

**Permanent Up to 0.2FTE Staff Specialist
Department of Dermatology
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=9ce97787-ee0f-49fa-8a54-289ef40df508>

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

APPLICATIONS CLOSE 27 APRIL 2023

Applications are invited from suitably qualified medical practitioners for the above position in the Western Sydney Local Health District. The position will be located at Westmead Hospital within the Department of Familial Cancer Service.

The Department of Dermatology is a centre of excellence in Dermatology providing clinical, research and education services.

The objectives of the Department are:

- To provide a tertiary level dermatological service of the highest standard capable of dealing with all dermatological problems, regardless of complexity.
- To provide service based within the public hospital system that is available to all patients within the WSLHD regardless of race, financial, cultural or social circumstances.
- To provide prompt, and appropriate outpatient and inpatient consultations and advice to the medical, surgical, dental and paramedical departments for all of the WSLHD
- To provide the highest quality, and diversity, of advanced training in Dermatology.
- To provide education in the art and science of Dermatology for undergraduate and postgraduate medical trainees of all disciplines.
- To undertake ethical, relevant and novel research in Dermatology.
- To provide leadership in Dermatology for the entire community encompassed by the WSLHD.

Successful applicants will :

- Hold two weekly General Dermatology clinic with a subspecialty interest.
- Direct involvement in the supervision and teaching of vocational dermatology residents and registrars
- Assist in the organisation of Department meetings, including administrative meetings and grand rounds.
- Available for tutoring medical students, PG1 and PG2 staff, and other hospital staff as required.
- Assist in the preparation, supervision and documentation of clinical research trials, as required, by mutual agreement with the Department of Dermatology.
- Involvement in the preparation of research projects and supervision of researchers, as required, by mutual agreement within the Department of Dermatology

Selection Criteria

- Possess or be eligible for registration with the Medical Board of Australia and Fellowship of the Australasian College of Dermatologists or equivalent as provided for in the Staff Specialists (State) Award.
- Must have Australian Citizenship or Permanent Australian Residency.
- Sound clinical knowledge in Dermatology 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.
 - 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 basic, applied, or clinical research within the Department.

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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A/Prof Pablo Fernandez-Penas

Phone: (02) 8890 9767

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Celine Crowther

Phone: 0419 468 972

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Position Description

Designation:	Staff Specialist Dermatology
Classification:	Staff Specialist
Award:	Staff Specialist Dermatology
Location:	Westmead Hospital

PRIMARY OBJECTIVES

The Department of Dermatology at Westmead Hospital is a tertiary level, specialized Dermatology unit that provides inpatient, outpatient and consulting services to the Western Sydney Local Health District. The Department Outpatient Clinics include General Dermatology Clinics, Procedure clinics (Biopsy clinic, Dermatology Surgery, Advance Surgery and Plastic Surgery), and specialised clinics (Solid-Organ Transplant Recipient Dermatology, Cutaneous Lymphoma, Graft-versus-Host Disease, Severe Psoriasis, Severe Eczema, Hidradenitis Suppurativa and Auto-inflammation, High-Risk Melanoma and Oncodermatology). It has specialized equipment including 2D and 3D Total Body Photography, Sequential Digital Dermoscopy, and Confocal Microscopy.

Westmead Hospital is a teaching hospital for the Sydney Medical School (The University of Sydney) and the Department is an Accredited Centre for Dermatology training of the Australasian College of Dermatologists.

The Department has a Clinical Trials and Research Unit is currently participating in clinical trials in a range of skin diseases. The Unit has laboratory space at the Research and Education Network building (WSLHD) and leads the Melanoma and Skin Cancer Group of the Centre for Cancer Research at the Westmead Institute for Medical Research. There are clinical and translational research projects that involve image analysis, immunohistochemistry, and proteomics.

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DETAILED WORK DUTY SCHEDULE

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Operating Rooms							
Outpatients Clinics	General Dermatology Clinic 8:30 to 12:30		General Dermatology Clinic 8:30 to 12:30				
Research							
Other - please specify							
Teaching							
On Call							
On Call - Frequency (e.g. 1in3)	Shared among all Staff Specialist proportionally to their fractional FTE						

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 inpatient 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 Head of Department, and also has professional accountability to the General Manager

Clinical, research, teaching and administrative activities

Works closely with other consultants, nurses, vocational Dermatology Registrars, and administrative staff within the Department.

