

## POSITION DESCRIPTION

<b>Position Title:</b>	Registrar
<b>Business Unit/Department:</b>	Medical Services & relevant Clinical Division
<b>Division:</b>	Women's and Children's
<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; Clinical Department Head as per rotations
<b>Direct Reports:</b>	N/A
<b>Date Prepared/Updated:</b>	16/04/2026

### Position Purpose

The role of a General Paediatric Registrar is to care for children admitted to the Children's Ward and provide advice and assistance to other services regarding paediatric patients, including to the Paediatric Emergency department team. The Registrar will work within the paediatric outpatient service to assess and manage children with non-acute medical conditions, and will liaise with other specialty services to ensure high quality, integrated care is provided to children and their families. The Registrar will work under supervision of Consultant Paediatricians to deliver high quality medical care to children, whilst gaining independence in managing paediatric patients. The Registrar will also actively participate in Education and Teaching within the unit.

The position is accredited for Core General Paediatrics training with the RACP General Paediatrics Advanced Training Chapter.

### 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 Departments at Western Health provide 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 at the Joan Kirner, Bacchus Marsh and Melton sites. Our Paediatric Emergency Department sees approximately 28,000 children each year, and supports 5,000 inpatient admissions.

### Our Vision

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Patients – Employees – Community – Environment

Western Health supports medical student educations with students from The University of Melbourne and Notre Dame University.

### Key Responsibilities

- Work under the supervision and support of the Receiving Consultant to develop general paediatric clinical and decision-making skills
- Provide safe and compassionate clinical care to paediatric and adolescent patients
- Participate in the after-hours roster for the children's ward
- Participate in regular outpatient clinics, taking responsibility to manage patient results, complete all associated documentation and communicate with GP's and other services about these patients.
- Provide supervision for the clinical activities of the junior medical staff and medical students on the unit, according to the level of experience of the individual
- Participate in the Unit's quality processes, including conducting clinical audits, participating in Paediatric Morbidity and Mortality meetings and weekly Unit Education meetings.
- Participate in the teaching of junior doctors and medical students
- 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 and contribute to development and improvement of policies, procedures and protocols under supervision of consultant staff
- Identify areas of improvement for clinical practice and work with relevant staff to implement changes to improve practice
- Ensure own health and well-being and seek assistance if impairment in physical or mental health is impacting on job performance
- Ensure relationships with colleagues, patients and consumers are professional and ethical and that cultural differences are respected
- Ensure an excellent standard of service is offered by partnering with patients, consumers and the community at all levels of health care provision, planning and evaluation
- 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

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 qualification recognised in Victoria, Australia
- Current medical registration
- Clinical competence as required for level of position
- Ability to work as part of a team
- Commitment to professional development

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## 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, 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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