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**Queensland
Government**

Queensland Health

**BUNDABERG HEALTH SERVICE DISTRICT
MEDICAL SERVICES**

Enquiries to: Dr Darren Keating
Telephone: 4150 2210
Facsimile: 4150 2029
Our Ref: DK:ja

24th December 2004

Dr Jayant Patel
Director
Department of Surgery
Bundaberg Base Hospital
BUNDABERG QLD 4670

Dear Jay

I have pleasure in confirming the offer of the Temporary Full Time position of Director – Department Surgery with the Bundaberg Health Service District. This is an extension of your current contract from 1st April 2005 to 31st March 2009.

You will be employed under the provisions of the District Health Services - Senior Medical Officers' and Resident Medical Officers' Award-State 2003. A brief summary of the major conditions of this award and additional information that will be of interest to you are as follows:

Award Classification: C1-1

Salary: \$3 849.70/fortnight

Rental Subsidy: \$300.00 per week

Comprehensive Package: (as per attached IRM Policies as applicable)

- A fully maintained motor vehicle for work and private use (as per attached IRM Policy 2.7-20)
- Provision of a communication package – mobile phone, pager and where appropriate, fax machine (as per attached IRM Policy 2.7-21)
- Professional indemnity cover
- Study and conference leave on full pay with expenses paid (as per attached IRM Policy 3.7-4)

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- Hours of Work:** * 80 hours per fortnight (base).
* on-call as rostered.
- Recreation Leave:** 25 days per annum.
- Sick Leave:** 10 days per annum. Sick leave is cumulative.
- Long Service Leave:** An employee who completes 10 years continuous and meritorious service shall be entitled to long service leave at the rate of 1.3 weeks on full salary for each year of continuous service and a proportionate amount for an incomplete year of service.
- Job Description:** Prior to commencing duties all employees are required to sign a current Position Description for their position. It will therefore be necessary for you to complete the attached ***Job Description form*** and return it to the Division of Medical Services.
- Acceptance of Job Offer:** If you are in agreement with employment under the conditions found in this Job Offer, please sign the enclosed ***Job Acceptance form*** and return it to the Division of Medical Services.
- Private Property Loss or Damage:** No liability will be accepted by the Bundaberg District Health Service for damages sustained to private motor vehicles while being driven or parked on Health Service property; or loss or damage, including loss or damage by fire or theft, to private property or personal effects which are being used or stored in premises or accommodations owned or used by the Bundaberg Health Service District.
- Superannuation:** Permanent and temporary employees have an Accumulation account opened for them. Employee contributions are commenced at the standard level of 5% and you automatically receive the higher level of 12.75% employer contribution. This is arranged through the State Government employee superannuation fund, QSuper who are notified on the commencement of your employment.

Should you not wish to contribute at this rate, you can elect to reduce your contribution down and receive the corresponding lower level of employer subsidy. Income protection cover is automatically provided, with the premium charged as a percentage of salary based on age. You also automatically receive four units of death and total and permanent disability cover, which costs \$1 per unit/week.

You will be sent a welcome package from QSuper outlining the conditions of your account. The package will also discuss other options available to yourself.

**Confidentiality/
Code of Conduct:**

In the course of their work, Health Service staff come in contact with information that must be kept confidential at all times. All employees are reminded that irresponsible discussion of any matters regarding the Health Service facilities, staff and most importantly the patients is regarded as an offence.

Please find enclosed a copy of the Queensland Health Code of Conduct and Bundaberg Health Service District Confidentiality Policy for your information, and the Bundaberg Health Service District Confidentiality Agreement. Please sign the **Confidentiality Agreement** and return same to Division of Medical Services within 5 working days.

Termination:

You may terminate your employment by giving three (3) months notice or by the forfeiture of 90 days salary as the case may be.

Location:

Your employment is subject to your willingness to work at any of the facilities of the Bundaberg Health Service District.

I would like to offer my congratulations on your ongoing appointment and hope that your work with the Bundaberg Health Service District will continue to be both beneficial and rewarding.