Works with senior and junior medical staff from other departments, nursing and ancillary staff.

May be involved with managers and other staff from a range of industries and involved in medico-legal assessments of occupational skin disease.

SUPERVISIONG ARRANGEMENTS

This position reports directly to the Head of Department, and also has professional accountability to the General Manager

CHALLENGES / PROBLEM SOLVING

The Oncodermatology, Occupational Dermatology, and Hidradenitis Suppurativa clinics are tertiary level clinics offering a vital service within the public hospital system.

There will be a special emphasis on providing services to patients from non-English speaking backgrounds that are not readily available in the private or public sector. There will be challenges related to cultural differences, language differences, and the sensitive nature of the disease process.

The clinics will deal with diseases, which are chronic, sometimes life-threatening, and often incurable with very high morbidity and reduced quality of life. These conditions will have an impact on patient ability to develop his usual job.

The clinics will be able to offer patients time, support and consistent follow up, regardless of economic circumstances, which is otherwise impossible in the private sector.

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 oncall 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.
- As a consultant dermatologist with highly specialised training in general dermatology, the appointee will work as a team leader. The consultant will be expected to cooperate closely with specialist nursing staff, junior medical staff and ancillary staff involved in the clinics.
- The Professor of Dermatology will be closely involved as a mentor and supervisor of clinical dermatology, research and teaching at Westmead Hospital.

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 Specialists (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 speciality.
- 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 WH&S 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. WH&S, 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:

.....

Signature:

Manager:

Pablo Fernandez-Peñas

Head of Department

Department of Dermatology

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	OCCASIONAL
Standing - remaining standing without moving about to perform tasks	CONSTANTLY
Walking - Floor type: even / uneven / slippery, indoors / outdoors, slopes	OCCASIONAL
Running - Floor type: even / uneven / slippery, indoors / outdoors, slopes	INFREQUENT
Bend/Lean Forward from Waist - Forward bending from the waist to perform tasks	CONSTANTLY
Trunk Twisting - Turning from the waist while sitting or standing to perform tasks	CONSTANTLY
Kneeling - remaining in a kneeling posture to perform tasks	OCCASIONAL
Squatting / Crouching - Adopting a squatting or crouching posture to perform	OCCASIONAL
Leg / Foot Movement - Use of leg and / or foot to operate machinery	CONSTANTLY
Climbing (stairs/ladders) - Ascend / descend stairs, ladders, steps	OCCASIONAL
Lifting / Carrying - Light lifting & carrying: 0 - 9 kg	INFREQUENT
Lifting / Carrying - Moderate lifting & carrying: 10 - 15 kg	INFREQUENT
Lifting / Carrying - Heavy lifting & carrying: 16kg & above	INFREQUENT
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	OCCASIONAL
Head / Neck Postures - Holding head in a position other than neutral (facing	INFREQUENT
Hand & Arm Movements - Repetitive movements of hands and arms	CONSTANTLY
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	CONSTANTLY
Hearing - Use of hearing is an integral part of work performance e.g. Telephone	CONSTANTLY
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	N/A
Psychosocial Demands	Frequency
Comments:	

Distressed People - e.g. Emergency or grief situations	OCCASIONAL
Aggressive & Uncooperative People - e.g. drug / alcohol, dementia, mental	OCCASIONAL
Unpredictable People - e.g. Dementia, mental illness, head injuries	OCCASIONAL
Restraining - involvement in physical containment of patients / clients	OCCASIONAL
Exposure to Distressing Situations - e.g. Child abuse, viewing dead / mutilated	OCCASIONAL
Environmental Demands	Frequency
Comments:	
Dust - Exposure to atmospheric dust	OCCASIONAL
Gases - Working with explosive or flammable gases requiring precautionary	OCCASIONAL
Fumes - Exposure to noxious or toxic fumes	OCCASIONAL
Liquids - Working with corrosive, toxic or poisonous liquids or chemicals requiring	OCCASIONAL
Hazardous substances - e.g. Dry chemicals, glues	OCCASIONAL
Noise - Environmental / background noise necessitates people raise their voice to	OCCASIONAL
Inadequate Lighting - Risk of trips, falls or eyestrain	OCCASIONAL
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	N/A
Slippery or Uneven Surfaces - Greasy or wet floor surfaces, ramps, uneven	OCCASIONAL
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	OCCASIONAL

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: _____



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Westmead, Westmead Hospital | Western Sydney

