

## POSITION DESCRIPTION

<b>Position Title:</b>	Emergency Medicine Registrar
<b>Business Unit/Department:</b>	Emergency Departments – Footscray and Sunshine Hospitals
<b>Division:</b>	Emergency Medicine and Intensive Care Services
<b>Award/Agreement:</b>	Doctors In Training (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement
<b>Classification:</b>	HM25 – HM30
<b>Reports To:</b>	Directors of Emergency Medicine or relevant Clinical Department Head during external rotations
<b>Direct Reports:</b>	Interns and HMOs in Department
<b>Date Prepared/Updated:</b>	April 2025

### Position Purpose

The role of the Registrar is to provide clinical leadership and management of patients and undertake clinical duties for the Unit under the supervision and direction of the Department Head of Unit or Consultant.

The foci of this position are:

1. Clinical care of patients within the ED and Short Stay Unit
2. Leadership, including incorporation of evidence and best practice into ED work practices.
3. Supervision of junior staff including HMOs and interns.
4. Teaching of medical students, junior medical staff and nurses.
5. Commitment to delivery of high-quality clinical care and development of ED quality improvement initiatives

### Business Unit Overview

The Division of Emergency Medicine and Intensive Care (EMIC) Services spans across 5 Western Health sites encompassing three emergency departments, two urgent care centres and two intensive care units.

Delivering care to over 200,000 patients annually the Division is committed to innovation, the development of services and treatment of diverse population groups across Western Health to ensure Best Care for the community of Western Melbourne.

The Divisional Director (DD) and the Clinical Services Director (CSD) function in partnership to provide leadership, clinical, operational and financial governance to the Division ensuring the efficient and effective delivery of Best Care within allocated resources.

### Our Vision

Together, Caring for the West  
*Patients – Employees – Community – Environment*

The Footscray and Sunshine Hospital Emergency Departments together see more than 140,000 adult and paediatric presentations per year, providing assessment, investigations, and treatment to patients who present for urgent and emergency care.

Each contain Emergency Observation Units providing extended emergency management for patients requiring short term observation and treatment for up to 24 hours.

There are over 40 EFT of Emergency Physicians across the two campuses, and together the Departments are responsible for the supervision and training of over 50 EFT of registrars, both training and non-training with ACEM, along with multiple interns and HMOs.

The Western suburbs continues to be an area of significant growth, which has seen the expansion of the Sunshine Hospital Emergency Department which now features a Behavioural Assessment Unit and Hub, a standalone Fast Track and a dedicated paediatric emergency zone. The new Footscray Hospital building is well underway and scheduled to open in 2025.

### Key Responsibilities

### Our Vision

Together, Caring for the West  
*Patients – Employees – Community – Environment*

### Clinical Practice

- **This position is for the ADULT emergency department only.**
- See patients in the Emergency Department and undertake patient assessment and management plans in consultation with the Emergency Physician in Charge.
- Ensure quality patient care via clinical assessment, admissions and development of management plans. Ensure quality patient care via timely disposition in accordance with National Emergency Access Targets.
- Perform clinical duties as directed by the Emergency Physician in accordance with Western Health policies and procedures and relevant legislation
- Assume responsibility for patient care in accordance with the care model of the emergency department, ensuring that required clinical procedures are performed with appropriate training and supervision
- Participate in the development of discharge plans that reflects the needs of patients and their significant others and demonstrates understanding of the role of community providers. Assume responsibility for communication with community providers
- Provide supervision for the clinical activities of the junior medical staff on the unit, according to the level of experience of the individual.
- Provide clinical handovers at the end of each shift.

### Professionalism

- Ensure own health and well-being and seek assistance if impairment in physical or mental health is impacting on job performance
- Work collaboratively and respectfully with multi-disciplinary team members and colleagues to achieve desired outcomes for patients through effective communication and collaboration.
- Demonstrate a caring and empathetic approach towards patients at all times
- Maintain currency with department communication and processes

### Quality and Education

- Participate and contribute to improvement of policies, procedures and protocols and identify areas of improvement in clinical practice
- Undertake learning by participation in continuing education activities (as allocated registrar teaching time) and attendance at clinical meetings, including any mandatory training programs
- Exchange and share information from participation in seminars and conferences with colleagues via in-services, presentations, education forums, team meetings, etc.
- Participate in assessments per ACEM mandatory assessment competencies and/or via formal feedback.
- Assist in collection of data for audit purposes, and participate in research activities undertaken within the unit where required
- Coordinate and participate in the teaching of junior doctors and medical students
- Perform other duties as delegated by Directors of Emergency Medicine Training and Directors of EM.
- In addition to the key responsibilities specific to your role, you are required to deliver on the [Key Organisational Accountabilities](#) which are aligned with the Western Health strategic aims.

### Key Working Relationships

- Director and Deputy Director of Emergency and Senior Medical Staff
- Clinical staff including medical, nursing, and allied health
- Patient support and administrative staff
- Medical Workforce Unit
- Medical Education Unit

### Our Vision

Together, Caring for the West  
**Patients – Employees – Community – Environment**

<p><b>Selection Criteria</b></p> <ul style="list-style-type: none"> <li>• A medical qualification recognised in Victoria, Australia</li> <li>• Current medical registration or eligibility for Provisional Registration with AHPRA</li> <li>• Clinical competence as required for level of position</li> <li>• At least 12 months of experience in ED at HMO level or above.</li> <li>• Ability to work as part of a team</li> <li>• Commitment to professional development.</li> <li>• A demonstrated commitment to the training pathways of the Australasian College for Emergency Medicine, or other college programs where ED experience is valued. (<i>strongly desirable</i>)</li> </ul>
<p><b>Additional Requirements</b></p> <p>All employees are required to:</p> <ul style="list-style-type: none"> <li>• Obtain a police / criminal history check prior to employment</li> <li>• Obtain a working with children check prior to employment (if requested)</li> <li>• Obtain an Immunisation Health Clearance prior to employment</li> <li>• Report to management any criminal charges or convictions you receive during the course of your employment</li> <li>• Comply with relevant Western Health clinical and administrative policies and guidelines</li> <li>• Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures</li> <li>• Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health</li> <li>• Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health</li> <li>• Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, Work Health and Safety Act 2011, the Work Health and Safety Regulations 2011 (and 2012), the Victorian Occupational Health and Safety Act 2004, Fair Work Act 2009 (as amended), the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information</li> <li>• Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines</li> </ul>
<p><b>General Information</b></p> <ul style="list-style-type: none"> <li>• Redeployment to other services and sites within or external to Western Health may be required</li> <li>• Employment terms and conditions are provided according to relevant award/agreement</li> <li>• Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace</li> <li>• This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs</li> <li>• Western Health is a smoke free environment</li> </ul>

*I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.*

Employee's Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Our Vision**  
 Together, Caring for the West  
**Patients – Employees – Community – Environment**