

## 1. General Information

<b>Position Title:</b>	Epworth HealthCare – Cleveland Clinic Colorectal Fellow
<b>Division/Department:</b>	Medical Workforce
<b>Position Reports to:</b>	Group Manager Epworth Medical Workforce
<b>Enterprise/Individual Agreement:</b>	Individual Agreement
<b>Classification/Grade:</b>	Not Applicable
<b>Location:</b>	Year 1 Epworth Richmond Year 2 Cleveland Clinic, Ohio, USA
<b>Employment Status:</b>	Two years full time (38 hours per week) fixed term
<b>Key Relationships - internal and external</b>	<p>Key Relationships - Epworth</p> <p>Executive Medical Director, Group Manager, Medical Workforce, Medical Director Epworth Richmond, Victor Smorgon and Epworth Professorial Chair of Surgery, Epworth/Cleveland Colorectal Fellow Supervisor</p> <p>Key Relationships – Cleveland</p> <p>CEO Cleveland Clinic Foundation, Head – Department of Colorectal Surgery, Research Director – Department of Colorectal Surgery, Program Director – Department of Colorectal Surgery, Education Coordinator – Colorectal Surgery</p>

## 2. Overview of Epworth HealthCare

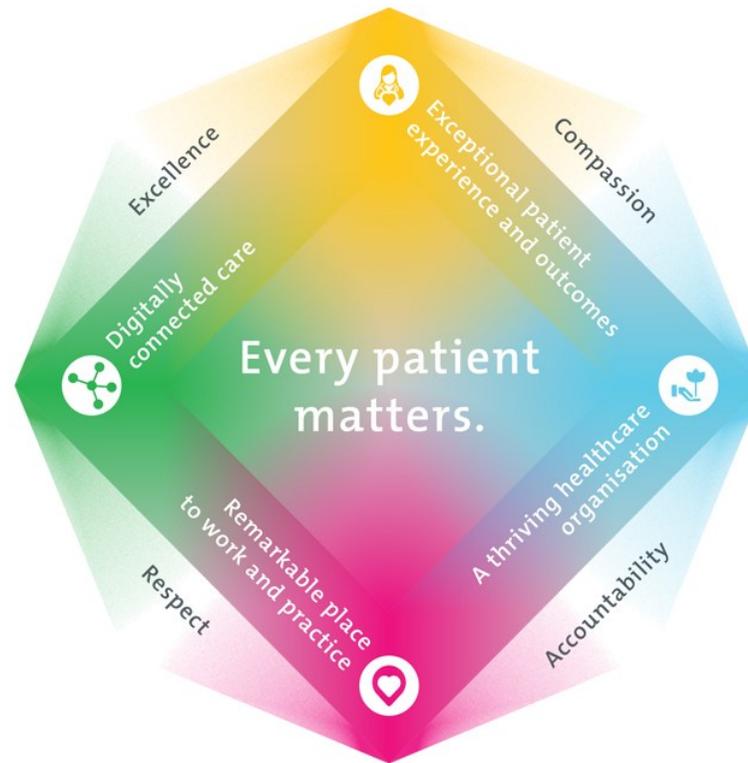
Epworth HealthCare is Victoria’s largest not-for-profit private health care group, renowned for excellence in diagnosis, treatment, care and rehabilitation. Epworth is an innovator in Australia’s health system, embracing the latest in evidence-based medicine to pioneer treatments and services for our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

The Cleveland Clinic (formally known as the Cleveland Clinical Foundation) is a multi-speciality academic medical centre located in Cleveland Ohio, United States. The Cleveland Clinic is currently regarded as one of the top 4 hospitals in the United States and is one of the largest private medical centres in the world. The Cleveland Clinic's approximately 2,500 staff physicians and residents represent 120 medical specialties and sub-specialties.

The Cleveland Clinic, Cleveland, is one of the leading not-for-profit health care providers in the United States of America, and has 10 regional hospitals in Northeast Ohio, a hospital and family health centre in Florida, and a health centre in Toronto, Canada, a speciality centre in Las Vegas and a hospital in Abu Dhabi opening in 2013.

The main campus of the Cleveland Clinic consists of 41 buildings on more than 140 acres near University Circle, in the Fairfax Neighbourhood of Cleveland, Ohio. The Cleveland Clinic operates 12 family health and ambulatory surgery centres in surrounding communities. The Department of Colon and Rectal Surgery at the Cleveland Clinic covers all facets of colon rectal surgery and is one of the pre-eminent training departments in North America. Epworth HealthCare (EHC) and the Cleveland Clinic (CC) have a cooperative and collaborative relationship for the sharing of ideas and to facilitate certain ventures including placement of Australian medical practitioners at the Cleveland Clinic, sabbatical exchanges, joint clinical research, clinical education, conference presentations and benchmarking initiatives.

