

**Permanent 0.5FTE Staff Specialist
Department of Diabetes & Endocrinology
Westmead Hospital**

To apply for this position, please complete an online application by clicking on the link below:

<https://myclinicalprofile.com.au/OpenPositionLogin.aspx?Uniqueid=2feb7aa-18ad-4daa-8959-33538fbda1f5>

Applications must be received by 5pm on the advertising closing date.

APPLICATIONS CLOSE 19 AUGUST 2022

Applications are invited from suitably qualified medical practitioners for the above position in the Western Sydney Local Health District. The position will be in Western Sydney Diabetes, Integrated and Community Health and primarily located at Westmead Hospital within the Department of Diabetes & Endocrinology.

Successful applicants will need to be appropriately qualified, have sound knowledge of diabetes & endocrinology, good communication skills and be able to work harmoniously in a multidisciplinary team. Some flexibility in the days of work would be helpful.

The Dept of Diabetes & Endocrinology at Westmead Hospital is the main quaternary referral service for endocrinology patients in Western Sydney. The Department's work mainly comprises outpatient, consultative and inpatient care. The Department also performs specialised endocrine testing procedures. The Diabetes Education and Ambulatory Care Centre provides self-management support to people with diabetes, in both the inpatient and outpatient setting. In 2021, the Department of Diabetes & Endocrinology at Westmead was named by Newsweek/Statista as one of the top 100 specialised Endocrinology services in the World.

Appointees may be eligible for credentialing and privileging across all other facilities in the Western Sydney Local Health District.

Selection Criteria

- Possess or be eligible for registration with the Medical Board of Australia and Fellowship of the Royal Australasian College of Physicians (FRACP) or equivalent as provided for in the Staff Specialists (State) Award. Must have Australian Citizenship or Permanent Australian Residency.
- Sound clinical knowledge in Diabetes & Endocrinology demonstrated through successful clinical practice in an environment appropriate to the requirements of the position.
- Demonstrated skills and attitudes appropriate for practice as a Senior Medical /Dental Practitioner including:
 - High level interpersonal and communication skills.
 - Demonstrated ability working within a multidisciplinary team.
 - Ability to work with general practitioners.
 - Experience and involvement in quality assurance activities and evidence-based best practice.
 - Demonstrated commitment to teaching and supervision.
- Familiarity with research concepts and commitment to support applied or clinical research within the Department.
- Experience in the management of hereditary endocrine neoplasia, endocrine complications of cancer therapy.
- Familiarity with hospital electronic medical systems.

Working with Children Check

Applicants must provide evidence of a Working with Children Check issued by the Office of Communities Commission for Children and Young People. For more information on how to apply for the clearance, please visit the Commission for Children and Young People website:

<http://www.kidsguardian.nsw.gov.au/Working-with-children/working-with-children-check>.

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CONTACT

Prof Wah (Ngai) Cheung

Phone: (02) 8890 6796

E-mail: wah.cheung@health.nsw.gov.au

Celine Crowther

Phone: 0419 468 972

E-mail: celine.crowther@health.nsw.gov.au

If you are having any issues regarding your application via e-credential, please contact the Specialist Medical and Dental Recruitment Unit on (02) 8838 2094 or via e-mail: WSLHD-SMADR@health.nsw.gov.au

Position Description

| | |
|------------------------|--|
| Designation: | Department of Diabetes & Endocrinology, Ambulatory Services, Subacute & Ambulatory Medicine |
| Classification: | Staff Specialist |
| Award: | Staff Specialists (State) Award |
| Department: | Diabetes & Endocrinology |
| Location: | Wesmead Hospital |

PRIMARY OBJECTIVES

Senior Medical Staff are expected to provide admitting, consultative, diagnostic, procedural, outpatient and on call specialty services as determined and required by the facility.

The Staff Specialist will be required to attend one general endocrinology clinic (including thyroid and pituitary) a week, one diabetes clinic a week, and one hereditary endocrine neoplasia/complications of cancer therapy clinic a fortnight. There may be some flexibility in the mix based on services needs in the future.

The Staff Specialist will be required to undertake on call duties, together with admissions and consults, in accordance with the Endocrinology roster.

The Staff Specialist is expected to attend the monthly business meeting, the Tuesday clinic meeting and Endocrinology Grand Rounds. The Staff Specialist is encouraged to attend Journal Club and Medical Grand Rounds.

The Staff Specialist is required do support teaching of medical students, JMOs, BPTs and advanced trainees.

The Staff Specialist is expected to support protocol development, quality audits, research and initiate new projects in the future.

The Staff Specialist will be responsible for developing the hereditary endocrine neoplasia / complications of cancer therapy service and liaise with the relevant collaborative departments.

DETAILED WORK DUTY SCHEDULE

| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|---------------------------------|------------------------------|-------------------------|-----------|------------------------|--------|----------|--------|
| Outpatients Clinics | | <i>Endocrine Clinic</i> | | <i>Diabetes Clinic</i> | | | |
| Research | | | | | | | |
| Other - please specify | | | | | | | |
| Teaching | | | | | | | |
| On Call | | | | | | | |
| On Call - Frequency (e.g. 1in3) | <i>One in 8 to one in 10</i> | | | | | | |

The timing of the hereditary endocrine neoplasia / endocrine complications of cancer therapy clinics is negotiable, but dependent on the availability of space and admin support.

The role includes undergraduate and postgraduate teaching, research and supervision.

The Senior Medical Practitioner is also responsible for the maintenance of quality with all aspects of their service delivery and the efficient use of resources within Western Sydney Local Health District.

LOCAL BACKGROUND & ENVIRONMENT

Western Sydney Local Health District is responsible for the provision of health services to the local government area comprised of Auburn, Baulkham Hills, Blacktown, Holroyd, and Parramatta and tertiary care. These services are provided through a number of hospital and community-based facilities located strategically across the District.

Western Sydney Local Health District is committed to achieving continuous quality improvement in client services within a Quality Management framework, with a supporting Strategic Plan aimed at the continuous improvement of all facilities. The District has individual facilities located at Westmead, Cumberland, Auburn, Blacktown and Mount Druitt.

All hospitals provide a range of both in-patient and outpatient services to clients both from within the boundaries of the District and cross border flows. In addition to this, there are a number of facilities strategically located across the District that provide primary health care services to the community.

The primary goal of Western Sydney Local Health District is: To improve the health of, and ensure comprehensive health care services for, our community.

Its principal purposes are:

- To provide relief to sick and injured persons through the provision of care and treatment.
- To promote, protect and maintain the health of the community.

