

Position Description

Position Title:	Unaccredited Registrar - Neurosurgery			
Reports to:	Mr Gus Gonzalvo, Head of Unit and Chief Medical Officer			
Award / Agreement / Contract:	Victorian Public Health Sector (AMA Victoria) - Doctors in Training –Multi-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:	NIL	Direct Reports:	NIL
Financial Management:	Budget:	NIL		

Position Purpose

The position of Unaccredited Registrar in Neurosurgery involves the management and care of patients in every aspect, including assessment, operative and non-operative management, and post-operative care and follow-up in close conjunction with the Doctor in Training and Consultant staff. The Unaccredited Registrar is expected to perform the duties of the position efficiently, according to the standards of the Department of Neurosurgery, including participating in the Austin Health performance appraisal 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

The Department of Neurosurgery occupies a 30 bed ward shared with Vascular Surgery and has 8 Consultants and 9 operating lists per week. There are 2 General Neurosurgery Outpatient clinics per week and a pre-admission clinic. The Unit has particular interests in Epilepsy Surgery, Complex Spinal Surgery, and Tumour Surgery.

The Department of Neurosurgery is responsible for the provision of services within the specialty to patients within the Austin Hospital and surrounding areas. Interstate and overseas patients are treated for epilepsy surgery through the Comprehensive Epilepsy Program. Head of Unit is Mr Gus Gonzalvo.

The Neurosurgery Unit is committed to the provision of high quality patient care and maintains an ongoing commitment to under graduate and post graduate teaching. Also provided is a consultative service for other Units and basic and clinical research is encouraged. The Neurosurgery Unit forms part of the Cancer & Neuroscience CSU.

Position Accountabilities

Role Specific

- Provide comprehensive neurosurgical management of inpatients and outpatients
- Participate in Unit meetings and activities
- Manage the surgical waiting list
- Supervise HMO staff
- Responsible for audit data entry
- Provide on-call service as required
- Provide consultative service to other Units as required
- Demonstrate a commitment to working as a team member with peer medical, resident, nursing and other staff to provide efficient, safe and quality care across the continuum
- Participate in the auditing and review of clinical practices to improve clinical outcomes
- Attendance and presentation at Division of Surgery and Department audit is compulsory as well as attendance at Surgical Grand Rounds
- Other duties as required

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.
- Registered Medical Practitioner in Australia
- Demonstrate commitment to high quality patient care
- Demonstrate capability and interest in research
- Demonstrate commitment to teaching
- Demonstrate ability to communicate at all levels
- Demonstrate surgical competency
- Demonstrate understanding of Clinical Governance
- Demonstrate teamwork and collaboration

Desirable but not essential for Performance in the Position

- 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:	