

**Fixed Term 0.8FTE Staff Specialist (Maternity Relief)**  
**Department of Renal Medicine & Transplant Unit (Nephrology)**  
**Westmead Hospital**

To apply for this position, please complete an online application by clicking on the link below:

<https://myclinicalprofile.com.au/OpenPositionLogin.aspx?UniqueId=387ed3ed-b338-459d-ad92-bf43a6e0a57a>

Applications must be received by 5pm on the advertising closing date.

**APPLICATIONS CLOSE 25 JUNE 2025**

This Fixed Term 0.8FTE Staff Specialist appointment is to provide maternity relief until 2 February 2026.

Successful applicants will have sound clinical knowledge in nephrology, dialysis and kidney/kidney pancreas transplantation and kidney conservative care management, demonstrated through successful clinical practice in an environment appropriate to the requirements of the position.

Successful applicants will also have a clinical expertise and research experiences in renal supportive care.

Successful applications will also have considerable experiences in clinical teaching, education and supervision of undergraduate and postgraduate medical trainees.

The Western Renal Service consists of comprehensive integrated nephrological care including an inpatient and outpatient care for general nephrology, dialysis, renal supportive care and transplant patients across the entire WSLHD Districts (Westmead, Auburn, Blacktown and Mt Druitt). Patients are seen by Nephrologists, Advanced Trainees and JMO's with a large highly specialized team of trained renal nurses and allied health staff.

**Selection Criteria**

- Possess or be eligible for registration with the Medical Board of Australia and Fellowship of the Royal Australasian College of Physicians (FRACP) or equivalent as provided for in the Staff Specialists (State) Award. Must have Australian Citizenship or Permanent Australian Residency.
- Sound clinical knowledge in nephrology, renal supportive care, dialysis and kidney/ and kidney pancreas transplantation demonstrated through successful clinical practice in an environment appropriate to the requirements of the position.
- Demonstrated skills and attitudes appropriate for practice as a Senior Medical Practitioner including:
  - High level interpersonal and communication skills.
  - Demonstrated ability working within a multidisciplinary team.
  - Experience and involvement in quality assurance activities and evidence-based best practice
  - Demonstrated commitment to teaching and supervision.
- Experience in caring for patients with pre-dialysis CKD and CKD (dialysis and transplant)
- Clinical and research experiences in kidney supportive care and services, kidney and kidney pancreas transplant, and dialysis care
- Experience in caring for patients with kidney transplants, on dialysis and with early/moderate stage chronic kidney disease and Research experience and commitment in clinical research

**Working with Children Check**

Applicants must provide evidence of a Working with Children Check issued by the Office of Communities Commission for Children and Young People. For more information on how to apply for the clearance, please visit the Commission for Children and Young People website: [Home | Office of the Children's Guardian \(nsw.gov.au\)](https://www.nsw.gov.au/working-with-children-check)

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**APPLICATIONS CLOSE 25 JUNE 2025**

**CONTACT**

**Professor Germaine Wong**

**Phone:** (02) 8890 6962

**E-mail:** [germaine.wong@health.nsw.gov.au](mailto:germaine.wong@health.nsw.gov.au)

If you are having any issues regarding your application via e-credential, please contact the Specialist Medical and Dental Recruitment Unit on (02) 8838 2094 or via e-mail: [WSLHD-SMADR@health.nsw.gov.au](mailto:WSLHD-SMADR@health.nsw.gov.au)

## Position Description

<b>Designation:</b>	<b>Nephrologist</b>
<b>Classification:</b>	<b>Staff Specialist</b>
<b>Award:</b>	<b>Staff Specialists (State) Award</b>
<b>Department:</b>	<b>Renal and Transplant Medicine</b>
<b>Location:</b>	<b>Westmead and Blacktown and Mount Druitt Hospitals</b>

### PRIMARY OBJECTIVES

The Westmead Hospital Renal Medicine and Transplant Unit is part of the Medical Services Division at Westmead Hospital and across the LHD part of the Sub Acute and Ambulatory Medicine Network.

### MAJOR ACCOUNTABILITIES

#### Clinical

- Clinical privileges will be exercised within the scope of practice granted by the Medical & Dental Appointments Advisory Committee (Credentials Sub-Committee).
- Provide high quality care for patients and their families/significant others.
- Ensure adequate communication occurs between clinicians within the organisation.
- Ensure detailed patient care treatment plans are in place to support the timely management of patients.
- Ensure a high standard of clinical record documentation is maintained. This includes utilisation of paper based systems and electronic mail compatible with hospital systems, and keeping appropriate databases up-to-date.
- Ensure effective patient handover and transfer of care.
- Ensure appropriate communication occurs with medical practitioners external to the organisation regarding patients under their care, including providing detailed discharge summaries as indicated.
- Provide reliable and responsive on-call services (when privileged to do so). Attendance when requested is to be within thirty minutes of call, or otherwise within a timeframe consistent with the needs of the specialty as determined and approved by the facility.

#### Research and Teaching

- Maintain an intellectual environment within the Department conducive to high quality medical research.
- Apply principles of evidence based medicine to clinical practice and contribute to the advancement of medical practice.
- Participate in research projects, implemented within the Department or in collaboration with research staff external to the Department, which have been approved by the Clinical Director and the appropriate regulatory committees.
- Encourage peers, registrars and resident medical officers to participate in research projects.

- Organise, deliver, or participate in education sessions within the Department.
- Teach and train effectively at all levels of undergraduate and postgraduate education where required.
- Provide “on the job” training of registrars and resident medical officers during ward rounds, outpatient clinics, operating/ procedural sessions as appropriate to the specialty.

### **Supervision**

- Fulfil responsibilities as mentors for medical students and resident medical staff assigned to the department as required. This includes participation in staff appraisal at regular intervals particularly in relation to registrars & resident medical staff.
- Supervise the junior medical staff and provide regular teaching and education in accordance with Health Education and Training Institute guidelines.
- Provide supervision and support for Fellows and Trainees in post-graduate medical programmes including University programmes, Colleges and the Western Division of General Practice.

### **Quality**

- Strive for continuing improvement in all aspects of work and that of colleagues, mindful of priorities and high standards.
- Actively support a “no blame” culture throughout the organisation.
- Undertake clinical governance activities, risk management and audit in order to improve the quality of service provision.
- Participate in all aspects of the clinicians’ toolkit to assess the quality of service being provided view to maintaining, assessing or improving standards of care, teaching or research. These quality improvement or other Departmental and Hospital processes, may include, but not be limited to Peer review; Morbidity & mortality meetings; Adverse and near miss events monitoring; Clinical risk management and Root cause analysis.
- Assist the Department Head to implement and develop appropriate clinical outcome measures.
- Actively participate in clinical practice improvement projects as identified through peer comparisons aimed at improving quality of both service delivery and patient care within the department.

### **PERFORMANCE MANAGEMENT**

- Participate in the Western Sydney Local Health District Performance Review and Management Framework for Senior Medical Practitioners. This is mandatory for all Senior Medical Practitioners in Western Sydney Local Health District as outlined in the Staff Specialist’s (State) Award and PD 2011\_010 for Visiting Medical Practitioners.
- Demonstrate clinical competency within the clinical privileges granted by Western Sydney Local Health District.
- Provide satisfactory demonstration that quality assurance, quality improvement and risk management obligations are met.

### **OTHER**

- Attend and contribute to department / business meetings.
- Participate in activities within the facility or network especially in relation to the departmental specialty.
- Participate with the Department Head in strategic planning for clinical service provision in the Western Sydney Local Health District, as appropriate.
- Participate in strategic planning for Research and Educational activities at the University of Sydney and its Western Clinical School, as appropriate.
- Ensure that the Facility Managers, Clinical Directors and Department Heads are fully informed in a timely fashion of any known circumstances relating to matters within the Department, or any other activities of staff thereof, so they are aware early of incidents leading to adverse publicity or legal action against staff of the Western Sydney Local Health District.