PROFESSIONALISM AND RESPECTFUL CONDUCT

Senior Medical and Dental staff at WSLHD take a collective responsibility for the provision of excellence in patient care, teaching and training of health professionals and trainees, and conducting research reflecting the highest standard of professional care and conduct.

Senior medical and dental staff are required to commit to create a workplace culture that supports positive and respectful behaviours, high performance, and accountability. The Senior Medical Staff Charter outlines behaviours expected with interactions with patients, colleagues, and the Western Sydney Local Health District.

REPORTING RELATIONSHIPS

This position reports directly to the Director, Diabetes and Endocrinology

Key Internal and External Relationships

| Internal | External |
|--|---|
| Director, Dept of Diabetes & Endocrinology Other Endocrinologists Diabetes Educators | Cancer Services Haematology Cancer Genetics |

Supervision Arrangements

The Staff Specialist will report to the Director of Diabetes & Endocrinology

Challenges / Problem Solving

It is expected that the Staff Specialist will need to balance out the need for ongoing specialist care vs GP care for patients endocrine problems or diabetes, against the reality that clinics are overbooked and there are long waiting times.

Decision Making

It is expected that the Staff Specialist will be able to make decisions related to clinical problems and process issues, but consulting with other members of the team where appropriate. More difficult problems will need to be brought to the attention of the Head of Department.

MAJOR ACCOUNTABILITIES

Clinical

- Clinical privileges will be exercised within the scope of practice granted by the Medical & Dental Appointments Advisory Committee (Credentials Sub-Committee).
- Provide high quality care for patients and their families/significant others.
- Ensure adequate communication occurs between clinicians within the organisation.
- Ensure detailed patient care treatment plans are in place to support the timely management of patients.
- Ensure a high standard of clinical record documentation is maintained. This includes utilisation of paper based systems and electronic mail compatible with hospital systems, and keeping appropriate databases up-to-date.
- Ensure effective patient handover and transfer of care.
- Ensure appropriate communication occurs with medical practitioners external to the organisation regarding patients under their care, including providing detailed discharge summaries as indicated.
- Provide reliable and responsive on-call services (when privileged to do so). Attendance when requested is to be within thirty minutes of call, or otherwise within a timeframe consistent with the needs of the specialty as determined and approved by the facility.

Research and Teaching

- Maintain an intellectual environment within the Department conducive to high quality medical research.
- Apply principles of evidence based medicine to clinical practice and contribute to the advancement of medical practice.
- Participate in research projects, implemented within the Department or in collaboration with research staff external to the Department, which have been approved by the Clinical Director and the appropriate regulatory committees.
- Encourage peers, registrars and resident medical officers to participate in research projects.

- Organise, deliver, or participate in education sessions within the Department.
- Teach and train effectively at all levels of undergraduate and postgraduate education where required.
- Provide “on the job” training of registrars and resident medical officers during ward rounds, outpatient clinics, operating/ procedural sessions as appropriate to the specialty.

Supervision

- Fulfil responsibilities as mentors for medical students and resident medical staff assigned to the department as required. This includes participation in staff appraisal at regular intervals particularly in relation to registrars & resident medical staff.
- Supervise the junior medical staff and provide regular teaching and education in accordance with Health Education and Training Institute guidelines.
- Provide supervision and support for Fellows and Trainees in post-graduate medical programmes including University programmes, Colleges and the Western Division of General Practice.

Quality

- Strive for continuing improvement in all aspects of work and that of colleagues, mindful of priorities and high standards.
- Actively support a “no blame” culture throughout the organisation.
- Undertake clinical governance activities, risk management and audit in order to improve the quality of service provision.
- Participate in all aspects of the clinicians’ toolkit to assess the quality of service being provided view to maintaining, assessing or improving standards of care, teaching or research. These quality improvement or other Departmental and Hospital processes, may include, but not be limited to Peer review; Morbidity & mortality meetings; Adverse and near miss events monitoring; Clinical risk management and Root cause analysis.
- Assist the Department Head to implement and develop appropriate clinical outcome measures.
- Actively participate in clinical practice improvement projects as identified through peer comparisons aimed at improving quality of both service delivery and patient care within the department.

PERFORMANCE MANAGEMENT

- Participate in the Western Sydney Local Health District Performance Review and Management Framework for Senior Medical Practitioners. This is mandatory for all Senior Medical Practitioners in Western Sydney Local Health District as outlined in the Staff Specialist’s (State) Award and PD 2011_010 for Visiting Medical Practitioners.
- Demonstrate clinical competency within the clinical privileges granted by Western Sydney Local Health District.
- Provide satisfactory demonstration that quality assurance, quality improvement and risk management obligations are met.

OTHER

- Attend and contribute to department / business meetings.
- Participate in activities within the facility or network especially in relation to the departmental specialty.
- Participate with the Department Head in strategic planning for clinical service provision in the Western Sydney Local Health District, as appropriate.
- Participate in strategic planning for Research and Educational activities at the University of Sydney and its Western Clinical School, as appropriate.
- Ensure that the Facility Managers, Clinical Directors and Department Heads are fully informed in a timely fashion of any known circumstances relating to matters within the Department, or any other activities of staff thereof, so they are aware early of incidents leading to adverse publicity or legal action against staff of the Western Sydney Local Health District.
- Provide appropriate, timely returns to the Department Head indicating external funding, research output and publications, external consultation, professional work and liaison activities and Quality Assurance activities, as required by these bodies.
- Provide responses as required in respect to internal hospital enquiries relating to the carrying out of these duties, patient complaints, Health Care Complaints Commission matters, and medico legal requests.
- Assist the Department Head in recruitment activities as required.

SKILLS & ATTITUDES REQUIRED FOR PRACTICE AS A SENIOR MEDICAL PRACTITIONER

1. Skills

- Have the breadth of knowledge and skill to take responsibility for safe clinical decisions in their specialty.
- Able to communicate effectively with patients including the management of difficult and complex situations with patients and their families, to advise them appropriately and to manage complaints effectively.
- Skilled in building relationships of trust with patients and their families/supporters, through effective interpretation skills, a courteous and compassionate approach, and respect for their privacy, dignity and cultural and religious beliefs.
- Effective interpersonal skills that bring out the best in colleagues, to resolve conflicts when they arise and to develop and maintain productive working relationships within the team.
- Capacity to work cooperatively with other staff and practitioners and support teams in a complex multidisciplinary team environment.
- Capable of judging competence and professional attributes in others.
- Demonstrate skills and strategies in the process of feedback to colleagues and trainees, ensuring positive and constructive outcomes.
- Demonstrate the potential or capability to teach and train effectively at all levels of undergraduate and postgraduate education where required.
- Able to take responsibility for clinical governance activities, risk management and audit in order to improve the quality of service provision.
- Have the self-awareness to acknowledge where the limits of competence lie and when it is appropriate to refer to other senior colleagues for advice.

