

POSITION DESCRIPTION

Position Title:	Emergency Medicine Registrar
Business Unit/Department:	Emergency Departments – Footscray and Sunshine Hospitals
Division:	Emergency Medicine and Intensive Care Services
Award/Agreement:	Doctors in training (Victorian Public Health Sector) (AMA Victoria/ASMOF) (single interest employers) Enterprise Agreement 2022-2026
Classification:	HM25 – HM30
Reports To:	Directors of Emergency Medicine or relevant Clinical Department Head during external rotations
Direct Reports:	Interns and HMOs in Department
Date Prepared/Updated:	February 2026

Position Purpose

The role of the Emergency Department Registrar is to provide clinical leadership and management of patients and undertake clinical duties for the Unit under the supervision and direction of the Directors and Deputy Directors of Emergency Medicine and Emergency Consultants.

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 Emergency Department Medical Officers/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

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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 Short Stay Units providing extended emergency management for patients requiring short term observation and treatment for up to 24 hours.

There are over 40 FTE of Emergency Physicians across the two campuses, and together the Departments are responsible for the supervision and training of over 100 FTE of registrars, both training and non-training with ACEM, along with multiple HMOs and interns.

The Western suburbs continue to be an area of significant growth, serviced by New Footscray Hospital, which opened in February 2026, encompassing increased resuscitation bays, an expanded Fast Track area and a dedicated Mental Health and Alcohol and Other Drug Hub opening late 2026. This follows the expansion of the Sunshine Hospital Emergency Department, which was completed in 2022, which now features a Behavioural Assessment Unit and Hub, a stand-alone Fast Track and a dedicated paediatric emergency area.

Key Responsibilities

Clinical Practice

- **This position is for the ADULT emergency department only with available external rotations predominantly for trainees to specific areas (paediatrics, anaesthetics, ICU, RMH, RVEEH). There are also roles in medical education and simulation for senior trainees.**
- 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 the Victorian Government's Statement of Priorities and hospital based KPI's, in consultation with senior colleagues.
- 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 models of care for 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.
- Always demonstrate a caring and empathetic approach towards patients.
- 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 (within 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.

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- Participate in assessments as required by 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 Emergency Medicine.

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

- Directors, Deputy Directors of Emergency Department, and Senior Medical Staff.
- 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 or eligibility for Provisional Registration with AHPRA.
- Clinical competence as required for level of position.
- At least 12 months of experience in ED at HMO level or above.
- Ability to work as part of a team.
- Commitment to professional development.
- A demonstrated commitment to the training pathways of the Australasian College for Emergency Medicine, or other college programs where ED experience is valued. (*strongly desirable*).

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
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), Occupational Health and Safety (Psychological Health) Regulations 2025, the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008
- 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 or 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
- Western Health is committed to Gender Equity
- Western Health provides support to all personnel experiencing family and domestic violence
- 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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