- Provide appropriate, timely returns to the Department Head indicating external funding, research output and publications, external consultation, professional work and liaison activities and Quality Assurance activities, as required by these bodies.
- Provide responses as required in respect to internal hospital enquiries relating to the carrying out of these duties, patient complaints, Health Care Complaints Commission matters, and medico legal requests.
- Assist the Department Head in recruitment activities as required.

## **SKILLS & ATTITUDES REQUIRED FOR PRACTICE AS A SENIOR MEDICAL PRACTITIONER**

### **1. Skills**

- Have the breadth of knowledge and skill to take responsibility for safe clinical decisions in nephrology and transplantation.
- Able to communicate effectively with patients including the management of difficult and complex situations with patients and their families, to advise them appropriately and to manage complaints effectively.
- Skilled in building relationships of trust with patients and their families/supporters, through effective interpretation skills, a courteous and compassionate approach, and respect for their privacy, dignity and cultural and religious beliefs.
- Effective interpersonal skills that bring out the best in colleagues, to resolve conflicts when they arise and to develop and maintain productive working relationships within the team.
- Capacity to work cooperatively with other staff and practitioners and support teams in a complex multidisciplinary team environment.
- Capable of judging competence and professional attributes in others.
- Demonstrate skills and strategies in the process of feedback to colleagues and trainees, ensuring positive and constructive outcomes.
- Demonstrate the potential or capability to teach and train effectively at all levels of undergraduate and postgraduate education where required.
- Able to take responsibility for clinical governance activities, risk management and audit in order to improve the quality of service provision.
- Have the self-awareness to acknowledge where the limits of competence lie and when it is appropriate to refer to other senior colleagues for advice.

### **2. Attitudes**

- Support teams that bring together different professions and disciplines and other agencies, to provide high quality health care.
- Strive for continuing improvement in all aspects of work and that of colleagues, mindful of priorities and high quality ethical care and standards.
- Ability to comply with the service objectives of Western Sydney Local Health District.
- Cognisant of the need to implement cost-effective therapies and evidence based practice into daily work.
- Act in personal and professional life to maintain public trust in the profession.
- Promote behaviour within the Department, which is respectful of all clinicians.
- Promote behaviour within the Department, which is respectful of the individual patient, their family, and their rights.
- Act quickly and effectively if there is reason to believe that their own or a colleague's conduct performance or health may put patients at risk.
- Commitment to own relevant professional and self-development.
- Commitment to clinical research and quality improvement.
- Commitment to education, training and the career development of junior medical staff and other undergraduate and postgraduate clinical staff.

## EO RESPONSIBILITIES

- Must adhere to the EEO policies and procedures of Western Sydney Local Health District.

## WORK HEALTH & SAFETY RESPONSIBILITIES

- Demonstrate commitment to WH&S through personal involvement.
- Do not put yourself or others at risk and cooperate with the employer.
- Follow the employer's reasonable instructions concerning health and safety in the workplace.
- Participate in WH&S education and training.
- Report any workplace hazards.
- Assist in the WH&S Risk Management process, by being actively involved in the identification, assessment and control of hazards and associated risks in the workplace.
- Assist managers in establishing and monitoring WHS Consultation in the workplace.

## Key Internal and External Relationships

Internally this SS will liaise closely with all medical, nursing, allied health, the research office and research nursing staff across the District

Externally the SS position will liaise with the patient and their families, and GP's

The Western Renal Service is the largest renal service in Australia. The service involves many different disciplines and require high level communication skills.

## Supervision Arrangements

This Staff Specialist will report directly to Prof. Germaine Wong, who is the Head of Renal Medicine and Transplantation service at Westmead and Auburn Hospital.

## Challenges / Problem Solving

Managing acute transplant and dialysis inpatient care

Managing competing priorities between acute patient care and outpatient care

Decision making in complex transplant and dialysis patients, and patients with palliative and end-of-life care.

## CODE OF CONDUCT AND ETHICS

- Comply with NSW Ministry of Health Code of Conduct.

## PRIVACY STATEMENT

The Privacy and Personal Information Protection Act 1998 (PPIPA) and the Health Records and Information Privacy Act 2002 (HRIPA) requires all staff/contractors and other health service providers who, in the course of their work, have access to personal information (PPIPA) or personal health information (HRIPA), to comply with the requirements of these Acts and the NSW Health Privacy Manual (PD2005\_593).

It is the responsibility of all staff to ensure privacy of personal information by following Western Sydney Local Health District privacy and security procedures in relation to any personal information accessed during the course of their duties.

## RISK MANAGEMENT OBLIGATIONS

- Report any risks identified (e.g. WHS, Corporate, Clinical, Financial, Service Delivery) and request a formal risk assessment to ensure the protection of the District, its staff, its patients and its resources.
- Notify all incidents identified using IIMS.
- Participate in the investigation of incidents as required.
- Participate in the implementation of recommendations arising from investigation of incidents.
- Encourage colleagues to notify incidents identified.

#### ADDITIONAL FACTORS

- The ability to relocate to other sites within Western Sydney Local Health District may at times be required.

#### DECLARATION

As the incumbent of this position, I have noted this Job Description and agree with the contents therein. I understand that other duties may be directed from time to time.

I also agree to strictly observe the Local Health District's policy on confidentiality of patient information or such sensitive information that I may come across in the course of my employment.

Incumbent:

Manager:

.....

.....

Signature:

Manager Title

Directorate / Department

Western Sydney Local Health District

## JOB DEMANDS CHECKLIST

This checklist is completed for each position. It reflects the physical, environmental, and psychological demands of positions. When completing the checklist, please make sure you align the demands in accordance with the [WSLHD Work Health and Safety Policy](#).

When considering the frequency of the job demand, you have the option of selecting:

- **Infrequent** – intermittent activity for a short time on a very infrequent basis
- **Occasional** – activity exists for up to 1/3 of the time when performing the job
- **Frequent** – activity exists between one third and two thirds of the time when doing the job
- **Constant** – activity exists for more than 2/3 of the time when performing the job
- **Repetitive** – activity involves repetitive movement
- **Not Applicable** – activity is not required to perform the job

You can make further comments under each section.

Physical Demands	Frequency
Comments:	
<b>Sitting</b> - remaining in a seated position to perform tasks	Constant
<b>Standing</b> - remaining standing without moving about to perform tasks	Occasional
<b>Walking</b> - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Occasional
<b>Running</b> - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Not applicable
<b>Bend/Lean Forward from Waist</b> - Forward bending from the waist to perform tasks	Occasional
<b>Trunk Twisting</b> - Turning from the waist while sitting or standing to perform tasks	Frequent
<b>Kneeling</b> - remaining in a kneeling posture to perform tasks	Infrequent
<b>Squatting / Crouching</b> - Adopting a squatting or crouching posture to perform	Infrequent
<b>Leg / Foot Movement</b> - Use of leg and / or foot to operate machinery	Not applicable
<b>Climbing (stairs/ladders)</b> - Ascend / descend stairs, ladders, steps	Infrequent
<b>Lifting / Carrying</b> - Light lifting & carrying: 0 - 9 kg	Occasional
<b>Lifting / Carrying</b> - Moderate lifting & carrying: 10 - 15 kg	Occasional
<b>Lifting / Carrying</b> - Heavy lifting & carrying: 16kg & above	Not applicable
<b>Reaching</b> - Arms fully extended forward or raised above shoulder	Occasional
<b>Pushing / Pulling / Restraining</b> - Using force to hold / restrain or move objects toward or away from the body	Occasional
<b>Head / Neck Postures</b> - Holding head in a position other than neutral (facing	Never
<b>Hand &amp; Arm Movements</b> - Repetitive movements of hands and arms	Constant
<b>Grasping / Fine Manipulation</b> - Gripping, holding, clasping with fingers or hands	Constant
<b>Work At Heights</b> - Using ladders, footstools, scaffolding, or other objects to perform	Not applicable
<b>Driving</b> - Operating any motor powered vehicle	Occasional
Sensory Demands	Frequency
Comments:	
<b>Sight</b> - Use of sight is an integral part of work performance e.g. Viewing of X-Rays, computer screens	Constantly
<b>Hearing</b> - Use of hearing is an integral part of work performance e.g. Telephone	Constantly
<b>Smell</b> - Use of smell is an integral part of work performance e.g. Working with	Infrequent
<b>Taste</b> - Use of taste is an integral part of work performance e.g. Food preparation	Not applicable
<b>Touch</b> - Use of touch is an integral part of work performance	Frequent



