

## POSITION DESCRIPTION

<b>Position Title:</b>	General Medicine and Endocrinology (Perioperative) Registrar
<b>Business Unit/Department:</b>	Endocrinology and Diabetes Unit
<b>Division:</b>	Chronic and Complex Care Division
<b>Award/Agreement:</b>	Victoria Public Health Sector - Doctors in Training Enterprise Agreement 2018-2021 (AMA Victoria)
<b>Classification:</b>	HM25 – HM30
<b>Reports To:</b>	Chief Medical Officer Clinical Department Head
<b>Direct Reports:</b>	Nil
<b>Date Prepared/Updated:</b>	2/11/2023

### Position Purpose

This six month position offers exposure to endocrinology/diabetes, general medicine and geriatrics with a focus on perioperative care. It provides clinical experience in the assessment, investigation and management of adults with endocrinology disorders and higher perioperative risk at Footscray Hospital.

The trainee will further their clinical experience by participation in education and research. Consultant supervision will be provided by Endocrinologists, General Physicians and Geriatricians.

The role of the Registrar 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 and to supervise and mentor junior medical staff.

### Business Unit Overview

The Department of Endocrinology and Diabetes is a subspecialty unit of Western Health with more than twenty consultant staff, and four registrars who work closely with rotating junior medical staff and a large diabetes nurse educator team. The Unit offers outpatient services at Footscray, Sunshine and Melton with inpatients cared for at both Footscray and Sunshine sites. The Unit provides obstetric endocrine care at the Joan Kirner Women's and Children's Hospital which has more than 6000 births a year. The Unit has a growing research output from academic clinicians and higher degree students.

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. 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.

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## 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 Supervising Consultant to further develop general clinical and decision-making skills
- Perform unit duties as delegated by the Unit Head or Supervising 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
- Promote 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 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 contributing to 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 other 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.
- 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. These duties include, but are not limited to:
  - Longitudinal care of Vascular Surgery and other Surgery patients with complex medical issues, from specialist outpatient clinic through inpatient stay and post-discharge outpatient follow up.
  - Regular weekday review of Vascular surgery inpatients with active medical issues
  - Regular meetings with Vascular surgery junior medical staff to discuss medical aspects of care and provide simple advice and support for their management
  - Twice-weekly consultant ward rounds of Vascular and other perioperative patients with active complex medical issues and other patients referred by the surgical team for medical review
  - Coordination with GIM Senior Medical Registrar regarding referrals from surgical units, with appropriate allocation of workload to provide timely response to requests for medical opinion and maintain collegiate working relationships between Endocrinology, GIM, Geriatrics and surgical teams
  - Attendance at two outpatients clinics per week: (1) Diabetes and (2) Endocrinology/General Internal Medicine
  - 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
- The initiation and interpretation of clinical investigations

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- 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 General and Acute Care Medicine 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.
- General Medicine Advanced Trainee Teaching – one hour per week every Thursday 12:30 – 1:30 pm. Endocrinology Advanced Trainee Teaching – one hour per week Friday 1:00pm – 2:00pm. 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, Australian Diabetes Society, 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

- Clinical staff including medical (including members of the surgical and anaesthetic teams), 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
- Passed clinical examination of RACP
- Clinical competence as required for level of position
- Ability to work as part of a team

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- 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: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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