

DWK 69

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**BUNDABERG HEALTH SERVICE DISTRICT
MEDICAL SERVICES**

Enquiries to: Dr Darren Keating
Telephone: 4150 2210
Facsimile: 4150 2029
Our Ref: DK:sh

2 February 2005

Dr Jayant Patel
Bundaberg Base Hospital
PO Box 34
BUNDABERG QLD 4670

Dear Dr Patel

I have pleasure in confirming the offer of the Temporary Full Time position of Locum General Surgeon with the Bundaberg Health Service District for the period 1 April 2005 to 31 July 2005 (inclusive).

You will be employed under the provisions of the District Health Services - Senior Medical Officers' and Resident Medical Officers' Award – State 2003. A brief summary of the major conditions of this award and additional information that will be of interest to you are as follows:

- Salary:** \$1 150.00 per day (includes all call ins).
Weekends to be paid at the above rate provided you are placed on-call for the weekend.
- Accommodation:** The Bundaberg Health Service District will provide suitable accommodation for the duration of your employment.
- Motor Vehicle:** A fully maintained motor vehicle will be supplied for the duration of your employment.
- Medical Registration:** Prior to commencing duties, evidence of Queensland Registration will need to be provided. It is your responsibility to complete the necessary documentation and submit to the Queensland Medical Board for consideration of Queensland Registration.
- Method of Payment:** Please submit an account to Accounts Payable for payment upon completion of you locum appointment. It will be your responsibility to obtain an ABN number for this purpose.

Job Description:

Prior to commencing duties, all employees are required to sign a current Job Description for their position. It will therefore be necessary for you to complete the attached **Job Description form** and return it to the Division of Medical Services.

Acceptance of Job Offer:

If you are in agreement with employment under the conditions found in this Job Offer, please sign the enclosed **Job Acceptance form** and return it to the Division of Medical Services.

Termination:

You may terminate your employment by giving on (1) months notice.

I would like to offer thank you for taking up this locum appointment and hope that your work with the Bundaberg Health Service District will be enjoyable.

Yours sincerely

Dr Darren Keating
Director of Medical Services

**BUNDABERG HEALTH SERVICE DISTRICT
Job Description Form**

This form is to be attached to the Job Description and included with the Job Offer.

Name of Position: Temporary, Full Time
1 April 2005 to 31 July 2005
Locum – Director of Surgery

I have read and understand the duties and requirements of the position as described in this Position Description and agree to be employed under such conditions and the relevant award.

Name of Employee: Dr Jayant Patel

Signature of Employee _____

Date: _____

**BUNDABERG HEALTH SERVICE DISTRICT
JOB ACCEPTANCE FORM**

The District Manager
Bundaberg Health Service District
BUNDABERG BASE HOSPITAL

Name of Position: Temporary, Full Time
1 April 2005 to 31 July 2005
Locum – Director of Surgery

I accept the above position and the terms and conditions as outlined in your letter dated 2 February 2005 and confirm the term of appointment as above.

Name of Employee: Dr Jayant Patel

Signature of Employee _____

Date: _____

**BUNDABERG HEALTH SERVICE DISTRICT
Job Description Form**

This form is to be attached to the Job Description and included with the Job Offer.

Name of Position: Temporary, Full Time
1 April 2005 to 31 July 2005
Locum – Director of Surgery

I have read and understand the duties and requirements of the position as described in this Position Description and agree to be employed under such conditions and the relevant award.

Name of Employee: Dr Jayant Patel
Signature of Employee: Jayant Patel
Date: 7-2-05

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**BUNDABERG HEALTH SERVICE DISTRICT
JOB ACCEPTANCE FORM**

The District Manager
Bundaberg Health Service District
BUNDABERG BASE HOSPITAL

Name of Position: Temporary, Full Time
1 April 2005 to 31 July 2005
Locum – Director of Surgery

I accept the above position and the terms and conditions as outlined in your letter dated 2 February 2005 and confirm the term of appointment as above.

