

Position Description

Position Title:	Clinical Director Orthopaedic Department
Operationally Reports to:	Chief Operating Officer
Professionally Reports to:	Chief Medical Officer
Department:	Orthopaedics
Directorate:	Clinical Operations
Cost centre:	A6204
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 Clinical Director of Orthopaedics will provide the clinical, safety, quality, educational and administrative leadership for and management of the Orthopaedics Department at Goulburn Valley Health.

The Clinical Director of Orthopaedics will provide inspiring, innovative and dedicated clinical and administrative leadership for the Department, including ensuring provision of the full range of services. The Clinical Director of Orthopaedics will work with other members of the Hospital staff to ensure optimum clinical outcomes. This may involve interaction with other GV Health specialist groups. The Clinical Director of Orthopaedics will be expected to supervise the work of all junior medical staff and be involved in teaching junior doctors and medical students. The Clinical Director of Orthopaedics will be required to provide some services out of hours, including some weekends.

The Clinical Director will work with leaders within the hospital to promote, inspire and lead a safe orthopaedic clinical service within an enhanced team environment. The critical task of the Clinical Director of Orthopaedics at this stage will be to prepare the Orthopaedics Department at GVH for accreditation by the Australian Orthopaedic Association (AOA) for training of registrars at GVH.

RESPONSIBILITIES AND DUTIES

The following duties are inclusive of but not limited to:

- Ensure that the full range of specialist orthopaedic services is available both in hours and out of hours in accordance with the Orthopaedics roster.

- Work towards the provision of best practice care in the context of current professional knowledge and available resources.
- Provide expertise in the review and development of relevant policies and procedures.
- Provide advice to or participate in relevant hospital committees related to quality and safety of patient care as required.
- Ensure that actions are taken to meet the Australian Orthopaedic Association (AOA) requirements for accreditation of registrar training at GVH.
- Facilitate a weekly teaching programme appropriate to all junior doctors in the Orthopaedics Department and support the Supervisor of Training.
- Supervise the work of all junior medical staff working in the Orthopaedics Department to promote, inspire and lead a safe team environment.
- Work with other medical, nursing and allied health staff to ensure support and operational stability for efficient admission and discharge processes in a timely manner.
- Ensure that appropriate documentation and handover information is available where the care of an ill patient is being transferred to another doctor.
- Ensure ISBAR handover between the Orthopaedics Unit and other disciplines and departments or each other is mandated and complied with in line with GV Health's ISBAR handover policy and procedures.
- Provide consultative support to surrounding rural hospitals when required.
- Participate in the education of medical staff, nursing staff, and medical and allied health students as required. Enhance best practice services at all times. Inspire educational advancement in the specialty at regional and GV health levels.
- Provide regular formal and informal feedback on the performance of junior medical staff and registrars working in the Orthopaedics Unit.
- Credentialing of all junior medical staff working in the Orthopaedics Department. This must be done with each new junior doctor when they commence work and a copy sent to the CMO.
- Participate in presentations at Grand Rounds, Journal Clubs, Clinical Audit meetings and other educational activities.
- Maintain participation in the CME activities required by the Australian Orthopaedic Association (AOA).
- Promote and maintain appropriate standards to meet all professional standards and accreditation measures.
- Promote and develop clinical research activities in the Department. Liaise with and create opportunities with the GV Health Research Unit via the GV Health Research Clinical Co-ordinator located at GV Health
- Participate in the Quality Assurance and Risk Management programs in place at GV Health through appropriate committees and the VHIMS & RISKMAN program.
- Ensure adequate department auditing occurs and facilitate in the Orthopaedics Department Morbidity and Mortality and regular X-ray Meetings.
- Enhance, manage and lead the values and principles of good, respectful intercollegiate behaviour within the department and actively promote peer to peer reviews and handovers. Promote peer to peer reflective time.
- Conform to the Bylaws, Policies and Clinical Practice Guidelines of GV Health, and contribute to development and review where appropriate.
- Conform to all policies and procedures with respect to infection control.
- Conform to all policies and procedures with respect to occupational health and safety and workplace bullying and harassment.
- Conform to the AMA Specialists and doctors' Code of Ethics at all times.
- Supervise and support both International Medical Graduates and International Medical Specialists employed in the Department.
- Oncall Roster participation.
- Responsible for the appropriate allocation of staff to cover all Orthopaedic Department related activities at GV Health including Oncall Roster

- Delegate and assign non-clinical duties to orthopaedic consultants in relation to clinical support time as per the medical specialist EBA.
- Provide a high-quality service to internal customers and consumers that reflects best practice and adds value to GV Health
- Assist the organisation in achieving clinical effectiveness by providing the appropriate systems, information or services to clinical areas

OTHER KEY RESPONSIBILITIES, ACTIVITIES AND DUTIES:

