

ORGANISATIONAL OVERVIEW

Introduction:

Northern Health is a vibrant, fast-paced workplace located in the rapidly growing northern suburbs. This is driving us to think innovatively about the needs of the population and what the health system of the future might need to look like to meet those needs. We take care of our community by providing a wide range of health services at multiple locations including:

- Northern Hospital Epping
- Broadmeadows Hospital
- Craigieburn Community Hospital
- Bundoora Centre
- Merri-bek Community Team
- Broadmeadows Community Care Unit
- Broadmeadows Prevention and Recovery Care
- Hotham Street Community Mental Health Clinic
- Northern Prevention and Recovery Care
- Northern Community Care Unit and,
- Noogal Clinic
- Kilmore District Health
- Women's Health Hub
- Mernda Community Hospital

We also collaborate with our partners to help expand the range of health care services offered to our culturally rich and diverse community.

As an organisation, we are shifting our focus from illness to putting a spotlight on supporting our community in 'staying well'. In order to achieve this, we are developing strong relationships with other health service providers and the community across the region, to help us think differently about the future.

Northern Health provides a dynamic working environment, with a strong culture of teamwork, safety and respect. Northern Health is proud to be an inclusive employer and aims to ensure our workforce is representative of the community.

Our Vision:

Creating a healthier future by working together, innovating and delivering great care.

Our Values:

- Safe – We provide safe, trusted care for our patients. We are inclusive, culturally safe, celebrating the diversity of our staff and community.
- Kind – We treat everyone with kindness, respect and empathy. We provide patient-centred and compassionate care.
- Together – We work together with our staff, patients, consumers and health system partners.

Our Priorities:

Northern Health has determined six strategic directions. The directions are focused on addressing priorities for safety, sustainability, growth and innovation. They reflect our best assessment of opportunities and challenges in our current and future environment.

- Collaborate to deliver safe, efficient, effective and sustainable care in all our services
- Demonstrate our commitment to the wellbeing of our valued workforce
- Renew and strengthen our infrastructure, systems, tools and processes for financial sustainability and growth
- Innovate to shape the future of health care in Victoria
- Partner to keep people well and deliver the best possible care locally
- Drive research and education to deliver excellent care and develop the next generation of clinicians and health care leaders

These priorities are inter-related in that success in one area is dependent on success in another. Detailed plans have been developed to support each of the priority areas.

All Northern Health employees will contribute to improving patient safety by being familiar with, and applying the National Safety and Quality Standards and criteria.

Safety, Quality and Clinical Governance at Northern Health:

Northern Health is dedicated to providing the highest quality of care in the safest possible environment for every patient every time. We are focused on strengthening the safety and quality of care across the continuum, with a focus on saving lives, reducing harm and improving the patient experience.

Northern Health's safety and quality improvement activities focus on delivering the Strategic Plan and Operational Business Plans, and are supported by the Northern Health Clinical Governance and Risk Frameworks, and the Northern Health Quality Improvement Methodology.

The Northern Health Quality Management System brings together the core elements that underpin how:

- Quality and Clinical Governance is determined.
- Quality services are delivered.
- Risk is managed.
- Audit – what matters is monitored.
- Our committees monitor performance of controls put in place to ensure safe patient care.

Commitment to Child Safety at Northern Health:

- We are committed to the safety, participation and empowerment of all children
- We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and /or linguistically diverse backgrounds and to providing a safe environment for children with a disability.
- We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures
- We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow vigorously

Family Violence and Child Safety Statement:

Northern Health is a child safe environment and is committed to protecting children from harm and abuse, in accordance with our legal obligations and the Child Safe Standards. Northern Health aims to identify and respond individuals who are at risk of child abuse and family violence and we encourage victim survivors to disclose to their health professional to seek support and safety. Northern Health has zero tolerance of child abuse and family violence, and all disclosures and safety concerns will be treated sensitively in accordance with our policies and procedures.

Northern Health actively promotes the safety and wellbeing of all individuals. We recognize and respect individual rights, identities, relationships and cultures. Our aim is to foster a trauma-informed, culturally safe and child safe environment.

Northern Health is an Information Sharing Entity (ISE) and is prescribed to the Family Violence Multi-Agency Risk Assessment & Management (MARAM) Framework and the Information Sharing Schemes. Family violence and child safety training is mandatory for our staff members and volunteers.