2. Attitudes

- Support teams that bring together different professions and disciplines and other agencies, to provide high quality health care.
- Strive for continuing improvement in all aspects of work and that of colleagues, mindful of priorities and high quality ethical care and standards.
- Ability to comply with the service objectives of Western Sydney Local Health District.
- Cognisant of the need to implement cost-effective therapies and evidence based practice into daily work.
- Act in personal and professional life to maintain public trust in the profession.

- Promote behaviour within the Department, which is respectful of all clinicians.
- Promote behaviour within the Department, which is respectful of the individual patient, their family, and their rights.
- Act quickly and effectively if there is reason to believe that their own or a colleague's conduct performance or health may put patients at risk.
- Commitment to own relevant professional and self-development.
- Commitment to clinical research and quality improvement.
- Commitment to education, training and the career development of junior medical staff and other undergraduate and postgraduate clinical staff.

EEO RESPONSIBILITIES

- Must adhere to the EEO policies and procedures of Western Sydney Local Health District.

WORK HEALTH & SAFETY RESPONSIBILITIES

- Demonstrate commitment to WH&S through personal involvement.
- Do not put yourself or others at risk and cooperate with the employer.
- Follow the employer's reasonable instructions concerning health and safety in the workplace.
- Participate in WH&S education and training.
- Report any workplace hazards.
- Assist in the WH&S Risk Management process, by being actively involved in the identification, assessment and control of hazards and associated risks in the workplace.
- Assist managers in establishing and monitoring WHS Consultation in the workplace.

WESTERN SYDNEY LOCAL HEALTH DISTRICT SMOKE FREE POLICY

- Western Sydney Local Health District is a smoke free environment.

CODE OF CONDUCT AND ETHICS

- Comply with NSW Ministry of Health Code of Conduct.

PRIVACY STATEMENT

The Privacy and Personal Information Protection Act 1998 (PPIPA) and the Health Records and Information Privacy Act 2002 (HRIPA) requires all staff/contractors and other health service providers who, in the course of their work, have access to personal information (PPIPA) or personal health information (HRIPA), to comply with the requirements of these Acts and the NSW Health Privacy Manual (PD2005_593).

It is the responsibility of all staff to ensure privacy of personal information by following Western Sydney Local Health District privacy and security procedures in relation to any personal information accessed during the course of their duties.

RISK MANAGEMENT OBLIGATIONS

- Report any risks identified (e.g. WHS, Corporate, Clinical, Financial, Service Delivery) and request a formal risk assessment to ensure the protection of the District, its staff, its patients and its resources.
- Notify all incidents identified using IIMS.
- Participate in the investigation of incidents as required.
- Participate in the implementation of recommendations arising from investigation of incidents.
- Encourage colleagues to notify incidents identified.

ADDITIONAL FACTORS

- The ability to relocate to other sites within Western Sydney Local Health District may at times be required.

DECLARATION

As the incumbent of this position, I have noted this Job Description and agree with the contents therein. I understand that other duties may be directed from time to time.

I also agree to strictly observe the Local Health District's policy on confidentiality of patient information or such sensitive information that I may come across in the course of my employment.

Incumbent:

Manager:

.....

.....

Signature:

Manager Title

Directorate / Department

Western Sydney Local Health District

JOB DEMANDS CHECKLIST

This checklist is completed for each position. It reflects the physical, environmental, and psychological demands of positions. When completing the checklist, please make sure you align the demands in accordance with the [WSLHD Work Health and Safety Policy](#).

When considering the frequency of the job demand, you have the option of selecting:

- **Infrequent** – intermittent activity for a short time on a very infrequent basis
- **Occasional** – activity exists for up to 1/3 of the time when performing the job
- **Frequent** – activity exists between one third and two thirds of the time when doing the job
- **Constant** – activity exists for more than 2/3 of the time when performing the job
- **Repetitive** – activity involves repetitive movement
- **Not Applicable** – activity is not required to perform the job

You can make further comments under each section.

| Physical Demands | Frequency |
|--|------------|
| Comments: | |
| Sitting - remaining in a seated position to perform tasks | Constant |
| Standing - remaining standing without moving about to perform tasks | Occasional |
| Walking - Floor type: even / uneven / slippery, indoors / outdoors, slopes | Frequent |
| Running - Floor type: even / uneven / slippery, indoors / outdoors, slopes | N/A |
| Bend/Lean Forward from Waist - Forward bending from the waist to perform tasks | Infrequent |
| Trunk Twisting - Turning from the waist while sitting or standing to perform tasks | Infrequent |
| Kneeling - remaining in a kneeling posture to perform tasks | Infrequent |
| Squatting / Crouching - Adopting a squatting or crouching posture to perform | Infrequent |
| Leg / Foot Movement - Use of leg and / or foot to operate machinery | N/A |
| Climbing (stairs/ladders) - Ascend / descend stairs, ladders, steps | Occasional |
| Lifting / Carrying - Light lifting & carrying: 0 - 9 kg | Occasional |
| Lifting / Carrying - Moderate lifting & carrying: 10 - 15 kg | N/A |
| Lifting / Carrying - Heavy lifting & carrying: 16kg & above | N/A |
| Reaching - Arms fully extended forward or raised above shoulder | Infrequent |
| Pushing / Pulling / Restraining - Using force to hold / restrain or move objects toward or away from the body | N/A |
| Head / Neck Postures - Holding head in a position other than neutral (facing | Infrequent |
| Hand & Arm Movements - Repetitive movements of hands and arms | Frequent |
| Grasping / Fine Manipulation - Gripping, holding, clasping with fingers or hands | Occasional |
| Work At Heights - Using ladders, footstools, scaffolding, or other objects to perform | N/A |
| Driving - Operating any motor powered vehicle | N/A |
| Sensory Demands | Frequency |
| Comments: | |
| Sight - Use of sight is an integral part of work performance e.g. Viewing of X-Rays, computer screens | Constant |
| Hearing - Use of hearing is an integral part of work performance e.g. Telephone | Occasional |
| Smell - Use of smell is an integral part of work performance e.g. Working with | N/A |
| Taste - Use of taste is an integral part of work performance e.g. Food preparation | N/A |
| Touch - Use of touch is an integral part of work performance | Occasional |

