

Position Description

Position Title:	Community and General Paediatrician
Reports to:	Clinical Director Paediatrics
Department:	Neonatology, Paediatrics and Community and other Child Health Services
Directorate:	Clinical Operations
Cost centre:	A6404
Code & classification:	Staff Specialist Year 1 – 9 (HM33 – HM41)
Employment conditions:	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2022 – 2026 and its successors, 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 Community and General Paediatrician is responsible for providing safe and effective paediatric specialist services as a member of the Paediatric Department at GV Health through the provision of excellent clinical care. This position is also responsible for providing leadership to junior medical and other clinical staff and supporting the Hospital's teaching, research and clinical governance programs.

This position amongst others is responsible for

- promoting GV Health as a quality regional health service provider.
- Assess, diagnose and manage paediatric patients with developmental and/or behavioural issues. This includes patients with Developmental delay, Autism spectrum disorder, ADHD, Anxiety etc.
- Participate in inpatient care and on call as may be required.
- Liaising with internal and external stake holders regarding factors that impact on the care of children attending the paediatric clinics at Goulburn Valley Health or GV Health Community Clinics.
- Provide clinical service and supervision for paediatric clinics at GV Health and GV Health community clinics including but not limited to; the Refugee health clinic, developmental/behavioural or General Paediatric clinic.
- Work closely with the medical, nursing, and allied health teams of GV Health
- Participate in audit and other quality activities and committees.
- Involvement and participation in Morbidity , Mortality, Transfer Audit meetings and Adverse event audits Be available to medical colleagues for consultation and liaison as appropriate regarding patient care.
- Involved in the planning and development of Community Paediatrics services within GV Health.

- Contribute to ongoing service improvement and clinical and workforce innovation to ensure Goulburn Valley Health provides high quality accessible Services within allocated resources and meets the needs of GV Health patients.
- Support academic, research, education, training & supervision (both medical and nursing undergraduates and postgraduates) roles in the Unit.
- Other duties as directed by the Clinical Director of the Child and Adolescent Unit.

RESPONSIBILITIES AND DUTIES

The following duties are inclusive of but not limited to:

Develop, provide, maintain and grow a comprehensive community Paediatric service within the catchment of Goulburn Valley Health.

- Development and implementation of Community Paediatrics Training program for Paediatric Trainees within Goulburn Valley Health.
- Participate in the development of regional paediatric outreach services
- Involved in Indigenous health clinics and refugee health clinics
- Assume clinical responsibility for patients under their care.
- Perform all duties as outlined in the GV Health Paediatrics model of care and standard daily work documents
- Supervise Registrar participating in the clinics.
- Review and ensure the adequacy of clinical records, including documentation of patient assessment and management decisions
- Provide Paediatric forensic assessment at GV Health in consultation with the Victorian Forensic Paediatric Medical Service
- Provide support to other paediatric staff in Paediatric Forensic assessment
- Conduct regular outpatient clinics as allocated.
- Actively support Paediatric junior medical staff and provide appropriate supervision in the provision of clinical services
- Provide advice to other medical, nursing and allied health staff in the management of paediatric patients.
- Participate in setting the standards for high quality, compassionate clinical care within the Unit Develop a special interest which will facilitate the future development of the unit
- Review existing practices and lead or promote change either based on evidence or if other change is required
- Contribute to the Paediatric Service evolution in patient care and clinical training

Communication

- Ensure that patients/families are given adequate information upon which to base treatment decisions and follow-up
- Develop effective communication with and be receptive to patient, relative and peer groups Support multi-disciplinary teamwork
- Provide advice to and liaise with staff from other units as required
- Ensure discharged patients have documentation of their care for local medical officer (LMO/GP) follow up
- Maintain effective communication among the members of the multidisciplinary team

Administration, Quality and Clinical Review Activities

- Assist the Clinical Director of Paediatrics in the administration of clinical and departmental meetings and the day to day running of the department