Psychosocial Demands	Frequency
Comments:	
<b>Distressed People</b> - e.g. Emergency or grief situations	Occasional
<b>Aggressive &amp; Uncooperative People</b> - e.g. drug / alcohol, dementia, mental	Occasional
<b>Unpredictable People</b> - e.g. Dementia, mental illness, head injuries	Occasional
<b>Restraining</b> - involvement in physical containment of patients / clients	Not applicable
<b>Exposure to Distressing Situations</b> - e.g. Child abuse, viewing dead / mutilated	Infrequent
Environmental Demands	Frequency
Comments:	
<b>Dust</b> - Exposure to atmospheric dust	Occasional
<b>Gases</b> - Working with explosive or flammable gases requiring precautionary	Infrequent
<b>Fumes</b> - Exposure to noxious or toxic fumes	Infrequent
<b>Liquids</b> - Working with corrosive, toxic or poisonous liquids or chemicals requiring	Infrequent
<b>Hazardous substances</b> - e.g. Dry chemicals, glues	Infrequent
<b>Noise</b> - Environmental / background noise necessitates people raise their voice to	Infrequent
<b>Inadequate Lighting</b> - Risk of trips, falls or eyestrain	Infrequent
<b>Sunlight</b> - Risk of sunburn exists from spending more than 10 minutes per day in	Infrequent
<b>Extreme Temperatures</b> - Environmental temperatures are less than 15C or more than 35C	Infrequent
<b>Confined Spaces</b> - areas where only one egress (escape route) exists	Infrequent
<b>Slippery or Uneven Surfaces</b> - Greasy or wet floor surfaces, ramps, uneven	Infrequent
<b>Inadequate Housekeeping</b> - Obstructions to walkways and work areas cause trips and falls	Infrequent
<b>Working At Heights</b> - Ladders / stepladders / scaffolding are required to perform	Not applicable
<b>Biological Hazards</b> - e.g. exposure to body fluids, bacteria, infectious diseases	Occasional
<p><i>As the incumbent of this position, I confirm I have read the Position Description and Job Demands Checklist, understand its content and agree to work in accordance with the requirements of the position.</i></p> <p><b>Employee Name:</b> _____</p> <p><b>Employee Signature:</b> _____</p> <p><b>Date:</b> _____</p> <p><b>Manager's Name:</b> _____</p> <p><b>Managers Signature:</b> _____</p> <p><b>Date:</b> _____</p>	



# Fixed Term 0.8FTE Staff Specialist - Renal & Transplant Medicine - Westmead Hospital - WSLHD | APPLY VIA E-CREDENTIAL

Westmead, Westmead Hospital | Western Sydney

NEW

Specialist

REQ582962

44 minutes ago

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Specialist

Requisition #: REQ581583

Permanent Up to 1.0FTE Staff  
Specialist - Diabetes and  
Endocrinology - Westmead  
Hospital | APPLY VIA E-  
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Specialist

Requisition #: REQ578182

Permanent 0.2FTE Psychiatry  
Staff Specialist - Intellectual  
Disability - WSLHD Allied Health -  
Westmead Hospital | APPLY VIA  
ECREDENTIAL

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Specialist

Requisition #: REQ581536

- Experience and involvement in quality assurance activities and evidence-based best practice
- Demonstrated commitment to teaching and supervision.
- Experience in caring for patients with pre-dialysis CKD and CKD (dialysis and transplant)
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**Phone:** (02) 8890 6962

**E-mail:** [germaine.wong@health.nsw.gov.au](mailto:germaine.wong@health.nsw.gov.au)

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## WSBRIEF24/4356

Record Type **WSLHD Brief**

Approve to advertise and recruit Maternity Leave Cover for Dr. Elke Woodhouse Renal Medicine - Westmead Hospital

Container No. **WS22/1099**

Primary contact **Wong, Germaine**

Business Phone

Record Barcode



Registered by  
Notes

**Hickson, Michelle**

"Wednesday, 4 June 2025 at 3:40:02 PM (GMT-10:00) Fontaine, Nicole:"

Received at SMADR. Added to WIP tracker - Sent to Team Leader for allocation to Coordinator.

"Wednesday, 4 June 2025 at 2:52:43 PM (GMT-10:00) Clavecillas, Linda:"

Submitted to SMADR cc HOD

"Wednesday, 4 June 2025 at 1:47:27 PM (GMT-10:00) Dalmati, Karen:"

Approved by A/CE

Returned to Facility for actioning

"Wednesday, 28 May 2025 at 4:34:05 PM (GMT-10:00) Singh, Shabnam (Sonia):"

Submitted to A/CE for approval.

"Wednesday, 28 May 2025 at 3:29:15 PM (GMT-10:00) Khan, Hafsa:"

Approved by A/EDMS. Forwarded to OCE for A/CE approval.

"Monday, 26 May 2025 at 9:02:08 AM (GMT-10:00) Muller (Marskell), Baileigh-Rae:"

Rcvd by OEDMS, forwarded to A/EDMS for review and approval.

"Friday, 23 May 2025 at 3:59:43 PM (GMT-10:00) Junker, Carol:"

IGM approval attached and submitted to A/EDMS for approval

"Friday, 23 May 2025 at 3:53:19 PM (GMT-10:00) Singh, Shabnam (Sonia):"

Returned to WGMU.

"Friday, 23 May 2025 at 1:59:13 PM (GMT-10:00) Junker, Carol:"

Approved with minor amendments.

Resubmitted to A/CE for approval.

"Thursday, 22 May 2025 at 5:05:14 PM (GMT-10:00) Clavecillas, Linda:"

Revised brief resub to I-GM cc A/DHR

"Wednesday, 14 May 2025 at 2:06:57 PM (GMT-10:00) Junker, Carol:"

For IGM & EO discussion

"Tuesday, 13 May 2025 at 11:40:13 AM (GMT-10:00) Junker, Carol:"

Resubmitted to IGM for approval

"Tuesday, 13 May 2025 at 8:44:41 AM (GMT-10:00) Crowther, Celine Marie:"

Re-submission to OGMU noting additions highlighted in yellow.

"Thursday, 8 May 2025 at 3:19:41 PM (GMT-10:00) Crowther, Celine Marie:"

I/GM asked for further information which has been highlighted in yellow. Emailed OGMU for tabling at next RRC as per DMS request.