## 5. Purpose of the Position

The Fellow in Colon and Rectal Surgery at Epworth HealthCare and the Cleveland Clinic is a full time position designed to provide exposure to all facets of colon and rectal surgery and is an excellent training opportunity for a young Australian surgeon. This opportunity is a result of the initiative between Epworth HealthCare and the Cleveland Clinic to commence this unique affiliation, the only such affiliation between the Cleveland Clinic and any other institution in the world.

The Fellow will be responsible for the day to day colorectal clinical program, to oversee the clinical management of patients on the ward and in the operating theatre. The Fellow will be working under the supervision of 5 Colorectal surgeons at the Epworth Richmond. The surgeons are all Robotic credentialed surgeons and the Fellow will have extensive opportunity at the Epworth in view of its leading role in Robotic surgery in Australia.

To assist with training of the registrar and resident medical officers. To be involved in the provision of undergraduate and postgraduate teaching and research as appropriate.

The Fellow will have the opportunity to be enrolled for a university higher degree in surgery, and thus is involved in several research projects, primarily clinical research with a view to attaining the higher degree, publication or articles in refereed journals, and presentations at international and national colorectal meetings.

The Fellow will be involved in presentation and organisation of training workshops and other educational activities within the Department.

The Fellow will participate under direction of Staff Colorectal Surgeons in the tertiary and quaternary management of patients across the total spectrum of colorectal diseases.

## 6. 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
<i>Leadership and culture</i>	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.
<i>Consumer Partnerships</i>	Understand and where relevant, ensure that each patient is actively involved in their own care and treatment including families/carers wherever possible.
<i>Effective Workforce</i>	Develop and maintain one's own competency, skills and knowledge to ensure high quality service provision and care.
<i>Clinical Safety and Effectiveness</i>	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.
<i>Risk Management</i>	Be responsible for identifying and reporting risks, hazards and near misses for people in our care and participating in risk mitigation strategies.

## 7. Vaccinations & Inoculations USA

The Colorectal Fellow will, at the direction of the Head of Department and the Human Resources Department at the Cleveland Clinic, complete all the necessary health checks and vaccination/inoculation requirements to enter the United States as a health care worker.

## 8. Assessment

In each of the two years of the programme, formal assessment will be undertaken by the Fellow and the relevant Supervisor at 3 monthly intervals, with final assessment and report at the end of each 12 months. At Cleveland Clinic, regular performance assessments will be performed. The Cleveland Supervisors will report

to the Supervisor of the Colorectal Fellowship Program at Epworth HealthCare. Progression from Year 1 to Year 2 is dependent on adequate performance as assessed by the formal assessment progress. This includes successful completion of the USMLE if not already obtained and adequate progression of the research project. The assessment will be forwarded to the Executive Medical Director Epworth HealthCare and the Director of the Department of Colon and Rectal Surgery at Cleveland.

## 9. Duties at Epworth HealthCare

- Research
- Publication of scientific papers in refereed journals
- Presentation of papers at national and international clinical meetings
- Assisting and performing surgery under the supervision of Epworth Colorectal Surgeons
- Participation in clinical care of colorectal patients
- Participation in clinical audit.
- Participation in supervision of junior staff

## Duties at Cleveland Clinic

- Clinical audit
- Supervision of inpatient care
- Supervision of junior medical staff
- Organisation of operating and colonoscopy lists
- On-call for colorectal emergency roster for new patients referred and patients referred from elsewhere within the clinic
- Assistance in the training of junior resident staff within the Department, both in clinical surgery and operative surgery and endoscopy

- Participation in research under the supervision of the Director of Research with a view to attaining a higher degree, publication of papers in refereed journals and the presentation of papers at national and international clinical meetings.