Essential:

- Current National Police and Working with Children History Check.
- The Staff Immunisation Questionnaire must be completed by all new employees as part of the mandatory on-boarding process. New employees are not permitted to undertake any activity that requires patient contact prior to clearance by the Staff Immunisation Nurses; this also includes evidence of having the Flu vaccination on a yearly basis. New employees with contra-indications to vaccinations or who decline vaccination are required to attend a face to face consultation with the Immunisation Nurses for appropriate documentation of their contraindications or declination. This must be completed PRIOR to commencing any work with Northern Health.



POSITION DESCRIPTION

Position Title:	Advanced Endoscopy Fellowship
Business Unit/Division:	Office of CMO
Award Agreement:	In accordance with the Fair Work Act 2009 – National Employment Standards and the AMA Victoria – Doctors in Training (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement 2022-2026
Classification:	Fixed \$90,000 per annum and HM27 – HM30 (for On-Call)
Employment Type:	Full-Time, Fixed Term
Reports to:	Head of Endoscopy Service and Director of Gastroenterology
Date Prepared/Updated:	April 2026

ROLE STATEMENT

Northern Health has two Advanced Endoscopy Fellowships: one will ideally be a senior fellow with three years of gastroenterology training (FRACP) including prior endoscopy experience, and the second position a third year trainee. The fellow will work with administrative, nursing and medical staff to facilitate high quality endoscopy procedures and patient care at Northern Health. They will assist in the provision of care for both inpatients and outpatients requiring advanced endoscopy procedures, emergency procedures and urgent diagnostic procedures. They will work gastroenterology registrars and residents as well as liaising with other medical teams including surgical teams and oncology to assist with inpatient consultation or the facilitation or endoscopy for patients requiring advanced endoscopy procedures. The fellowships will be tailored towards a positions with either a greater focus on ESD and luminal endoscopy, or on Endoscopic Ultrasound (EUS) and ERCP.

They will attend regular endoscopy lists with advanced endoscopist for hands on training and teaching of high-quality gastroscopy and colonoscopy, therapeutic upper and lower endoscopy including Barrett's management, Endoscopic Mucosal Resection (EMR), Endoscopic Submucosal Dissection (ESD), Balloon enteroscopy, IBD endoscopy and dysplasia screening, EUS and ERCP. They will be part of the emergency on-call roster for out-of-hours endoscopy emergencies and inpatient care including weekend rounds at an expected frequency of one in five to seven weekdays and weekends.

The fellow will also undertake a significant research project with dedicated research time and be involved other research projects as well as quality activities including helping to coordinate the endoscopy morbidity and mortality presentation and colonoscopy quality audits. They will help coordinate the fortnightly endoscopy complex case discussion meeting and assist where needed to help coordinate some urgent investigations or reviews in multidisciplinary, pathology or radiology meetings. The fellow will help the efficiency of the endoscopy service by providing backfill of endoscopy lists.

All employees:

Quality, Safety, Risk and Continuous Improvement

- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives.
- Follow organisational safety, quality & risk policies and procedures
- Maintain a safe working environment for yourself, your colleagues and members of the public.

- Maintain an understanding of individual responsibility for patient safety, quality & risk as outlined in Northern Health [Clinical Governance & Patient Experience - Trusted Care](#).
- Contribute to organisational quality and safety initiatives.
- Escalate concerns regarding safety, quality & risk to appropriate staff members, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with principles of Patient Centred Care.
- Comply with Northern Health's commitment to Child Safety
- Comply with Northern Health mandatory continuing professional development requirements.
- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.
- All employees of Northern Health must comply with the health service's Staff Health / Workforce Immunisation procedure (as amended from time to time) together with any relevant State Government and Departmental directives. This requires all employees to be vaccinated for various diseases such as, but not limited to influenza.

KEY RESULT AREAS AND MAJOR RESPONSIBILITIES

Role Specific

The program content for the Endoscopy Fellowship will include clinical responsibilities, clinical research projects, and formal educational activities.