"Wednesday, 12 March 2025 at 2:30:57 PM (GMT-11:00) Dalmati, Karen:"

Reviewed by the CE

Referred to recruitment review committee 17/3

"Thursday, 6 March 2025 at 4:50:30 PM (GMT-11:00) Dalmati, Karen:"

"Wednesday, 5 March 2025 at 2:01:57 PM (GMT-11:00) Crowther, Celine Marie:"

Re-submitted to OCE highlighting sub headings which have been added

"Wednesday, 5 March 2025 at 9:21:28 AM (GMT-11:00) Dalmati, Karen:"

Emailed WAMS WM to follow up, unable to see the updates highlighted yellow as per previous note

"Thursday, 27 February 2025 at 11:48:23 AM (GMT-11:00) Crowther, Celine Marie:"

Brief has been updated to new template and additional information requested has been highlighted in yellow. Request for OGMU to resubmit to OCE.

"Monday, 24 February 2025 at 10:20:49 AM (GMT-11:00) Crowther, Celine Marie:"

Resubmitted with additional information in response to OCE/GM queries. Have requested for OGMU to resubmit to OCE.

"Friday, 21 February 2025 at 10:50:19 AM (GMT-11:00) Green, Carla Ann:"

Brief updated and escalated to GMU

"Tuesday, 18 February 2025 at 2:42:01 PM (GMT-11:00) Junker, Carol:"

Comment received from HoD Renal, and reviewed by DGM -

" Noting Elke is taking at least 8 months off.

- We will be down by 0.8 FTE, which will place immense strain on the team and will compromise our ability to provide essential care.
- Renal supportive care: There will be no renal supportive care cover, a critical service for managing complex patients, particularly those requiring end-of-life care and symptom management.
- Dialysis capacity: The ongoing dialysis crisis will worsen, as the lack of adequate staffing will directly impact our ability to maintain or expand dialysis services. Given the current challenges in managing patient flow and ensuring timely access to dialysis, this gap will exacerbate an already stretched system.
- Transplantation service: Elke's 0.4 FTE role in transplantation is also at risk of not being covered, jeopardising our ability to manage transplant recipients effectively. This could lead to delays in patient assessments, and overall transplant coordination, affecting both patient outcomes and service efficiency."

Response submitted to OCE

"Tuesday, 4 February 2025 at 12:45:47 PM (GMT-11:00) Dalmati, Karen:"

Reviewed by the CE

Returned with Comment for GM

Amanda what problems arise if we don't backfill ?

"Thursday, 30 January 2025 at 3:50:31 PM (GMT-11:00) Dalmati, Karen:"

Received from OEDMS

Submitted for CE review and approval

"Thursday, 30 January 2025 at 2:31:11 PM (GMT-11:00) Russell, Amanda:"

A/EDMS approval added as child doc

Brief forwarded to the OCE for CE approval

"Tuesday, 28 January 2025 at 4:10:19 PM (GMT-11:00) Russell, Amanda:"

Received by the OEDMS for review and approval

"Tuesday, 28 January 2025 at 2:29:50 PM (GMT-11:00) Yiamarelos, Melissa:"

Approved by the GM and submitted to EDMS for approval.

"Wednesday, 22 January 2025 at 10:24:58 AM (GMT-11:00) Crowther, Celine Marie:"

Hardcopy of brief in GMU as requested.

"Monday, 20 January 2025 at 11:43:43 AM (GMT-11:00) Junker, Carol:"

Email to WMD Finance requesting brief be submitted via hard copy

"Friday, 17 January 2025 at 12:22:57 PM (GMT-11:00) Abdelwahed, Rania:"

**"Thursday, 16 January 2025 at 12:50:13 PM (GMT-11:00) Andersen, Elizabeth:"**

Financially approved, subject to the department meeting the additional expense of \$75k from within its allocated budget.

Financial section of the Brief has been updated to reflect this commitment.

**"Tuesday, 7 January 2025 at 3:48:10 PM (GMT-11:00) Dhaliwal, Pratibha:"**

Brief received by Westmead Finance. Progressed to A/DOF for further review.

**"Friday, 13 December 2024 at 8:07:18 AM (GMT-11:00) Crowther, Celine Marie:"**

Approved by A/DMS + submitted to A/DoF

**"Thursday, 12 December 2024 at 10:50:03 AM (GMT-11:00) Jaleel, Fouzia:"**

submitted to a/DMS

**"Tuesday, 10 December 2024 at 3:23:36 PM (GMT-11:00) Crowther, Celine Marie:"**

Reviewed & slightly edited by MSM, brief + clinical privileges printed for A/DMS

## Approve to advertise and recruit 0.8FTE Maternity Leave Cover for Dr Woodhouse, Staff Specialist, Renal Medicine

<b>Topic</b>	Approve to advertise a temporary 8 months <b>0.8 FTE Staff Specialist (SS) Cover</b> in Renal Medicine, Westmead Hospital.
<b>Analysis</b>	<p>Dr Elke Woodhouse is commencing maternity leave on 5<sup>th</sup> June 2025.to 2<sup>nd</sup> February 2026.(<b>TAB C</b> email from Dr Woodhouse).</p> <p>To ensure patient care is maintained, approval to backfill is requested for the duration of the maternity leave.</p> <p>Dr Woodhouse holds a 0.8 FTE which is a significant proportion of the overall FTE within the service. The existing team have no capacity to pick up this extra workload and if this position is not backfilled, it would create a significant clinical risk within the service.</p>

### Recommendation

1. Approve advertising and recruitment of a temporary fixed term 0.8 FTE SS to backfill position for 8 months to cover maternity leave, from 5<sup>th</sup> June 2025 to 2<sup>nd</sup> February 2026 in Renal Medicine. (**TAB A** - Request To Fill 0.8 FTE SS)

A/Chief Executive's  
signature

Approved by Peter Rophail

Date 04/05/2025

### Key reasons

#### Position outline

**This position provides management of post-transplant care for kidney and kidney-pancreas recipients.** The absence of this critical role will impact on essential services, especially the management of post-transplant care for kidney and kidney-pancreas recipients, as well as the care of dialysis patients and those requiring kidney conservative treatment.

#### Workforce outline

The total senior medical FTE in Renal Medicine (Westmead) currently comprise:

- 4.2FTE in Transplant
- 4.4FTE in Dialysis/Nephrology,
- 0.3FTE in Kidney Supportive Care.

The Renal Department provides care to over 800 prevalent dialysis patients, 550 transplant recipients, and over 3,000 patients with stage 3b/4 CKD. All senior medical staff are fully engaged in direct medical care

Dr Woodhouse holds a significant FTE allocation and contributes 0.8 FTE across all three areas above. Dr Woodhouse is the sole nephrologist supporting the renal supportive care service, which provides essential care to over 200 patients across the district.

Recruitment to provide backfill for the entire duration of leave will ensure continuity in the patient care and services. Of significance to the renal service, , two senior staff specialists are scheduled to reduce their clinical commitments and retire by the end of 2025.

Approve to advertise and recruit 0.8 FTE Maternity Leave Cover for Dr. Dr Woodhouse, Staff Specialist, Renal Medicine

## Financial Impact

There will be additional cost of \$75k to cover Dr Woodhouse for the entire leave period and will need to be met from within the department's allocated budget (TAB D).

