1. THE ORGANISATION AND OUR MISSION

St Vincent’s Hospital Melbourne (SVHM) is a leading teaching, research and tertiary health service, which employs more than 5,000 staff across 18 sites throughout Melbourne.

Part of Australia’s largest not-for-profit Catholic health and aged care network, St Vincent’s Health Australia, SVHM provides a diverse range of adult clinical services including acute medical and surgical services, sub-acute care, medical diagnostics, rehabilitation, allied health, mental health, palliative care, correctional health and community residential care.

SVHM’s mission is to provide high quality and efficient health services to the people of Victoria in accordance with the philosophy of St Vincent’s Health Australia. This mission is based on the values of compassion, justice, integrity and excellence.

2. KEY POSITION DETAILS

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Director of Orthopaedic Surgery</th>
<th>Reports to:</th>
<th>Executive Director of Acute Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program:</td>
<td>Acute Services</td>
<td>Department:</td>
<td>Orthopaedic Surgery</td>
</tr>
<tr>
<td>Industrial Agreement:</td>
<td>AMA Victoria - Victorian Public Health Sector Medical Specialists Enterprise Agreement 2018 - 2021 or its successor</td>
<td>Classification:</td>
<td>Dependent on experience</td>
</tr>
<tr>
<td>FTE Allocation:</td>
<td>0.5 FTE (negotiable)</td>
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</tr>
</tbody>
</table>

3. LOCAL WORK ENVIRONMENT

The Department of Orthopaedic Surgery provides comprehensive, multidisciplinary, surgically focused management of patients with muscle, bone and joint disease. The Department has long been considered as one of the leaders in academic Orthopaedic and Sarcoma Surgery in Australia, and has considerable links with the Bone & Soft Tissue Tumour Service at VCCC.

4. POSITION PURPOSE

The Director of Orthopaedic Surgery is responsible for the operational and strategic management of the Orthopaedic Surgery Service at SVHM. The Director will lead and inspire a dedicated team of professionals to deliver excellence in patient care and outcomes and implement plans to meet the SVHM Strategic plan, enVision 2025. The Director will be a role model for demonstrating the mission and values of the organisation to all stakeholders of the Department of Orthopaedic Surgery.

5. POSITION DUTIES

Clinical Service Provision:
- Overall responsibility for the provision of quality clinical services by staff in the Department
- Head of Department will maintain an appropriate clinical load to help achieve the goals of the Department and organisational targets including NEAT and Elective Surgery
- Develop and implement relevant clinical policies and procedures pertaining to the Department
- Ensure Department staff actively participate in relevant quality improvement meetings and forums including Senior Medical Staff meetings
- Implement systems to identify and manage risks and to deal with and learn from incidents and complaints. Promote a culture that supports learning and encourages reporting of errors
- Lead Bi-monthly Department of Orthopaedic audit meetings, as well as weekly peer review clinical meetings
- Ensure the Department meets the requirements of National Standards of the Royal Australasian College of Surgeons and the Australian Orthopaedic Association.
Clinical responsibility for the Sarcoma Nurse.
Ensure the Department of Orthopaedic Multidisciplinary meetings function effectively
Ensure that collaborations between Orthopaedic Surgery, Plastic Surgery, Department of Medical Imaging and Pathology deliver an integrated, patient centric Sarcoma service. Ensure clinical care is undertaken within established procedures in order to provide safe clinical care for patients/residents, ensuring clinical risk is minimised
Ensure clinical staff work within their approved scope of practice and at all times with appropriate supervision
Ensure all clinical staff maintain their clinical registration and any required indemnity cover
Ensure all junior clinical staff are appropriately supervised by senior clinical staff and trained to provide safe clinical care
Ensure all staff attend necessary training that enhances safety and quality of clinical care
Implement all facets of the SVHM safety and clinical quality programme within clinical area managed
Collaborate with senior levels of management to implement the SVHM safety and quality agenda
Provide feedback to senior management in relation to problems or issues that impact on safety and clinical quality.