NEW

Specialist

REQ376791

4 hours ago

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Permanent Up to 1.2FTE Staff Specialist - Medical Oncology - Westmead Hospital | APPLY VIA E-CREDENTIALIAL

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APPLICATIONS CLOSE 21 FEBRUARY 2023

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Phone: 0419 468 972

Email: 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



Request to Advertise and Appoint up to 0.2 FTE Permanent Staff Specialists - Department of Dermatology, Westmead Hospital

Topic	Request to advertise and appoint up to 0.2 FTE Permanent Staff Specialists in the Department of Dermatology at Westmead Hospital.
Analysis	The recent resignation of Dr Thevaki Wain (TAB C) and reduction in the appointment of Dr Annika Smith (TAB D) has left the Department of Dermatology with a combined 0.2FTE Staff Specialist vacancy. A request to appoint Dr Parastoo Banan into the vacant FTE was approved, however, Dr Banan has since advised the department she no longer wishes to pursue the opportunity (TAB F). It is essential that approval be granted to advertise and appoint as soon as possible to ensure the safe and ongoing provision of dermatological services to patients across WSLHD.

Recommendation

1. Approve the request to advertise and appoint up to 0.2 FTE Permanent Staff Specialists in the Department of Dermatology, Westmead Hospital.

**Executive Director
Medical Services
signature**

Date 25/1/23

Key reasons

The Department of Dermatology at Westmead Hospital has a combined 0.2 FTE Staff Specialist vacancy after the recent the recent resignation of Dr Thevaki Wain and reduction in the appointment of Dr Annika Smith (**TAB D**). The department was previously granted approval to appoint Dr Parastoo Banan as a 0.2 FTE Staff Specialist, however, Dr Banan later withdrew her interest for personal reasons (**TAB F**).

Prompt appointment into the vacant FTE is essential for the continuation of dermatology outpatient services within Westmead Hospital, reducing the time between referral and initial consult with a Dermatologist. To date, there are 1,256 patients on the Dermatology waiting list with an average waiting time of 549 days. Of those, there are 139 patients in Category 1 (58 days) and 242 in Category 2 (97 days).

As discussed in WSBRIEF22/3336 (**TAB E**), which us yet to be endorsed, the workforce availability and nature of service requires the Department of Dermatology to comprise its Staff Specialist workforce through small fractional appointments. It is a highly sub-specialised area of service requirement and provision. Head of Department, Professor Pablo Fernandez-Penas, has accordingly confirmed his preference to fill the current vacancy via 2 x 0.1 FTE Appointments.

Financials Analysis

This is a budgeted position in FY23 and not in the current run rate with 0.5FTE vacancy in overall staff specialists.

Contact and approval

Contact	Position	Phone number
Karen Dalmati	Secretary Dermatology Department	8890 9767
Celine Crowther	Operations Manager - Ambulatory Services	0419 468 972
Prof. Pablo Fernandez-Penas	Head of Department Dermatology	02 8890 9767

Request to Advertise and Appoint up to 0.2 FTE Permanent Staff Specialists - Department of Dermatology, Westmead Hospital

Name	Position	Date
Dr Heather New	Acting General Manager, Westmead Hospital and A/Director of Medical Services, Westmead Hospital	11/01/2023
Nirav Patel	A/Director of Finance & Performance, Westmead Hospital	19/01/2023

Attachments

Tab	Title
A	Position Description
B	Request to Fill
C	Dr T Wain Cessation Memo
D	Dr Annika Smith reduction in fraction
E	WSBRIEF22/3336 – Information brief: small fractions
F	Dr Parastoo Banan email indication withdrawal of position

POSITION DETAILS		HPECM Ref. #: WSBRIEF22/4793	
<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Fixed Term Duration _____ <input type="checkbox"/> Temporary Duration _____		<input type="checkbox"/> New Position <input checked="" type="checkbox"/> Replacement (Resignation/Retirement) <input type="checkbox"/> Temporary Position	
Position Title	0.2FTE Staff Specialist	Department	Dermatology
Facility	Westmead	Division	Ambulatory Services
Specialty	Dermatology	Sub-Specialty	
Position Type	<input checked="" type="checkbox"/> Staff Specialist	<input type="checkbox"/> Full-Time	<input checked="" type="checkbox"/> Part Time 0.2 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>	Dr Thevaki Wain Dr Parastoo Banan	StaffLink Position Number <i>(Not applicable if new position)</i>	
Reason for Vacancy	See WSBRIEF22/4793		

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 wslhd-smadr@health.nsw.gov.au or 8838 2094.