## Consultation

Contact	Position	Phone number
Dr Yogendra Narayan	Senior Medical Advisor – WSLHD	0419 680 961
Bella Zhang	Finance Business Partner	0420 985 818
Dr. Richard Phoon	A/Director Medical Service, Westmead	

## Contact and approval

Contact	Position	Phone number
Professor G Wong	Head Renal Medicine and Transplant	0411 603 282
Celine Crowther	Medical Services Manager – Exec Unit	0419 468 972

Name	Position	Date
Sara Ghaly	A/Executive Director Medical Services	28/05/2025
Alison Derrett	Interim General Manager, Westmead Hospital	23/05/2025
Ms Elizabeth Anderson	A/Director Finance and Performance, Westmead Hospital	16/01/2025
Dr Richard Phoon	A/Director Medical Services, Westmead Hospital	12/12/2024

## Attachments

Tab	Title
A	RTF
B	Letter from Dr. James Bacon, OBGYN
C	Email confirmation from Dr Woodhouse regarding her date of return to work
D	Financial Analysis from the Finance Business Partner



**ALL Information requested in this document is a core requirement of advertising - incomplete and insufficient information will lead to delays in the recruitment timelines. Please endeavour to submit complete information when requesting approval to recruit. Any questions regarding this form can be forwarded to wslhd-smadr@health.nsw.gov.au or 8838 2094.**

POSITION DETAILS				HPECM Ref. #:		WSBRIEF24/4356	
Permanent <input type="checkbox"/> Fixed Term      Duration <input checked="" type="checkbox"/> Temporary      Duration      8 months maternity leave cover <input type="checkbox"/>				New Position <input type="checkbox"/> Replacement (Resignation/Retirement) <input checked="" type="checkbox"/> Temporary Position			
Position Title		Staff Specialist Nephrologist		Department		Renal Medicine and Transplant Unit	
Facility		Westmead hospital		Division		Medical Services Westmead	
Specialty		Nephrology		Sub-Specialty		Transplant, Kidney Conservative	
Position Type	<input checked="" type="checkbox"/> Staff Specialist		<input type="checkbox"/> Full-Time		<input checked="" type="checkbox"/> Part Time		0.80 FTE
	<input type="checkbox"/> VMO		Hours:		FFS: Budget:		
	<input type="checkbox"/> HMO <i>NB Honorary Fellows processed by RSU</i>						
	<input type="checkbox"/> VMP		Facility Fee:				
	<input type="checkbox"/> Postgraduate Fellow		<input type="checkbox"/> Full-Time		<input type="checkbox"/> Part Time		FTE
	<input type="checkbox"/> Dental Staff Specialist		<input type="checkbox"/> Full-Time		<input type="checkbox"/> Part Time		FTE
	<input type="checkbox"/> VDO		Hours:				
	<input type="checkbox"/> Other (please specify):						
Radiation (EPA) License Required		No		Laser		No	
Previous Occupant's Name <i>(Not applicable if new appointment)</i>		N/A		StaffLink Position Number <i>(Not applicable if new position)</i>			
Reason for Vacancy		It is a temporary position to backfill a staff specialist position (Renal) at Westmead Hospital for 8 months.					

### TEMPORARY APPOINTMENTS

Direct Appointments for up to 13 weeks can be recommended. Must include temp checklist and an application package completed by the Doctor. Note delays in submitting completed supporting documentation will impact the recruitment timelines significantly.

Name of temporary appointee		Proposed start date	
Length of appointment (maximum 13 weeks)			
Is the Temporary Appointment Checklist attached <i>Available at XXX URL</i>		Choose an item.	
Doctors Application Package attached <i>Available at XXX URL</i>		Choose an item.	
Doctor recommended for temporary appointment has fellowship and specialist registration		Choose an item.	

## ADVERTISEMENT INFORMATION

There are multiple options for recruitment, the below table aims to summarise the popular options however is not an all-inclusive list. If you have any questions or clarifications please contact SMADR on [wsld-smadr@health.nsw.gov.au](mailto:wsld-smadr@health.nsw.gov.au) or 8838 2094.

<b>Advertisement Required</b> (Select 1 option)	<input checked="" type="checkbox"/> Yes (to NSW Health only) <input type="checkbox"/> Yes (to NSW Health and other media type – <i>extra costs may apply</i> ) <input type="checkbox"/> No – Temporary appointment only <input type="checkbox"/> No – Expression of Interest within the Department (option is only available for small fraction staff specialist positions or fixed term positions) <input type="checkbox"/> Other:
<b>Advertisement Period</b> (Select 1 option)	<input type="checkbox"/> 1 Week (minimum) <input checked="" type="checkbox"/> 2 Weeks (default/standard) <input type="checkbox"/> Other:

## Terms and Conditions for Recruitment

### Fellowship/Specialist Recognition

(Select 1 option)

Please carefully consider the fellowship requirements as this will influence the candidates who are eligible to apply for the position

<input checked="" type="checkbox"/>	Applicants <b>must</b> have Australian Fellowship/Specialist Registration	To be eligible for the position applicants must have fellowship/specialist registration at time of advertisement. The result of this clause is all JMOs in the Department are ineligible for submitting an application.
<input type="checkbox"/>	Applicants expecting to be awarded fellowship within <b>3 months</b> are eligible to apply	Applicants expecting to be awarded fellowship within a defined period are eligible to apply for the position. Note this option should only be selected if it is appropriate that the role is filled with a newly qualified consultant. Often this option is utilised in the second part of the year to consider Advanced Trainees and JMOs who are nearing graduation. The successful candidate cannot commence in the role until fellowship is obtained. This option should ideally be offered only for specialties and subspecialties that are known to be hard to recruit to due to scarcity of specialists the local market.
<input type="checkbox"/>	Applicants expecting to be awarded fellowship within <b>6 months</b> are eligible to apply	

## Conjoint University Appointment

<input type="checkbox"/>	<b>NO</b>	
<input checked="" type="checkbox"/>	<b>YES</b>	<p>Successful applicants may be offered a conjoint university appointment within the Faculty of Medicine at the relevant University attached to each facility. The level of academic appointment will be commensurate with the qualifications, experience and scholarship and will be held only during the tenure of the Western Sydney Local Health District appointment. No remuneration is attached to the University appointment. The appointee will be responsible to the University for academic matters and to the District for clinical matters.</p> <p>Prior to including this opportunity in the advertisement, ideally there should be some evidence of discussions with University and the Uni's consent for the vacancy advert to include that option.</p>

## Contact for Advertisement

**NB The names and contacts below will be advertised with the position**

Head of Department Name	Professor Germaine Wong
Head of Department Phone Number	8890 6962
Head of Department Email	<a href="mailto:germaine.wong@health.nsw.gov.au">germaine.wong@health.nsw.gov.au</a>
Alternate Contact Name	
Alternate Contact Phone Number	
Alternate Contact Email	

Attributes desired from the preferred candidates

*Provide a brief summary of the attributes of the preferred candidate. Please note this will be included in the advertisement*

Successful applicants will have sound clinical knowledge in nephrology, dialysis and kidney/kidney pancreas transplantation and kidney conservative care management, demonstrated through successful clinical practice in an environment appropriate to the requirements of the position.

Successful applicants will also have a clinical expertise and research experiences in renal supportive care.

Successful applications will also have considerable experiences in clinical teaching, education and supervision of undergraduate and postgraduate medical trainees.

