

Mater Misericordiae Hospital, Mackay

Duties and Responsibilities – Specialist ENT Surgeon

1. General Responsibilities

- 1.1 To provide specialist Ear Nose and Throat surgical services in accordance with the values, beliefs and philosophy of the Sisters of Mercy.
- 1.2 To assist other senior staff members in the effective execution of their duties at the Mater Hospital.

2. Patient Care

- 2.1 Conduct private consultations for Ear Nose and Throat patients in the Mater Hospital's Medical Suites or such other places as approved by the Company.
- 2.2 Conduct Ear Nose and Throat procedures.
- 2.3 Provide consultations for private Ear Nose and Throat patients as directed by the Company.
- 2.5 Participation in post operative management of patients.
- 2.6 Provide emergency services when required.
- 2.7 Consultation upon request by colleagues in the management of patients.
- 2.8 Maintenance of proper Medical Records.
- 2.9 Participation in peer review and quality assurance programs.
- 2.10 Compliance with the Mater Hospital's and Sister of Mercy policies.
- 2.11 Ensure best practice in infection control.
- 2.12 Provide a high quality Ear Nose and Throat service within the bounds of commonly accepted good clinical practice in accordance with the College guidelines.
- 2.13 Provide any other appropriate duties as may be required.

3. Supervision and training

3.1 Participate in the supervision and training of nursing staff of the Mater Hospital. (Provide education for nursing and allied health professionals.)

4. Administration

4.1 Membership of and attendance at meetings as required.

4.2 Compliance with the Mater Hospital's and Sisters of Mercy policies and by-laws.

4.3 Completion of statutory and other forms as appropriate such as:

- Medication sheets etc;
- Any other request Forms.

4.4 Provide information required for patient billing.

5. Qualifications

Bachelor of Medicine

Completed Specialist medical training as an ENT Surgeon

FRACS or equivalent recognition by Royal Australasian College of Surgeons

6. Experience

Consultant ENT Surgeon

7. Remuneration

To be negotiated

8. Special Conditions

Must be registered as a Medical Practitioner with the Queensland Medical Board.

Must hold Specialist medicare provider number.