Name of Employee: Dr Jayant Patel

Signature of Employee:

Jayant Patel

Date:

7-2-05

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QUEENSLAND HEALTH **FILE COPY**

BUNDABERG HEALTH SERVICE DISTRICT

JOB DESCRIPTION

VACANCY REFERENCE NO: BB05-0104

POSITION TITLE: Director of Surgery

LATTICE POSITION NO: 104005

LOCATION: Department of Surgery
Bundaberg Base Hospital

CLASSIFICATION LEVEL: M01-1 – M01-7

SALARY LEVEL: \$3 970.10 - \$5009.90 per fortnight

REPORTS TO: Director of Medical Services
Bundaberg Health Service District

AWARD: District Health Services – Senior Medical Officers' and Resident Medical Officers Award – State 2003

REVIEW DATE: January 2005

DELEGATE AUTHORISATION:

Name: Darren Keating, Director of Medicine

Signature:

Date: 14.01.2005

PURPOSE OF POSITION

- To manage and coordinate the provision of Surgical Services within the Bundaberg Health Service District (BHSD).
- To provide general surgical services in BHSD, primarily from Bundaberg Base Hospital.
- To teach medical staff and students, allied and nursing staff.
- To actively contribute to patient safety and quality improvement programs.

ORGANISATIONAL ENVIRONMENT AND KEY RELATIONSHIPS

The Bundaberg Health Service District provides comprehensive Hospital and Community based health care. The District extends from Miriam Vale Shire in the north to Isis Shire in the south, and includes Town of 1770 and Agnes Water, Bundaberg City and surrounding coastal towns from Moore Park Beach to Woodgate, the towns of Childers, Gin Gin and Mount Perry. The District services a population of 82,211. The Bundaberg Health Service District maintains a 136 bed hospital in Bundaberg, a 17 bed hospital in Gin Gin, an 18 bed hospital in Childers, and Health Centre in Mount Perry.

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The Bundaberg Base Hospital is a Level 4 hospital, and provides services including accident and emergency; surgery; orthopaedics; obstetrics and gynaecology; paediatrics; medicine; intensive care/coronary care; theatre and anaesthetics; rehabilitation; palliative care; renal dialysis; ambulatory services/specialist outpatients; medical imaging; pathology; mental

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health services; and allied health services. Community health services provided by the District include oral health; BreastScreen Queensland; social work; indigenous health; Alcohol Tobacco & other Drug Services; health promotion; aged care assessment; home medical aids; palliative care; sexual health; Transition to School Developmental Assessment team; Home and Community care; diabetes education; stomaltherapy; community & family health.

Bundaberg Health Service District has approximately 600 full time equivalent employees.

ROLE OF THE DEPARTMENT

The Department of Surgery provides emergency and elective surgery in the disciplines of general orthopaedic, and urological surgery.

Staffing is provided by a mixture of staff and visiting specialists. The Department has 2 Principal House Officers (PHOs), 1 Junior House Officer (JHO) and 1 Intern.

REPORTING RELATIONSHIPS

Relationship between the position and the supervisor - The Director of Surgery will report directly to the Director of Medical Services (DMS), BHSD.

Role of staff reporting to the position - The Staff Surgeon, Staff Orthopaedic Surgeon, Visiting Medical Officers in Surgery and Orthopaedics and Resident Medical Officers will report to the Director as appropriate.

ORGANISATIONAL CHART

See attached.

POSITION REQUIREMENTS

Queensland Health is committed to achieving our mission of promoting a healthier Queensland and our vision to be leaders in health - partners for life. We recognise that Queenslanders trust us to act in their interest at all times. To fulfil our mission and sustain this trust we share four core values of: quality and recognition; professionalism; teamwork; and performance accountability.

In addition we will be successful in promoting a healthier Queensland through the following five strategic intents; healthier staff; healthier partnerships; healthier people and communities; healthier hospitals and healthier resources. The primary duties and assessment criteria outlined in this job description reflect the commitment to our mission, vision, values and strategic intents which are required by this position.