Department Summary to include in the advert

*The Western Renal Service consists of comprehensive integrated nephrological care including an inpatient and outpatient care for general nephrology, dialysis, renal supportive care and transplant patients across the entire WSLHD Districts (Westmead, Auburn, Blacktown and Mt Druitt). Patients are seen by Nephrologists, Advanced Trainees and JMO's with a large highly specialized team of trained renal nurses and allied health staff.*

#### Selection Criteria

**NB Please complete all selection criteria for the position. Maximum 8 criteria.**

<b>Core</b>	<ol style="list-style-type: none"> <li>1. Possesses the Fellowship of the Royal Australasian College of Physicians (RACP). Must have Australian Citizenship or Permanent Australian Residency.</li> <li>2. Sound clinical knowledge in nephrology, renal supportive care, dialysis and kidney/ and kidney pancreas transplantation demonstrated through successful clinical practice in an environment appropriate to the requirements of the position.</li> <li>3. Demonstrated skills and attitudes appropriate for practice as a Senior Medical Practitioner including: High level interpersonal and communication skills.</li> <li>4. Demonstrated ability working within a multidisciplinary team.</li> <li>5. Experience and involvement in quality assurance activities and evidence-based best practice</li> <li>6. Demonstrated commitment to teaching and supervision.</li> <li>7. Experience in caring for patients with pre-dialysis CKD and CKD (dialysis and transplant)</li> <li>8. Clinical and research experiences in kidney supportive care and services, kidney and kidney pancreas transplant, and dialysis care</li> </ol>
<b>Position Specific Selection Criteria requirements</b> <i>(insert Subspecialty interest or expertise appropriate to the needs of the Department)</i>	<ol style="list-style-type: none"> <li>1. Experience in caring for patients with kidney transplants, on dialysis and with early/moderate stage chronic kidney disease.</li> <li>2. Research experience and commitment in clinical research</li> </ol>

## POSITION DESCRIPTION

Please complete all sections below with sufficient detail to be included in the position description. Insufficient information will delay recruitment processing. Template Position Description is available at [\[INSERT URL\]](#)

Statement detailing description of Clinical Stream and Department to which the appointment applies

The Westmead Hospital Renal Medicine and Transplant Unit is part of the Medical Services Division at Westmead Hospital and across the LHD part of the Sub Acute and Ambulatory Medicine Network.

Statement detailing specific clinical and non-clinical duties to be undertaken (This should be sufficiently detailed to enable transfer of information into the VMOs Schedule of Services to be provided, and into the Staff Specialists Annual Performance Agreement)

## MAJOR ACCOUNTABILITIES

### Clinical

- Clinical privileges will be exercised within the scope of practice granted by the Medical & Dental Appointments Advisory Committee (Credentials Sub-Committee).
- Provide high quality care for patients and their families/significant others.
- Ensure adequate communication occurs between clinicians within the organisation.
- Ensure detailed patient care treatment plans are in place to support the timely management of patients.
- Ensure a high standard of clinical record documentation is maintained. This includes utilisation of paper based systems and electronic mail compatible with hospital systems, and keeping appropriate databases up-to-date.
- Ensure effective patient handover and transfer of care.
- Ensure appropriate communication occurs with medical practitioners external to the organisation regarding patients under their care, including providing detailed discharge summaries as indicated.
- Provide reliable and responsive on-call services (when privileged to do so). Attendance when requested is to be within thirty minutes of call, or otherwise within a timeframe consistent with the needs of the specialty as determined and approved by the facility.

### Research and Teaching

- Maintain an intellectual environment within the Department conducive to high quality medical research.
- Apply principles of evidence-based medicine to clinical practice and contribute to the advancement of medical practice.
- Participate in research projects, implemented within the Department or in collaboration with research staff external to the Department, which have been approved by the Clinical Director and the appropriate regulatory committees.
- Encourage peers, registrars and resident medical officers to participate in research projects.
- Organise, deliver, or participate in education sessions within the Department.
- Teach and train effectively at all levels of undergraduate and postgraduate education where required.
- Provide “on the job” training of registrars and resident medical officers during ward rounds, outpatient clinics, operating/ procedural sessions as appropriate to the specialty.

### Supervision

- Fulfil responsibilities as mentors for medical students and resident medical staff assigned to the department as required. This includes participation in staff appraisal at regular intervals particularly in relation to registrars & resident medical staff.
- Supervise the junior medical staff and provide regular teaching and education in accordance with Health Education and Training Institute guidelines.
- Provide supervision and support for Fellows and Trainees in post-graduate medical programmes including University programmes, Colleges and the Western Division of General Practice.

### Quality

- Strive for continuing improvement in all aspects of work and that of colleagues, mindful of priorities and high standards.

- Actively support a “no blame” culture throughout the organisation.
- Undertake clinical governance activities, risk management and audit in order to improve the quality of service provision.
- Participate in all aspects of the clinicians’ toolkit to assess the quality of service being provided view to maintaining, assessing or improving standards of care, teaching or research. These quality improvement or other Departmental and Hospital processes, may include, but not be limited to Peer review; Morbidity & mortality meetings; Adverse and near miss events monitoring; Clinical risk management and Root cause analysis.
- Assist the Department Head to implement and develop appropriate clinical outcome measures.
- Actively participate in clinical practice improvement projects as identified through peer comparisons aimed at improving quality of both service delivery and patient care within the department.

#### **PERFORMANCE MANAGEMENT**

- Participate in the Western Sydney Local Health District Performance Review and Management Framework for Senior Medical Practitioners. This is mandatory for all Senior Medical Practitioners in Western Sydney Local Health District as outlined in the Staff Specialist’s (State) Award and PD 2011\_010 for Visiting Medical Practitioners.
- Demonstrate clinical competency within the clinical privileges granted by Western Sydney Local Health District.
- Provide satisfactory demonstration that quality assurance, quality improvement and risk management obligations are met.

#### **OTHER**

- Attend and contribute to department / business meetings.
- Participate in activities within the facility or network especially in relation to the departmental specialty.
- Participate with the Department Head in strategic planning for clinical service provision in the Western Sydney Local Health District, as appropriate.
- Participate in strategic planning for Research and Educational activities at the University of Sydney and its Western Clinical School, as appropriate.
- Ensure that the Facility Managers, Clinical Directors and Department Heads are fully informed in a timely fashion of any known circumstances relating to matters within the Department, or any other activities of staff thereof, so they are aware early of incidents leading to adverse publicity or legal action against staff of the Western Sydney Local Health District.
- Provide appropriate, timely returns to the Department Head indicating external funding, research output and publications, external consultation, professional work and liaison activities and Quality Assurance activities, as required by these bodies.
- Provide responses as required in respect to internal hospital enquiries relating to the carrying out of these duties, patient complaints, Health Care Complaints Commission matters, and medico legal requests.
- Assist the Department Head in recruitment activities as required.

#### **SKILLS & ATTITUDES REQUIRED FOR PRACTICE AS A SENIOR MEDICAL PRACTITIONER**

##### **1. Skills**

- Have the breadth of knowledge and skill to take responsibility for safe clinical decisions in nephrology and transplantation.
- Able to communicate effectively with patients including the management of difficult and complex situations with patients and their families, to advise them appropriately and to manage complaints effectively.
- Skilled in building relationships of trust with patients and their families/supporters, through effective interpretation skills, a courteous and compassionate approach, and respect for their privacy, dignity and cultural and religious beliefs.
- Effective interpersonal skills that bring out the best in colleagues, to resolve conflicts when they arise and to develop and maintain productive working relationships within the team.
- Capacity to work cooperatively with other staff and practitioners and support teams in a complex multidisciplinary team environment.
- Capable of judging competence and professional attributes in others.

- Demonstrate skills and strategies in the process of feedback to colleagues and trainees, ensuring positive and constructive outcomes.
- Demonstrate the potential or capability to teach and train effectively at all levels of undergraduate and postgraduate education where required.
- Able to take responsibility for clinical governance activities, risk management and audit in order to improve the quality of service provision.
- Have the self-awareness to acknowledge where the limits of competence lie and when it is appropriate to refer to other senior colleagues for advice.

