

Position Description

Position Title:	Elizabeth Austin Registrar		
Reports to:	Director of the Department of General Medicine, Chief Medical Officer		
Award / Agreement / Contract:	Victorian Public Health Sector (AMA Victoria) – Doctors in Training Enterprise Agreement 2018-2021		
Position Type: <i>eg. RN Div 1, Occupational Therapist Gr1, etc.</i>	Senior Medical Registrar		
Hours per week:	43		
Employment Status: <i>e.g. permanent, fixed term, maternity leave cover, etc.</i>	Fixed term full time		
Reports:	EFT:		Direct Reports:
Financial Management:	Budget:		

Position Purpose

The Elizabeth Austin Registrar is the Senior Registrar for the Department of General Medicine. The candidate is therefore expected to provide supervision to Junior Medical Staff, liaise with the Heads of Units and Director of General Medicine, to maintain patient flow and quality of care.

The second major function of the position relates to the educational activities of candidates for the first part of the FRACP. The EA registrar is required to organise exams and teaching programs for the candidates and provide feedback to the candidates to assist their development.

The EA registrar plays a central role in education of hospital medical staff via the medical grand round, and is also the key representative of Junior Medical Staff in various forums. In particular, the EA Registrar will sit on various committees which require representation of Junior Medical Staff views.

The EA Registrar is expected to undertake a research or clinical project and to attend some outpatient clinics in either General Medicine or sub-speciality medicine.

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, 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. The current annual operating budget is \$900 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. In early 2018, we are finalising our new Strategic Plan 2017-2022 with progressive priorities for the future including a refresh of our vision, values and brand 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 and strive to develop further.

Find out more at [http://www.austin.org.au/](http://www.austin.org.au)

Local Work Environment

The Department of General Medicine provides services to in-patients and out-patients of Austin Health. The Department admits patients under the General Medicine bed card, and provides outpatient services via outpatient clinics. Service is also provided to ambulatory patients in the Ambulatory Care Centre and in the Emergency Department. The Department also provides consultative services to other units within the hospital. The Department of General Medicine also serves as the training ground for junior doctors who are aspiring to Fellowship of the RACP and for Advanced Training in General Medicine.

The Department of General Medicine runs the "Medical Assessment Unit" that receives patients directly from the Emergency Department with the intention of expedited and efficient management.

The Department of General Medicine has Advanced Trainees in General Medicine who are appointed to rotations ranging from 6 months in sub-speciality medicine, private or public general medicine or other areas of medicine that may be of relevance to general medicine e.g. obstetric medicine.

Position Accountabilities

Role Specific

- Supervision of General Medicine Junior Medical Staff
- Organisation of the clinical exam
- Organisation of educational activities for the written and clinical exams
- Organisation of the Grand Round
- Working in collaboration with the Director and Head of Units to maintain patient flow and quality of care for general medicine patients
- Participation in hospital medical clinics as directed by the Director of General Medicine
- Provide replacement services to in-patient and out-patient medical clinics as gaps in service arise at the direction of the Director of General Medicine
- Other duties as directed by the Director of General Medicine
- Completion of a research or clinical project

Position Requirements

PATIENT SUPPORT

- Provide appropriate patient care to:
 - all inpatients referred for a consult in a timely manner
 - public outpatient clinics

UNIT SUPPORT

- Support the Senior Medical Staff and other relevant registrars in the care of the Department's patients.

DAILY DUTY REQUIREMENTS

- Attend the hospital regularly both in-hours and out-of-hours according to the daily duty statements and rosters.
- Participate in an on-call roster as required.

EXTRAORDINARY OBLIGATIONS

- Provide clinical support for other registrars where this may be required due to workload or other unforeseen circumstances.

QUALITY

- Ensure that patients and their families are given adequate information upon which to base treatment decisions and follow-up.
- Participate in the relevant divisional/unit quality activities program(s) as requested by the Department registrar and Senior Medical Staff.

- Be responsive to patient and relative complaints, liaising with appropriate senior staff and the patient representative where required.
- Notify appropriate personnel in a timely manner of any incident leading to an adverse outcome for a patient or staff member if such an incident occurs, and complete a RiskMan incident report if deemed necessary.

COMMUNICATION

- Facilitate excellent communication and liaison with other staff, general practitioners and others involved in patient care.
- Use and access your Austin email address on a regular basis to ensure that you are not excluded from CEU organised activities such as workshops and tutorials, and kept up to date with communications from the Medical Workforce Unit and Austin Health as a whole.

MEDICAL RECORDS

- Complete appropriate documentation in the patient's hospital record. Entries should be legible, timely, regular and comprehensive so as to document important changes or decisions, and ALL entries must be dated, designated and signed. Notes should include adequate information for coding and patient care purposes.

MEDICAL WORKFORCE UNIT

- Ensure that the on-call roster for their unit is given to the Medical Workforce Unit, the Unit Secretary, and the CSU Business Support at least 2 weeks in advance by the registrar.

MEDICAL & EMERGENCY DIVISION

- Promptly inform the Divisional Manager of any relevant administrative issues
- Provide timely notification of inability to attend duties to the Divisional Manager and Unit Head.
- Submit a properly completed timesheet for each pay period to the Divisional Manager.
- Complete an annual leave form to the Divisional Manager for authorisation 6 weeks before leave is scheduled.
- Notify the Divisional Manager, your Unit in hours and the After Hours Site Manager (AHSM), Heidelberg Repatriation Hospital of any absence after hours including arrangements for cover.

POLICIES & PROCEDURES

- Abide by Austin Health policies and procedures.

EDUCATION, TRAINING & SUPPORT

- Attend and participate in staff development and education and training programs designed for Registrars.
- Support the attendance and participation of the Intern and HMO in the formal education and training program and to hold their pager during JMS attendance
- Attend and participate in ALL mandatory training requirements at Austin Health, including CERNER training and OH&S training as required.

UNIT ORIENTATION, FEEDBACK, ASSESSMENT & UNIT EVALUATION

- Follow the hospital protocol with regards to, Mid Term Feedback, Assessment and Unit Evaluation.

PATIENT DISCHARGE

- Facilitate the timely admission and discharge of all patients through timely provision of consult services in accordance with Austin Health policy.

HUMAN RESOURCES

- Ensure up to date contact information is available to the hospital

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

- Medical Registration with the Australian Health Practitioners Regulation Agency (AHPRA)
- Organisational skills
- Skills for communicating with junior and senior colleagues
- Interest in research
- MBBS or equivalent
- Satisfactory completion of the FRACP written and clinical examination

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 relationship 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 actions show we care	We are inclusive and considerate. We appreciate one another, always listening and interacting with compassion.
We bring our best	We are guided by the needs of our patients, bringing commitment, integrity and energy to everything we do. We are passionate about delivering excellence.
Together we achieve	Our culture of collaboration means we work openly with our people, our community and beyond to achieve great outcomes.
We share the Future	Through research, education and learning we innovate, exploring new opportunities that will change health care for the better.

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.

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.

Document Review Details

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