| Psychosocial Demands | Frequency |
|--|------------|
| Comments: | |
| Distressed People - e.g. Emergency or grief situations | Infrequent |
| Aggressive & Uncooperative People - e.g. drug / alcohol, dementia, mental | Infrequent |
| Unpredictable People - e.g. Dementia, mental illness, head injuries | Infrequent |
| Restraining - involvement in physical containment of patients / clients | N/A |
| Exposure to Distressing Situations - e.g. Child abuse, viewing dead / mutilated | N/A |
| Environmental Demands | Frequency |
| Comments: | |
| Dust - Exposure to atmospheric dust | N/A |
| Gases - Working with explosive or flammable gases requiring precautionary | N/A |
| Fumes - Exposure to noxious or toxic fumes | N/A |
| Liquids - Working with corrosive, toxic or poisonous liquids or chemicals requiring | N/A |
| Hazardous substances - e.g. Dry chemicals, glues | N/A |
| Noise - Environmental / background noise necessitates people raise their voice to | N/A |
| Inadequate Lighting - Risk of trips, falls or eyestrain | N/A |
| Sunlight - Risk of sunburn exists from spending more than 10 minutes per day in | N/A |
| Extreme Temperatures - Environmental temperatures are less than 15C or more than 35C | N/A |
| Confined Spaces - areas where only one egress (escape route) exists | Infrequent |
| Slippery or Uneven Surfaces - Greasy or wet floor surfaces, ramps, uneven | N/A |
| Inadequate Housekeeping - Obstructions to walkways and work areas cause trips and falls | N/A |
| Working At Heights - Ladders / stepladders / scaffolding are required to perform | N/A |
| Biological Hazards - e.g. exposure to body fluids, bacteria, infectious diseases | Infrequent |

As the incumbent of this position, I confirm I have read the Position Description and Job Demands Checklist, understand its content and agree to work in accordance with the requirements of the position.

Employee Name: _____

Employee Signature: _____

Date: _____

Manager's Name: _____

Managers Signature: _____

Date: _____



Permanent 0.5FTE Staff Specialist - Diabetes & Endocrinology - Westmead Hospital | APPLY VIA E-CREDENTIAL

Westmead, Westmead Hospital | Western Sydney

NEW

Specialist

REQ332057

7 hours ago

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- Sound clinical knowledge in Diabetes & Endocrinology demonstrated through successful clinical practice in an environment appropriate to the requirements of the position.
- Demonstrated skills and attitudes appropriate for practice as a Senior Medical /Dental Practitioner including:
 - High level interpersonal and communication skills.
 - Demonstrated ability working within a multidisciplinary team.

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 Requisition #: REQ332218

Fixed Term (12 Months) 0.35 FTE Postgraduate Fellow - Glaucoma Fellow - Department of Ophthalmology - Westmead Hospital - 2023 Clinical Year (Apply via eCredential)

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 Specialist
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- Ability to work with general practitioners.
- Experience and involvement in quality assurance activities and evidence-based best practice.
- Demonstrated commitment to teaching and supervision.
- Familiarity with research concepts and commitment to support applied or clinical research within the Department.
- Experience in the management of hereditary endocrine neoplasia, endocrine complications of cancer therapy.
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Health
Western Sydney
Local Health District

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Request to convert VMO hours into an equivalent 0.5 FTE fractional staff specialist position.

| | |
|-----------------|--|
| Topic | Request to convert the VMO hours for A/Prof David Chipps and Dr Jonathan Marks into a financially equivalent 0.5 FTE staff specialist position in the Department of Diabetes & Endocrinology at Westmead Hospital from July 2022. |
| Analyses | <p>A/Prof Chipps and Dr Jonathan Marks are retiring at the end of their current VMO contracts on 30 June 2022. Their 660 VMO hours is equivalent to the funding for a 0.5 FTE Level 1 Senior Staff Specialist.</p> <p>The contribution of these longstanding VMOs is highly regarded however commencement of the 2022-2027 quinquennium, and their joint decisions to not seek a new contract, provides an opportunity to review service requirements.</p> <p>Conversion of the VMO hours to a staff specialist model would better meet the operational needs of the Department of Diabetes & Endocrinology into the future, providing flexibility in managing senior medical officer vacancies and promoting new models of service delivery to meet changing service need and the impact of technology.</p> |

Recommendation

1. Approve the conversion of the VMO hours of A/Prof Chipps and Dr Jonathan Marks to a 0.5 FTE staff specialist Level 1.
2. Approve the advertisement of a 0.5FTE staff specialist position.

Chief Executive's signature



Date 8-6-22

Key reasons

Westmead Department of Diabetes & Endocrinology.

In 2021, the Department of Diabetes & Endocrinology at Westmead was named by Newsweek/Statista as one of the top 100 specialised Endocrinology services in the World. Additional information about the service is detailed in a background paper included as Tab A. There are currently 3.6 FTE of staff specialists and 2 VMOs funded by Westmead Hospital. The Department relies on a large cohort of VMOs (currently 8 VMOs), and support from Integrated Care and LBVC to provide some services.

In 2020 the Dept of Diabetes & Endocrinology provided over 12,000 medical outpatient OOS. Around 20% of inpatients in Westmead Hospital have diabetes.

Endocrinology VMO appointments ceasing

A/Prof Chipps (560Hrs) and Dr Jonathan Marks (100Hrs) are longstanding VMOs in the Department of Diabetes & Endocrinology. They will both be retiring (**TAB C & D**) at the end of their current contracts on 30 June 2022. Collectively they were contracted to provide 660 VMO hours per annum in the 2021/22 Financial Year.

A 0.5 FTE staff specialist would better meet the changing operational needs of the Department of Diabetes & Endocrinology, particularly to develop services related to endocrine cancers and endocrine complications of cancer.

Dr Chipps and Marks currently run 3 clinics a week and undertake on call duties. It is expected that a 0.5 FTE staff specialist would undertake the same number of clinics and frequency of on call.

Request to convert VMO hours into an equivalent 0.5 FTE fractional staff specialist position.

Endocrinology Staff Specialist Model

The Department of Diabetes & Endocrinology would prefer to shift to a Staff Specialist model for replacement of these longstanding VMO positions. A staff specialist would be in a better position to provide leadership, undertake audits and research, and develop new models of care for these services. This would also give the department more flexibility in allocating clinics and areas of responsibility. Particular areas requiring an adapted service model include the Obesity Service and the Endocrine Cancer Clinic.