## 2. Attitudes

- Support teams that bring together different professions and disciplines and other agencies, to provide high quality health care.
- Strive for continuing improvement in all aspects of work and that of colleagues, mindful of priorities and high quality ethical care and standards.
- Ability to comply with the service objectives of Western Sydney Local Health District.
- Cognisant of the need to implement cost-effective therapies and evidence based practice into daily work.
- Act in personal and professional life to maintain public trust in the profession.
- Promote behaviour within the Department, which is respectful of all clinicians.
- Promote behaviour within the Department, which is respectful of the individual patient, their family, and their rights.
- Act quickly and effectively if there is reason to believe that their own or a colleague's conduct performance or health may put patients at risk.
- Commitment to own relevant professional and self-development.
- Commitment to clinical research and quality improvement.
- Commitment to education, training and the career development of junior medical staff and other undergraduate and postgraduate clinical staff.

## **EO RESPONSIBILITIES**

- Must adhere to the EEO policies and procedures of Western Sydney Local Health District.

## **WORK HEALTH & SAFETY RESPONSIBILITIES**

- Demonstrate commitment to WH&S through personal involvement.
- Do not put yourself or others at risk and cooperate with the employer.
- Follow the employer's reasonable instructions concerning health and safety in the workplace.
- Participate in WH&S education and training.
- Report any workplace hazards.
- Assist in the WH&S Risk Management process, by being actively involved in the identification, assessment and control of hazards and associated risks in the workplace.
- Assist managers in establishing and monitoring WHS Consultation in the workplace.

## **Key Internal and External Relationships**

Internally this SS will liaise closely with all medical, nursing, allied health, the research office and research nursing staff across the District.

Externally the SS position will liaise with the patient

The Western Renal Service is the largest renal service in Australia. The service involves many different disciplines and require high level communication skills.

and their families, and GP's

### Supervision Arrangements

This Staff Specialist will report directly to Prof. Germaine Wong, who is Director of Renal Medicine and Transplantation service at Westmead and Auburn Hospital, and the Director of Western Renal Service.

### Challenges / Problem Solving

Managing acute transplant and dialysis inpatient care

Managing competing priorities between acute inpatient care and outpatient care

Decision making in complex transplant and dialysis patients, patients with early to advanced stage and patients with palliative and end-of-life care.

Outline the core service requirements below. This is important to guide the applicants on the days they will need to be available (particularly for part time positions).

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Operating Rooms							
Outpatients Clinics	0830-1200	0830-1200		0830-1200	0830-1200		
Research							
Other - please specify							
Teaching							
On Call							
On Call - Frequency (e.g. 1in3)	1 in 5						



### FINANCIAL INFORMATION

Please complete all sections for approval by the Finance Team. Please note that a cost centre is required before recruitment can commence.

<b>Primary Work Location</b>	<b>Facility</b> Westmead Hospital	<b>Cost Centre Split %</b>		<b>Cost Centre</b>	365257	<b>Flagged for Payroll</b>	Choose an item.
<b>Secondary Work Location</b>	<b>Facility</b> Blacktown	<b>Cost Centre</b>		<b>Cost Centre</b>		<b>Flagged for Payroll</b>	Choose an item.
<b>Position Report</b>	<b>Name</b>	Professor Germaine Wong			<b>Position Number</b>		
<b>Source of Funding</b>	General funds CC 365257						
<b>Cost Centre Balance</b>							

### Advertising Costs

Please outline list any external advertising outside of NSW Health Website

Note any quotes greater than \$2,000 will be returned to the General Manager for approval

Media Type	Frequency	Cost Centre	Justification / Comments

### Example Options and Approximate Costs

Note the costs listed below are an approximate only. A quote will be obtained from the NSW Health contracted advertisement agency and returned to the Department

Media Type	Frequency	Approx. Cost	Comments
Seek.com		\$300	
Newspaper	One advert on one day	\$500-800+	
Journals - online		\$1500+	
Journals – Print		Varied	Please note due to publishing timelines, print advertising in journals is not recommended due to delays with recruitment.
College websites		\$1000+	Note some colleges allow members to submit advertisements for free. Prepared advertisements can be provided to the HOD for submission if this is an option.

### Other Associated Costs

List additional service requirements e.g. Admin support, infrastructure, clinics etc.

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**VISA/OVERSEAS APPLICANT** - Please note that costs associated with overseas applicants will be returned to the Head of Department for approval. The costs to the Hospital will include \$4,000 for VISA, \$5,000-\$10,000 for return flights for Dr and family and up to \$20,000 for relocation expenses (for permanent positions)



<b>CLINICAL PRIVILEGES</b>	
<i>To be completed by Specialty Representative – sign-off section below:</i>	
<b>Position</b>	Staff Specialist Nephrologist
<b>Core Scope of Practice in the Specialty including Evaluation, Diagnosis and Provision of Treatment</b>	
<b>Admitting</b>	The right to admit a patient within the designated specialty under the practitioners own name. Includes the right to accept transfer of care to the nominated practitioner. Restricted admitting rights means that limited rights can be exercised within specific parameters.
<b>Consultative</b>	The right to be invited for consultation on patients admitted (or being treated) by another practitioner.
<b>Diagnostic</b>	The right to report and sign out on diagnostic investigations requested by another practitioner.
<b>Procedural - Theatre</b>	The right to open an operating theatre or a day procedure unit.
<b>Procedural – Non Theatre</b>	For invasive procedures performed by non-surgical specialists within the core scope of practice that does not require specific credentialling for Diagnostic and Procedural (Theatre) privileges, and is performed outside a designated Procedure Room, or Operating Theatre, or in any other space that is not subject to the Australian College of Operating Room Nurses (ACORN) Standards
<b>Outpatient</b>	The right to hold an outpatient or privately referred non-inpatient (PRNIP) clinic in the practitioner's own name or to participate in a multidisciplinary clinic taking final responsibility for the care of patients attending.
<b>On Call</b>	The right to participate in the appropriate specialty on-call roster and other on call rosters as required and requested.
<b>Teaching</b>	The right to access Western Sydney LHN patients for the purposes of teaching
<b>Research</b>	The right to participate in research projects or clinical trials.
<b>The privileges requested will be granted for the facilities of the nominated position. District wide privileging will be provided for relief purposes only in the Western Sydney Local Health District, unless you specifically identify a facility where privileges should not be conferred.</b>	

**CLINICAL PRIVILEGES REQUIRED AT NOMINATED FACILITIES**

**Renal and Transplant Medicine and Renal Supportive Care**

*Nephrology*

**Nominated Privileges**

Facility	Location	Admitting	Consultative	Diagnostic	Procedural - OT	Procedural – NON OT	Outpatient	On-Call	Teaching	Research
<b>Westmead</b>	<input checked="" type="checkbox"/> Work <input type="checkbox"/> Relief Only	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Restricted	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Auburn</b>	<input type="checkbox"/> Work <input type="checkbox"/> Relief Only	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Restricted	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Blacktown</b>	<input checked="" type="checkbox"/> Work <input type="checkbox"/> Relief Only	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Restricted	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Mount Druitt</b>	<input checked="" type="checkbox"/> Work <input type="checkbox"/> Relief Only	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Restricted	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Cumberland</b>	<input type="checkbox"/> Work <input type="checkbox"/> Relief Only	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Restricted	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Community Health</b>	<input type="checkbox"/> Work <input type="checkbox"/> Relief Only	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Restricted	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Comments on Clinical Privileges** - State any Specific Scope of Practice requirements for this particular appointment that are either outside the usual training and practice of the specialty or are required for appointment to this position.

N/A

**Approved by Head of Department / Specialist Representative** (*note: recommendations of clinical privileges must be completed and approved by the Head of Department, or specialty representative where appropriate*)

\_\_\_\_\_  
Head of Department / Specialist Representative



**Instructions:**

NSW Health have published Model Scopes of Clinical Practice for use by all Local Health Districts and Networks

Please print the Model Scope of Practice relevant for the Specialty and include it with the return paperwork. Model Scopes of Clinical Practice can be downloaded from

<http://www.schn.health.nsw.gov.au/about/nsw-ssocp/model-scopes>.

