

POSITION DESCRIPTION

Position Title:	Oral and Maxillofacial Surgery / ENT-Head and Neck Surgery Registrar (Unaccredited)
Business Unit/Department:	Oral and Maxillofacial / ENT Surgery
Division:	Perioperative 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:	Chief Medical Officer Clinical Department Head as per rotations
Direct Reports:	N/A
Date Prepared/Updated:	24/08/2023

Position Purpose
The role of the Registrar is to provide clinical leadership and management of patients and undertake clinical duties for both the Faciomaxillary and ENT/Head and Neck Units under the supervision and direction of the Department Head of Unit or Consultant. This position includes on call for both units.
Business Unit Overview
The relevant Clinical Division is responsible for the provision of inpatient and outpatient clinical services by a multidisciplinary team. Unit Handbooks detailing unit structures, key staff, services provided and other specific unit information are provided to junior medical staff at the commencement of their rotation within each unit.
Key Responsibilities
<ul style="list-style-type: none"> • It is shared between Western Health (4 days) and the RDHM (1 day) • Oncall will be for both units 1 in 3 • Work with the accredited Unit registrars for the provision of service • 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

Our Vision

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

- 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

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 and dental qualification recognised in Australia
- Current medical and dental registration with AHPRA (or eligible for)
- 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
- 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
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

Our Vision

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

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

Employee's Signature: _____ Date:

[Click here to enter a date.](#)

Our Vision

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