Financial Impact

A comprehensive financial break down is attached (**TAB E**). Nil financial impact of hiring 0.5 FTE Staff Specialist level 1 conversion equivalent of 660VMO hrs (approved in FY22 GM Schedule attached in workings).

Consultation

| Contact | Position | Phone number |
|-----------------|---------------------------------------|--------------|
| Julie Meyer | Medical Services Manager | 0411 125 466 |
| Babetha Posener | Business Manager, Ambulatory Services | 0424 154 952 |

Contact and approval

| Contact | Position | Phone number |
|-----------------|---|--------------|
| Celine Crowther | Operations Manager- Ambulatory Services | 0419 468 972 |
| Wah Cheung | Head of Department – Diabetes & Endocrinology | 8890 6796 |

| Name | Position | Date |
|---------------------|---|------------|
| Dr Rebecca Nogajski | A/Executive Director Medical Services, WSLHD | 01/06/2022 |
| Jenelle Matic | A/General Manager, Westmead Hospital | 29/05/2022 |
| Shan Chan | A/Director Finance and Performance, Westmead Hospital | 19/05/2022 |
| Dr Joshua Hatton | A/Director Medical Services, Westmead Hospital | 12/05/2022 |

Attachments

| Tab | Title |
|-----|--|
| A | WSBRIEF22/1000 -1 Background re Dept of Diabetes & Endocrinology |
| B | WSBRIEF22/1000-2 Email from Babetha confirming the conversion rate |
| C | WSBRIEF22/1000-6 Letter of Resignation – Dr Marks |
| D | WSBRIEF22/1000-5 Letter of Resignation – Dr Chipps |
| E | WSBRIEF22/1000-9 Financials |
| F | WSBRIEF22/1000-7 Staff Specialist Request to fill |

| POSITION DETAILS | | HPECM Ref. #: | WSBRIEF22/1000-7 | |
|--|--|--|---|---------|
| <input checked="" type="checkbox"/> Permanent | | <input type="checkbox"/> New Position | | |
| <input type="checkbox"/> Fixed Term | Duration _____ | <input checked="" type="checkbox"/> Replacement (Resignation/Retirement) | | |
| <input type="checkbox"/> Temporary | Duration _____ | <input type="checkbox"/> Temporary Position | | |
| Position Title | Staff Specialist | Department | Diabetes & Endocrinology | |
| Facility | Westmead Hospital | Division | | |
| Specialty | Diabetes & Endocrinology | Sub-Specialty | | |
| Position Type | <input checked="" type="checkbox"/> Staff Specialist | <input type="checkbox"/> Full-Time | <input checked="" type="checkbox"/> Part Time | 0.5 FTE |
| | <input type="checkbox"/> VMO | Hours: _____ | FFS: Budget: _____ | |
| | <input type="checkbox"/> HMO <i>NB Honorary Fellows processed by RSU</i> | | | |
| | <input type="checkbox"/> VMP | Facility Fee: _____ | | |
| | <input type="checkbox"/> Postgraduate Fellow | <input type="checkbox"/> Full-Time | <input type="checkbox"/> Part Time | FTE |
| | <input type="checkbox"/> Dental Staff Specialist | <input type="checkbox"/> Full-Time | <input type="checkbox"/> Part Time | FTE |
| | <input type="checkbox"/> VDO | Hours: _____ | | |
| | <input type="checkbox"/> Other (please specify): _____ | | | |
| Radiation (EPA) License Required | Choose an item. | Laser | Choose an item. | |
| Previous Occupant's Name <i>(Not applicable if new appointment)</i> | A/Prof David Chipps, Dr Jonathan Marks | StaffLink Position Number <i>(Not applicable if new position)</i> | | |
| Reason for Vacancy | Retirement of the 2 above doctors, position changed from VMO x 2 to Staff Specialist | | | |

TEMPORARY APPOINTMENTS

Direct Appointments for up to 13 weeks can be recommended. Must include temp checklist and an application package completed by the Doctor. Note delays in submitting completed supporting documentation will impact the recruitment timelines significantly.

| Name of temporary appointee | Proposed start date | |
|---|---------------------|-----------------|
| Length of appointment (maximum 13 weeks) | | |
| Is the Temporary Appointment Checklist attached <i>Available at XXX URL</i> | | Choose an item. |
| Doctors Application Package attached <i>Available at XXX URL</i> | | Choose an item. |
| Doctor recommended for temporary appointment has fellowship and specialist registration | | Choose an item. |

ADVERTISEMENT INFORMATION

There are multiple options for recruitment, the below table aims to summarise the popular options however is not an all-inclusive list. If you have any questions or clarifications please contact SMADR on wsld-smadr@health.nsw.gov.au or 8838

2094.

| | | |
|--|-------------------------------------|--|
| Advertisement Required (Select 1 option) | <input checked="" type="checkbox"/> | Yes (to NSW Health only) |
| | <input type="checkbox"/> | Yes (to NSW Health and other media type – <i>extra costs may apply</i>) |
| | <input type="checkbox"/> | No – Temporary appointment only |
| | <input type="checkbox"/> | No – Expression of Interest within the Department (option is only available for small fraction staff specialist positions or fixed term positions) |
| | <input type="checkbox"/> | Other: |

| | | |
|--|-------------------------------------|----------------------------|
| Advertisement Period (Select 1 option) | <input type="checkbox"/> | 1 Week (minimum) |
| | <input checked="" type="checkbox"/> | 2 Weeks (default/standard) |
| | <input type="checkbox"/> | Other: |

Terms and Conditions for Recruitment

Fellowship/Specialist Recognition
(Select 1 option)
Please carefully consider the fellowship requirements as this will influence the candidates who are eligible to apply for the position

| | | |
|-------------------------------------|--|---|
| <input checked="" type="checkbox"/> | Applicants must have Australian Fellowship/Specialist Registration | <i>To be eligible for the position applicants must have fellowship/specialist registration at time of advertisement. The result of this clause is all JMOs in the Department are ineligible for submitting an application.</i> |
| <input type="checkbox"/> | Applicants expecting to be awarded fellowship within 3 months are eligible to apply | <i>Applicants expecting to be awarded fellowship within a defined period are eligible to apply for the position. Note this option should only be selected if it is appropriate that the role is filled with a newly qualified consultant. Often this option is utilised in the second part of the year to consider Advanced Trainees and JMOs who are nearing graduation. The successful candidate cannot commence in the role until fellowship is obtained. This option should ideally be offered only for specialties and subspecialties that are known to be hard to recruit to due to scarcity of specialists the local market.</i> |
| <input type="checkbox"/> | Applicants expecting to be awarded fellowship within 6 months are eligible to apply | |