Teaching and Education:
Establish and manage effective working relationships between the Department and other departments, affiliated research bodies and external academic institutions and groups
Participate in and ensure that the Department’s staff are appropriately involved in teaching activities of the University and Hospital, including medical student teaching as requested by the Clinical School, postgraduate teaching, research training, continuing medical education and nursing education.

People Leadership:
Supervise, train and counsel Department staff including Senior Medical Staff, office staff, HMO’s and/or Registrars and nursing staff allocated to the Department
Participate in the overall appointment process for Senior Medical Staff, Fellows and accredited registrar positions (in conjunction with Training Supervisor)
Manage the credentialing and scope of practice processes for Senior Medical Staff
Ensure all those who work in the area managed, undertake an annual performance review and are continually developed to reach their full potential
Ensure HMO/Registrar performance appraisal system is complied with, including completion of formal midterm and end of rotation assessments for each HMO as requested
Support the ongoing development of clinical competence of medical staff
Oversee all medical staff completion of required training as outlined in My Training curriculum
Create relevant succession plans for key staff in the Department and actively manage the plan over time
Ensure workplace planning is regularly undertaken and implemented to provide for the ongoing resource needs
Ensure leave is rostered fairly and that employees regularly take leave and do not accumulate excessive leave
Actively manage individual and team performance to maximise performance and minimise workplace problems and conflict
Demonstrate commitment to implementation of computer technology including clinical information systems.
Convene and lead regular Department of Orthopaedics business meetings to ensure appropriate discussion, dissemination and implementation of professional, training, education, research and service-related business.
Ensure recruitment and rostering practices comply with applicable Enterprise Bargaining Agreement and cost effectively support delivery of quality service
Ensure new employees are properly inducted to their local work environment and attend the General Hospital Orientation program
Actively manage individual and team performance to maximise performance and minimise workplace problems and conflict.
• Continuously seek individual and team improvement and take responsibility for the introduction of any changes required to bring about such improvements.

Workplace Health and Safety:
• In conjunction with Executive Director ensure all health and safety related policies, procedures and directions are complied with
• Oversight all staff behaving professionally and in accordance with the SVHM Code of Conduct and undertake annual Workplace Culture and Equity Training
• Ensure all in the area they manage undertake annual Fire and Emergency Training and comply with fire and emergency procedures
• Organise for regular safety audits with Health and Safety Representatives are completed and implement required improvements
• Minimise WorkCover costs by actively assisting the return to work of any employee injured in the area they manage.

Research:
• Work closely with the Professor of Surgery to develop and implement a research strategy for the Department
• Work closely with the Professor of Surgery to provide leadership and direction in the relevant discipline research including:
  o Enhance the profile, quantum and level of research
  o Developing collaborative relationships with other SVHM departments, institutes and external academic bodies in particular University of Melbourne
  o Seek external funding for research
  o Publishing research papers, particularly in high impact journals
  o Encourage presentations at national/international meetings
  o Encourage publications of research papers
  o Foster a culture of involvement in clinical research in junior staff and fellows

Business Planning:
• Develop a Department strategic plan, to be integrated with the broader Cancer Services strategy
• Develop and implement an annual clinical services plan that is aligned with organisational strategy
• Contribute to the development and implementation of service plans
• Review the Department’s goals and strategies and formulate an annual operational plan for the Department
• Contribute to broader strategic planning, quality improvement, performance improvement, teaching and research for the service as a whole, in association with others

Finance and Assets:
• In conjunction with Executive Director manage budget performance as required including monitoring EFT and expenditure to ensure spending remains within budget allocation
• Manage the budget pertaining to the Department including financial and activity planning and monitor activity levels against the agreed budget and targets
• Set annual budget for SP accounts and actively manage revenue and spend
• Approve CME in accordance with the policy
• Ensure decision making remains within delegated authority
• Contribute to capital planning as required
• Participate in the development of the annual budget allocation for the area managed.

