Position Description

Position Title:	Specialist - Paediatrician
Reports to:	Clinical Director – Child & Adolescent Health
Department:	Child and Adolescent
Directorate:	Clinical Operations
Cost centre:	A6404
Code & classification:	Staff Specialist Year 1 – 9 (HM33 – HM41)
Employment conditions:	AMA Victoria – Victorian Public Health Sector - Medical Specialists Enterprise Agreement 2022-2026 and its successors; and GV Health Policies and Procedures (and as varied from time to time).

GV Health is an equal opportunity employer and continually strives to build a diverse, equitable and inclusive workforce that reflects our community. We encourage applications from people of all backgrounds.

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required. GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

POSITION SUMMARY

About GV Health

GV Health is a leader in healthcare delivery in the Hume region. Our services include an Emergency Department, Surgery, Medical, Women's and Children's Services, Rehabilitation, Palliative Care, Mental Health and community-based health programs. Our main sites are at Shepparton, Tatura and Rushworth, with additional services at Seymour, Benalla and Wodonga.

The Division and Team

The Consultant Paediatrician is responsible for providing safe and effective paediatric specialist services as a member of the Paediatric Department at GV Health through the provision of excellent clinical care. This position is also responsible for providing leadership to junior medical and other clinical staff and supporting the Hospital's teaching, research and clinical governance programs.

This position amongst others is responsible for promoting GV Health as a quality regional health service provider.

Other requirements for all clinical employees:

- Where relevant collaborate with patients and the community in the development, implementation and review of health service planning, policies and quality improvement activities
- Demonstrate sensitivity, empathy and respect for the customs, values and spiritual beliefs of others at all times
- Assist with the supervision of students where appropriate
- Understand and act in accordance with the GV Health Code of Conduct, values and relevant policies, procedures and guidelines
- Comply with the principles of Patient and Family Centred Care

RESPONSIBILITIES AND DUTIES

The following duties are inclusive of but not limited to the following:

Provision of Clinical Service

Assume clinical responsibility for patients under his/her care.

Perform all duties as outlined in the Goulburn Valley Health Paediatrics model of care and standard daily work documents

Provide Level 4 neonatal services.

- Participate in the emergency and after hour on-call roster.
- Perform daily morning rounds when rostered on ward duty.
- Review patients as clinically indicated.
- Supervise the duty Registrar in providing appropriate care of patients of the department.
- Ensure the duty registrar reviews patients and communicates appropriately with either the Attending Consultant Paediatrician or the Consultant Paediatrician on duty regarding patients' clinical status, management, admissions and discharges
- Ensure that patients awaiting admission in Emergency are moved efficiently to the ward and seen promptly by the duty Paediatric registrar or Paediatric HMO and the duty paediatrician when indicated.
- Ensure that inpatient consultations and requests for consultation from the Emergency Department, Maternity and Surgical units are attended to promptly
- Review and ensure the adequacy of the medical content of clinical records, including documentation of significant patient assessment and management decisions
- Provide Paediatric forensic assessment at Goulburn Valley Health in consultation with the Victorian Forensic Paediatric Medical Service
- Conduct regular outpatient clinics as allocated.
- Actively support Paediatric junior medical staff and provide appropriate supervision in the provision of clinical services
- Provide advice to other medical, nursing and allied health staff in the management of paediatric patients and when advice is requested
- Participate in setting the standards for high quality, compassionate clinical care within the Unit
- Support and participate in the development of regional paediatric outreach services
- Involved in the existing indigenous health clinics and refugee health clinics
- Review existing practices and lead or promote change either based on evidence or if other change is required.
- Contribute to the Paediatric Service evolution in patient care and clinical training
- Provide Paediatric support and required services to community health services

Communication

- Ensure that patients/families are given adequate information upon which to base treatment decisions and follow-up
- Develop effective communication with and be receptive to patient, relative and peer groups
- Support multi-disciplinary teamwork
- Provide advice to and liaise with staff from other units as required

- Ensure discharged patients have documentation of their care for local medical officer (LMO/GP) follow up
- Maintain effective communication among the members of the multidisciplinary team

Administration, Quality and Clinical Review Activities

- Assist the Clinical Director of Paediatrics in the administration of clinical and departmental meetings and the day to day running of the department
- Work in conjunction with the Clinical Director of Paediatrics, Executive Director Clinical Operations and Chief Medical Officer in management and leadership activities which enhance the skills, capacity and reputation of the unit as required.
- Provide professional leadership for health professionals including participation in quality improvement, clinical audit, scientific and clinical risk management activities
- Contribute to the maintenance of high standard of medical communication and record keeping
- Participate in the Unit quality activities program, including but not exclusively, the Paediatrics and Neonatal Mortality and Morbidity meetings, Perinatal maternal Mortality and Morbidity meetings and other audit activities
- Attend the Department of Paediatrics Clinical Meeting and the hospital Grand Round
- Attend weekly multidisciplinary unit meetings
- Assist in developing and implementing clinical pathways where appropriate
- Assist in developing protocols and guidelines where required
- Assist in resolving patient and relative complaints