- Work in conjunction with the Clinical Director of Paediatrics, Executive Director Clinical Operations, Executive Director of Medical Service and/or Director Medical Services in management and leadership activities which enhance the skills, capacity and reputation of the unit as required.
- Provide professional leadership for health professionals including participation in quality improvement, clinical audit, scientific and clinical risk management activities
- Contribute to the maintenance of high standard of medical communication and record keeping Participate in the Unit's quality activities program, including but not exclusively, the Paediatrics and Neonatal Mortality and Morbidity meetings, Perinatal Maternal Mortality and Morbidity meetings and other audit activities
- Attend the Department of Paediatrics Clinical Meeting including Grand Round.
- Attend weekly multidisciplinary unit meetings
- Assist in developing and implementing clinical pathways where appropriate
- Assist in developing protocols and guidelines where required
- Assist in resolving patient and relative complaints

Education, Teaching, Research and Professional Development

- Participate in the organisation and delivery of education programs of undergraduate and postgraduate education as directed by the Clinical Director of Paediatrics.
- Lead and participate in research, clinical audit and peer review in a continuous and enthusiastic manner.
- Active participation in Paediatric educational activities.
- Comply with the College (RACP) requirements for ongoing Continuous Medical Education (CME) Completion of the Supervisor Professional Development Program (SPDP) in a timely manner. Provide clinical supervision to Paediatrics junior medical staff and other trainees including IMG's Participate in the formal assessments including mini CEX's, CBD's or DOP's and provide regular feedback including MSF's for trainees and junior doctors.
- Provide regular formal and informal feedback on the performance of junior medical staff and registrars
- Mentor any prospective candidate who might be appearing for either the Fellowship or the AMC clinical exam.
- Participate in presentations at Grand Rounds, Journal Clubs, Clinical Audit, Committees related to Paediatric clinical governance and other appropriate meetings and educational activities Participate in the Quality Improvement, Risk Management, Open Disclosure and Medico Legal Safety education programs in place at GV Health through appropriate committees.
- Learn and utilise correctly the Victorian Risk and Clinical Adverse Incident management VHIMS program.

Professional Practice & Accountability

- Practice in accordance with all the Medical Board Standards for Paediatricians.
- Conform to the Bylaws, Policies and Clinical Practice Guidelines of GV Health, and contribute to development and review where appropriate.
- Conform to the AHPRA Code of Ethics expected of medical practitioners.
- Conform to the Mandated Code of Conduct of GV Health Employees at all times.
- Accept accountability and responsibility for own actions within scope of practice.
- Demonstrate commitment to patient-centred care and best practice standards.
- Demonstrate and maintain advanced competency standards for clinical skills and responsibilities Promptly report any situations which are outside the normal range to the Clinical Director of Paediatrics, appropriate team and other responsible colleagues.
- Establish and maintain at all times effective, courteous and civil communication with all other health professionals, doctors of all other disciplines, medical management and leadership.
- Collaborative collegial and team-based behaviour is both expected and mandated at GV Health Establish rapport and courteous interactions with all support staff, consumers, patients, clients, families, the community and external care providers.

- Maintain accurate and current clinical medical records ensuring all documentation meets professional and legal standards.
- Supervision of Junior Medical Staff practice, record keeping, follow up of pathology and imaging results.
- Take Consultant level Clinical accountability for the patient under the Paediatrician's care at all times. Demonstrate sensitivity, empathy and respect for the customs, values and spiritual beliefs of others at all times.
- Collaborate with other members of the health care team to achieve effective and efficient health care outcomes; work in active and team spirited partnership with Paediatric nurses and other colleagues at all times.
- Report effectively and work efficiently at all times.
- Actively reflect on own professional performance and competence, seek feedback, and participate in ongoing professional development of self and others.

Financial Management

- Ensure there is financial responsibility and accountability across the function under the Paediatrician's control which will ensure appropriate financial targets are met.
- Participate in cost saving strategies as directed.
- Identify opportunities to reduce costs and effectively manage resources across all functions
- Invest creatively in bringing appropriate revenue into the organization for better clinical service delivery to GV Health's patients.
- Contribute to the effective management of resources.
- Contribute to the planning and maintenance of cost-effective clinical management.

Clinical Risk management, Medicolegal Governance, Peer Review and Reflection, Quality Improvement and Safety exercises

- Demonstrate commitment to participating in continuous quality improvement initiatives.
- Recognise and manage clinical and interpersonal or collegial risk, ensuring that actions are taken to prevent and minimise harm to patients and the healthcare workforce.
- Participate and cooperate in consultative process to improve health and safety and reduce risk to the safety and well-being of staff.
- Ensure adherence to professional, medicolegal, College and organisational standards
- Complete all mandatory education as required by organisation.
- Lead teaching and work by example in research, governance and risk management areas for JMO and other junior staff.