Yours sincerely



Dr Darren Keating
Director of Medical Services

BUNDABERG HEALTH SERVICE DISTRICT
Job Acceptance Offer

Re: Position – Director – Department of Surgery
Temporary Full-Time: 1st April 2005 to 31st March 2009

I accept the above position and terms and conditions as outlined in your letter dated 24th December 2004.

Name of Employee **Dr Jayant PATEL**

Signature of Employee _____

Date: _____

BUNDABERG HEALTH SERVICE DISTRICT
Job Description Form

This form is to be attached to the Job Description and included with the Job Offer.

Re: Position – Director – Department of Surgery
Temporary Full-Time: 1st April 2005 to 31st March 2009

I have read and understand the duties and requirements of the position as described in this Position Description and agree to be employed under such conditions and the relevant award.

Name of Employee: Dr Jayant PATEL

Signature of Employee _____

Date: _____

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JOB DESCRIPTION

POSITION TITLE	Director of Surgery
VACANCY REFERENCE NO	
LATTICE POSITION NO.	
LOCATION	Department of Surgery Bundaberg Base Hospital
CLASSIFICATION LEVEL	MO1-1 to MO1-7 or CI-1 – CI-2
SALARY LEVEL	According to Classification Level
REPORTS TO	Director of Medical Services Bundaberg Health Service District
AWARD	District Health Services – Senior Medical Officers' and Resident Medical Officers Award – State 2003
REVIEW DATE	November 2003

PURPOSE OF POSITION

- To coordinate and manage the provision of Surgical Services within the Bundaberg Health Service District (BHSD).
- The appointee will provide patient care, including surgical sessions, clinical rounds, outpatient sessions and teaching at the Bundaberg Base Hospital and other District and public patient facilities as required. The appointee will participate in the out of hours on call roster at the Bundaberg Base Hospital.
- As part of the appointment the appointee will be expected to be involved in undergraduate and post graduate teaching plus research as appropriate.
- To develop and implement the practice of continuous quality improvement at management and patient levels. The incumbent will develop appropriate quality activities and clinical audits.

ORGANISATIONAL ENVIRONMENT AND KEY RELATIONSHIPS

The BHSD provides comprehensive Hospital and Community based health care. The District consists of Bundaberg City and surrounding coastal towns from Burnett Heads to Woodgate, the towns of Childers, Gin Gin and Mount Perry. There are Hospitals at Bundaberg, Childers and Gin Gin and a Health Centre at Mount Perry.

The Bundaberg Hospital campus is a 140 bed facility. The Hospital provides medical, surgical, paediatrics, emergency, intensive/coronary care, day surgery, renal, orthopaedics, diabetes, gynaecology/obstetrics, medical oncology, rehabilitation, allied health and mental health services for the District population.

Community Health Services provided by the District comprises Community Mental Health, Alcohol and Drug, Child & Youth Mental Health, Child Health, BreastScreen, Oral Health and Indigenous Health.

BHSD has approximately 850 employees.

ROLE OF THE DEPARTMENT

The Department of Surgery provides emergency and elective surgery in the disciplines of general, orthopaedic, and vascular surgery.

Staffing is provided by a mixture of staff and visiting specialists. The Department has 2 PHOs, 1 JHO and 1 Intern.

The Department conducts an active postgraduate teaching program in surgery. Surgical Department residents are also expected to participate in the hospital prevocational training program.

REPORTING RELATIONSHIPS

Relationship between the position and the supervisor - The Director of Surgery will report directly to the Director of Medical Services (DMS), BHSD.

Role of staff reporting to the position - The Staff Surgeon, Staff Orthopaedic Surgeon, Visiting Medical Officers in Surgery, Vascular Surgery and Orthopaedics and Resident Medical Officers will report to the Director as appropriate.

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Primary communications – Internal communications are with all medical, paramedical, nursing and administration staff.