6. INCUMBENT OBLIGATIONS

General
• Perform the duties of the position to the best of their ability and to a standard acceptable to SVHM
• Ensure all those in the area they manage, comply with all SVHM policies, procedures, by laws and directions
• Ensure all those in the area they manage, only access confidential information held by SVHM when this is necessary for business purposes, maintaining the confidentiality of that information once accessed
• Display adaptability and flexibility to meet the changing operational needs of the business

**Person Centred Care**
• Ensure that consumers receive information in an appropriate and accessible format
• Actively support consumers to make informed decisions about their treatment and ongoing care
• Ensure consumers are aware of their rights responsibilities and how to provide feedback

### 7. INCUMBENT CAPABILITY REQUIREMENTS (Level 4)

The incumbent of this position will be expected to possess the following core capabilities:

<table>
<thead>
<tr>
<th>Capability</th>
<th>Demonstrated behaviour</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personal</strong></td>
<td></td>
</tr>
<tr>
<td>Personal effectiveness</td>
<td>Generates results under challenging circumstances</td>
</tr>
<tr>
<td>Learning Agility</td>
<td>Embraces change and works efficiently in unfamiliar and ambiguous situations</td>
</tr>
<tr>
<td><strong>Outcomes</strong></td>
<td></td>
</tr>
<tr>
<td>Patient/Resident centred</td>
<td>Understands and responds to current and emerging healthcare approaches</td>
</tr>
<tr>
<td>Innovation and Improvement</td>
<td>Stimulates and embeds continuous improvement</td>
</tr>
<tr>
<td><strong>Strategy</strong></td>
<td></td>
</tr>
<tr>
<td>Driving Results</td>
<td>Develops and implements strategy for area of responsibility</td>
</tr>
<tr>
<td>Organisational Acumen</td>
<td>Develops departmental plans that anticipate future needs and mitigate risks</td>
</tr>
<tr>
<td><strong>People</strong></td>
<td></td>
</tr>
<tr>
<td>Working with and Managing others</td>
<td>Fosters a climate that supports the growth and development of individuals</td>
</tr>
<tr>
<td>Collaboration</td>
<td>Develops and manages partnerships to optimise outcomes</td>
</tr>
</tbody>
</table>

### 8. SELECTION CRITERIA

#### 8.1 ESSENTIAL REGISTRATION, LICENSE OR QUALIFICATION REQUIREMENTS

• Bachelor of Medicine
• Fellow of the Royal Australian College of Surgeons
• Fellow of the Australian Orthopaedic Association
• Current Specialist Registration with AHPRA

#### 8.2 OTHER ESSENTIAL REQUIREMENTS

• Leadership qualities with proven ability to direct enthuse and encourage a team of clinicians, researchers and support staff
• Excellent qualities as a clinician and good communication skills with patients and colleagues
• Teaching commitment and skills in the areas of undergraduate, postgraduate and continuing medical education.
• Commitment to and participation in ongoing Quality Improvement in clinical, hospital services and business activities
• Commitment to and participation in continuing professional development activities
• Involvement in wider hospital/community activities

#### 8.3 OTHER NON ESSENTIAL REQUIREMENTS

• Evidence of a high level achievement in research activity by holding a higher degree in research (MS, MD, PhD, DMedSci), scholarly publications and other activities
• International and national standing and demonstrated academic excellence, including excellence in joint replacement and orthopaedic trauma surgery
• Participation in the Australian Orthopaedic Association National Joint Replacement Registry audit
9. **PRE-EXISTING INJURY**

Prior to any person being appointed to this position it will be required that they disclose full details of any pre-existing injuries or disease that might be affected by employment in this position.

10. **AGREEMENT**

**General:**

I have read, understood and agree to comply with the responsibilities and accountabilities of this position description. I agree to comply with all SVHM requirements, policies, procedures, by laws and directions.

**National Police Check:**

I understand that it is a condition of my employment to provide SVHM with a current National Police Certificate PRIOR TO COMMENCING WORK and this is at my own cost.

I understand that regardless of the frequency, if I am working and or visiting in a designated ‘high risk area’ of SVHM (as defined in the SVHA Pre-employment/Appointment Safety Checks Policy) I will be subject to periodic Police Checks every three years at my own cost.

Name: ________________________________________________

Signature: ____________________________________________

Date: ________________________________________________