

Austin Health Position Description



Position Title: Non Accredited Registrar - Orthopaedics

Classification:	As per HM classification
Business Unit/ Department:	Orthopaedic Unit
Agreement:	Victorian Public Health Sector (AMA Victoria) - Doctors in Training Agreement 2018-2021
Employment Type:	Fixed-Term Full-Time
Hours per week:	43 hours
Reports to:	Chief Medical Officer through Medical Director of Surgical CSU and Director, Orthopaedic Surgery Professional accountability is to the Chairman, Division of Surgery
Direct Reports:	Nil
Financial management:	Budget: N/A
Date:	October 2018

About Austin Health

Austin Health is one of Victoria's largest health care providers. Comprising the Austin Hospital, Heidelberg Repatriation Hospital, Royal Talbot Rehabilitation, Hospital in the Home and community based health services; Austin Health is an internationally recognised leader in clinical teaching, training and research, with numerous university and research institute affiliations.

Austin Health employs near 9,000 staff across its sites; including over 1,600 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 in excess of \$960 million.

Austin Health delivers vital state-wide services to all Victorians, including to diverse multicultural and veteran communities. It also 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 current vision is to change healthcare for the better through world class research, education and exceptional patient care.

Our values define who we are, shape our culture and the behaviours, practices and mindset of our people. Our values are: Our actions show we care, we bring our best, together we achieve and we shape the future. www.austin.org.au/about-us

Austin Health is committed to providing an inclusive culture where all employees can contribute to the best of their ability and strive to develop further. Find more at <http://www.austin.org.au>

Position Purpose

The unaccredited registrar position is aligned to the entire Orthopaedic department and not attached to any single unit. The priority for this position is to assist the accredited registrars and the rest of the team run the Orthopaedic unit efficiently and effectively across two campuses (Austin and Repatriation Hospitals).

About [Insert Department Name]

The Orthopaedic Unit, as part of the Division of Surgery, is responsible for the provision of services within the specialty to patients across all campuses of Austin Health. The Orthopaedic Department Director is Mr Andrew Hardidge.

Orthopaedic surgery services are provided at both the Austin and Heidelberg Repatriation Hospital sites. The Unit is committed to the provision of high quality patient care and maintains an ongoing commitment to undergraduate and postgraduate teaching that includes Medical Students, Postgraduate Orthopaedic Nurses, Physiotherapists, Hospital Medical Officers, Registrars and many others.

The Orthopaedic Unit has over 20 visiting surgeons working in 3 units, Clinical Fellows, and a number of accredited and non-accredited Registrars, and Residents across 2 campuses.

A consultative Orthopaedic service is provided to other Units across all campuses. In addition, outpatient clinics provide new, review, post-operative and post-fracture assessment and management to some 16,000 patients per annum.

An Orthopaedic Liaison Nurse assists with organising the management of patients through a pre-admission service. Elective patients are booked to theatre according to their waiting list category (1, 2 or 3) and the time they have been waiting for surgery. Other administrative support includes a Departmental Secretary.

Purpose and Accountabilities

Role Specific:

Clinical Care

- Thorough, courteous and timely assessment of patients in emergency;
- Attending & assisting in theatre;
- Attending Orthopaedic and fracture outpatients;
- Attending weekly surgical audits and other scheduled meetings;
- Providing high standard clinical support to residents and interns;
- Assist in organisation for meetings including XR sessions;
- Maintain clinical documentation, including audit information;

Teaching and Training

- Participate in both undergraduate and postgraduate teaching and training as the opportunities arise;
- Attend Clinical Conference and XR Meetings.

On Call/ Cover

- Be involved in overnight and weekend on-call based on an equitable roster;
- Cover accredited registrars as required to enable them to attend training ('Bone School')

Other

- Assist in making a safe working environment by reporting any incidents of unsafe work practices, sites or equipment. Assist in the resolution of these issues.
- Abide by Austin Health corporate policies and practices as varied from time to time.
- Participate in Austin Health performance appraisal program as required.
- Undertake not to reveal to any person or entity any confidential information relating to patients and employees, policies, processes and dealings and not to make public statements relating to the affairs of Austin Health without prior authority of the Chief Executive Officer.
- Participate in the emergency incident response activities, as defined within the Emergency Response Manual, as and when required, at the direction of management.

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/>
- Report incidents or near misses that have or could have impact on safety - participate in identification and prevention of risks
- Comply with the Code of Conduct

Selection Criteria

Essential Knowledge and skills:

- A commitment to, and demonstration of, the Austin Health values (see below).
- Be registrable in the State of Victoria by the Medical Practitioners Board
- Have completed Basic Surgical Trainee years 1 & 2 (not essential)
- Have significant Orthopaedic resident or registrar experience
- Have a baseline level of Orthopaedic knowledge to allow safe management of patients when on call.

Desirable but not essential:

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

General Information

Austin Health is a Child Safe Environment

Austin Health is committed to child safety. We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers. Austin Health has zero tolerance of child abuse, and all allegations and safety concerns will be treated seriously in line with legal obligations and our policies and procedures.

Equal Opportunity Employer

Applications from Aboriginal and Torres Strait Islanders are encouraged to apply. For more information about working at Austin Health, please follow this link to Austin Health's Aboriginal Employment website:

<http://www.austin.org.au/careers/Aboriginalemployment/>

Document Review Agreement

Manager Signature	
Employee Signature	
Date	