in haematology research

OCCUPATIONAL HEALTH, SAFETY AND QUALITY RESPONSIBILITIES

Responsibilities and Accountabilities

GH Position Description – Fractional Haematologist May 2024

All Grampians Health employees share responsibility for occupational health and safety, (OH&S) with specific responsibilities and accountabilities allocated to positions within the organisational structure.

Employees also have a responsibility to the National Safety and Quality Standards (NSQHS) in ensuring the effective and safe delivery of healthcare services.

Any employee who fails to meet his/her obligations concerning health and safety may, depending on the circumstances, face disciplinary action up to, and including, dismissal.

Employees

Employees have a responsibility to comply with all relevant GH OH&S management system Policies, Procedures and programs. This includes the GH Injury Management Program.

Employees have a responsibility to take all reasonable care to prevent incident or injury to themselves or to others in the workplace. Employees are expected to learn and follow approved standards and Procedures that apply to their activities and check with their Manager when they have any doubts concerning potential hazards.

Employees have a responsibility for:

- Looking after their own health and safety and those of others in the workplace;
- Follow safe work practices and use personal protective equipment as required;
- Participate in OH&S consultation and OH&S training initiatives;
- Report any accidents, incidents, injuries “near misses”, safety hazards and dangerous occurrences, assist with any investigations and the identification of corrective actions;
- Cooperate with managers and supervisors so that they can meet their OH&S responsibilities;
- Don’t wilfully interfere with or misuse anything provided in the interest of health and safety or wilfully put anyone at risk;
- Performing only those tasks for which they have received appropriate training and instruction;
- Ensuring that they understand and comply with those responsibilities which apply to them while performing their duties at the workplace;
- Participate in emergency evacuation exercises.

Employees (Clinical – NSQHS)

The role of clinical employees is to ensure safe and effective delivery of healthcare services by:

- Actively participating in organisational processes, safety systems and improvement initiatives.
- Understanding their responsibilities for safety and quality in healthcare
- Following safety and quality procedures
- Supervising and educating other members of the organisation
- Participating in review of performance procedures individually, or as part of a team
- Forming partnerships with patients and carers to ensure effective and safe delivery of healthcare.

OTHER RELEVANT INFORMATION

- Appointment is subject to a satisfactory Staff Immunisation clearance and a satisfactory current Police Record Check.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An interim performance development and review discussion will occur with your Manager three months from your commencement date and annually thereafter. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.

HOW TO APPLY
Your application should include:

- Clearly state the **Job No.** specified on the advertisement for this position.
- A statement addressing each “**Key Selection Criteria**” clearly demonstrating your ability to meet the objectives of the role. **Note:** Read the Position Description carefully so you have a good understanding of what is required and remember to address what skills, knowledge and attributes you have.
- General resume
- Copies of any formal qualifications. **Note:** If emailing your application note that hard copies of your qualifications will need to be produced at interview.
- Two (2) professional referees

Apply on-line at: www.gh.org.au

AUTHORISATIONS

Employee	
Department Manager	
Director / Chief Executive Officer	
Date Written:	Date Revised: November 2021