

## POSITION DESCRIPTION

<b>Position Title:</b>	Medical Registrar – Advanced Trainee in General and Acute Care Medicine
<b>Business Unit/Department:</b>	Medical Services
<b>Division:</b>	Emergency, Medicine and Access
<b>Award/Agreement:</b>	Doctors in Training (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) – Enterprise Agreement 2022-2026
<b>Classification:</b>	HM25 – HM30
<b>Reports To:</b>	Chief Medical Officer and Clinical Department Head as per rotations
<b>Direct Reports:</b>	N/A
<b>Date Prepared/Updated:</b>	21/06/2023

<b>Position Purpose</b>
<p>The role of the Medical Registrar (AT) is to provide leadership to the Junior Medical Staff and assist in the coordination of education and training, and the dissemination of information, in addition to his or her clinical duties; to represent JMS on appropriate hospital committees e.g., Medication Safety Committee; and to participate in recruitment and interviewing of intern applicants for the following year.</p> <p>This position provides accredited advanced physician training in General and Acute Care Medicine (GACM).</p>
<b>Business Unit Overview</b>
<p>This role involves rotations in the Divisions of <b>Emergency, Medicine and Access</b> (General Internal Medicine, Respiratory and Infectious Diseases), <b>Chronic and Complex Care</b> and <b>Perioperative and Critical Care</b> (ICU).</p> <p>The Division of <b>Emergency, Medicine and Access</b> has a workforce of approximately 1000 EFT and an expenditure budget of \$212M, spanning across all Western Health campuses. EMA includes five service streams:</p> <ul style="list-style-type: none"> <li>- Emergency Medicine</li> <li>- General Internal Medicine and Gastroenterology units</li> <li>- Special Medicine (Neurology, Stroke, Respiratory and Sleep Disorders Medicine, Infectious Diseases, Rheumatology and Dermatology)</li> <li>- Mental Health</li> <li>- Patient Access &amp; Flow</li> </ul>

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Within the service streams above, EMA includes a centralised access and patient flow unit, six multiday inpatient wards, three emergency departments, two urgent care centres, endoscopy services, medical diagnostic services and several research units.

**Chronic and Complex Care** supports the continuation of care from the inpatient setting, ensuring referrals are made for services following discharge and provision of these services to support care at home, reducing their requirement for hospital readmission. Services include Nephrology, Endocrinology, Hospital in the Home, and the Medical Ambulatory Day Unit. Where Chronic and Complex Care is unable to provide these services, referrals are either brokered to partner agencies or diverted to alternate care settings such as Community Health.

The 14-bed **intensive Care Unit** provides supportive therapies to critically ill patients 24 hours a day, seven days a week. The unit incorporates high dependency beds utilised as either HDU or ICU depending on demand. This service covers both Sunshine and Footscray campuses. An ICU Nurse Liaison service operates at Footscray and Sunshine campuses.

### **Advanced Training in General and Acute Care Medicine**

Western Health offers a comprehensive program for advanced trainees in General and Acute Care Medicine, including those undertaking dual training with another subspecialty. Rotations are available in core general medicine, general medicine-related and core sub-specialties, including high acuity roles.

A senior medical registrar is based at both Sunshine and Footscray Hospital. These roles support the General Internal Medicine teams at each site and provide an inpatient consultation service. The Sunshine senior medical registrar also supports the Obstetric Medicine Service. The senior medical registrars work closely with the Director of Physician Education to organise preparation for the RACP written and clinical examinations and coordinate Western Health as a site for the RACP clinical examination. The senior medical registrars work closely with the Head of Unit for General Internal Medicine to ensure an efficient and high-quality service and to supervise and support junior medical staff.

Six-month rotations are offered in the following areas, accredited for advanced training in GACM:

- Senior Medical Registrar – Footscray Hospital (General Medicine-related)
- Senior Medical Registrar – Sunshine Hospital (including obstetric medicine) (General Medicine-related)
- Emergency Department Liaison Registrar (General Medicine-related, Acute)
- Ward Advanced Trainee (Core General Medicine)
- Chronic and Complex Care - supporting rapid review clinic, Hospital in the Home and community-based complex care services (General Medicine-related)
- Neurology (Specialty)
- Infectious Diseases (Specialty)
- Respiratory Medicine (Specialty)
- Hospital in the Home (General Medicine-related)
- Obstetric Medicine (SOMANZ-accredited) (General Medicine-related)
- Nephrology (Specialty)
- Intensive Care (General Medicine-related, Acute)

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## Key Responsibilities

*At Western Health our vision for quality care and services is that each of our patients receives 'Best Care' with us, every time.*

*To enable 'Best Care' all employees are required to:*

- Scan for and act on opportunities to create Best Care
- Model positive and proactive attitudes and behaviours that support the dimensions of Best Care
- Collaborate on achieving the goals for Best Care with other employees and patients/consumers.