Human Resources

- Participate in unit/team meetings and education sessions in alignment with the clinical governance structure to promote and maintain communication and improved practice.
- Participate in orientation, preceptorship, mentoring and performance enhancement responsibilities as required.
- Participate in the annual performance enhancement process and complete all mandatory and role specific competencies.
- Provide a high-quality service to 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.

Provide quality and safe clinical care for consumers

- Ensure consumers, families/representatives or carers are provided with timely information and are involved in decision making about their care planning and treatment.
- Accept accountability for own actions and seek guidance when a situation exceeds experience and/or knowledge.

- Uphold and protect consumer rights, maintain strict confidentiality and continually practice to the principles of open disclosure.
- Comply with best practice healthcare standards, legislation, and GV Health's Clinical Governance Framework and clinical practice guidelines.
- Consumer feedback and complaints are responded to appropriately to ensure that issues are resolved, and quality and safe clinical care is provided.
- Ensure an effective discharge from hospital or services which reflects the needs of the consumer.

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.

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

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

Commit to ongoing professional development of self, other employees and the profession

- Maintain and demonstrate regulated clinical skills and competencies by undertaking professional development and completing mandatory training as defined by GV Health.
- Undertake credentialing and review of scope of practice and work within these.
- Improve performance by seeking feedback, setting goals and participating in annual performance reviews.
- Support the development of others by acting as a resource to colleagues and participating in the orientation, mentoring and supervision of new Paediatric Registrars, HMO's and students
- Participate in committees and professional groups and disseminate relevant information to other health care professionals.

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 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.
- Complete the mandatory training requirements as defined by GV Health.
- 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.

KEY SELECTION CRITERIA

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

Essential:

- Commitment to the GV Health Values of Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour.
- Fellowship of the Royal Australasian College of Physicians (FRACP) within the General Paediatrics.
- Candidates with Fellowship of the Royal Australasian College of Physicians (Community Paediatrics or General paediatrics with demonstrated interest and experience in Community Paediatrics) or equivalent) or equivalent will be given priority if available.
- Current Specialist Paediatrician registration with the Australian Health Practitioner Regulation Agency
- A primary medical qualification registered in Victoria;
- Enrolment and maintenance of ongoing CPD program of the Royal Australasian College of Physicians (RACP).
- Demonstrated ability to provide high-quality compassionate medical care as evidenced by recent practice experience in working congenially and collaboratively as both a leader and member of a multidisciplinary team, and as a provider of services that engender high levels of patient satisfaction and experience.
- The appointee will be required to undergo a credentialing process and will be granted appropriate scope of clinical practice. There is a system of review and renewal of credentials and privileges for specialist on staff. This is reviewed on a three-yearly basis.
- Understanding of Clinical Risk Management and Quality Assurance concepts.
- Sound communication and interpersonal skills.
- Ability to manage change.
- Ability to work in a team environment.
- Evidence of full immunisation against COVID-19 and Influenza (if applicable).
- Satisfactory National History Criminal Check prior to commencement of employment.
- Satisfactory Victorian 'Employee' Working with Children Check prior to commencement of employment.
- Completion of a Commonwealth of Australia Statutory Declaration prior to commencement of employment.

Desirable:

- Qualification and Experience in assessing, diagnosing and managing paediatric patients with developmental and/or behavioural issues. This includes patients with Developmental delay, Autism spectrum disorder, ADHD, Anxiety etc.
- Has completed Advanced Training in Community Paediatrics of the Royal Australasian College of Physician or equivalent.
- Has completed training in ADOS assessments.
- Experience with supervision of trainees.

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Completion of the Supervisor Professional Development Program
- Participate in the supervision, teaching and mentoring of junior Paediatric Medical staff
- Participation in the teaching program of medical students of partner universities of GV Health Registration is maintained and working within scope of practice
- Attendance and actively participate 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

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.

Child and Adolescent Health

General & Community Paediatrician

Reviewed by:

Clinical Director, Child and Adolescent Health

Issue Date:

November 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:



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](#)