1. Professional Practice & Accountability

- Accept accountability and responsibility for own actions within scope of practice
- Demonstrate commitment to person-centred care and best practice standards
- Demonstrate and maintain advanced competency standards for relevant clinical skills and responsibilities
- Establish and maintain effective communication with all other health professionals and support staff, consumers, families, the community and external care providers
- Maintain accurate and current administrative records ensuring documentation meets professional and legal standards
- Demonstrate sensitivity, empathy and respect for the customs, values and spiritual beliefs of others at all times
- Actively reflect on own professional performance and competence, seek feedback, and participate in ongoing professional development of self and others
- Remain answerable and accountable for professional ethics and an accepted code of conduct to the Chief Medical Officer.
- Establish and maintain excellent collegial relationships amongst peers
- Accept appropriate direction as per the organization's reporting lines and as per signed compact and contract

2. Develop and maintain collaborative relationships with all disciplines

- Collaborate and communicate with all members of the health care team to achieve desired consumer outcomes
- Respect the decisions and actions of others
- Contribute to interdisciplinary team meetings and clinical education sessions to facilitate consumer care goals.

3. Support and participate in evidence-based programs to evaluate and improve the quality of consumer care and outcomes

- Maintain current knowledge of training and education and clinical practice
- Actively participate in identifying where improvements can be made to the quality of consumer care
- Actively encourage participation in clinical audits, research, process redesign and accreditation against healthcare standards as part of specialist training to ensure ongoing clinical practice improvement and the quality of consumer care.

QUALITY, SAFETY, RISK and IMPROVEMENT

- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines.
- Maintain a safe working environment for 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.
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public.
- Demonstrate commitment to participating in continuous quality improvement initiatives.

- Ensure delivery of person-centred safe and effective best practice care that can be safely subject to scrutiny at the highest level.
- Demonstrate an understanding of and practice open disclosure and appropriate clinical risk and error management strategies in daily practice.
- Recognise and manage all risk, ensuring that actions are taken to prevent and minimise harm to consumers, patients, family, community and the healthcare workforce.
- Participate and cooperate in consultative process to improve health and safety and reduce risk to the safety and wellbeing of staff.
- Ensure adherence and commitment to fulfilling all National Safety and Quality Standards in daily practice as prescribed by the ACHS charter for health care organisations and commitment to all Accreditation Standard problems.
- Ensure that mandatory education is undertaken and other medical staff in the department are compliant with mandatory training requirements, including but not limited to Medication Safety, Infection Control, Hand Hygiene, Advanced Life Support, Clinical and Adverse Event Risk Management, Occupational Health and Safety, Emergency Management and Manual Handling.
- Ensure participation in all activities that lead to NSQHS accreditation for GV Health.
- Ensure participation in root cause analyses, clinical case in depth reviews and expert opinions as and when requested by the Chief Medical Officer.
- Adhere to all Victorian Clinical Governance Framework Guidelines for best and safe clinical practice at all times.
- Ensure ongoing implementation of the ANZ hip fracture registry and providing medical leadership of the “Getting it Right First Time” programme.

Telecommunications usage:

A Consultant-level Doctor should commit to using work-based emails and all other telecommunication methods with due care, respect and discipline. Email circulations by Consultant-level Doctors should not occur outside of appropriate groups.

Consultant-level doctors should demonstrate due diligence towards confidentiality, appropriate use of the ‘cc’ function, appropriate use of professional language, appropriate observation of corporate and clinical governance processes & adherence to GV Health regulations at all times.

All Consultant-level doctors should demonstrate a good understanding of the medico-legal implications of inappropriate email usage and its ramifications.

KEY SELECTION CRITERIA**Formal Qualification(s) and Required Registration(s):****Essential:**

- Hold current registration or be registrable with the Australian Health Practitioner Regulation Agency.
- Fellow of the Australian Orthopaedic Association (AOA).
- Demonstrated professional expertise in Orthopaedics including good clinical skills and appropriate management skills
- Demonstrated commitment to patient centred care and contemporary quality assurance
- Meets GV Health requirements for credentialing and scope of practice in orthopaedic surgery
- Demonstrated commitment to continuing education
- Satisfactory Criminal History Check prior to offer of employment
- Working with Children Check as appropriate

Skills and Attributes:

- Ability to uphold and model the Goulburn Valley Health values

- Highly effective communication and interpersonal skills, including the ability to relate positively with and appropriately with patients and others
- High level of motivation, and the ability to cope with stress and manage change
- Ability to work in a team environment
- Professional collegiality towards peers and the wider health care team
- Demonstrated peer review participation
- Demonstrated personal clinical practice audit
- Reflective practice and the ability to accept feedback and seek help and advice when needed

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Registration is maintained and working within scope of practice
 - Attendance and active participation at meetings as required
 - 100% compliance with core competencies and training requirements as outlined in the GV Health Education Framework
 - Active participation in the Performance and Development review process
 - Ensure significant progress is made towards achieving accreditation for training of orthopaedic registrars and meeting the requirements of the Australian Orthopaedic Association (AOA)
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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 applicable to position pre-employment checks, which may include but is 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	Clinical Director Orthopaedics
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Reviewed by:	Chief Medical Officer
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Issue Date:	July 2025
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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:



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](#)