

Position Description

Position Title:	Registrar to Victorian Spinal Cord Service			
Reports to:	Director, VSCS for organisation of duties, and supervisor for rehabilitation training at RTRC.			
Award / Agreement / Contract:	AMA (Victoria) Doctor in Training Agreement 2018-2021			
Classification: <i>eg. RN Div 1, Occupational Therapist Gr2, etc.</i>	Registrar Year 1 – Registrar Year 6			
Hours per week:	43 hours per week (weekend oncall roster 1 in 3)			
Employment Status: <i>e.g. permanent, fixed term, maternity leave cover, etc.</i>	Fixed term, 6 month rotation			
Reports:	EFT:	NIL	Direct Reports:	NIL
Financial Management:	Budget:	NIL		

Position Purpose

The registrar works with the Consultants in rehabilitation medicine for the Victorian Spinal Cord Service and in doing so ensures patient centered, high quality clinically appropriate care is delivered, at the right time and in the right place

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

Royal Talbot Rehabilitation Centre, the rehabilitation campus of Austin Health, is a specialist rehabilitation centre of international standard, providing a comprehensive and co-ordinated range of services to clients with a wide range of needs. These include inpatient, outpatient and domiciliary programmes for people with spinal cord injury, acquired brain injury, amputations, multiple trauma and orthopaedic and neurological conditions.

Position Accountabilities

Role Specific

- Responsible for the medical care of the spinal cord service patients in rehabilitation.
- Monitoring of physical and mental health of patient and treatment of the same, either directly or by referral to appropriate medical services.
- Assess patients referred to the Victorian Spinal Cord Service (VSCS) by outside hospitals for their suitability for transfer to the Service. To be done in consultation and under the direction of one of the consultants.
- Responsible for acute spinal cord injury admissions to the Austin Campus of the service after hours, alternating with the Accident and Emergency registrar of the Service.
- Take a leadership role in team coordination under the direction of the relevant team consultant.
- Attend ward rounds, team meetings and family meetings.
- Responsible for the medical management of spinal cord injury patients of the Service at both campuses out of hours, alternating with the Accident & Emergency Registrar of the Service. To provide cover effectively, the registrar will attend the Ward 13 East/West ward round on the Austin campus each week.
- Attend the Urology/Spinal and Orthopaedic/Spinal meetings each week to present relevant problems of patients in rehabilitation.
- Take the opportunity to liaise and learn from many specialties involved.
- Provide cover for the Accident & Emergency registrar on afternoons off.
- Participation in the relevant Austin and / or Royal Talbot on-call roster
- A resource to other medical practitioners, particularly those in the community, and also to community, nursing and allied health staff. Where appropriate the registrar will direct enquiries to the appropriate staff member.
- Attend and take an active part in tutorials, specifically re spinal cord injury weekly , grand rounds and learning experiences at Royal Talbot Rehabilitation Centre.
- A Research project is encouraged.

To liaise with:

- Medical, Nursing and Allied Health staff, ensuring patient centered, high quality clinically appropriate care is delivered to the right person at the right time Referring Units
- Patient's carers
- LMO's
- External agencies.
- 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.
- Ensure a high level of work quality, develop, implement and monitor quality improvement activities within the department/ward, in accordance with Austin Health Policies as varied from time to time.
- Ensure safe work practices and environment in accordance with Austin Health Policies as varied from time to time.

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.
- MBBS or equivalent
- Registered to practise Medicine in the State of Victoria.
- Three or more years experience relevant to rehabilitation medicine.
- Preference will be given to practitioners registered as trainees in the AFRM Fellowship program.
- High-level English communication skills (both written and verbal).
- Demonstrated commitment to high quality patient care.
- Demonstrated commitment to teaching.
- Minimum of three years hospital training following graduation.

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.
- Preference will be given to practitioners registered as trainees in the AFRM Fellowship program.

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:	21 May 2018
Manager Signature:	
<i>I, _____ (employee name), have read, understood and accept the content in this position description.</i>	
Employee Signature:	