External communication with general practitioners in Bundaberg area and private medical specialists in the Bundaberg area, plus, specialist medical practitioners in Brisbane as required.

Major Challenges – The major challenge of the position is to provide maximum quality and quantity of patient care in a cost effective fashion in an environment of cost restraint.

ORGANISATIONAL CHART

Attached.

POSITION REQUIREMENTS

Queensland Health is committed to achieving its mission to improve the health and well-being of all Queenslanders. To sustain the trust of the people of Queensland in fulfilling this mission, and for staff to achieve their full potential, four core values are shared across the organisation. These are quality and recognition, professionalism, teamwork and performance accountability. Implementation of these values in the workplace requires the commitment of management and staff. The primary duties and assessment criteria outlined in this job description reflect the commitment to core values which is required by this position.

PRIMARY DUTIES/RESPONSIBILITIES

Services

- Lead and support surgical services in the District to meet local and corporate goals and deliver a high standard of care.
- Lead and participate in the provision of appropriate patient care to both elective and emergency general surgical admissions, and to provide effective general surgical outpatients.
- Deliver and/or coordinate surgical services to support District and Zonal initiatives.
- Participate in appropriate committees/forums, and prepares reports/documentation as they relate to Surgical Services as requested.
- Promote high professional clinical standards of practice for all staff in the Department.
- Ensure appropriate liaison with the Director of Medical Services regarding professional issues medical appointments/credentialling etc.
- Work collaboratively with all other services in the District.
- Operate in accordance with Queensland Health and District Policy framework.
- Promote and maintain high ethical standards in all work related activities.


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- Seek to actively maintain and upgrade medical knowledge and management/leadership knowledge and skills.
- Liaise with, and consult with other members of the medical, allied health, community and nursing staff to implement treatment plans consistent with achieving quality care.
- Comply with District-wide policies in:
 - * Bundaberg Health Service District Manuals
 - * Infection Control and Waste Management Manual
 - * Workplace Health and Safety Manual
 - * Fire/Disaster Manual
 and the policies specific to your position contained in the Departmental/Service Policy Manual.
- Participate as a multi-disciplinary team member and serve as a positive role model and advocate of the organisation.

Education and Training

- Play an active role in the training of emergency medicine resident medical staff, medical students, allied health staff, clinical support staff, local medical community and integrated community groups.
- Foster clinical, academic and research relationships.
- To conduct research appropriate to the services provided at Bundaberg Base Hospital and related hospitals.

Quality Improvement

- Actively lead, support and assist in the development of a culture of continuous quality improvement programs in the Department of Surgery.
- Some participation at the Department of Surgery in Accreditation Processes.
- Provide in the context of quality improvement: clinical guidelines, policies, procedures, departmental objectives, assessment of new technologies relevant to Surgery and plans to manage changing demands within resources available.
- Develop and monitor generic care pathways as an aid to clinical management.
- Report on clinical and administrative performance indicators and use indicator data to improve departmental performance.
- Explore changing models of care in the management of certain conditions, as an alternative to traditional in-patient care.

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PRIMARY DELEGATIONS AND ACCOUNTABILITIES

Accountabilities of this position are:

- To patients in accordance with the ethics and standards of the profession and relevant colleges.
- Provide services in accordance with the goals, policies and procedures of the BHSD and the Office of the DMS. Direct accountability is to the DMS at BHSD. This accountability specifically entails the economic use of staff, equipment, consumables, drugs and facilities in the delivery of service.
- Appropriate development of general surgical expertise of trainees, resident medical staff and medical students and to be involved in the evaluation and feedback of performance of these three categories.
- Be responsible for orientation, education, evaluation and performance feedback of all medical staff in the department.
- Foster clinical and academic relationships within the BHSD and the broader clinical community.
- At the request of the DMS, provide management of patients' complaints, medico-legal reports, police statements and any other administrative matters relevant to the department.
- In conjunction with the Nurse Practice Coordinators participate in the cost centre management for the Department of Surgery, including surgical ward and day surgery.
- Supervise and manage staff in line with quality Human Resource Management practices including Workplace Health and Safety, Employment Equity, Anti-discrimination and ethical behaviour.