Education, Teaching, Research and Professional Development

- Participate in the organisation and delivery of education programs for both the undergraduate and post graduate education as directed by the Clinical Director of Paediatrics.
- Lead and participate in research, clinical audit and peer review in a continuous and enthusiastic manner
- Attend Paediatric educational activities and comply with the College (RACP) requirements for ongoing Continuous Medical Education (CME) and the Supervisor Professional Development Program (SPDP).
- Provide clinical supervision, mentoring, formal assessment and feedback on Paediatrics junior medical staff and trainees.
- Participate in the presentations at Grand Rounds, Journal Clubs, Clinical Audit, Committees related to Paediatric clinical governance and other appropriate meetings and educational activities.
- Participate in the Quality Improvement, Risk Management, Open Disclosure and Medico Legal Safety programs at GV Health through appropriate committees.
- Learn and utilise correctly the Victorian Risk and Clinical Adverse Incident management VHIMs program.

Professional Practice & Accountability

- Practice in accordance with all the Medical Board Standards for Paediatricians
- Conform to the Bylaws, Policies and Clinical Practice Guidelines of GV Health, and contribute to development and review where appropriate.
- Conform to the AHPRA Code of Ethics expected of a medical practitioner
- Always Conform to the Mandated Code of conduct of GV Health Employees
- Accept accountability and responsibility for own actions within scope of practice

- Demonstrate commitment to patient-centred care and best practice standards
- Demonstrate and maintain advanced competency standards for clinical skills and responsibilities
- Promptly report any situations which are outside the normal range to the Clinical Director of Paediatrics, appropriate team and other responsible colleagues
- Establish and always maintain effective, courteous and civil communication with all other health professionals, doctors of all other disciplines, medical management and leadership.
- Collaborative collegial and team-based behaviour is both expected and mandated at GV Health
- Establish rapport and courteous interactions with all support staff, consumers, patients, clients, families, the community and external care providers
- Maintain accurate and current clinical medical records ensuring all documentation meets professional and legal standards
- Supervision of Junior Medical Staff practice, record keeping, follow up of pathology and imaging results
- Always Take Consultant level Clinical accountability for the patient under the Paediatrician's care
- Demonstrate sensitivity, empathy and respect for the customs, values and spiritual beliefs of others always
- Collaborate with other members of the health care team to achieve effective and efficient health care outcomes; work in active and team spirited partnership with Paediatric nurses and other colleagues always
- Report effectively and always work efficiently
- Actively reflect on own professional performance and competence, seek feedback, and participate in ongoing professional development of self and others
- Participate in the emergency on-call roster

Financial Management

- Ensure there is financial responsibility and accountability across the function under the Paediatrician's control which will ensure appropriate financial targets are met
- Participate in cost saving strategies as directed
- Identify opportunities to reduce costs and effectively manage resources across all functions
- Invest creatively in bringing appropriate revenue into the organization for better clinical service delivery to GV Health's patients
- Contribute to the effective management of resources
- Contribute to the planning and maintenance of cost effective clinical management

Clinical Risk management, Medicolegal Governance, Peer Review and Reflection, Quality Improvement and Safety exercises

- Demonstrate commitment to participating in continuous quality improvement initiatives
- Recognise and manage clinical and interpersonal or collegial risk, ensuring that actions are taken to prevent and minimise harm to patients and the healthcare workforce
- Participate and cooperate in consultative process to improve health and safety and reduce risk to the safety and well-being of staff
- Ensure adherence to professional, medicolegal, College and organisational standards
- Complete all mandatory education including but not limited to Medication Safety, Infection Control, Hand Hygiene, Basic Life Support, Risk Management and Occupational Health and Safety
-

KEY SELECTION CRITERIA

Formal Qualification(s) and Required Registration(s):

- Must hold a Fellowship of the Royal Australasian College of Physicians (FRACP) within the Paediatrics Division and have current registration with the Australian Health Practitioner Regulation Agency as a Specialist Paediatrician

Essential:

- Appropriate clinical experience and training in Neonatology, Ambulatory and acute General Paediatrics as well as Developmental and Behavioural Paediatrics
- Ability to work effectively in a multidisciplinary environment
- Excellent inter-personal, inter- professional collaboration.
- Excellent written and verbal communication
- Enrolment and maintenance of ongoing CPD program of the Royal Australasian College of Physicians
- Excellent communication and interpersonal skills
- Ability to manage change and to work in a team environment collegially and collaboratively
- Evidence of full immunisation against COVID-19 and Influenza

