

## POSITION DESCRIPTION

<b>Position Title:</b>	Registrar (Advanced Trainee)
<b>Business Unit/Department:</b>	Respiratory Medicine & Sleep Disorders
<b>Division:</b>	Cancer, Cardiology & Specialty Medicine
<b>Award/Agreement:</b>	Victorian Public Health Sector (AMA Victoria) Doctors in Training EA
<b>Classification:</b>	HM25 to HM30
<b>Reports To:</b>	Head of Respiratory & Sleep Disorders Medicine; Clinical Services Director - Cancer, Cardiology & Specialty Medicine
<b>Direct Reports:</b>	Intern and HMO's in Department
<b>Date Prepared/Updated:</b>	24/04/2025

### Position Purpose

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

This includes but is not restricted to:

- To manage inpatients and outpatients of the respiratory and sleep disorders units
- To provide supervision and support for junior medical staff in respiratory and sleep medicine
- To assist with bronchoscopy in day procedure unit
- To review lung function and sleep studies for patients of the unit

### Business Unit Overview

The Medical Workforce Unit is responsible for the recruitment, administration, education & training and support of junior medical staff at Western Health.

The Medical Education Unit is responsible for the education and training of prevocational medical staff at Western Health.

#### 1. Introduction to Service

The Department functions within Western Health and provides clinical, research and teaching expertise in Respiratory and Sleep Medicine for the Health Service. This functional brief should be read in conjunction with previously provided outline of space and physical relationship requirements for the Department.

#### 2. Description of Services – Clinical Functions

##### **Acute inpatient care:**

Respiratory and Sleep Disorders Medicine provides acute inpatient care at both Footscray and Sunshine Hospitals.

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The Department manages approximately 1250-multiday inpatients with general respiratory diseases per annum. These patients have a variety of respiratory conditions that include chronic obstructive pulmonary disease (emphysema and chronic bronchitis), pneumonia, respiratory failure, lung cancer, tuberculosis and asthma. Additionally, the Department manages patients who require non-invasive ventilation in the Respiratory wards (Intermediate Respiratory Care Unit).

Inpatient Consultative services for other medical and surgical Units in the hospital are also provided and approximately 250 inpatient consultations are seen per annum. A number of relatively new initiatives providing for a more seamless and patient focused services to facilitate the integration of community-based and hospital-based services for the more chronic of our patients have been instituted.

#### **Bronchoscopy service:**

The Department performs approximately 450 bronchoscopies per annum. Diagnostic techniques offered include standard bronchoscopy, Radial and Endobronchial Ultrasound procedures to aid in the diagnosis of a number of respiratory illnesses including lung cancer, tuberculosis, sarcoidosis and other lung less common lung conditions

#### **Sleep Disorders Unit:**

Sleep studies are performed to diagnose a variety of sleep disorders that include Sleep Apnea, nocturnal hypoventilation syndromes, Narcolepsy and Parasomnias. The Department currently performs several types of sleep studies, however they basically fall into either inpatient full polysomnography, or partial in the home sleep studies. The majority of the Sleep diagnostic services operate from Footscray Hospital with some support offered to Sunshine Hospital.

The Department performs approximately 1,000 full polysomnography studies per annum and 800 in the home studies per annum. There are 6 beds available for full polysomnography studies in hospital and these are utilized for 5-6 nights per week.

Sleep studies are also performed during the day to assess wakefulness and vigilance during the day and to help with the diagnosis of narcolepsy. Sleep studies are often performed on ill patients who are admitted as inpatients and who have respiratory failure for which an obvious cause is not found on initial investigations. These patients require acute inpatient services whilst they have the sleep studies and they will often have management planned for them once the diagnosis and treatment options have been elucidated from the sleep studies.

**Respiratory Function Laboratory:** There are Respiratory function laboratories located at both Footscray and Sunshine Hospitals. The laboratories are predominantly for ambulatory care patients and the tests performed help to diagnose, assess severity and measure outcomes of therapy of a number of lung conditions. The Department performs approximately 4,400 respiratory function tests on 2,135 patients per annum.

**Cardiopulmonary Assessment Service:** this service was started in the Department in mid-July at 2006. The service assesses cardiopulmonary interactions in the disease states by utilizing cardiopulmonary exercise tests. The tests are used to assess unexplained breathlessness and are also useful in assessing appropriate patients having major abdominal or thoracic surgery (pre-operative testing performed in conjunction with Dept Anaesthesia).