Model Scopes of Clinical Practice – Final and Published as of September 2020

Addiction Medicine  
Anatomical Pathology  
Cardiothoracic Surgery  
Chemical Pathology  
Clinical Genetics (including Paediatric Clinical Genetics)  
Dermatology  
Emergency Medicine  
Endocrinology  
Forensic Pathology  
Gastroenterology and Hepatology  
General Medicine  
General Pathology  
Geriatric Medicine  
Gynaecological Oncology  
Haematology (lab and clinical)  
Immunology and Allergy  
Immunology (Immunopathology)  
Infectious Diseases  
Intensive Care Medicine  
Maternal Fetal Medicine  
Medical Administration  
Medical Oncology  
Microbiology  
Nephrology  
Obstetric and Gynecological Ultrasound  
Obstetrics and Gynecology  
Occupational and Environmental Medicine  
Ophthalmology  
Oral and Maxillofacial Surgery  
Otolaryngology – Head and Neck Surgery  
Palliative Medicine  
Pain Medicine  
Plastic Surgery  
Psychiatry  
Public Health Medicine  
Radiation Oncology  
Rehabilitation Medicine

Reproductive Endocrinology and Infertility  
Respiratory and Sleep Medicine  
Rheumatology  
Sexual Health Medicine  
Sport and Exercise Medicine  
Urogynaecology  
Vascular Surgery

**Dental**

<https://www.schn.health.nsw.gov.au/about/nsw-state-scope-of-clinical-practice-unit/model-scopes-of-clinical-practice-dental>

**Paediatric**

<https://www.schn.health.nsw.gov.au/about/nsw-state-scope-of-clinical-practice-unit/model-scopes-paediatric>

**Drafts for comment - consultation closed on 7 September 2020**

Anaesthesia  
Cardiology  
Clinical Pharmacology  
General Surgery  
Paediatric Cardiology

**Draft Model Scopes under review after consultation:**

General Practice  
Neurology  
Neurosurgery  
Nuclear Medicine  
Oral Surgery  
Orthopaedic Surgery  
Radiology  
Urology

## JOB DEMANDS CHECKLIST

This checklist is completed for each position. It reflects the physical, environmental, and psychological demands of positions. When completing the checklist, please make sure you align the demands in accordance with the [WSLHD Work Health and Safety Policy](#).

When considering the frequency of the job demand, you have the option of selecting:

- **Infrequent** – intermittent activity for a short time on a very infrequent basis
- **Occasional** – activity exists for up to 1/3 of the time when performing the job
- **Frequent** – activity exists between one third and two thirds of the time when doing the job
- **Constant** – activity exists for more than 2/3 of the time when performing the job
- **Repetitive** – activity involves repetitive movement
- **Not Applicable** – activity is not required to perform the job

You can make further comments under each section.

Physical Demands	Frequency
Comments:	
<b>Sitting</b> - remaining in a seated position to perform tasks	Constant
<b>Standing</b> - remaining standing without moving about to perform tasks	Occasional
<b>Walking</b> - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Occasional
<b>Running</b> - Floor type: even / uneven / slippery, indoors / outdoors, slopes	Not applicable
<b>Bend/Lean Forward from Waist</b> - Forward bending from the waist to perform tasks	Occasional
<b>Trunk Twisting</b> - Turning from the waist while sitting or standing to perform tasks	Frequent
<b>Kneeling</b> - remaining in a kneeling posture to perform tasks	Infrequent
<b>Squatting / Crouching</b> - Adopting a squatting or crouching posture to perform	Infrequent
<b>Leg / Foot Movement</b> - Use of leg and / or foot to operate machinery	Not applicable
<b>Climbing (stairs/ladders)</b> - Ascend / descend stairs, ladders, steps	Infrequent
<b>Lifting / Carrying</b> - Light lifting & carrying: 0 - 9 kg	Occasional
<b>Lifting / Carrying</b> - Moderate lifting & carrying: 10 - 15 kg	Occasional
<b>Lifting / Carrying</b> - Heavy lifting & carrying: 16kg & above	Not applicable
<b>Reaching</b> - Arms fully extended forward or raised above shoulder	Occasional
<b>Pushing / Pulling / Restraining</b> - Using force to hold / restrain or move objects toward or away from the body	Occasional
<b>Head / Neck Postures</b> - Holding head in a position other than neutral (facing	Never
<b>Hand &amp; Arm Movements</b> - Repetitive movements of hands and arms	Constant
<b>Grasping / Fine Manipulation</b> - Gripping, holding, clasping with fingers or hands	Constant
<b>Work At Heights</b> - Using ladders, footstools, scaffolding, or other objects to perform	Not applicable
<b>Driving</b> - Operating any motor powered vehicle	Occasional
Sensory Demands	Frequency
Comments:	
<b>Sight</b> - Use of sight is an integral part of work performance e.g. Viewing of X-Rays, computer screens	Constantly
<b>Hearing</b> - Use of hearing is an integral part of work performance e.g. Telephone	Constantly
<b>Smell</b> - Use of smell is an integral part of work performance e.g. Working with	Infrequent
<b>Taste</b> - Use of taste is an integral part of work performance e.g. Food preparation	Not applicable
<b>Touch</b> - Use of touch is an integral part of work performance	Frequent

Psychosocial Demands	Frequency
Comments:	
<b>Distressed People</b> - e.g. Emergency or grief situations	Occasional
<b>Aggressive &amp; Uncooperative People</b> - e.g. drug / alcohol, dementia, mental	Occasional
<b>Unpredictable People</b> - e.g. Dementia, mental illness, head injuries	Occasional
<b>Restraining</b> - involvement in physical containment of patients / clients	Not applicable
<b>Exposure to Distressing Situations</b> - e.g. Child abuse, viewing dead / mutilated	Infrequent
Environmental Demands	Frequency
Comments:	
<b>Dust</b> - Exposure to atmospheric dust	Occasional
<b>Gases</b> - Working with explosive or flammable gases requiring precautionary	Infrequent
<b>Fumes</b> - Exposure to noxious or toxic fumes	Infrequent
<b>Liquids</b> - Working with corrosive, toxic or poisonous liquids or chemicals requiring	Infrequent
<b>Hazardous substances</b> - e.g. Dry chemicals, glues	Infrequent
<b>Noise</b> - Environmental / background noise necessitates people raise their voice to	Infrequent
<b>Inadequate Lighting</b> - Risk of trips, falls or eyestrain	Infrequent
<b>Sunlight</b> - Risk of sunburn exists from spending more than 10 minutes per day in	Infrequent
<b>Extreme Temperatures</b> - Environmental temperatures are less than 15C or more than 35C	Infrequent
<b>Confined Spaces</b> - areas where only one egress (escape route) exists	Infrequent
<b>Slippery or Uneven Surfaces</b> - Greasy or wet floor surfaces, ramps, uneven	Infrequent
<b>Inadequate Housekeeping</b> - Obstructions to walkways and work areas cause trips and falls	Infrequent
<b>Working At Heights</b> - Ladders / stepladders / scaffolding are required to perform	Not applicable
<b>Biological Hazards</b> - e.g. exposure to body fluids, bacteria, infectious diseases	Occasional
<p><i>As the incumbent of this position, I confirm I have read the Position Description and Job Demands Checklist, understand its content and agree to work in accordance with the requirements of the position.</i></p> <p><b>Employee Name:</b> _____</p> <p><b>Employee Signature:</b> _____</p> <p><b>Date:</b> _____</p> <p><b>Manager's Name:</b> _____</p> <p><b>Managers Signature:</b> _____</p> <p><b>Date:</b> _____</p>	