



# QUEENSLAND HEALTH

## BUNDABERG HEALTH SERVICE DISTRICT

### POSITION DESCRIPTION

**POSITION TITLE** DIRECTOR OF SURGERY

**VACANCY REFERENCE NO.** BB02/11/2

**LATTICE POSITION NO.**

**CLASSIFICATION LEVEL** MO1-1 – MO1-7

**AWARD CLASSIFICATION** Senior Medical Officers' and Resident Medical Officers' Award

**LOCATION** Department of Surgery  
Bundaberg Base Hospital

**REPORTS TO** Director of Medical Services  
Bundaberg Health Service District

**DATE** November 2002

#### POSITION SPECIFICATIONS

##### Purpose of the Position

To coordinate and manage the provision of Surgical Services within the Bundaberg Health Service District.

The appointee will provide patient care, including surgical sessions, clinical rounds, outpatient sessions and teaching at the Bundaberg Base Hospital and other District and public patient facilities as required. The appointee will participate in the out of hours on call roster at Bundaberg Base Hospital.

As part of the appointment the appointee will be expected to be involved in undergraduate and post graduate teaching and research as appropriate.

To develop and implement the practice of continuous quality improvement and total quality management at management and patient levels. The incumbent will develop appropriate quality activities and clinical audits.

- Explore changing models of care in the management of certain conditions, as an alternative to traditional in-patient care.
- Participate in the Performance Appraisal and Development Process.
- Supervise and manage staff in line with quality Human Resource Management practices including Workplace Health and Safety, Employment Equity, Anti-discrimination and ethical behaviour.

## **DELEGATIONS AND ACCOUNTABILITIES**

Accountabilities of this position are:

- To patients in accordance with the ethics and standards of the profession and relevant colleges.
- Provide services in accordance with the goals, policies and procedures of the Bundaberg Health Service District and the Office of the Director of Medical Services. Direct accountability is to the Director of Medical Services at Bundaberg Base Hospital. This accountability specifically entails the economic use of staff, equipment, consumables, drugs and facilities in the delivery of service. (The District is currently reviewing its organisational structure).
- Appropriate development of general surgical expertise of trainees, resident medical staff and medical students and to be involved in the evaluation and feedback of performance of these three categories.
- Be responsible for orientation, education, evaluation and performance feedback of all medical staff in the department.
- Foster clinical and academic relationships within the Bundaberg Health Service District and the broader clinical community.
- At the request of the Director of Medical Services, provide management of patients' complaints, medico-legal reports, police statements and any other administrative matters relevant to the department.
- In conjunction with the Nurse Practice Coordinators participate in the cost centre management for the Department of Surgery, including surgical ward and day surgery.

## **PERSONS SPECIFICATIONS**

### **Qualifications**

- Qualifications as a general surgeon acceptable for specialist registration by the Medical Board of Queensland and to demonstrate this expertise by practical skills, teaching and publications.

### **Skills and Abilities**

- Proven skills in general surgery.
- Capacity to balance service needs against the needs for education.
- Ability/education in administration/management is desirable.
- A capacity to educate, liaise and negotiate with professional staff, students, media and the public.
- Leadership qualities projecting a positive attitude to staff and creating a high degree of morale and team cohesion.
- Ability to maintain a good rapport with patients and hospital staff.

## Knowledge

- A broad specialist level knowledge of general surgery.
- Sound knowledge of Quality Improvement processes relating to the Australian Council on Healthcare Standards.
- Sound knowledge of contemporary Human Resource practices including Workplace Health and Safety, Employment Equity, Anti-Discrimination and ethical behaviour.
- Sound knowledge of legislative framework including Health Act, Coroners Act, Mental Health Act, Power of Attorney Act.
- Capacity to adapt to change in hospital policies and practice.
- A record as an appropriate professional role model.

### **POLICY FOR THE MANAGEMENT OF HUMAN IMMUNODEFICIENCY VIRUS, HEPATITIS B VIRUS AND HEPATITIS C VIRUS**

It is important for all employees to be aware of Queensland Health's Policy for the Management of Human Immunodeficiency Virus, Hepatitis B Virus and Hepatitis C Virus.

An extract from the policy document states that:

- (a) "Queensland Health care workers whose occupation poses a potential risk of exposure to blood or body fluids must be immunised against Hepatitis B according to NHMRC and the Queensland Health Care workers who have direct patient contact (e.g medical officers, nurses and allied health staff) as well as those staff who in the course of their work may be exposed to blood or body fluids such as (but not confined to) plumbers and gardeners who may be exposed to contaminated sharps. It is expected that the administration of institutions will apply this policy within reasonable boundaries, keeping the staff member's welfare in mind. The requirements for vaccination is not retrospective, although health care workers who care currently employed are encouraged to be vaccinated".

"Hepatitis B immunisation is a condition of employment as a Queensland Health care worker".

Therefore, each health care worker must be immunised against Hepatitis B or be willing to undertake Hepatitis B vaccination on commencement of duties. Persons who are non-seroconverters to Hepatitis B immunisation are assured that this will not affect their employment opportunities.

- (b) "Health care workers who are Hepatitis C antibody and PCR positive; Hepatitis B antigen or HBV DNA positive; or HIV antibody positive (as determined by laboratory tests performed on two separate occasions) **must not perform exposure prone procedures.**"

### **Definition of a Health Care Worker**

Persons (including students) involved in the delivery of health services in health facilities (particularly where those persons have regular contact with patients or any contact with blood or body substances from patients.

### **CENTRAL ZONE MANAGEMENT**

Clinical Services Networks (CSNs) are being developed in the Zone in a range of medical specialities as the vehicle of efficient and equitable service delivery, quality improvement, education and professional accreditation. The appointee will be required to provide services to the Bundaberg Health Service District and may be asked to provide services in other hospitals within Central Zone as part of CSNs at times and places to be specified.

## SELECTION CRITERIA

Applicants should address each selection criterion

- SC1 Registered or eligibility to be registered as a Medical Practitioner by the Medical Board of Queensland.
- SC2 Proven skills in the management of both elective and emergency general surgical patients.
- SC3 Proven skills in written and oral communication and with all levels of staff and the public.
- SC4 Demonstrated awareness of present and likely future trends in health service delivery and management.
- SC5 An understanding of the effective and efficient use of resources available to general surgery. Sound understanding of and proven skills in quality assurance and continuous improvement.
- SC6 Ability to supervise and manage staff in line with quality Human Resource Management practices including Workplace Health and Safety, Employment Equity, Anti-discrimination and ethical behaviour.

Position Description Approved

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Executive Director / /