

1. General Information

Position Title:	Epworth/Monash Health Oral & Cranio-Maxillofacial Fellowship
Division/Department:	Academic & Medical Services
Position Reports to:	Dr. Patrishia Bordbar, Oral & Maxillofacial Surgery
Enterprise/Individual Agreement:	n/a
Classification/Grade:	n/a
Location:	Epworth Richmond, Monash Health (Clayton, Dandenong, Moorabin sites), Glenferrie Private Hospital, (Hawthorn), The Avenue Hospital (Windsor), OralMax Surgeons Melbourne
Employment Status:	Full time, 38 hours
Key Relationships - internal and external	<p>Lead Supervisor: Dr. Patrishia Bordbar, Oral & Maxillofacial Surgeon</p> <p>Co-Supervisor: Mr. Christopher Poon, Oral & Maxillofacial Surgeon, Monash Health Surgery & Interventional Services</p> <p>Co-Supervisor: Professor Andrew Heggie, Oral & Maxillofacial Surgeon</p> <p>Co-Supervisor: Dr. Ricky Kumar, Oral & Maxillofacial Surgeon</p> <p>The appointee will report to the Chief Supervisor of Epworth & Monash Health Stryker Fellowship, and when functioning at other institutions will be under the guidance of the Heads of relevant departments of those institutions, and report directly to the supervising surgeon.</p>

2. Overview of Epworth HealthCare

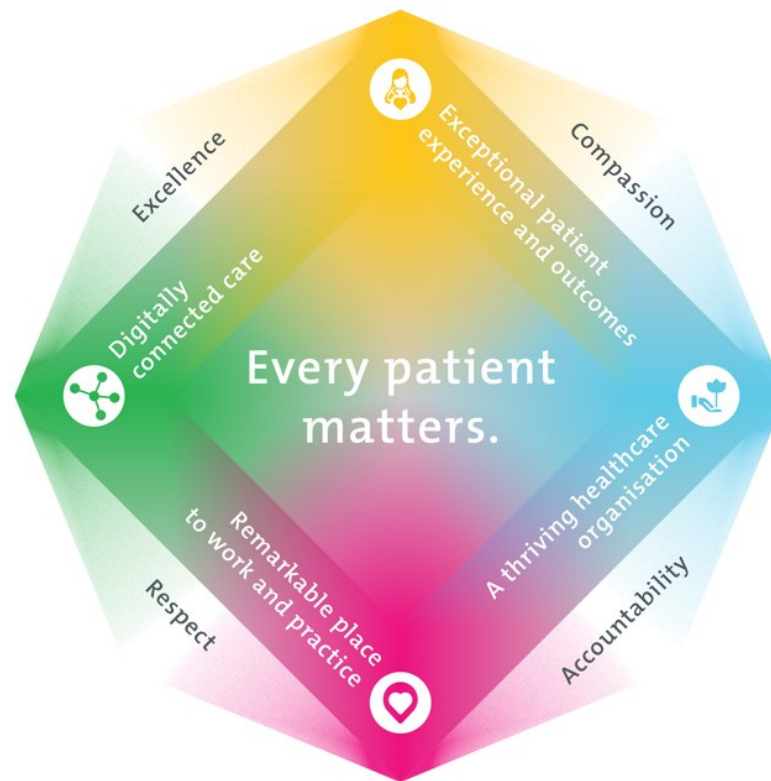
Epworth HealthCare is Victoria’s largest not-for-profit private health care group, renowned for excellence in diagnosis, treatment, care and rehabilitation. Epworth is an innovator in Australia’s health system, embracing the latest in evidence-based medicine to pioneer treatments and services for our patients.

Epworth’s values define our approach and our delivery. We pride ourselves on communicating our values and delivering on them in a real and meaningful way. Our Values are Compassion, Accountability, Respect and Excellence. More information can be found on the [Epworth website](#).

Epworth’s purpose is Every Patient Matters.

Our Vision is Delivering another 100 years of exceptional healthcare and innovation to the Victorian community.

3. Epworth HealthCare Strategy



All roles are linked to the Epworth strategy and are fundamental in achieving its vision and purpose.

Exceptional patient experience and outcomes - To empower our patients and deliver compassionate, expert and coordinated care.

A thriving healthcare organisation - To adapt and grow in a changing healthcare landscape by delivering a unique private not-for-profit healthcare organisation.
Remarkable place to work and practice - To ensure Epworth is an outstanding place to work and practice through a culture of care and investment in our people.
Digitally connected care - To innovate and improve the digital experience, interactions and outcomes for our patients, staff and doctors.

4. Purpose of the Position

The Oral & Cranio-Maxillofacial Surgery Fellowship is primarily based at Epworth Richmond and in affiliation with Monash Health and other accredited sites (listed above).

The Fellowship provides the opportunity to develop further sub-specialty training and expertise in the areas of Oral and Cranio-Maxillofacial Surgery (OMS), paediatric OMS, secondary cleft surgery, management of acquired and congenital dentofacial deformities and complex orthognathic procedures.