Skills and Abilities

- Proven skills in general surgery.
- Capacity to balance service needs against the needs for education.
- Ability/education in administration/management is desirable.
- A capacity to educate, liaise and negotiate with professional staff, students, media and the public.
- Leadership qualities projecting a positive attitude to staff and creating a high degree of morale and team cohesion.
- Ability to maintain a good rapport with patients and hospital staff.

Knowledge

- A broad specialist level knowledge of general surgery.
- Sound knowledge of Quality Improvement processes relating to the Australian Council on Healthcare Standards.
- Sound knowledge of contemporary Human Resource practices including Workplace Health and Safety, Employment Equity, Anti-Discrimination and ethical behaviour.
- Sound knowledge of legislative framework including Health Act, Coroners Act, Mental Health Act, Power of Attorney Act.
- Capacity to adapt to change in hospital policies and practice.
- A record as an appropriate professional role model.

MANDATORY CRITERIA

Qualifications as a general surgeon suitable for specialist registration by the Medical Board of Queensland.

Appointment to this position requires proof of qualification and/or registration with the appropriate registration authority, including any necessary endorsements, to be provided prior to commencement of duty.

ASSESSMENT CRITERIA

All criteria have equal weighting.

- AC1 Extensive experience in contemporary health care delivery and an ability to manage a complex environment.
- AC2 Proven skills in the management of both elective and emergency general surgical patients.
- AC3 Proven skills in written and oral communication and with all levels of staff and the public.
- AC4 Demonstrated awareness of present and likely future trends in health service delivery and management.
- AC5 An understanding of the effective and efficient use of resources available to general surgery. Sound understanding of and proven skills in quality assurance and continuous improvement.
- AC6 Sound knowledge of a strategic level of human resource management issues, including Workplace Health and Safety, Equal Employment Opportunity, Anti-Discrimination and demonstrated commitment to their implementation.
- AC7 Understanding and commitment to Queensland Health Corporate Policies and direction.

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- AC7 Understanding and commitment to Queensland Health Corporate Policies and direction.

ADDITIONAL FACTORS

Queensland Health is a "smoke free" employer. Smoking is not permitted in any Queensland Health facility except where specifically defined.

PRE – EMPLOYMENT CHECKS

This position may be subject to pre-employment history checks including a working with children suitability check (Blue Card), criminal history, identity or previous disciplinary history checks for the preferred applicant.

HEPATITIS B VACCINATION

Health care workers in Queensland Health whose occupation poses a potential risk of exposure to blood or body fluids must be immunised against Hepatitis B according to the National Health and Medical Research Council Australian Immunisation Handbook 8th Edition and the Queensland Health Infection Control Guidelines.

Hepatitis B immunisation is a condition of employment for Health Care Workers in Queensland Health who have direct patient contact (eg medical officers, nurses and allied health staff), as well as those staff who, in the course of their work, may be exposed to blood or body fluids, for example by exposure to contaminated sharps eg (but not confined to) plumbers.

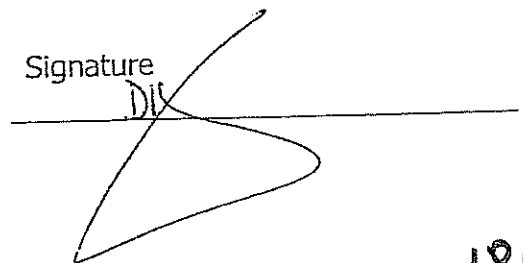
Proof of vaccination must be provided to the Human Resource Management Department upon acceptance of appointment. Proof of vaccination can be provided via a letter from a General Practitioner, infection control or occupational health department.