## 6. Key Accountabilities

The duties and responsibilities of the Epworth/Cleveland Colorectal Fellow will vary between the first year at Epworth Melbourne and the second year at the Cleveland Clinic. In general, the responsibilities are as follows:

KEY RESPONSIBILITIES	MEASURES/KPIs TO BE ACHIEVED
<p><b>Key clinical and Academic Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Attachment to the Colorectal Surgical team as the Fellow</li> <li>• Responsible at all times to the Consultant/Attending Senior Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain full-time engagement with the colorectal surgical team.</li> <li>• Adhere to supervision requirements and receive positive performance evaluations</li> </ul>
<p><b>Education &amp; Training</b></p> <ul style="list-style-type: none"> <li>• Participate in the education program for postgraduate staff</li> <li>• Provide guidance, mentorship, supervision, and education to junior resident medical staff</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct monthly medical student teaching session to enhance students' clinical knowledge and skills.</li> <li>• Provide mentorship to junior staff with documented feedback</li> </ul>
<p><b>Quality Assurance &amp; Research</b></p> <ul style="list-style-type: none"> <li>• Participate in the quality assurance activities of the department</li> <li>• Participate in the research programs of the department</li> </ul>	<ul style="list-style-type: none"> <li>• Attend and contribute to at least [X] quality improvement meetings annually</li> <li>• Publish/present at least [X] research findings or case studies per year</li> </ul>
<p><b>Challenges &amp; Problem Solving</b></p> <ul style="list-style-type: none"> <li>• Ensure that required training and educational activities are completed while also fulfilling clinical and patient care responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>• Successfully complete all training and education requirements while fulfilling service provision.</li> </ul>

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<ul style="list-style-type: none"> <li>• Implement effective time management</li> <li>• Maintain a professional role and work collaboratively in a multi-disciplinary team</li> <li>• Acquire advanced operative and clinical skills</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate efficient workload management with no delays in clinical duties.</li> <li>• Receive positive peer and supervisor feedback on professionalism and teamwork.</li> <li>• Show documented progress in surgical skill acquisition.</li> </ul>
<p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• Work closely with medical, nursing, and allied health staff</li> <li>• Communicate effectively with Consultants and Attending Staff</li> <li>• Maintain professionalism, discretion, and confidentiality</li> <li>• Demonstrate leadership within the team</li> <li>• Engage in patient and family discussions regarding care</li> </ul>	<ul style="list-style-type: none"> <li>• Attend and actively contribute to multi-disciplinary meetings</li> <li>• Receive positive feedback from supervisors and team members</li> <li>• Effectively document and communicate patient care plans in a timely manner</li> </ul>
<p><b>Research Commitment</b></p> <ul style="list-style-type: none"> <li>• Enrol in a higher degree (Masters of Surgery, MD, or PhD)</li> <li>• Conduct research under the guidance of Epworth and Cleveland supervisors</li> <li>• Prepare and submit research proposals to the University of Melbourne and Epworth Ethics Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Successfully enrol and progress in the research degree</li> <li>• Submit research proposals within the required timeframe</li> <li>• Present research findings at a national or international level</li> </ul>
<p><b>Surgical Assistance in Theatre</b></p> <ul style="list-style-type: none"> <li>• Assist in colorectal surgical procedures under the supervision of the Consultant/Attending Surgeon</li> <li>• Develop advanced operative skills through hands-on participation</li> </ul>	<ul style="list-style-type: none"> <li>• Successfully assist in at least [X] surgical procedures per term</li> <li>• Demonstrate progressive improvement in surgical skills as assessed by the Consultant</li> <li>• Receive positive feedback on technical proficiency and intraoperative decision-making</li> </ul>
<p><b>Reporting and Educational Activities</b></p> <ul style="list-style-type: none"> <li>• Provide biannual reports outlining:             <ul style="list-style-type: none"> <li>(i) Types and number of cases performed</li> <li>(ii) Education events attended, with highlights and materials</li> <li>(iii) Experience and skills gained from events and activities</li> <li>(iv) Observation/assistance in Sacral Neuromodulation cases</li> </ul> </li> <li>• Organise and run at least one GP education evening on faecal incontinence, acknowledging Medtronic as the sponsor</li> </ul>	<ul style="list-style-type: none"> <li>• Submit complete and accurate biannual reports on time, covering all required sections</li> <li>• Ensure involvement in Sacral Neuromodulation cases, with documentation of participation</li> <li>• Successfully organise and conduct the GP education evening, with positive feedback from attendees</li> </ul>