The timetable allows some flexibility with respect to individually tailored clinical workload, and there is scope for exposure to temporomandibular joint (TMJ) surgery and trauma (by invitation) to attend clinical cases with Supervising Surgeons. The Fellow reports to the Lead Supervisor of Epworth & Monash Health Stryker Fellowship, and when functioning at other institutions will be under the guidance of the Heads of relevant departments of those institutions, and report directly to the supervising surgeon.

At completion reasonable proficiency in core oral & cranio-maxillofacial surgery procedures would be expected. Exposure to and skills acquisition in paediatric procedures and virtual surgical planning would be expected.

5. Clinical Governance Framework

This role is required to put into practice the Clinical Governance Framework at Epworth as every employee is accountable for ensuring that our patients and community receive safe, high quality and person-centred care in every interaction with Epworth. This is achieved through active participation in the five domains of clinical governance at Epworth:

Clinical Governance Domain	Role
Leadership and culture	Promote and participate in a supportive, fair and transparent culture where lessons from previous outcomes are learned and patient safety and quality is a priority at all levels of the organisation.
Consumer Partnerships	Understand and where relevant, ensure that each patient is actively involved in their own care and treatment including families/carers wherever possible.
Effective Workforce	Develop and maintain one’s own competency, skills and knowledge to ensure high quality service provision and care.

Position Description



Clinical Safety and Effectiveness	Understand and where relevant, ensure, that the right care is provided to the right person at the right time, in the right place and patient outcomes are monitored and improved.
Risk Management	Be responsible for identifying and reporting risks, hazards and near misses for people in our care and participating in risk mitigation strategies.

6. Key Accountabilities

KEY RESPONSIBILITIES	MEASURES/KPIs TO BE ACHIEVED
Research & Education	<p>The Fellow will undertake research activity as part of his/her role, and will complete one project which may be submitted for publication/presentation.</p> <p>Participation in continuing education and presentations.</p> <p>Completion of a surgical logbook is mandatory.</p>
Clinical Care	<ul style="list-style-type: none"> • Patient assessment both pre – and post – operatively and management in consultation with the treating consultant • Coordination and liaison between health professionals and with patients and family members. • Daily ward rounds • Family member communication, feedback and liaison • Interaction with the other health professionals, especially the nursing and allied health staff • The planning of complex OMS surgical procedures • Supervised performance of surgical procedures based on skill base • On-call/After hours commitment
Professionalism	<p>Demonstrates a high level commitment to ethical practice Understands medico-legal issue</p> <p>Demonstrates ability to effectively manage clinical risk</p>

Clinical Expertise	<ul style="list-style-type: none"> • Maintains clinical knowledge, skills and attributes appropriate to their practice; • Provides compassionate patient-centred care • A demonstrated commitment to quality and safety
Technical Expertise	<p>Has the appropriate level of clinical knowledge and skills to undertake the role of an OMS Fellow</p>

7. Position Requirements/Key Selection Criteria

COMPONENT	
Qualifications	<p>Essential</p> <ul style="list-style-type: none"> • Fellowship with the Royal Australian College of Dental Surgeons (FRACDS) Oral and Maxillofacial Surgery (OMS), or its international equivalent qualification. For international applicants, registration with either the Medical/Dental Boards of Australia (AHPRA) is mandatory. • English language proficiency: A pass mark of 7 is required in each module of the IELTS English Test (academic module); Doctors from Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom and USA may be exempt providing their secondary and tertiary education was conducted in English within an institutions in a country where English is the native or first language of instruction.
Previous Experience	<p>Essential</p> <ul style="list-style-type: none"> • Proficiency in basic Oral and Maxillofacial Surgery techniques is required <p>Desirable</p> <ul style="list-style-type: none"> • Research and publications

Position Description



Required Knowledge & Skills	<p>Essential</p> <ul style="list-style-type: none"> • Core Oral & Maxillofacial Surgery knowledge and skill base <p>Desirable</p> <ul style="list-style-type: none"> • Presentation skills and publications
<p>Personal Attributes & Values</p> <p>All employees are expected to consistently work in accordance with Epworth’s values and behaviours</p> <ul style="list-style-type: none"> • Compassion • Accountability • Respect • Excellence 	<p>Essential</p> <ul style="list-style-type: none"> • Ability to plan, prioritise, work under pressure and meet deadlines • Professional, respectful and consultative style • Demonstrated ability to work in collaboration with members of interdisciplinary teams • High level of confidentiality and discretion • Committed to excellence customer service and continuous improvement • Proactive, cooperative and enthusiastic approach • Flexibility in working hours • Excellent written and verbal communication skills • Enthusiastic and committed to developing and empowering others • Passionate about the role and self-motivated • Flexible, adaptable and able to multitask • Calm in the face of adversity or challenge <p>High level of emotional maturity and personal integrity</p>

Document Control

Date Developed:	Date Last Reviewed:	Developed and Reviewed By (Position Title):

8. Employee Position Declaration

I have read and understand the requirements and expectations of the above Position Description. I agree that I have the physical ability to fulfil the inherent physical requirements of the position, and accept my role in fulfilling the Key Accountabilities. I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

Employee Signature: _____

Position Description



Print Name:Dr Patrishia Bordbar

Date:11 February 2024