Conjoint University Appointment

| | | |
|-------------------------------------|------------|--|
| <input checked="" type="checkbox"/> | NO | |
| <input type="checkbox"/> | YES | <i>Successful applicants may be offered a conjoint university appointment within the Faculty of Medicine at the relevant University attached to each facility. The level of academic appointment will be commensurate with the qualifications, experience and scholarship and will be held only during the tenure of the Western Sydney Local Health District appointment. No remuneration is attached to the University appointment. The appointee will be responsible to the University for academic matters and to the District for clinical matters. Prior to including this opportunity in the advertisement, ideally there should be some evidence of discussions with University and the Uni's consent for the vacancy advert to include that option.</i> |

Contact for Advertisement
NB The names and contacts below will be advertised with the position

| | |
|---------------------------------|-----------------------------------|
| Head of Department Name | Prof Wah (Ngai) Cheung |
| Head of Department Phone Number | 88906796 |
| Head of Department Email | Wah.Cheung@health.nsw.gov.au |
| Alternate Contact Name | CELINE CROWTHER |
| Alternate Contact Phone Number | 0419468972 |
| Alternate Contact Email | Celine.crowther@health.nsw.gov.au |

Attributes desired from the preferred candidates

Provide a brief summary of the attributes of the preferred candidate. Please note this will be included in the advertisement

Successful applicants will need to be appropriately qualified, have sound knowledge of diabetes & endocrinology, good communication skills and be able to work harmoniously in a multidisciplinary team. Some flexibility in the days of work would be helpful.

Department Summary to include in the advert

The Dept of Diabetes & Endocrinology at Westmead Hospital is the main quaternary referral service for endocrinology patients in Western Sydney. The Department’s work mainly comprises outpatient, consultative and inpatient care. The Department also performs specialised endocrine testing procedures. The Diabetes Education and Ambulatory Care Centre provides self-management support to people with diabetes, in both the inpatient and outpatient setting. In 2021, the Department of Diabetes & Endocrinology at Westmead was named by Newsweek/Statista as one of the top 100 specialised Endocrinology services in the World.

Selection Criteria

NB Please complete all selection criteria for the position. Maximum 8 criteria.

| | | |
|--|---|---|
| Core | 1 | Possess or be eligible for registration with the Medical Board of Australia and Fellowship of the Royal Australasian College of Physicians or equivalent as provided for in the Staff Specialists (State) Award/ Health Insurance Act 1997. Must have Australian Citizenship or Permanent Australian Residency. Must hold a current NSW Environment Protection Authority license (if applicable) |
| | 2 | Sound clinical knowledge in Diabetes & Endocrinology demonstrated through successful clinical practice in an environment appropriate to the requirements of the position |
| | 3 | Demonstrated skills and attitudes appropriate for practice as a Senior Medical /Dental Practitioner including: <ul style="list-style-type: none"> ○ High level interpersonal and communication skills. ○ Demonstrated ability working within a multidisciplinary team. ○ Experience and involvement in quality assurance activities and evidence-based best practice. ○ Demonstrated commitment to teaching and supervision |
| | 4 | Familiarity with research concepts and commitment to support basic, applied or clinical research within the Department. |
| Position Specific Selection Criteria requirements <i>(insert Subspecialty interest or expertise appropriate to the needs of the Department)</i> | 5 | Experience in the management of hereditary endocrine neoplasia, endocrine complications of cancer therapy |
| | 6 | Familiarity with hospital electronic medical record systems. |
| | | |

POSITION DESCRIPTION

Please complete all sections below with sufficient detail to be included in the position description. Insufficient information will delay recruitment processing. Template Position Description is available at [\[INSERT URL\]](#)

Statement detailing description of Clinical Stream and Department to which the appointment applies

Department of Diabetes & Endocrinology, Ambulatory Services, Subacute & Ambulatory Medicine

Statement detailing specific clinical and non-clinical duties to be undertaken (This should be sufficiently detailed to enable transfer of information into the VMOs Schedule of Services to be provided, and into the Staff Specialists Annual Performance Agreement)

The Staff Specialist will be required to attend one general endocrinology clinic (including thyroid and pituitary) a week, one diabetes clinic a week, and one hereditary endocrine neoplasia/complications of cancer therapy clinic a fortnight. There may be some flexibility in the mix based on services needs in the future.

The Staff Specialist will be required to undertake on call duties, together with admissions and consults, in accordance with the Endocrinology roster.

The Staff Specialist is expected to attend the monthly business meeting, the Tuesday clinic meeting and Endocrinology Grand Rounds. The Staff Specialist is encouraged to attend Journal Club and Medical Grand Rounds.

The Staff Specialist is required do support teaching of medical students, JMOs, BPTs and advanced trainees.

The Staff Specialist is expected to support protocol development, quality audits, research and initiate new projects in the future.

The Staff Specialist will be responsible for developing the hereditary endocrine neoplasia / complications of cancer therapy service, and liaise with the relevant collaborative departments.

Key Internal and External Relationships

Internal

Director, Dept of Diabetes & Endocrinology
Other Endocrinologists
Diabetes Educators

External

Cancer Services
Haematology
Cancer Genetics

Supervision Arrangements

Will report to Prof NW Cheung, Director, Dept of Diabetes & Endocrinology.

Challenges / Problem Solving

Need to balance out the need for ongoing specialist care vs GP care for patients endocrine problems or diabetes, against the reality that clinics are overbooked and there are long waiting times.

Outline the core service requirements below. This is important to guide the applicants on the days they will need to be available (particularly for part time positions).

| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|------------------------|----------------|------------------|----------------|-----------------|----------------|----------------|----------------|
| Operating Rooms | <insert times> | <insert times> | <insert times> | <insert times> | <insert times> | <insert times> | <insert times> |
| Outpatients Clinics | <insert times> | Endocrine clinic | <insert times> | Diabetes clinic | <insert times> | <insert times> | <insert times> |
| Research | <insert times> | <insert times> | <insert times> | <insert times> | <insert times> | <insert times> | <insert times> |
| Other - please specify | <insert times> | <insert times> | <insert times> | <insert times> | <insert times> | <insert times> | <insert times> |



| | | | | | | | |
|---------------------------------|------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Teaching | <insert times> | <insert times> | <insert times> | <insert times> | <insert times> | <insert times> | <insert times> |
| On Call | <insert times> | <insert times> | <insert times> | <insert times> | <insert times> | <insert times> | <insert times> |
| On Call - Frequency (e.g. 1in3) | One in 8 to one in 10 | | | | | | |

The timing of the hereditary endocrine neoplasia / endocrine complications of cancer therapy clinics is negotiable, but dependent on the availability of space and admin support.