POSITION REQUIREMENTS - DUTIES, RESPONSIBILITIES, KNOWLEDGE AND WORK BEHAVIOURS

Duties

- Lead the department in the provision of a high standard of surgical care to patients of BHSD. This includes provision of acute in-patient and outpatient care, participation in the 24 hour on-call roster and supervision of junior medical staff.
- Coordinate the provision of above services while applying and/or implementing Queensland Health (QH) and Health Service District (HSD) goals, targets and policies.
- Provide consultation services to other departments of BHSD.
- Provide advice to the Director of Medical Services on professional issues including medical appointments, credentialing of all members of the department and consumers complaints as required.
- Document relevant clinical information legibly, concisely and accurately in medical records.
- Manage the Department of Surgery's personnel, financial and equipment resources in an efficient and effective manner while maintaining budget integrity.

- **Highly Desirable:** Perform GI endoscopy procedures (emergency and elective) as part of Endoscopy Team

Education and Training:

- Responsible for the department specific orientation of all staff in the department including medical students.
- Lead educational activities involving junior medical staff and students, nursing and allied health care personnel, and attend educational meetings as appropriate.
- Direct appropriate development of general surgical expertise of surgical trainees, resident medical staff and medical students including evaluation and feedback of performance of these three categories of staff.
- Participate in research projects in conjunction with other health service staff.
- Foster clinical and academic relationships within the BHSD and the broader clinical community.

Quality Improvement

- Lead and manage the development, implementation and review of quality improvement programs, peer review and clinical guidelines/pathways to ensure safe and high quality clinical services.
- Advise the development, review and implementation of policies, protocols, technology and equipment for the provision of surgical services.
- Participate in the performance appraisal process.
- Be aware of and implement BHSD infection control policies and procedures.
- Lead and/or participate in HSD committees as required for position.
- Participate in a working environment that supports quality human resource management practices including workplace health & safety, employment equity, anti-discrimination and ethical behaviour.

Knowledge

- A broad specialist level of knowledge of general surgery (emergency and elective) with commensurate experience level.
- Sound knowledge of quality improvement processes and it is desirable to understand how these processes relate to the EQUiP tool of the Australian Council on Healthcare Standards.
- Sound knowledge of (or preparedness to learn about) legislative framework including Health Services Act, Coroners Act, Mental Health Act, and Power of Attorney Act.

PRIMARY DELEGATIONS AND ACCOUNTABILITIES

No financial or Human Resource delegations associated with this position.

MANDATORY CRITERIA:

Qualifications & Registration

Qualifications as a general surgeon suitable for specialist registration by the Medical Board of Queensland is essential.

Appointment to this position requires proof of qualification and/or registration with the appropriate registration authority, including any necessary endorsements, to be provided prior to commencement of duty.

Vaccinations & Inoculations

"Health Care Workers in Queensland whose occupation poses a potential risk of exposure to blood and body fluids must be immunised against Hepatitis B according to the National Health and Medical Research Council Australian Immunisation Handbook, current edition and the Queensland Health Infection Control Guidelines.

Hepatitis B immunisation is a condition of employment for Health Care Workers in Queensland Health who have direct patient contact (eg 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, for example by exposure to contaminated sharps eg (but not confined to) plumbers.

Proof of vaccination must be provided at application. Proof of vaccination can be provided via a letter from a General Practitioner, infection control or occupational health department and should consist of a titre level or documentation of seroconversion. (Please note that "non-reactive" does not constitute evidence of seroconversion and will not be accepted as evidence).

ADDITIONAL FACTORS

Queensland Health is a "smoke free" employer. Smoking is not permitted in any Queensland Health facility except where specifically defined.

The Bundaberg Health Service District requires all employees to adopt appropriate and recognised measures to minimise the risk of infection and workplace injury to themselves, other staff and clients and to adhere to the Districts Infection Control Policy Manual and Workplace Health and Safety policies and practices.

Probation

All new permanent employees to Queensland Health will be required to undertake a period of probation upon commencement of duty. This period will be 6 (six) months in length with a possible 3 (three) month extension if performance objectives are not met.

Pre-Employment Checks

This position may be subject to pre-employment history checks including a working with children suitability check (Blue Card), criminal history, identity or previous disciplinary history checks for the preferred applicant.

