

POSITION DESCRIPTION

Position Title:	Medical Administration Registrar
Business Unit/Department:	Medical Services
Division:	Medical Services
Award/Agreement:	Doctors in Training (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement
Classification:	HM25 to HM30
Reports To:	Chief Medical Officer; Directors of Medical Services
Direct Reports:	N/A
Date Prepared/Updated:	15/07/2026

Position Purpose
The position is designed to provide Royal College of Medical Administration (RACMA) trainees with exposure to medical management in a large complex metro health service environment under the supervision of the Chief Medical Officer (CMO) and Directors of Medical Services (DMSs). The RACMA trainee will work closely with and be supervised by the CMO/DMSs as part of the CMO's Office to achieve organisational and strategic priorities set out for Western Health. Regular performance reviews will be undertaken as per RACMA requirements to ensure core competencies are achieved during the training year.
Business Unit Overview
The Medical Services Division is responsible for: • Medical Workforce Unit which supports the Junior Medical Staff (JMS) recruitment, administrative rostering, payroll and accreditation with relevant accreditation bodies and Specialty Colleges. • Medical Education Unit which supports JMS orientation, education and training. • Senior Medical Staff (SMS) appointments and credentialing processes through the Medical Appointments & Credentialing Committee. • Office of Research to support clinical and non-clinical research at Western Health. • Australian Institute for Musculoskeletal Science (AIMSS) a collaborative institute focusing on translational research into musculoskeletal disease.
Key Responsibilities
The Medical Administration Registrar will work closely with the Medical Workforce and the Medical Education Units in oversight of the interns, PGY2s, PGY3s and registrars. This will include assisting with recruitment, retention, term allocation, rostering, mandatory training, accreditation coordination, improving the JMS experience and achieving budget goals.

Our Vision

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

They will participate in activities relating to: • Accreditation • Credentialing of medical staff • Clinical incident review • National standards committees • Research governance • Strategic and service planning • Complaints management • Quality improvement The trainee will be expected to: • Perform duties as delegated by the CMO/DMSs in accordance with Western Health policies and procedures and relevant legislation • 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 team members to achieve desired outcomes through effective communication and attendance and participation in unit and divisional meetings • Exchange and share information from participation in seminars and conferences with colleagues via in-services, presentations, education forums, team meetings, etc. • Participate and contribute to improvement of policies, procedures and protocols and identify areas of improvement • Undertake ongoing self-directed learning by participation in continuing education activities and attendance at meetings, including any mandatory training programs • Assist in collection of data for audit purposes, and participate in research activities undertaken within the division where required • Perform other duties as delegated by the CMO/DMSs. 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 Internal: • Chief Medical Officer (CMO) • Directors of Medical Services (DMSs) • Chief Executive (CE) and Executive Directors (EDs) • Divisional Directors (DDs) and Clinical Services Directors (CSDs) • Medical Heads of Units • Directors and Managers: Medical Workforce Unit, Medical Education Unit, Clinical Support Services, Quality and Safety Unit and Human Resources • Other health service staff • Finance Department • Corporate Counsel • Clinical staff including medical, nursing, and allied health • Patient support and administrative staff External: • Victorian Department of Health and Humans Services • Specialty Medical Colleges • Postgraduate Medical Council of Victoria • Other public health services
Selection Criteria Essential: • A medical qualification (MBBS or equivalent) which is recognised for full registration with the Medical Practitioners Board of Australia (AHPRA). • Candidate Trainee of the Royal Australasian College of Medical Administrators (RACMA)

Our Vision

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

- Minimum 3 years of general clinical experience / PGY 4+
- Experience in a large metropolitan or regional health service

Desirable:

- Sound knowledge of current health legislation
- Familiar with Medical Enterprise Agreement terms and conditions in Victoria
 - Demonstrates a commitment to ethical practice and able to apply tenets of ethical practice to medical management scenarios in the acute health care sector
- Has a sound understanding of processes associated with clinical risk management in the acute healthcare sector
- Has demonstrated ability to critically evaluate relevant information and apply to management issues
- Demonstrated commitment to own learning and development
- Management and Leadership
 - Has (and is committed to further developing) an understanding of organisation wide management and leadership practices associated with the delivery of clinical care
 - Sound understanding of the appropriate allocation of finite health resources
 - Understanding of financial issues in the acute health care sector
 - Demonstrated ability to lead and work in collaboration with members of interdisciplinary teams
 - Demonstrated ability to engage clinicians in medical management issues

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

Our Vision

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

- 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: _____

Our Vision

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