

## Position Description

<b>Position Title:</b>	ED Registrar			
<b>Reports to:</b>	Director of Emergency Medicine and Clinical Director of Emergency Medicine			
<b>Award / Agreement / Contract:</b>	Terms and Conditions are in accordance with the AMA Victoria Doctors in Training Agreement 2018 - 2021			
<b>Classification:</b> <i>eg. RN Div 1, Occupational Therapist Gr2, etc.</i>	HM classification as per years of experience			
<b>Hours per week:</b>	As per contract			
<b>Employment Status:</b> <i>e.g. permanent, fixed term, maternity leave cover, etc.</i>	As per contract			
<b>Reports:</b>	<b>EFT:</b>	<b>NIL</b>	<b>Direct Reports:</b>	<b>NIL</b>
<b>Financial Management:</b>	<b>Budget:</b>	<b>NIL</b>		

### Position Purpose

Successful applicants will be working in a tertiary- hospital Emergency Department delivering care to the wide and varied presentations in Emergency Medicine. The position allows applicants to enrol in ACEM as a trainee and access the Austin ED's comprehensive training program in an environment which provides a high level of support and success.

### About Austin Health

Austin Health is one of Victoria's largest health care providers. Comprising the Austin Hospital, Heidelberg Repatriation Hospital and Royal Talbot Rehabilitation Centre and associated services, Austin Health is a major teaching and research centre with numerous university and research institute affiliations.

Austin Health employs in excess of 8,000 staff across its three sites; including over 1,000 Doctors and 3,000 nurses, and delivers a full range of leading edge clinical services, including several state-wide services (liver transplant, spinal cord injury service, respiratory support service, child inpatient mental health service). In total, Austin Health provides over 900 beds, including mental health, aged care and rehabilitation beds and a range of community and in the home services. The current annual operating budget is \$800 million.

Austin Health delivers vital state-wide services to Victorians, including diverse multicultural and veteran communities. It provides community and specialty services to the people of Melbourne's north-eastern corridor in a safety-focused, team-oriented and stimulating work environment.

Austin Health's vision is to change healthcare for the better through world class research, education and exceptional patient care. As part of bringing our vision to life, the organisation has recently undertaken an extensive brand refresh and reviewed our organisational model to ensure we are best positioned to deliver contemporary, innovative and patient focussed care.

Austin Health is an equal opportunity employer and is committed to attracting and retaining a diverse workforce that reflects the community we serve. Austin Health is committed to providing an inclusive culture where all employees can contribute to the best of their ability.

Find out more at <http://www.austin.org.au/>

### Local Work Environment

Austin ED is one of Melbourne's busiest. We see about 80,00 patients a year with the range of patients you would expect at a tertiary facility.

We have access to rotations which cover all aspects of an comprehensive training program, including Toxicology, Critical Care rotations, Paediatrics, Retrieval and Education roles.

We regularly arrange for our Reg's to access experience at other hospitals, such as Alice Springs, Eye and Ear and RCH.

Whilst employed in the Emergency Department, Registrars will work a rotating roster including day, evening and night duty. The roster will involve weekend and Public Holiday duty. There is no on-call component.

Whilst on Rotation to other Departments, there may be an on-call component in addition to rostered hours.

## **Position Accountabilities**

### **Clinical Duties:**

The training program for those preparing for examinations has a number of highly dedicated EP's working with you to achieve success. This is reflected in the high pass rate our team have in the ACEM exams. The training program is protected; all trainees are off-roster to allow for regular participation.

We are currently building one of Melbourne's biggest Short-Stay units which will see an expansion of the role of EM in managing many acute patients and build on the skills of our doctors.

EP cover is excellent and the support structures in place for our staff are comprehensive.

### **Non-Clinical Duties:**

#### **Research:**

The Department has many research projects at various stages of completion running at any one time. Registrars are strongly encouraged to participate in a current research project, or commence a project of their own. Completion of ACEM training requirement 4:10 will be supported as much as possible.

#### **Education:**

There is a paid 5-hour block of protected training time set aside every Wednesday. Registrars are expected to attend these sessions unless agreed to by the Directors of training.

All Registrars are expected to attend and participate in areas such as Journal Club, Morbidity and Mortality Sessions and Continuing Medical Education. There are formal Primary and Fellowship exam preparation tutorials, as well as Lectures in sub-speciality areas.

#### **All Employees**

- Comply with Austin Health policies & procedures, as amended from time to time, which can be located on the intranet (The Hub): <http://eppic/>
- Participate in Austin Health's annual Performance Review and Development (PRD) program as required.
- Engage in processes to monitor service delivery and participate in improvement activities.
- Undertake not to reveal to any person or entity any confidential information relating to patients, employees, policies, and processes and do not make public statements relating to the affairs of Austin Health without prior authority of the Chief Executive Officer
- Report incidents or near misses that have or could have impact on safety - participate in identification and prevention of risks.
- Participate in the emergency incident response activities as directed.

## **Key Selection Criteria**

### **Essential for Performance in the Position**

- A commitment to Austin Health values: Integrity, Accountability, Respect and Excellence.

### **Desirable but not essential for Performance in the Position**

- A sound understanding of information technology including clinical systems, applications relevant to the Management of rostering and risk management reporting or as required for the role and/or department.

## Other Relevant Information

### Pre-Existing Injury

Prior to any person being appointed to this position it will be required that they disclose full details of any pre-existing injuries or disease that might be affected by employment in this position.

### Immunisation

Maintain appropriate levels of immunisation in accordance with Austin Health's Workforce Immunisation/Screening Policies, in the interests of yourself, all Austin Health staff, patients and visitors.

## Austin Health Values

The Austin Health values play a critical role in shaping how we operate as an organisation. They influence our performance, planning, recruitment, training and development, along with our relationships with colleagues, patients and their relatives and friends. The Austin Health values set the standard that we expect all staff to live up to in the way they undertake their role and responsibilities across the organisation, our values:

<b>Integrity</b>	We work in the spirit of collaboration and honesty to build effective working relationships across the whole organisation.
<b>Accountability</b>	We are transparent, responsible and build trust by fulfilling promises and communicating effectively.
<b>Respect</b>	We care about others and treat each other with consideration, equality and fairness.
<b>Excellence</b>	We continually strive to advance patient focused care through innovation, research and effective stakeholder management.

## Austin Health is a Bully Free and Smoke Free Employer

Austin Health is committed to providing employees with a healthy, smoke free work environment where bullying and harassment does not occur. Consistent with this and Austin Health's corporate values of integrity, accountability, respect and excellence, Austin Health will not tolerate employees:

- Behaving in a bullying or harassing manner in the workplace; or
- Smoking on Austin Health premises or in Austin Health vehicles.

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## Document Review Details

<b>Review date of Position Description:</b>	
<b>Manager Signature:</b>	
<i>I, _____ (employee name), have read, understood and accept the content in this position description.</i>	
<b>Employee Signature:</b>	