

Position Description

Position Title:	General Medical Registrar		
Reports to:	DiT Manager and Departmental Clinical Supervisors for each rotation		
Award / Agreement / Contract:	Victorian Public Health Sector (AMA Victoria) – Doctors in Training Enterprise Agreement 2018-2021		
Classification: <i>eg. RN Div 1, Occupational Therapist Gr2, etc.</i>	As per HM classification		
Hours per week:	43 hours base – as per unit roster		
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

General Medical Registrars under the guidance of Medical Consultants provide in-patient and out-patient care in general medicine and across a range of medical speciality units. General Medical Registrars undertake a comprehensive learning, training and professional development program.

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 in excess of 8,000 staff across its 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 in excess of \$900 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. 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/>

Local Work Environment

General Medical Registrars are Basic Physician Trainees enrolled with the Royal Australian College of Physicians (RACP). Austin Health is part of the Central North West Physician Training Consortium which includes rotations across Northern Health, Bendigo Healthcare Group and Wimmera Healthcare Group (Horsham). General Medical Registrars work in a variety of rotations at the different sites including;

General Medicine	Infectious Diseases	Neurology
Nephrology	Respiratory and Sleep Medicine	Rehabilitation and Spinal
Intensive Care	Oncology	Hospital in the Home

Position Accountabilities

Role Specific

- Responsible for the admission, management and safe discharge of patients of assigned unit
- Work collaboratively as a team member with senior medical staff, junior medical staff, nursing and other staff to provide efficient, safe and quality care
- Facilitate excellent communication and liaison with other staff, general practitioners and others involved in patient care
- 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.
- Communicate clearly and simply with patients, their families and carers, the basis of diagnosis, course of disorder and proposed treatment options in a way that ensures understanding and empowers involvement in decision making about their care
- Participate in relevant Unit quality activities, programs and rosters as requested
- Attend and participate in mandatory training requirements and in any formal education and training program coordinated by assigned Unit or the Hospital

All Employees

- Comply with Austin Health policies and 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 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 and participate in the 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
- Appropriate tertiary medical qualification from either Australian Medical School or recognised overseas training
- Registration with the Australian Health Practitioner Regulation Agency (AHPRA) of Australia (note eligible applicants will be assisted through this process)
- Three years post-graduate medical experience

Desirable but not essential for Performance in the Position

- Completed two years as a Basic Physician Trainee enrolled with the Royal Australian College of Physicians
- 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

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:

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 shape 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.

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:	