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful achievement of:

- Punctuality in attendance and active participation at meetings
- Deliver excellent, evidence based, patient-centred care
- Undertaking of specific tasks under the portfolio/s for administrative work, audit, patient safety, clinical governance activities, clinical practice guideline development, teaching and research as allocated by the Clinical Director of Paediatrics, to be completed as required.
- Participate in the supervision, teaching and mentoring of junior Paediatric Medical staff.
- Participation in the teaching program of medical students of partner universities of GVH
- Maintain AHPRA Registration and work within scope of practice.
- Completion of the Supervisor Professional Development Program (SPDP)
- Active participation in the Performance and Development review process
- Work effectively as efficiently with other Paediatricians to deliver excellent clinical service.
- Medical documentation is completed accurately and efficiently within required time frame
- Representation of the Paediatrics Unit internally within Goulburn Valley Health and externally in the broader health system at the request of the Clinical Director of Paediatrics
- Professional and high standard working relationship with all staff in the Paediatrics Unit.
- The department is within budget, performance and development reviews are completed on time, training and core competency requirements are met as per the GV Health Education Framework and leave balances are managed in accordance with the policy and procedure to minimise liability.
- Quality, safety and risk plans and activities are implemented in accordance with the relevant frameworks and procedures.
- 80% attendance and active participation at committees, working groups and meetings

ALL GV HEALTH STAFF ARE REQUIRED TO

- Demonstrate GV Health's CREATE values and behaviours and being a role model for living the values of Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines;
- Develop and maintain collaborative relationships with all other teams and professionals;
- Promote and enable efficient teamwork and service provision both within the department and/or organisation and with other service providers;
- Contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity;
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce;
- Contribute to organisational quality and safety initiatives;
- Observe and comply with child safe principles, standards and expectations of appropriate behaviour toward and in the company of children;
- Complete and maintain all mandatory training requirements as defined by GV Health and actively engage in the Performance Development Review process;
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public;
- Comply with requirements of the National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements;
- Comply with the principles of patient and family centred care;
- Not smoke or vape on GV Health premises;
- Comply with immunisation requirements as per the Victorian Department of Health Victoria;
- Comply with all applicable position pre-employment checks that are relevant to the role, which may include but is not limited to; police checks, Working with Children's Check (WWCC), National Disability Insurance Scheme (NDIS) and Aged Care screening requirements;
- In this role you may occasionally interact with distressed, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. All staff are required to comply with all safety related training, look after the safety and well-being of themselves and each other, and actively foster a safe working environment

ACCEPTANCE:

I acknowledge and accept that this Position Description represents the general outline of duties, responsibilities and accountabilities that are expected of me in my employment in the position, and may not encompass every aspect of the position. I understand that GV Health reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

I acknowledge and accept that I must complete and maintain all relevant pre-employment screening and checks for successful employment.

I acknowledge and accept that that I have read and fully understand this Position Description. I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.

I acknowledge I will be required to undertake the duties as set out in the position description (and any other duties as requested in accordance with my skills and experience) to the best of my ability and, at all times follow lawful direction.

By accepting the contract of employment, I am agreeing to duties and obligations within the Position Description.

Clinical Operations	**Specialist – Paediatrician**
Reviewed by:	Clinical Director – Child & Adolescent
Issue Date:	November 2026

ABOUT US

Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura, Rushworth and Euroa. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional satellite sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services.

OUR PURPOSE

To significantly improve the health and wellbeing outcomes and experiences of the people and communities in our care.

OUR VALUES

GV Health's culture centres around our CREATE values and behaviours. Through these values and behaviours we commit to delivering ongoing quality healthcare for our community:



GV Health Vision and Values: Values and Vision - GV Health

OUR STRATEGIC PLAN

The Goulburn Valley Health Strategic Plan 2024-2026 provides the direction for GV Health with our five strategic pillars being:

- Health and Wellbeing Outcomes: Improve health and outcomes for the population in our region
- Community and Consumer Experience: Ensure everyone has an outstanding personalised experience
- Our Staff Experience: Our people feel connected, supported, safe and well
- Responsible Workplace: Be sustainable and efficient
- Health Equity: Embrace differences in how we design and deliver healthcare

GV Health Strategic Plan: Strategic Plan 2024-2026 - GV Health

FOR MORE INFORMATION

Application tips: Application Tips - GV Health
GV Health: https://www.gvhealth.org.au/about/
Child Safety and Wellbeing: Child Safety and Wellbeing - GV Health
Living in Goulburn Valley: Goulburn | Regional Living Victoria
GV Community Connector: Community Connector Program for Businesses