The role includes undergraduate and postgraduate teaching, research and supervision.

The Senior Medical Practitioner is also responsible for the maintenance of quality with all aspects of their service delivery and the efficient use of resources within Western Sydney Local Health District.

FINANCIAL INFORMATION

Please complete all sections for approval by the Finance Team. Please note that a cost centre is required before recruitment can commence.

| | | | | | | | |
|--------------------------------|-----------------|----------------------------|--|------------------------|--------|----------------------------|-----------------|
| Primary Work Location | Facility | Cost Centre Split % | | Cost Centre | 366386 | Flagged for Payroll | Choose an item. |
| | WESTMEAD | | | | | | |
| Secondary Work Location | Facility | Cost Centre | | Cost Centre | | Flagged for Payroll | Choose an item. |
| | | | | | | | |
| Position Report | Name | | | Position Number | | | |
| Source of Funding | GENERAL | | | | | | |
| Cost Centre Balance | | | | | | | |

Advertising Costs

Please outline list any external advertising outside of NSW Health Website

Note any quotes greater than \$2,000 will be returned to the General Manager for approval

| Media Type | Frequency | Cost Centre | Justification / Comments |
|-------------------|------------------|--------------------|---------------------------------|
| | | | |
| | | | |
| | | | |

Example Options and Approximate Costs

Note the costs listed below are an approximate only. A quote will be obtained from the NSW Health contracted advertisement agency and returned to the Department

| Media Type | Frequency | Approx. Cost | Comments |
|-------------------|-----------------------|---------------------|---|
| Seek.com | | \$300 | |
| Newspaper | One advert on one day | \$500-800+ | |
| Journals - online | | \$1500+ | |
| Journals – Print | | Varied | Please note due to publishing timelines, print advertising in journals is not recommended due to delays with recruitment. |
| College websites | | \$1000+ | Note some colleges allow members to submit advertisements for free. Prepared advertisements can be provided to the HOD for submission if this is an option. |

Other Associated Costs

List additional service requirements e.g. Admin support, infrastructure, clinics etc.

| |
|--|
| |
|--|

VISA/OVERSEAS APPLICANT - *Please note that costs associated with overseas applicants will be returned to the Head of Department for approval. The costs to the Hospital will include \$4,000 for VISA, \$5,000-\$10,000 for return flights for Dr and family and up to \$20,000 for relocation expenses (for permanent positions)*

| CLINICAL PRIVILEGES | |
|--|--|
| <i>To be completed by Specialty Representative – sign-off section below:</i> | |
| Position | 0.5 FTE Staff Specialist |
| Core Scope of Practice in the Specialty including Evaluation, Diagnosis and Provision of Treatment | |
| Admitting | The right to admit a patient within the designated specialty under the practitioners own name. Includes the right to accept transfer of care to the nominated practitioner. Restricted admitting rights means that limited rights can be exercised within specific parameters. |
| Consultative | The right to be invited for consultation on patients admitted (or being treated) by another practitioner. |
| Diagnostic | The right to report and sign out on diagnostic investigations requested by another practitioner. |
| Procedural – Theatre | The right to open an operating theatre or a day procedure unit. |
| Procedural – Non-Theatre | For invasive procedures performed by non-surgical specialists within the core scope of practice that does not require specific credentialling for Diagnostic and Procedural (Theatre) privileges, and is performed outside a designated Procedure Room, or Operating Theatre, or in any other space that is not subject to the Australian College of Operating Room Nurses (ACORN) Standards |
| Outpatient | The right to hold an outpatient or privately referred non-inpatient (PRNIP) clinic in the practitioner’s own name or to participate in a multidisciplinary clinic taking final responsibility for the care of patients attending. |
| On-Call | The right to participate in the appropriate specialty on-call roster and other on call rosters as required and requested. |
| Teaching | The right to access Western Sydney LHN patients for the purposes of teaching |
| Research | The right to participate in research projects or clinical trials. |
| The privileges requested will be granted for the facilities of the nominated position. District wide privileging will be provided for relief purposes only in the Western Sydney Local Health District, unless you specifically identify a facility where privileges should not be conferred. | |

CLINICAL PRIVILEGES REQUIRED AT NOMINATED FACILITIES

Core Scope of Practice (e.g. specialty & sub-specialty) *Endocrinology*

Nominated Privileges

| Facility | Location | Admitting | Consultative | Diagnostic | Procedural - OT | Procedural – NON OT | Outpatient | On-Call | Teaching | Research |
|-------------------------|--|---|--|--|--|--|--|--|--|--|
| Westmead | <input checked="" type="checkbox"/> Work <input type="checkbox"/> Relief Only | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Restricted | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Auburn | <input type="checkbox"/> Work <input type="checkbox"/> Relief Only | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Restricted | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Blacktown | <input type="checkbox"/> Work <input type="checkbox"/> Relief Only | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Restricted | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Mount Drutt | <input type="checkbox"/> Work <input type="checkbox"/> Relief Only | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Restricted | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Cumberland | <input type="checkbox"/> Work <input type="checkbox"/> Relief Only | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Restricted | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Community Health | <input type="checkbox"/> Work <input type="checkbox"/> Relief Only | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Restricted | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Comments on Clinical Privileges - State any Specific Scope of Practice requirements for this particular appointment that are either outside the usual training and practice of the specialty or are required for appointment to this position.

Approved by Head of Department / Specialist Representative (*note: recommendations of clinical privileges must be completed and approved by the Head of Department, or specialty representative where appropriate*)

Head of Department / Specialist Representative



Instructions:

NSW Health have published Model Scopes of Clinical Practice for use by all Local Health Districts and Networks

Please print the Model Scope of Practice relevant for the Specialty and include it with the return paperwork. Model Scopes of Clinical Practice can be downloaded from

<http://www.schn.health.nsw.gov.au/about/nsw-sscp/model-scopes>.