Advertisement Required <i>(Select 1 option)</i>	<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: APPOINT DIRECTLY FROM E-LIST

Advertisement Period <i>(Select 1 option)</i>	<input type="checkbox"/>	1 Week (minimum)
	<input checked="" type="checkbox"/>	2 Weeks (default/standard)
	<input type="checkbox"/>	N/A

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	Professor Pablo Fernandez-Peñas
Head of Department Phone Number	8890 9767
Head of Department Email	Pablo.fernandezpenas@sydney.edu.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 :

- Hold two weekly General Dermatology clinic with a subspecialty interest.

- Direct involvement in the supervision and teaching of vocational dermatology residents and registrars
- Assist in the organisation of Department meetings, including administrative meetings and grand rounds.
- Available for tutoring medical students, PG1 and PG2 staff, and other hospital staff as required.
- Assist in the preparation, supervision and documentation of clinical research trials, as required, by mutual agreement with the Department of Dermatology.
- Involvement in the preparation of research projects and supervision of researchers, as required, by mutual agreement within the Department of Dermatology

Department Summary to include in the advert

Provide a brief summary of the Department. Please note this will be included in the advertisement.

The Department of Dermatology is a centre of excellence in Dermatology providing clinical, research and education services.

The objectives of the Department are:

- (1) To provide a tertiary level dermatological service of the highest standard capable of dealing with all dermatological problems, regardless of complexity.
- (2) To provide service based within the public hospital system that is available to all patients within the WSLHD regardless of race, financial, cultural or social circumstances.
- (3) To provide prompt, and appropriate outpatient and inpatient consultations and advice to the medical, surgical, dental and paramedical departments for all of the WSLHD
- (4) To provide the highest quality, and diversity, of advanced training in Dermatology.
- (5) To provide education in the art and science of Dermatology for undergraduate and postgraduate medical trainees of all disciplines.
- (6) To undertake ethical, relevant and novel research in Dermatology.
- (7) To provide leadership in Dermatology for the entire community encompassed by the WSLHD.

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 Australasian College of Dermatologists 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 Dermatology 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 (insert Subspecialty interest or expertise appropriate to the needs of the Department)	5	Possess or be eligible for registration with the Medical Board of Australia
	6	Possess Fellowship of the Australasian College of Dermatologists or equivalent as provided for in the Staff Specialists (State) Award
	7	Sound clinical knowledge in Dermatology demonstrated through successful clinical practice in an environment appropriate to the requirements of the position



	8 High level of interpersonal and communication skills. Demonstrated ability working within a multidisciplinary team.
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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

The Department of Dermatology at Westmead Hospital is a tertiary level, specialized Dermatology unit that provides inpatient, outpatient and consulting services to the Western Sydney Local Health District. The Department Outpatient Clinics include General Dermatology Clinics, Procedure clinics (Biopsy clinic, Dermatology Surgery, Advance Surgery and Plastic Surgery), and specialised clinics (Solid-Organ Transplant Recipient Dermatology, Cutaneous Lymphoma, Graft-versus-Host Disease, Severe Psoriasis, Severe Eczema, Hidradenitis Suppurativa and Auto-inflammation, High-Risk Melanoma and Oncodermatology). It has specialized equipment including 2D and 3D Total Body Photography, Sequential Digital Dermoscopy, and Confocal Microscopy.

Westmead Hospital is a teaching hospital for the Sydney Medical School (The University of Sydney) and the Department is an Accredited Centre for Dermatology training of the Australasian College of Dermatologists.

The Department has a Clinical Trials and Research Unit is currently participating in clinical trials in a range of skin diseases. The Unit has laboratory space at the Research and Education Network building (WSLHD) and leads the Melanoma and Skin Cancer Group of the Centre for Cancer Research at the Westmead Institute for Medical Research. There are clinical and translational research projects that involve image analysis, immunohistochemistry, and proteomics.

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)

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.
- As a consultant dermatologist with highly specialised training in general dermatology, the appointee will work as a team leader. The consultant will be expected to co-operate closely with specialist nursing staff, junior medical staff and ancillary staff involved in the clinics.
- The Professor of Dermatology will be closely involved as a mentor and supervisor of clinical dermatology, research and teaching at Westmead Hospital.

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 speciality.
- 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.