#### **Migrant Screening Clinic:**

The Department performs this outpatient based state-wide service for the Department of Human Services, Victoria. The service entails the assessment and triage of applicants for permanent residency, and those who have abnormal chest x-rays that may or may not be due to tuberculosis. Additionally, the service also assesses onshore students and permanent residency applications with abnormal chest x-rays. This is separately funded via a specified grant from DHHS, Victoria. Between 2,600 and 3,000 applicants are assessed per annum.

**Outpatient clinics:** the Department runs the following clinics: (2022 data)

- General respiratory clinic (Wednesday) (1629 occasions of service per annum).
- Sunshine and Footscray Respiratory Rapid clinics (shorter term clinics including post discharge)(1741)
- Sub-specialised Respiratory clinics:
  - Lung (suspected/possible lung cancer) (660),
  - Asthma (432),
  - Interstitial Lung Disease (341)

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- Pulmonary vascular clinic (176)
- Migrant Screening Clinic (Tuberculosis –related assessments)
- Sleep disorders medicine clinics (2100 occasion of service per annum).
- CPAP management clinic -- staffed by CPAP therapist and sleep scientists and helps with patient compliance with therapy for sleep apnea (400 occasion of service per annum).
- Melton Health combined Respiratory and Sleep clinics (3 clinics per week) (no JMS in attendance at present)

#### **Teaching functions:**

The Department is involved in teaching Medical undergraduates and postgraduates, allied health and nursing staff at Western health.

#### **Research:**

The Department has been active in Western health research for many years in performing original and pharmaceutical based research into Respiratory and Sleep Medicine. The research is performed within the Department in a research area as well as in the laboratories named above. At present the major thrust of our research involves Asthma outreach interventions to improve patient knowledge and clinic attendance, and outcomes of the Migrant Screening Service.

### **Key Responsibilities**

- Participate in on-going assessment of competencies via college assessment forms
- Work under the supervision and support of the Head of Unit or Receiving Consultant to further develop general clinical and decision-making skills
- Perform unit duties as delegated by the Unit Head or Receiving Consultant in accordance with Western Health policies and procedures and relevant legislation
- Ensure notification to the appropriate consultant of patients referred to the Department, and provision of initial assessment of referred patients
- Ensure quality patient care via clinical assessment, admissions and development of management plans
- Provide day to day clinical management of patients and ensure attendance at ward rounds
- Assume responsibility for patient care in accordance with the care model of the ward/unit, ensuring that required clinical procedures are performed with appropriate training and supervision
- Initiate and provide interpretation of clinical investigations including reporting of respiratory function test and sleep studies
- Participate in the on-call roster, across week-nights, public holidays and weekends as rostered in rotation with the other registrars in Respiratory and Sleep Disorders Medicine. This includes reviewing admitted patients on weekends and public holidays.
- The roles are rotated: Sleep Medicine in 6 month blocks as per Specialist Training Committee requirements, and Respiratory Medicine in either 6 or 12 month blocks. The Respiratory rotations include Footscray ward, Footscray clinic/consults, Sunshine ward and Sunshine “float”. All registrars (except the Sleep Fellow MSDC/WH shared position) participate in the on-call and after hours roster.
- Accurately reflect the patient’s requirements, outcomes or events within prescribed Western Health documentation, ensuring all legal requirements are met in regards to legibility of content and identity of reporter in accordance with Western Health policies and procedures
- 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 to covering Registrars
- 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 to achieve desired outcomes for patients through effective communication and attendance and participation in unit and site clinical meetings
- Exchange and share information from participation in seminars and conferences with colleagues via in-services, presentations, education forums, team meetings, etc.

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- Demonstrate a caring and empathetic approach towards patients at all times
- Participate and contribute to improvement of policies, procedures and protocols and identify areas of improvement in clinical practice
- Undertake ongoing self-directed learning by participation in continuing education activities and attendance at clinical meetings, including any mandatory training programs
- 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
- Cover other Units as part of the after-hours roster or as requested by the Medical Workforce Unit
- Perform other duties as delegated by the Unit Head or Unit Registrar.

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

- Clinical staff including medical, nursing, and allied health
- Patient support and administrative staff
- Medical Workforce Unit
- Medical Education Unit

### Selection Criteria

- A medical qualification recognised in Victoria, Australia
- Current medical registration
- Clinical competence as required for level of position
- Ability to work as part of a team
- Commitment to professional development

### Additional Requirements

All employees are required to:

- Obtain a police/criminal history check prior to employment
- Obtain a working with children check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your employment
- Comply with relevant Western Health clinical and administrative policies and guidelines
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- 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
- 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
- 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
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

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## General Information

- Redeployment to other services and sites within Western Health may be required
- Employment terms and conditions are provided according to relevant award/agreement
- 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
- 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
- Western Health is a smoke free environment

*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: \_\_\_\_\_

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