Model Scopes of Clinical Practice – Final and Published as of September 2020

Addiction Medicine
Anatomical Pathology
Cardiothoracic Surgery
Chemical Pathology
Clinical Genetics (including Paediatric Clinical Genetics)
Dermatology
Emergency Medicine
Endocrinology
Forensic Pathology
Gastroenterology and Hepatology
General Medicine
General Pathology
Geriatric Medicine
Gynaecological Oncology
Haematology (lab and clinical)
Immunology and Allergy
Immunology (Immunopathology)
Infectious Diseases
Intensive Care Medicine
Maternal Fetal Medicine
Medical Administration
Medical Oncology
Microbiology
Nephrology
Obstetric and Gynecological Ultrasound
Obstetrics and Gynecology
Occupational and Environmental Medicine
Ophthalmology
Oral and Maxillofacial Surgery
Otolaryngology – Head and Neck Surgery
Palliative Medicine
Pain Medicine
Plastic Surgery
Psychiatry
Public Health Medicine
Radiation Oncology
Rehabilitation Medicine

Reproductive Endocrinology and Infertility
Respiratory and Sleep Medicine
Rheumatology
Sexual Health Medicine
Sport and Exercise Medicine
Urogynaecology
Vascular Surgery

Dental

<https://www.schn.health.nsw.gov.au/about/nsw-state-scope-of-clinical-practice-unit/model-scopes-of-clinical-practice-dental>

Paediatric

<https://www.schn.health.nsw.gov.au/about/nsw-state-scope-of-clinical-practice-unit/model-scopes-paediatric>

Drafts for comment - consultation closed on 7 September 2020

Anaesthesia
Cardiology
Clinical Pharmacology
General Surgery
Paediatric Cardiology

Draft Model Scopes under review after consultation:

General Practice
Neurology
Neurosurgery
Nuclear Medicine
Oral Surgery
Orthopaedic Surgery
Radiology
Urology

JOB DEMANDS CHECKLIST

This checklist is completed for each position. It reflects the physical, environmental, and psychological demands of positions. When completing the checklist, please make sure you align the demands in accordance with the [WSLHD Work Health and Safety Policy](#).

When considering the frequency of the job demand, you have the option of selecting:

- **Infrequent** – intermittent activity for a short time on a very infrequent basis
- **Occasional** – activity exists for up to 1/3 of the time when performing the job
- **Frequent** – activity exists between one third and two thirds of the time when doing the job
- **Constant** – activity exists for more than 2/3 of the time when performing the job
- **Repetitive** – activity involves repetitive movement
- **Not Applicable** – activity is not required to perform the job

You can make further comments under each section.

| Physical Demands | Frequency |
|--|------------|
| Comments: | |
| Sitting - remaining in a seated position to perform tasks | Constant |
| Standing - remaining standing without moving about to perform tasks | Occasional |
| Walking - Floor type: even / uneven / slippery, indoors / outdoors, slopes | Frequent |
| Running - Floor type: even / uneven / slippery, indoors / outdoors, slopes | N/A |
| Bend/Lean Forward from Waist - Forward bending from the waist to perform tasks | Infrequent |
| Trunk Twisting - Turning from the waist while sitting or standing to perform tasks | Infrequent |
| Kneeling - remaining in a kneeling posture to perform tasks | Infrequent |
| Squatting / Crouching - Adopting a squatting or crouching posture to perform | Infrequent |
| Leg / Foot Movement - Use of leg and / or foot to operate machinery | N/A |
| Climbing (stairs/ladders) - Ascend / descend stairs, ladders, steps | Occasional |
| Lifting / Carrying - Light lifting & carrying: 0 - 9 kg | Occasional |
| Lifting / Carrying - Moderate lifting & carrying: 10 - 15 kg | N/A |
| Lifting / Carrying - Heavy lifting & carrying: 16kg & above | N/A |
| Reaching - Arms fully extended forward or raised above shoulder | Infrequent |
| Pushing / Pulling / Restraining - Using force to hold / restrain or move objects toward or away from the body | N/A |
| Head / Neck Postures - Holding head in a position other than neutral (facing | Infrequent |
| Hand & Arm Movements - Repetitive movements of hands and arms | Frequent |
| Grasping / Fine Manipulation - Gripping, holding, clasping with fingers or hands | Occasional |
| Work At Heights - Using ladders, footstools, scaffolding, or other objects to perform | N/A |
| Driving - Operating any motor powered vehicle | N/A |
| Sensory Demands | Frequency |
| Comments: | |
| Sight - Use of sight is an integral part of work performance e.g. Viewing of X-Rays, computer screens | Constant |
| Hearing - Use of hearing is an integral part of work performance e.g. Telephone | Occasional |
| Smell - Use of smell is an integral part of work performance e.g. Working with | N/A |
| Taste - Use of taste is an integral part of work performance e.g. Food preparation | N/A |
| Touch - Use of touch is an integral part of work performance | Occasional |



| Psychosocial Demands | Frequency |
|---|------------|
| Comments: | |
| Distressed People - e.g. Emergency or grief situations | Infrequent |
| Aggressive & Uncooperative People - e.g. drug / alcohol, dementia, mental | Infrequent |
| Unpredictable People - e.g. Dementia, mental illness, head injuries | Infrequent |
| Restraining - involvement in physical containment of patients / clients | N/A |
| Exposure to Distressing Situations - e.g. Child abuse, viewing dead / mutilated | N/A |
| Environmental Demands | Frequency |
| Comments: | |
| Dust - Exposure to atmospheric dust | N/A |
| Gases - Working with explosive or flammable gases requiring precautionary | N/A |
| Fumes - Exposure to noxious or toxic fumes | N/A |
| Liquids - Working with corrosive, toxic or poisonous liquids or chemicals requiring | N/A |
| Hazardous substances - e.g. Dry chemicals, glues | N/A |
| Noise - Environmental / background noise necessitates people raise their voice to | N/A |
| Inadequate Lighting - Risk of trips, falls or eyestrain | N/A |
| Sunlight - Risk of sunburn exists from spending more than 10 minutes per day in | N/A |
| Extreme Temperatures - Environmental temperatures are less than 15C or more than 35C | N/A |
| Confined Spaces - areas where only one egress (escape route) exists | Infrequent |
| Slippery or Uneven Surfaces - Greasy or wet floor surfaces, ramps, uneven | N/A |
| Inadequate Housekeeping - Obstructions to walkways and work areas cause trips and falls | N/A |
| Working At Heights - Ladders / stepladders / scaffolding are required to perform | N/A |
| Biological Hazards - e.g. exposure to body fluids, bacteria, infectious diseases | Infrequent |
| <p><i>As the incumbent of this position, I confirm I have read the Position Description and Job Demands Checklist, understand its content and agree to work in accordance with the requirements of the position.</i></p> <p>Employee Name: _____</p> <p>Employee Signature: _____</p> <p>Date: _____</p> <p>Manager's Name: _____</p> <p>Managers Signature: _____</p> <p>Date: _____</p> | |