*All managers and senior clinicians will:*

- Be responsible for Best Care in their service
- Model and reward the behaviours and actions outlined in the Western Health vision for Best Care
- Clarify specific employee roles and behaviours for creating Best Care and support employees to fulfil their roles
- Implement and maintain systems, materials, education and training that ensure employees deliver best care
- Support the establishment of partnerships with patients and carers when designing, implementing and maintaining systems
- Understand and address key local quality, safety and patient experience issues and the broader organisational goals and prioritised actions for Best Care

*Other role accountabilities include:*

- Demonstrate a commitment to the patient 'Charter of Healthcare Rights'
- Comply with the expected standards of performance in the role as described by the relevant professional bodies/industry standards and leadership capability frameworks
- Work within scope of practice
- Maintain registration and report any changes or limitations on practice
- Hold accountability for own actions and seek guidance and support from appropriate employees when limited by own skills and experience
- Comply with confidentiality obligations with regard to patients, consumers and colleagues
- Comply with all Western Health policies and procedures
- 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
- Accurately reflect the patient's requirements, outcomes or events within prescribed Western Health documentation, ensuring all legal requirements are met in regard 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

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The Registrar will perform unit duties as delegated by the Unit Head or Receiving Consultant. Such duties may include, but are not limited to:

- Participate in the after-hours Clinical Lead roster and on-call medical registrar roster
- Quality patient care via clinical assessment, admissions and development of management plans
- Day to day management of patients as well as a role in initial assessment of patients referred by other units,
- The initiation and interpretation of clinical investigations
- Performance of required clinical procedures with appropriate training and supervision
- Liaison with other team members, and communication with patients and their relatives as required
- Attendance at ward rounds
- Notification to the appropriate consultant in a timely way of patients admitted and referred to the Department, and initial assessment of referred patients
- Participation in the discharge planning process and responsibility for communication with community providers
- Clinical handovers to covering registrars.
- The covering of other Units as part of the afterhours roster or as requested by the HMO Management Unit

In addition to the duties relevant to their specific position there are several duties which all the advanced trainees in will be expected to perform. These will form an important part of their 5 hours a week of dedicated education time.

- Attendance at Medical Grand Rounds – Wednesday 12:00pm-1:00pm
- Journal club participation – one hour per week every Wednesday 1:00pm – 2:00pm.
- Advanced Trainee Teaching – one hour per week every Thursday 12:30 – 1:30 pm. Advanced trainees will be expected to have a major role in these presentations/case-based discussions.
- Research project – to be finalized with educational supervisor and Research Lead on an individual basis. It is envisaged that these will be presented during research week as well as at a conference and will satisfy RACP requirements.
- Teaching of Medical students, interns and BPTs on the units to which the advanced trainee is attached.
- Administrative roles – attendance at committees such as CPR, Medication Safety Committee, adverse outcomes. One advanced trainee to be assigned to each committee.
- To attend one conference a year e.g., IMSANZ, RACP and to submit an abstract for this conference and aim to have this accepted for an oral presentation or poster.
- Where applicable completion of RACP requirements.
- Assistance with FRACP exams including:
  - Commitment to short case sessions
  - Assisting with Saturday morning clinical sessions
  - Assisting with mock exams
  - Assisting with hosting the FRACP exams

### Key Working Relationships

- Head of Unit, General Internal Medicine
- Clinical staff including medical, nursing, and allied health
- Patient support and administrative staff
- Medical Workforce Unit
- Medical Education Unit

### Selection Criteria

- Medical qualification
- Completion of the RACP written and clinical examinations OR equivalent qualification assessed as comparable by the RACP OR completion of RACP written examination and sitting clinical examination during the year appointment
- Current medical registration

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- 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

### 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: [Click here to enter the Employee's name.](#)

Employee's Signature: \_\_\_\_\_ Date: [Click here to enter a date.](#)

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