Key Internal and External Relationships

<p>This position reports directly to the Head of Department, and also has professional accountability to the General Manager</p> <p>Works closely with other consultants, nurses, vocational Dermatology Registrars, and administrative staff within the Department.</p>	<p>Clinical, research, teaching and administrative activities</p>
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Works with senior and junior medical staff from other departments, nursing and ancillary staff.

May be involved with managers and other staff from a range of industries and involved in medico-legal assessments of occupational skin disease.

Supervision Arrangements

This position reports directly to the Head of Department, and also has professional accountability to the General Manager

Challenges / Problem Solving

The Oncodermatology, Occupational Dermatology, and Hidradenitis Suppurativa clinics are tertiary level clinics offering a vital service within the public hospital system.

There will be a special emphasis on providing services to patients from non-English speaking backgrounds that are not readily available in the private or public sector. There will be challenges related to cultural differences, language differences, and the sensitive nature of the disease process.

The clinics will deal with diseases, which are chronic, sometimes life-threatening, and often incurable with very high morbidity and reduced quality of life. These conditions will have an impact on patient ability to develop his usual job.

The clinics will be able to offer patients time, support and consistent follow up, regardless of economic circumstances, which is otherwise impossible in the private sector.

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	General Dermatology Clinic 8:30 to 12:30 <insert times>	<insert times>	General Dermatology Clinic 8:30 to 12:30	<insert times>	<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)	Shared among all Staff Specialist proportionally to their fractional FTE						



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		Flagged for Payroll	Choose an item.
Secondary Work Location	Facility	Cost Centre		Cost Centre		Flagged for Payroll	Choose an item.
Position Report	Name			Position Number			
Source of Funding							
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.

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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	
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)

Dermatology

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 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	<input checked="" type="checkbox"/> Yes <input 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 Druiitt	<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	OCCASIONAL
Standing - remaining standing without moving about to perform tasks	CONSTANTLY
Walking - Floor type: even / uneven / slippery, indoors / outdoors, slopes	OCCASIONAL
Running - Floor type: even / uneven / slippery, indoors / outdoors, slopes	INFREQUENT
Bend/Lean Forward from Waist - Forward bending from the waist to perform tasks	CONSTANTLY
Trunk Twisting - Turning from the waist while sitting or standing to perform tasks	CONSTANTLY
Kneeling - remaining in a kneeling posture to perform tasks	OCCASIONAL
Squatting / Crouching - Adopting a squatting or crouching posture to perform	OCCASIONAL
Leg / Foot Movement - Use of leg and / or foot to operate machinery	CONSTANTLY
Climbing (stairs/ladders) - Ascend / descend stairs, ladders, steps	OCCASIONAL
Lifting / Carrying - Light lifting & carrying: 0 - 9 kg	INFREQUENT
Lifting / Carrying - Moderate lifting & carrying: 10 - 15 kg	INFREQUENT
Lifting / Carrying - Heavy lifting & carrying: 16kg & above	INFREQUENT
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	OCCASIONAL
Head / Neck Postures - Holding head in a position other than neutral (facing	INFREQUENT
Hand & Arm Movements - Repetitive movements of hands and arms	CONSTANTLY
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	CONSTANTLY
Hearing - Use of hearing is an integral part of work performance e.g. Telephone	CONSTANTLY
Smell - Use of smell is an integral part of work performance e.g. Working with	OCCASIONAL
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	OCCASIONAL
Aggressive & Uncooperative People - e.g. drug / alcohol, dementia, mental	OCCASIONAL
Unpredictable People - e.g. Dementia, mental illness, head injuries	OCCASIONAL
Restraining - involvement in physical containment of patients / clients	OCCASIONAL
Exposure to Distressing Situations - e.g. Child abuse, viewing dead / mutilated	OCCASIONAL
Environmental Demands	Frequency
Comments:	OCCASIONAL
Dust - Exposure to atmospheric dust	OCCASIONAL
Gases - Working with explosive or flammable gases requiring precautionary	OCCASIONAL
Fumes - Exposure to noxious or toxic fumes	OCCASIONAL
Liquids - Working with corrosive, toxic or poisonous liquids or chemicals requiring	OCCASIONAL
Hazardous substances - e.g. Dry chemicals, glues	OCCASIONAL
Noise - Environmental / background noise necessitates people raise their voice to	OCCASIONAL
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	OCCASIONAL
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	OCCASIONAL
<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>	