



HSS Registered

Fellow General Surgery
UGI / HPB Service
Medical Practitioners Agreement: Year 1-2
Position Number: 520131
General Surgery
Department/Service 4
Royal Perth Hospital / East Metropolitan Health Service

Reporting Relationships

Service / Medical Co-Director, Service 4
Position Number: 602505 / 602246

Head of Department, General
Surgery Position Number: xxxxx

Also reporting to this supervisor:

- Consultants
- Registrars
- Resident Medical Officers
- Interns

This Position

Directly reporting to this position:

Title	Classification	FTE
• Nil		

Key Responsibilities

Provide extensive experience in the diagnosis and management of Upper GI and Hepato-pancreato-biliary (HPB) disorders. The Fellow is responsible for the day-to-day management of all patients admitted into Royal Perth Hospital under the Upper GI/HPB unit. The Fellow is also responsible for reviewing patients in the Outpatient Department and for reviewing and managing all emergency Upper GI and HPB consults and admissions and will participate in the ASU on call roster. The fellow will be responsible for organizing and coordinating the weekly MDT unit. The Fellow will be involved in research, audit and teaching. The Fellow will be directly responsible to the Fellowship Supervisors throughout the Fellowship. He/she will work under the supervision of the FRACS qualified Upper GI and HPB Surgeons.

EMHS Vision and Values

Our Vision

*Healthy people, amazing care.
Koorda moort, moorditj kwabadak.*

Healthy people refers to the commitment we have as an organisation to ensure our staff, patients and the wider community have access to comprehensive healthcare services, in order to maintain healthy lives.

Amazing care reflects the sentiment of those consumers accessing our healthcare services from feedback provided to us. This common statement resonates with the health service, and reflects our intentions in our practice and work every day.

As a health service which celebrates diversity of culture and languages, it is also important that our vision is shared in the Noongar language.

Our Values

Our Values reflect the qualities that we demonstrate to each other and our community every day. Our staff make a difference every day to the patients, families and consumers they provide care, advice and support to. The EMHS values capture the shared responsibility that we uphold as most important, which are:

- **Kindness** – kindness is represented in the support that we give to one another. This is how we demonstrate genuine care and compassion to each and every person.
- **Excellence** – excellence is the result of always striving to do better. This is represented by constant improvements to the way in which we deliver our services, which results in a high performing health service.
- **Respect** – we demonstrate respect through our actions and behaviours. By showing each other respect, in turn we earn respect.
- **Integrity** – integrity is doing the right thing, knowing it is what we do when people aren't looking that is a true reflection of who we are.
- **Collaboration** – collaboration represents working together in partnership to achieve sustainable health care outcomes for our community with a shared understanding of our priorities.
- **Accountability** – together we have a shared responsibility for ensuring the best health care outcomes for our community. This is a reminder that it is not only our actions, but also the actions we do not do, for which we are accountable.

Brief Summary of Duties (in order of importance)

1. Clinical Duties

- 1.1 The primary objective of the clinical component of the Fellowship is to provide extensive experience in the diagnosis and management of Upper GI and HPB disorders.
- 1.2 The Fellow will have the opportunity to be directly involved in the initial assessment of these problems as well as their management, both surgical and non-surgical and the ongoing care of these patients. This experience will take place in a supervised environment to optimize the potential for learning. It is expected that by the completion of the Fellowship the Fellow will have gained sufficient clinical knowledge and skills to be able to apply for further sub-specialty fellowships in Upper GI and HPB units in future. The Fellow will have the opportunity to learn and perform advanced open and minimal invasive surgery under supervision.
- 1.3 The Fellow will be responsible for the review of new and follow-up patients in the Upper GI and HPB unit.
- 1.4 The Fellow will be expected to participate in the ASU on call roster for the Royal Perth Hospital General Surgery Department.
- 1.5 He/she will be responsible for the assessment and management of all emergency Upper GI and HPB and General surgery consults and admissions under the supervision of a rostered on-call consultant surgeon in the unit.
- 1.7 The Fellow will be responsible for organizing and coordinating the care of patients discussed at the weekly Upper GI MDT and work closely with the cancer nurse and MDT coordinators. The Fellow will also be responsible for maintaining the sub-specialty database and present at the annual audit meetings.
- 1.8 The Fellow will be expected to take a leadership role in the supervision of the junior medical staff on the wards and after-hours and also be responsible for the teaching of the junior staff and medical students affiliated with the Upper GI and HPB department. The Fellow will work closely with the unit trainees and provide regular teaching on a weekly basis.
- 1.9 Another objective of the program is the research component of the Fellowship. It is anticipated that the Fellow will produce at least one paper suitable for presentation at National or International meetings and at least one paper suitable for publication in a peer reviewed journal.
- 1.10 The Fellow will be directly responsible to the Fellowship Supervisors throughout the fellowship. He/she will work under the supervision of the FRACS qualified Upper GI and HPB Surgeons.
- 1.11 Involvement in direct patient care and research will always be under the supervision of one of the Fellowship Supervisors. Final presentation publication will be in joint names. The Fellows' progress throughout the Fellowship will be monitored and will involve the Supervisor providing feedback to the Fellow on his/her performance every three months and likewise will involve feedback from the Fellow to the Supervisor regarding the Fellowship Program.

2. EMHS Governance, Safety and Quality Requirements

- 2.1 Participates in the maintenance of a safe work environment.
- 2.2 Participates in an annual performance development review.
- 2.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 2.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 2.5 Performs duties in accordance with Government, WA Health, East Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 2.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

3. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Eligible for registration by the Medical Board of Australia.
2. Substantial post-graduate clinical experience in a relevant discipline.
3. Demonstrated commitment to and interest in a career in Upper GI and HPB or a related specialty area.
4. Excellent interpersonal, verbal and written communication skills.
5. Demonstrated effective participation in a multi-disciplinary team environment.

Desirable Selection Criteria

1. Commitment to Continuing Professional Education and Development.
2. Demonstrated interest in and commitment to research.
3. Advanced surgical training in open Upper GI and HPB surgical techniques.
4. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Evidence of registration by the Medical Board of Australia must be provided prior to commencement.
- Working With Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

..... Manager / Supervisor Name Signature or HE Number Date
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..... Dept. / Division Head Name Signature or HE Number Date
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As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

..... Occupant Name Signature or HE Number Date
..... Effective Date			

HCN Registration Details (to be completed by HSS)

..... Created on Last Updated on
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