Clinical Responsibilities

Fellows will participate directly in the outpatient and inpatient management of Endoscopy patients via participation in:

- Weekly Endoscopy Clinic – The Fellow will attend a weekly endoscopy clinic based at Broadmeadows Hospital, including and take an active role in the follow up of management issues of outpatients between clinics such as liaising pathology, radiology and coordinating the addition of endoscopy patients to multi-disciplinary meetings and pathology/radiology meetings.
- An additional weekly clinic alternating between eosinophilic oesophagitis/iron deficiency and general gastroenterology clinic may be part of the role, except when endoscopy backfill is required.
- Inpatient care – The Endoscopy Fellow will work closely with the gastroenterology registrars in the co-ordination of inpatient management of requests for advanced endoscopy procedures.
- Weekly Multi-Disciplinary Meetings (Upper GI and Hepatobiliary alternating with Colorectal) – the Endoscopy Fellow will be present for these meetings when appropriate and coordinate endoscopy patient addition and feedback of outcomes.
- Endoscopy lists – the Endoscopy fellow will have the opportunity to attend and learn advanced endoscopy techniques including Colonic EMR, cap-assisted upper GI EMR, Endoscopic Ultrasound, Oesophageal stenting, PEG insertion, balloon enteroscopy, ESD, emergency endoscopic management of upper GI bleeding. Limited exposure to ERCP may be possible.
- Audit - They will coordinate and present the endoscopy morbidity and mortality meeting and annual colonoscopy quality data.
- Other: They will coordinate the fortnightly endoscopy complex case discussion meeting and assist where needed to help coordinate some urgent investigations or reviews in multidisciplinary, pathology or radiology meetings
- Endoscopy backfill – Once granted scope of practice to perform gastroscopy and colonoscopy independently the fellow would be expected to perform approximately one list per week of endoscopy backfill.
- On-call: Shared with other fellows and gastroenterology registrars, there is an on-call requirement. See below for more details.

Clinical Research Projects

The Endoscopy Fellow will:

- Be expected to design and implement at least one individual clinical research project including – hypothesis formulation with consultant supervision, ethics submission, data collection and analysis, manuscript preparation and presentation of results at national meetings.
- Be actively involved in other ongoing departmental endoscopy research projects
- Participate in Endoscopy-related quality assurance and audit projects

Formal Educational Activities

Endoscopy Fellow will participate in ongoing educational activities throughout the year including:

- Attendance at weekly departmental radiology and pathology meetings
- Attendance at weekly Multi-disciplinary meetings
- Participation in endoscopy journal club program and other journal clubs or educational meetings

On-call

- The Advanced Endoscopy Fellows participate in the gastroenterology department on-call service, including the emergency endoscopy on-call roster. This roster is shared between an estimated seven registrars and fellows for the year 2024.
- On-call requirements include:
 - One in five to seven weeknights first on-call for gastroenterology wards/admissions and emergency endoscopy
 - One in seven to eight weekends on-call for gastroenterology wards/admission and emergency endoscopy including weekend ward rounds when on-call for the weekend. Weekend ward rounds will be supported by a resident on Saturday and Sunday.
 - All on-call will be supported by an on-call consultant gastroenterologist who is always available for advice and who will be present in person for emergency after-hours endoscopy procedures.

Un-rostered Obligations

- The Endoscopy Fellow may be asked to provide clinical support for other registrars where this may be required due to workload or other unforeseen circumstances.
- The Endoscopy Fellow will be expected to backfill approximately one endoscopy list per week once the fellow has been given independent scope of practice to perform gastroscopy and colonoscopy.

Communication

- Facilitation of excellent communication and liaison with other staff, general practitioners and others involved in the patient's care.
- To ensure that patients/families are given adequate information about treatment decisions and follow-up.

Medical Records

- Ensure that the appropriate documentation is completed in the patient's hospital record. Entries should be legible, timely, regular and comprehensive to document patient status and issues, important changes or decisions, dated, designated and signed. Notes should include adequate information for coding and patient care purposes.

Administration

- To ensure up to date contact information is available to the hospital.
- To provide notification of inability to attend clinical duties for any reason by notifying Junior Medical Workforce Unit (JMWU) or the person on call for JMWU via communication centre, at least 2 hours prior to commencement of a rostered shift.
- To notify Junior Medical Workforce Unit (JMWU) in writing of all roster swaps, as per policy.
- To appropriately complete and submit leave forms for approval.

SELECTION CRITERIA**Essential**

- MBBS or equivalent degree enabling registration with AHPRA
- Must have satisfactorily completed at least five years of postgraduate hospital experience in an Australian, New Zealand (or recognised equivalent hospital, including at least two years in gastroenterology)
- Able to independently perform gastroscopy and colonoscopy, ideally with at least three years of prior training in gastroenterology and accreditation by the Conjoint Committee for Recognition in Training for Gastrointestinal Endoscopy (CCRTGE).
- Must be holder of a relevant employment visa or be eligible for applying for a relevant employment visa, if not an Australian resident.

Employee Declaration

I have read, understood and accept the above Position Description.

(Please print name)

Signature:

Date: