

Position Description

1. General Information

Position Title:	Epworth HealthCare – Cleveland Clinic Colorectal Fellow
Division/Department:	Medical Workforce
Position Reports to:	Executive Director Academic & Medical
Enterprise/Individual Agreement:	Individual Agreement
Classification/Grade:	Not Applicable
Key Relationships - internal and external	<p>Key Relationships - Epworth</p> <ul style="list-style-type: none">• 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>Key Relationships – Cleveland</p> <ul style="list-style-type: none">• 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

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.

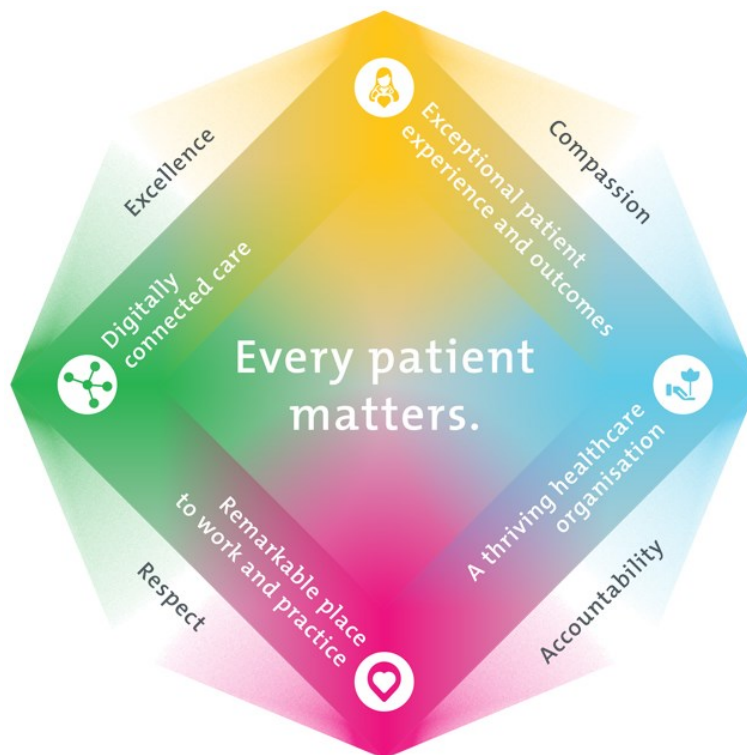
Epworth's values define our approach and our delivery. We pride ourselves on communicating our values and delivering on them in a real and meaningful way. Our Values are Compassion, Accountability, Respect and Excellence. More information can be found on the [Epworth website](#).

Epworth's purpose is Every Patient Matters.

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

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.

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3. 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 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.

4. 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.

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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.

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 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 of 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.

5. Key Accountabilities (Duties, Responsibilities and Work Behaviours)

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:

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.

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KEY RESPONSIBILITIES	MEASURES/KPI'S TO BE ACHIEVED
Guidance, mentorship, supervision and education of junior resident medical staff.	<ul style="list-style-type: none"> Contribute to the development of junior medical staff across Epworth through excellence in supervision, advocacy and mentoring
Key Accountabilities	<ul style="list-style-type: none"> Attachment to the Colorectal Surgical team as the Fellow Responsible at all times to the Consultant/Attending Senior Staff To be on call and participate in the Fellows On-Call Roster as appropriate Participate in the education program for postgraduate staff Participate in the quality assurance activities of the department Participate in the research programs of the department
Challenges / Problem Solving	<ul style="list-style-type: none"> Balancing mandated training and education requirements with service provision Implementation of effective time management to deal with the clinical work load and to organise and prioritise time for clinical and research responsibilities Maintaining a professional role Working collaboratively with other staff in a multi-disciplinary team Acquiring advanced operative and clinical skills
Communication	<ul style="list-style-type: none"> To work closely with medical, nursing and allied health staff Communicate to the Consultant/ Attending Staff Work in and contribute to a multi-disciplinary team Exercise discretion. Sensitivity, confidentiality and maintain high level of professionalism Demonstrate leadership within the team Demonstrate an ability to initiate and undertake discussions with patients and their families regarding their hospitalisation, treatment and progress Communicate effectively in a timely fashion
Research	<p>A mandatory and integral component of the Epworth/Cleveland program is the enrolment in a higher degree at the University of Melbourne undertaking research which will jointly based in Melbourne and at Cleveland.</p> <p>The post graduate degree will usually be a Masters of Surgery, although upgrade to Doctorate of Medicine or Doctorate of Philosophy can be negotiated. The Colorectal Fellow at the direction of the Epworth Colorectal Supervisor and under the direction of the Epworth Colorectal Research Director, will prepare a research submission for application to the University of Melbourne, and to the Ethics Committee Epworth HealthCare. The research may be linked to research that can be undertaken at Cleveland through discussions with the Research Director of the Department of Colon and Rectal Surgery in Cleveland.</p>
Safety and Wellbeing – Staff Participate actively and positively in the area of OHS to reduce all hazards and incidents within the workplace	<ul style="list-style-type: none"> Comply with all Epworth's OHS policies, protocols and safe work procedures at all times Ensure your actions do not put yourself or others at risk (as per Sections 21 & 22 under the OHS Act 2004) Report all hazards, incidents, injuries and near misses immediately to your manager and log them in RiskMan Participate in and complete mandatory safety training on an annual basis and as required Actively participate and contribute to the OHS consultation processes

