

Position Description

Position Title:	Rural Hospital Medical Liaison Officer
Reports to:	Chief Medical Officer
Department:	Medical Services
Directorate:	Medical Services
Cost centre:	P0902
Code & classification:	Specialist Year 1-9
Employment conditions:	AMA Victoria – Victorian Public Health Sector - Medical Specialists Enterprise Agreement 2022-2026; and GV Health Policies and Procedures (and as varied from time to time)

GV Health is an equal opportunity employer and continually strives to build a diverse, equitable and inclusive workforce that reflects our community. We encourage applications from people of all backgrounds.

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required. GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

POSITION SUMMARY

The Rural Hospital Medical Liaison Officer (Medical Liaison Officer) will lead all initiatives requiring General Practitioner expertise at GV Health. These initiatives include development of rural medical models of care in the Hume region, GP credentialing and Scope of Practice, clinical governance of GV Health satellite campuses, leading ACCRM accreditation, support of ACCRM trainees and rotating JMS to rural hospitals and GP clinics and being the face of and leading GV Doctors.

RESPONSIBILITIES AND DUTIES

The following duties are inclusive of but not limited to

Rural Medical Models of Care

- Build positive relationships with rural hospitals in the Hume region
- Work with Clinical Operations to develop and implement new models of care to better align patient acuity with hospital capability.
- Engage the Hume region's GPs to work collaborative with their local hospitals to address growing health care demand.
- Explore sustainable models of rural medical workforce in the Hume region

GP Credentialing and Scope of Practice

- Participate in GV Health's Medical Credentialing Committee.
- Provide expertise advice to the Chief Medical Officer about RACGP standards.
- Review GP request for credentialing and GV Health.

Clinical Governance of GV Health satellite sites

- Provide leadership and governance for GPs working in GV Health.
- Ensure medical practice at satellite sites is consistent with relevant standards (e.g. National Safety and Quality Health Service St [NSQHS] standards).
- Provide expertise on clinical incident reviews, complaints, feedback etc. from a clinical perspective.
- Provide feedback to relevant GP from clinical incident reviews, complaints feedback etc. from a clinical perspective.

Lead ACCRM Accreditation

- Work closely with Clinical Directors to achieve ACCRM accreditation in all specialties.
- Work with stakeholders (e.g. University of Melbourne, Victorian Rural Generalist Program) to encourage and drive uptake of ACCRM training at GV Health.

Support ACCRM trainees and rotating JMS to rural hospitals and GP clinics

- Be the primary point of contact for systemic and process issues underpinning ACCRM training and secondments.
- Engage and build a positive relationship with relevant rural hospitals and GP clinics to support supervision and training opportunities.

Lead GV Doctors

- Be the face of GV Doctors.
- Lead GV Doctors to achieve its strategic objectives.
- Engage GPs and other medical practitioners in the Hume region to build a community that provides education, support, networking and a sense of belonging.
- Leverage the GV Doctors brand to achieve the above duties.

KEY SELECTION CRITERIA

Formal Qualification(s) and Required Registration(s):

- Registration with the Australian Health Practitioner Regulation Agency as a Medical Practitioner;
- Fellowship of the Royal Australasian College of General Practitioners

Essential:

- Experience in clinical leadership.
 - Ability to work with a wide range of stakeholders, balance conflicting priorities to achieve outcomes.
 - Medical Education experience and wellbeing support for junior medical staff
 - Demonstrated ability to manage peer clinicians and achieve compliance with standards
 - Interest and motivation to develop and shape the medical practitioner landscape in the Hume region.
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KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Promoting and enabling of efficient teamwork and service provision both within the department and/or organisation and with other service providers;
- Ability to contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity.
- Achievement of ACCRM accreditation for all clinical units.
- Continuation of GV Doctors events on a regular basis.
- Continuation and expansion of GV Health secondment of JMS to rural hospitals.
- Compliance and appropriate risk management of medical practice at GV Health's satellite sites.
- Positive feedback from ACCRM trainees and seconded JMS

AT GV HEALTH ALL STAFF ARE REQUIRED TO

- Demonstration of GV Health values and behaviours, being a role model for living the values, Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines;
- Development and maintaining of collaborative relationships with all other teams and professionals;
- This role may from time to time deal with distress, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. GV Health staff are required to comply with all safety related training, look after the safety and well-being of themselves and each other, and actively foster a safe working environment;
- Maintain a safe working environment for yourself, your colleagues and members of the public;
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce;
- Contribute to organisational quality and safety initiatives;
- Observe and comply with child safe principles, standards and expectations of appropriate behaviour toward and in the company of children;
- Complete the mandatory training requirements as defined by GV Health and actively engage in the Performance Development Review process;
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public;
- Seek internal customer or consumer feedback and respond accordingly to identify areas of needs;
- Comply with requirement of National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements;
- Comply with the principles of patient and family centred care;
- Not smoke or vape on GV Health premises;
- Comply with immunisation requirements as per the Department of Health Victoria;
- Comply with all pre-employment checks including but not limited to; police checks, working with children's check (WWCC), National Disability Insurance Scheme (NDIS), Aged Care screening requirements.

ACCEPTANCE:

I acknowledge and accept that this Position Description represents the general outline of duties, responsibilities and accountabilities that are expected of me in my employment in the position, and may not encompass every aspect of the position. I understand that The GV Health reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

I acknowledge and accept that I must complete and maintain all relevant pre-employment screening and checks for successful employment.

I acknowledge and accept that that I have read and fully understand this Position Description. I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.

I acknowledge I will be required to undertake the duties as set out in the position description (and any other duties as requested in accordance with my skills and experience) to the best of my ability and, at all times follow lawful direction.

By accepting the contract of employment, I am agreeing to duties and obligations within the Position Description.

Clinical Operations	Rural Hospital Medical Liaison Officer
Reviewed by:	Director Medical Services
Issue Date:	May 2025

ABOUT US

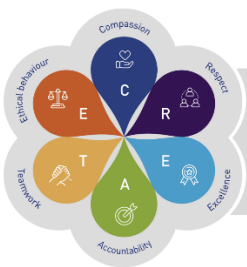
Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura, Rushworth and Euroa. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional satellite sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services.

OUR PURPOSE

To significantly improve the health and wellbeing outcomes and experiences of the people and communities in our care.

OUR VALUES

GV Health's culture centres around our CREATE values and behaviours. Through these values and behaviours we commit to delivering ongoing quality healthcare for our community:



COMPASSION
RESPECT

EXCELLENCE
ACCOUNTABILITY

TEAMWORK
ETHICAL BEHAVIOUR

GV Health Vision and Values: [Values and Vision - GV Health](#)

OUR STRATEGIC PLAN

The Goulburn Valley Health Strategic Plan 2024-2026 provides the direction for GV Health with our five strategic pillars being:

- Health and Wellbeing Outcomes: Improve health and outcomes for the population in our region
- Community and Consumer Experience: Ensure everyone has an outstanding personalised experience
- Our Staff Experience: Our people feel connected, supported, safe and well
- Responsible Workplace: Be sustainable and efficient
- Health Equity: Embrace differences in how we design and deliver healthcare

GV Health Strategic Plan: [Strategic Plan 2024-2026 - GV Health](#)

FOR MORE INFORMATION

Application tips: [Application Tips - GV Health](#)

GV Health: <https://www.gvhealth.org.au/about/>

Child Safety and Wellbeing: [Child Safety and Wellbeing - GV Health](#)

Living in Goulburn Valley: [Goulburn | Regional Living Victoria](#)

GV Community Connector: [Community Connector Program for Businesses](#)