

## POSITION DESCRIPTION

<b>Position Title:</b>	Medical Registrar – Advanced Trainee in General & Acute Care Medicine
<b>Business Unit/Department:</b>	General Medicine
<b>Division:</b>	Aged, General Medicine & Subacute Services
<b>Award/Agreement:</b>	Doctors in Training (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) – Enterprise Agreement
<b>Classification:</b>	HM25 to 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>	8/01/2026

### Position Purpose

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.

This position provides accredited advanced physician training in General and Acute Care Medicine (GACM).

### Business Unit Overview

#### Division of Aged, General Medicine & Subacute Services

The Division of Aged, General Medicine, and Subacute Services delivers high-quality healthcare to patients across various acute and subacute inpatient units, including General Medicine, Acute Aged Care, Geriatric Evaluation Medicine, Rehabilitation, Transition Care, and Residential Aged Care at multiple Western Health locations.

With a diverse workforce comprising 650 equivalent full-time positions and an annual operating budget of \$110 million, the Division plays a crucial role in the healthcare continuum, offering acute care in emergency departments and inpatient wards through to subacute care and community support. Timely access to care is ensured through its Subacute and Non-acute Assessment and Pathways (SNAP) service, facilitating smooth transitions between care settings for individuals.

The service goals include:

- To provide high quality and safe care
- To involve the patient in their care and provide a positive patient experience
- To enable people to achieve their best health outcomes
- To minimise long term care needs

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- To support people requiring end-of-life care
- To improve patient flow by supporting clinically appropriate and timely transfer and where possible through direct admissions to subacute inpatient services

The care we deliver is underpinned by the following principles:

- Place the patient and their family at the centre of their care
- Ensure care is based on the best available evidence
- Embed an inter-professional approach to care
- Deliver care in the most appropriate setting
- Coordinate and integrate care across all settings
- Promote health independence and positive ageing
- Facilitate Advanced Care Planning
- Support end-of-life care where clinically indicated

The Division will continue to innovate and develop services across the Western Health campuses to ensure Best Care for the community of Western Melbourne. Critical strategic and operational projects include the move into the new Footscray Hospital in early 2026, and the development of the new Melton Hospital, planned to open in 2029.

### General Medicine Unit

The General Medicine Unit is one of the largest and busiest inpatient units at Western Health. It is comprised of 11.9 FTE of SMS, 18 Advanced Trainees, and has approximately 60 basic physician trainees and interns rotating through the unit. These staff work within 10 teams, 6 at Sunshine and 4 at Footscray, as well as within a supportive consultative capacity for other units in the hospital, and in outpatient clinics at both sites. Our specialists are passionate about the management of complex and acute care and manage the wide variety of complex patient presentations for the vulnerable population of Western Health's catchment. Our staff have dual specialty appointments and wide-ranging subspecialty interests, including perioperative medicine, medical education and complex disability, which complement the unit. The changing landscape of general medicine and population needs since the Covid-19 pandemic have ensured that our clinicians are adaptable, capable of working at surge capacity, and ongoingly review clinical processes to ensure optimal patient care.

The unit provides strong medical training experience for both Basic Physician Training and Advanced Trainees and General and Acute Care Medicine. As a key stakeholder in BPT, the General Medicine Unit works closely with the Director of Physician Education and the Medical Education Unit to offer a strong, practical teaching program and well-supported preparation for the RACP written and clinical examinations. The comprehensive Advanced Physician Training program in General and Acute Care Medicine provides an excellent backbone for consultant practice, with a good grounding in core general medicine, as well as a breadth of subspecialty options and core general medicine related rotations (senior medical registrar and HITH roles). An in-house education program, coordinated by the General Medicine Education Leads, assists in strengthening general medicine learning across all levels of training.

The unit is closely associated with the University of Melbourne Western Clinical School and has an active research program and consultants with experience in supporting productive advanced training projects. There are also opportunities for future higher degree research training projects/PhD.

### 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

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- 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

**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

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- 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

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

- 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
- 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

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- 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), 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, Safe Patient Care Act 2015, Mental Health & Wellbeing Act 2023
- 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
- 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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