The Bundaberg Health Service District is an Equal Employment Opportunity Employer

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ASSESSMENT CRITERIA

Your application for this position must specifically address each of the selection criteria listed below. It should also contain the names and telephone numbers of at least two referees, who may be contacted with respect to your application.

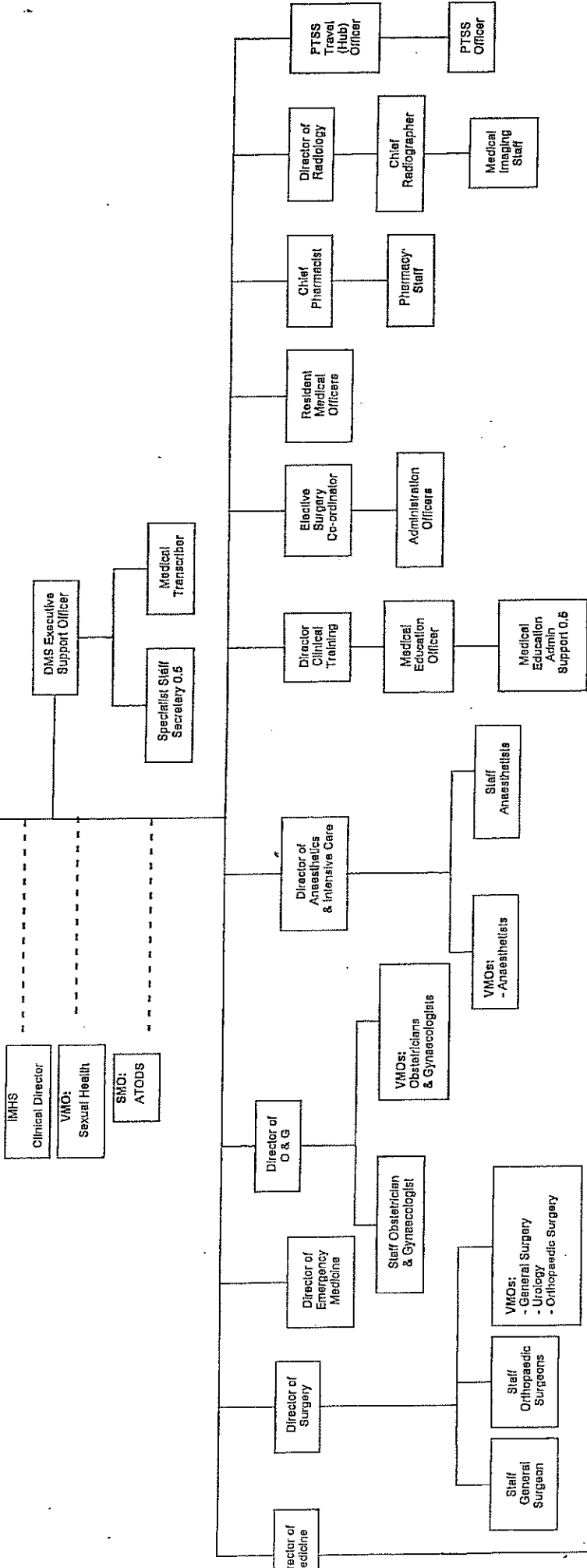
Applicants will be assessed by written responses to the following assessment criteria (30%) which will also be utilised as a short listing activity. Short listed applicants will be further assessed by verbal responses at a structured interview (70 %).

All criteria have equal weighting.

- AC1** Possess contemporary surgical knowledge, skills and experience in the management of emergency and elective general surgery patients.
- AC2** Demonstrate ability to direct and manage a Department of Surgery to ensure effective and efficient use of available resources in provision of surgical care.
- AC3** Demonstrate well developed written and verbal communication skills that contribute to a multidisciplinary team achieving successful patient outcomes.
- AC4** Demonstrate strong, ongoing commitment to participation in patient safety and quality improvement programs.
- AC5** Ability to participate in a working environment that supports quality human resource management practices including workplace health and safety, employment equity, anti-discrimination and ethical behaviour.

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Director of Medical Services



Updated November 2004

Key: _____ Line reporting

----- Professional Reporting

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