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<p><b>Customer Service</b></p> <p>Epworth is committed to the provision of excellent customer service to all of our people, customers and stakeholders including patients and external suppliers.</p> <p>Superior patient service leads to improved healing in a trusting, caring environment and creates a safe environment for patients and employees.</p> <ul style="list-style-type: none"> <li>• Provide excellent, helpful service to patients, visitors and staff</li> <li>• Communicate with clear and unambiguous language in all interactions, tailored to the audience</li> <li>• Build customer relationships and greet customers and patients promptly and courteously</li> <li>• Actively seek to understand patients' and their family's (customers) expectations and issues</li> </ul>	<ul style="list-style-type: none"> <li>• Patient and customer service satisfaction surveys within agreed targets</li> <li>• Use AIDET principles in all interactions</li> <li>• Issues are escalated to the manager and resolved in a timely manner</li> </ul>
<p><b>Safety and Wellbeing</b></p> <p>Participate actively and positively in the area of health and safety to reduce all hazards and incidents within the workplace</p> <ul style="list-style-type: none"> <li>• Report all hazards, incidents, injuries and near misses immediately to your manager and log them in RiskMan</li> </ul>	<ul style="list-style-type: none"> <li>• Adhere to infection control/personal hygiene precautions</li> <li>• Implement and adhere to Epworth OHS policies, protocols and safe work procedures</li> <li>• Mandatory training completed at agreed frequency</li> </ul>

## 7. Position Requirements/Key Selection Criteria

COMPONENT	
Qualifications	<p><b>Epworth Melbourne</b></p> <ul style="list-style-type: none"> <li>• Current Medical Registration with the Australian Health Practitioner Regulation Agency (Ahpra)</li> <li>• FRACS General Surgery</li> <li>• Epworth HealthCare Accreditation and Appointment</li> </ul>

	<p><b>Cleveland Clinic, Ohio USA</b></p> <ul style="list-style-type: none"> <li>• ECFMG qualification following successful USMLE examination</li> <li>• Ohio State Medical Board Registration</li> </ul> <p>Required for progression to the 2nd year of the program</p>
<p>Previous Experience</p>	<ul style="list-style-type: none"> <li>• Demonstrated excellent clinical skills, judgment and expertise in a wide range of colorectal surgery</li> <li>• Appropriate progress toward career goals in colorectal surgery</li> <li>• Demonstrated teamwork within a multidisciplinary team, time management and problem solving skills in a complex clinical environment</li> <li>• Preparedness and ability to work independently in a supervised environment</li> <li>• Proven ability in leadership, planning and decision making.</li> <li>• Demonstrate commitment to relevant Advanced Training program and the service requirement of the organisation</li> <li>• Demonstrated interest and willingness to teach Junior Medical Staff</li> </ul>
<p>Required Knowledge &amp; Skills</p>	<ul style="list-style-type: none"> <li>• Solid clinical background and understanding of both clinical and business workflow across breadth of health settings</li> <li>• Above average interpersonal skills</li> <li>• Excellent written and verbal communication skills</li> <li>• Creative and innovative problem solving skills</li> <li>• Business report writing skills</li> <li>• Ability to function in a dynamic environment subject to changes in schedules and priorities</li> <li>• Displays strong initiative</li> <li>• Knowledge of health and safety issues</li> <li>• Meets deadlines and handles diverse tasks concurrently using prioritisation, and exercises</li> <li>• stewardship over outcomes</li> </ul>
<p>Personal Attributes &amp; 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"> <li>• Compassion</li> </ul>	<ul style="list-style-type: none"> <li>• Positive attitude.</li> <li>• Good time management skills</li> <li>• High level of emotional maturity and integrity</li> <li>• Proactive and collaborative in approach</li> <li>• Results orientated</li> <li>• Ability to communicate across all levels</li> <li>• Highly self-motivated and directed, self-starter and able to work autonomously in a fast paced, dynamic environment</li> <li>• Logical and efficient, with keen attention to detail</li> </ul>

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<ul style="list-style-type: none"><li>• Accountability</li><li>• Respect</li><li>• Excellence</li></ul>	<ul style="list-style-type: none"><li>• Ability to effectively prioritise and execute tasks while under pressure.</li><li>• Excellent listening and interpersonal skills, written and oral communication skills</li><li>• Experience working in a team-oriented, collaborative environment</li></ul>
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## Document Control

Date Developed:	Date Last Reviewed:	Developed and Reviewed By (Position Title):	Version
26/06/2023	20/06/2023	Medical Workforce & Professor AG Heriot	V1
17/03/2025		Medical Workforce & Professor AG Heriot	V2
	26/8/25	Mr Ian Hastie, Supervisor	No change
	1/11/2025	Mr Ian Hastie, Supervisor	V3

## 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: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_