

POSITION DESCRIPTION

Position Title:	Unaccredited/Pre-Vocational Psychiatry Registrar
Business Unit/Department:	Mid-West Registrars
Division:	Mental Health & Wellbeing Services
Award/Agreement:	Doctors in Training (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement
Classification:	HM25 to HM30
Reports To:	Executive Director Medical Services; Clinical Department Head as per rotations
Direct Reports:	Interns and Hospital Medical Officers (HMOs) in department
Date Prepared/Updated:	5 August 2026

Position Purpose

The purpose of this role is to assist Senior Medical Staff in the care of patients within the service. Depending on the rotation, this may include daily review of inpatients, participation in wards rounds and coordination of discharge planning on wards, regular review of patients in community mental health clinics or consultation assessments within the general hospitals, Emergency Departments, or in the community with an integrated community care model (including acute, short-term and longer term intensive or ongoing care models).

Unaccredited Registrars are responsible for completing appropriate ward/community paperwork, discharge summaries/letters and legal paperwork required by the Mental Health Act, plus attendance at the Mental Health Tribunals as required.

The position involves both in hours and regular on call out of hours duties. It is expected that the Registrars abide by Western Health policies and procedures and inform the Directors/Heads of Units of any relevant administrative details.

Business Unit Overview

The Division of Mental Health and Wellbeing Services spans across multiple Western Health sites and within the local community and services consumers across the lifespan.

The Division has recently been established following a key recommendation from the Royal Commission into Victoria's Mental Health System. The Western Health catchment includes the local government municipalities and growth areas of Brimbank, Sunbury, Maribyrnong and Melton.

Our recovery-oriented approach to care is provided by a multidisciplinary workforce comprising skilled clinicians, consumers and carers. These services include hospital based, community and specialist mental health and wellbeing services for adults, older adults, children and adolescents who are experiencing, or

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are at risk of developing a serious mental illness.

The Division collaborates across a number of Divisions within Western Health and partners with external health services and community services to ensure the provision of Best Care.

The Division aims to innovate and develop services and care options across Western Health to ensure Best Care for the community of Western Melbourne.

Key Responsibilities

Position Specific:

- Provision of high-quality standards of patient care. This includes the assessment, planning, implementation and evaluation for care in collaboration with multidisciplinary team;
- Accepting accountability for own actions and seeking guidance if situations exceed the scope of practice of an Unaccredited Registrar;
- To attend training/educational activities including Grand Rounds, Colloquia and other local training opportunities;
- To attend weekly clinical supervision sessions;
- To provide clinical support for other Unaccredited Registrars where this may be required due to workload or other unforeseen circumstances; and
- All Junior Medical Staff (JMS) will be given the opportunity to complete a preference form to identify their preference in positions, which will be considered in conjunction with training needs and service requirements. Participate in on-going assessment of competencies via college assessment forms.

General:

- 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.
- 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.
- 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 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 covering 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.

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- 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 or Unit Registrar.

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:

- Directors of Mental Health
- Supervising Consultant Psychiatrist
- Clinical/Multi-disciplinary Teams including medical, nursing, and allied health
- Patient support and administrative staff
- Medical Workforce Unit
- Medical Education Unit

External:

- General Practitioners
- Other Health Care Providers

Selection Criteria

Essential:

For local Graduates:

- Completed a medical degree in Australia/NZ and be able to provide evidence of your qualifications.
- Full general Medical Registration status with Australian Health Practitioner Regulation Agency (AHPRA) OR on Competent Authority Pathway with AHPRA; and
- Demonstrated interest in pursuing a career in Psychiatry, including Psychiatry HMO experience - at least one full rotation (i.e. minimum 8-10 weeks).

For International Medical Graduates:

- Primary qualification in medicine and surgery awarded by a training institution listed in the current International Medical Education Directory (IMED) of the Foundation for Advancement of International Medical Education and Research (FAIMER), and so eligible to apply for assessment under the Standard pathway with AHPRA.
- Have already applied for primary source verification of their primary qualifications by the Australian Medical Council (AMC);
- Must have passed their AMC MCQ and Clinical examinations;
- Achieved a high standard on English language testing (e.g. IELTS >8 band score) given the need for a high proficiency of English in Psychiatric practice; and
- Meet the recency of practice standard with AHPRA – no breaks in practice.

Desirable:

- Demonstrated interest in pursuing a career in Psychiatry via experience in psychiatry positions;
- Demonstrated effective communication skills including the ability to work within multidisciplinary teams.

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).

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- 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), Occupational Health and Safety (Psychological Health) Regulations 2025, 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 2022.
- 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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