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The primary duties, responsibilities and work behaviours outlined in this document reflect the commitment to the Epworth HealthCare/Cleveland Clinic mission, vision and strategic intent.

6. 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.

7. 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.

<u>Overall this position links to the following elements of the Epworth Strategy.</u>
Attract and retain excellent specialists who are committed to Epworth
Enable our staff to be their best and give their best
Advance and promote research and education that translates to further improvements in healthcare

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8. Position Requirements/Key Selection Criteria

COMPONENT	ESSENTIAL	DESIRABLE
Qualifications	<p>Epworth Melbourne</p> <ul style="list-style-type: none"> • Current Medical Registration with the Australian Health Practitioner Regulation Agency (AHPRA) • FRACS General Surgery • Epworth HealthCare Accreditation and Appointment <p>Cleveland Ohio USA</p> <ul style="list-style-type: none"> • ECFMG qualification following successful USMLE examination • Ohio State Medical Board Registration <p>Required for progression to the 2nd year of the program</p>	<p>At appointment) (Can be obtained during first year of Fellowship) (Can be obtained during first year of Fellowship)</p>
Knowledge & Experience	<ul style="list-style-type: none"> • Demonstrated excellent clinical skills, judgment and expertise in a wide range of colorectal surgery • Appropriate progress toward career goals in colorectal surgery • Demonstrated teamwork within a multidisciplinary team, time management and problem solving skills in a complex clinical environment • Preparedness and ability to work independently in a supervised environment • Proven ability in leadership, planning and decision making. • Demonstrate commitment to relevant Advanced Training program and the service requirement of the organisation • Demonstrated interest and willingness to teach Junior Medical Staff 	
Skills	<ul style="list-style-type: none"> • Solid clinical background and understanding of both clinical and business workflow across breadth of health settings • Above average interpersonal skills • Excellent written and verbal communication skills • Creative and innovative problem solving skills • Business report writing skills • Ability to function in a dynamic environment subject to changes in schedules and priorities • Displays strong initiative • Knowledge of health and safety issues • Meets deadlines and handles diverse tasks concurrently using prioritisation, and exercises stewardship over outcomes 	
Professional requirements	<ul style="list-style-type: none"> • Prepared to make a commitment to the mission and values of Epworth HealthCare and the Cleveland Clinic. • High level of personal and professional integrity 	

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	<ul style="list-style-type: none"> • Develops a solid understanding of the organisation’s goals and objectives • Respects and operates effectively within the organisational and Clinical Institute structure • Committed to team development and improving group skills to enhance performance • Good clinical and practical documentation skills • Demonstrates initiative, motivation, exercises good judgment and has the ability to achieve results • Solid conceptual and proven problem-solving abilities 	
<p>Personal Attributes & Behaviours All employees are expected to consistently work in accordance with Epworth’s values and behaviours.</p>	<ul style="list-style-type: none"> • Positive attitude. • Good time management skills • High level of emotional maturity and integrity • Proactive and collaborative in approach • Results orientated • Ability to communicate across all levels • Highly self-motivated and directed, self-starter and able to work autonomously in a fast paced, dynamic environment • Logical and efficient, with keen attention to detail • Ability to effectively prioritise and execute tasks while under pressure. • Excellent listening and interpersonal skills, written and oral communication skills • Experience working in a team-oriented, collaborative environment 	

Document Control

Date Developed:	Date Last Reviewed:	Developed and Reviewed By (Manager):
20/06/2023	20/06/2023	Medical Workforce & Professor AG Heriot

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: _____