RESPONSIBLE OFFICER

Name: Dr Darren Keating
Director of Medical Services

Date: 27.11.2003

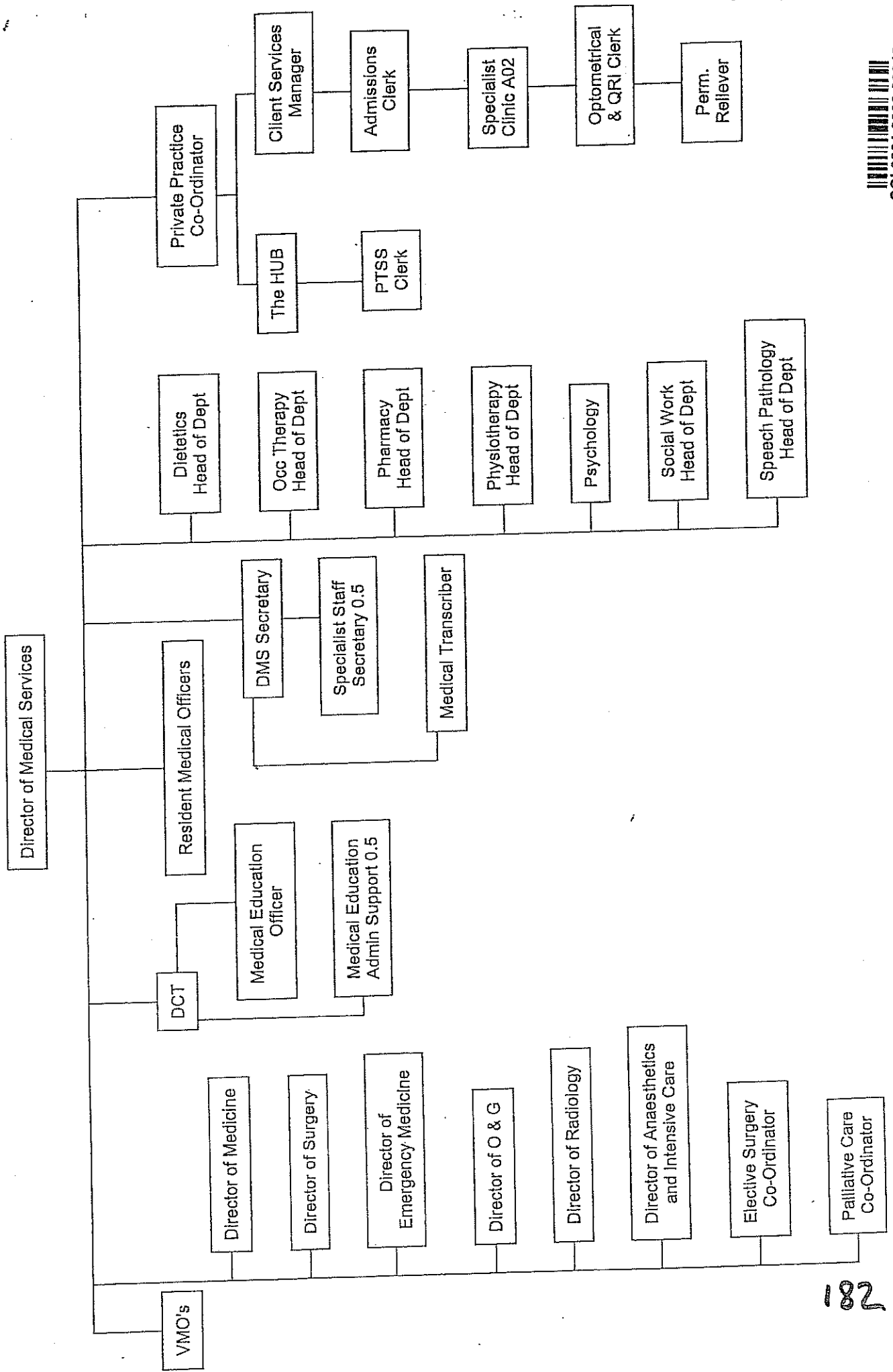
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Division of Medical Services



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