

POSITION DESCRIPTION

Position Title:	Chief Registrar (fellow) in General Paediatrics
Business Unit/Department:	Medical Services & relevant Clinical Division
Division:	Women's and Children's
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 Head of Paediatric Medicine
Direct Reports:	N/A
Date Prepared/Updated:	19/05/2023

Position Purpose

This position is for trainees who are intending to become general paediatricians are nearing completion of their training. It is designed to provide a range of experiences to prepare a trainee to transition to consultant practice.

The position involves clinical and non-clinical components. The chief registrar will attend outpatient clinics, participate in the consultant on-call roster (with supervision), and assist registrars on the inpatient ward. They will support junior medical staff and liaise with Head of Unit to address any issues affecting JMS paediatric medicine. In addition they will be the lead organiser for the FRACP clinical examination, assist in organising the department teaching schedules, and assist Medical Workforce with rostering and leave management for junior medical staff. There are opportunities to attend safety and quality activities and participate in audits and research. Special interests are able to be accommodated within the role following discussion with the Head of Unit regarding suitability of the training activity and availability within the timetable.

The role is suitable for final year advanced trainees in General Paediatrics, or for Peer Review.

Business Unit Overview

Western Health cares for a culturally diverse population of more than 1 million people, across multiple sites in Western Melbourne. We have 10,000 employees who are driven by our values of 'Compassion, Accountability, Respect, Excellence, and Safety' (CARES).

The Paediatric Department provides quality health care for infants, children, and adolescents. The model is patient and family-focussed, utilising a multidisciplinary approach to patient care. Our continued growth has seen the addition of the new purpose-built Joan Kirner Women's and Children's building which supports 24 paediatric inpatient beds, a dedicated NICU and SCN, and a large outpatient department. Western Health also provides community paediatrics and the Bacchus Marsh and Melton sites, and a

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<p>small SCN at the Bacchus Marsh site. The Paediatric Department supports a very busy Paediatric Emergency department which sees approximately 30,000 patients per year.</p> <p>Western Health supports medical student education with paediatric placements from the University of Melbourne and Notre Dame University.</p>
<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Work under the supervision and support of the Head of Unit or Receiving Consultant to further develop general paediatric 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 • Provide continuity of clinical care to patients within the outpatient clinics • Support and advocate for the paediatric JMS in the unit, as the first point of contact for HMS with concerns or problems. Liaise with supervisors and Head of Unit to help resolve issues. • Mentoring and supervision of HMO's working within the paediatric unit • Opportunity to participate in the consultant on-call roster (negotiable) and perform independent ward-rounds – with readily available consultant support. • Provide supervision for the clinical activities of the junior medical staff on the unit, according to the level of experience of the individual • Participate and delegate responsibility in the Unit's quality processes, including Paediatric Morbidity and Mortality meetings and weekly Unit meetings. This includes participation in the promotion of improvement initiatives, development of clinical guidelines, and clinical audits. • Participate as a paediatric representative (when indicated) on relevant health-service-wide committees or projects • Lead the organisation and management on the day for the RACP Divisional Clinical Examination held at Sunshine Hospital annually. • Coordinate and participate in the teaching of junior doctors and medical students • Work in liaison with Medical Workforce in preparation of rosters, annual leave planning, and arrangement of cover in the event of JMS personal leave. • Where necessary, the chief registrar may be asked to assist on the General Paediatric registrar roster where significant shortfalls exist, or as part of the sick-leave on-call roster • 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. • 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 <p>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.</p>
<p>Key Working Relationships</p> <ul style="list-style-type: none"> • Clinical staff including medical, nursing, and allied health • Patient support and administrative staff • Medical Workforce Unit
<p>Selection Criteria</p> <ul style="list-style-type: none"> • A medical qualification recognised in Victoria, Australia • Current Australian medical registration and registration with the Royal Australasian College of Physicians in the relevant training or post-fellowship program

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- Clinical competence as required for level of position
- Ability to work as part of a team
- Prior experience at Western Health is desirable, but not essential

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

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.](#)

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