

Position Title:	Senior Registrar/ Registrar
Campus:	Grampians Health Ballarat/Horsham
Directorate:	Acute Operations
Department:	Emergency Department and Short Stay Unit (including rotations to Anaesthetics and ICU)
Reporting to:	Emergency Consultant on duty or on-call
Direct Reports:	Director, Emergency Department
Appointment Terms/Conditions:	
Classification and Code:	Medical Officer or Registrar classification as applicable
Enterprise Agreement:	AMA Victoria – Victorian Public Health Sector - Doctors in Training Enterprise Agreement
Time Fraction (hrs/week):	As per contract of employment

ORGANISATIONAL INFORMATION

Grampians Health was established on 1 November 2021, bringing together Edenhope and District Memorial Hospital, Stawell Regional Health, Wimmera Health Care Group and Grampians Health as one united health service. More information can be found at www.grampianshealth.org.au

Our purpose is to provide high quality and accessible health care services in each of the communities we serve. We currently service the healthcare needs of more than 250,000 Victorians and we employ more than 6,300 people across 21 campuses and sites with an annual operating revenue of over \$700m.

Collaboration	Compassion	Accountability	Respect	Innovation
<i>We are stronger together.</i>	<i>We show that we care.</i>	<i>We do what we say and say what we do.</i>	<i>We appreciate and value all people.</i>	<i>We adapt and innovate to achieve best outcomes.</i>
Recognising and utilising strengths to share knowledge, solve problems, build relationships and deliver the best outcomes possible.	All people deserve to be treated with compassion, kindness and empathy.	Openness, honesty and transparency support us to be courageous, take responsibility for our actions and follow through on our commitments	Our actions and words reflect our commitment to a safe and fair health service for all.	Every day, we apply expertise and integrity to make responsible choices, always striving for continuous improvement.

POSITION PURPOSE

Develop professional competence in four domains:

1. General medical knowledge and skills (including communication, assessment and investigation, patient management and procedural skills).
2. Professional knowledge and behaviours.
3. Ethical knowledge and practice.
4. Systems and information technology knowledge and skills.

KEY ACCOUNTABILITIES

KEY ACCOUNTABILITIES PATIENT ASSESSMENT

1. Complete a directed comprehensive patient history and perform a thorough directed physical examination.
2. Manage patient based on diagnoses.
3. Accurately interpret the results of investigations ordered and intervene and consult appropriately.
4. Develop an understanding of common medical conditions presenting to ED/SSU (see list of topics).
5. Design a discharge plan containing clearly identified and attainable goals and addressing strategies for maintaining optimal health.

PATIENT CARE

1. Maintain management, including pain relief and interventions for patient comfort and safety.
2. Formulate a management plan for patients while in ED/SSU.
3. Design a discharge plan containing clearly identified and attainable goals and addressing strategies for maintaining optimal health.
4. Ensure high standard of documentation of patient care, including clinical notes, certificates, discharge summaries/letters.

PROFESSIONAL AND PERSONAL PERFORMANCE

1. Accept direction and feedback to assist ongoing learning.
2. Demonstrate a willingness to learn
3. Demonstrate an application to work including punctuality and reliability, and willingness to work extra hours/shifts at times of staff shortage particularly sick leave absences
4. Demonstrate time management skills and an ability to prioritise activities. This may also include working in the ED at times when patient workload warrants additional medical resources.
5. Demonstrate an ability to work as part of a team, understanding the roles and responsibilities of other health professionals.
6. Take responsibility for continuing professional development. Develop a plan for further vocational training.
7. Recognise personal limitations with an ability to judge when to seek advice and/or assistance.
8. Be aware of the needs of the ED when organising breaks, acknowledging that during meal breaks the doctor remains on duty and available for consultation and patient care.
9. Participate in Departmental Education and Quality Process.
10. Take a role in the training of junior medical staff and medical students.
11. Participate in audits as required.
12. Take opportunities to contribute to medical knowledge through research.

COMMUNICATION SKILLS

1. Document the clinical history, physical examination and management plan in the hospital unit record as a detailed, accurate and legible record of the patient's status prior to discharge, transfer or admission.
2. Demonstrate effective communication skills with nursing staff, medical staff and other health professionals.
3. Demonstrate an ability to communicate effectively with patients and their relatives, including an ability to explain procedures and/or teach home management care where appropriate.
4. Ensure general practitioners and other health providers know of patient's attendance and outcome by providing communication by phone, fax, letter or email for each patient.
5. Communicate in a timely fashion with relevant inpatient units.

INFORMATION TECHNOLOGY SKILLS

Complete the computerised medical record, as an adjunct to/or instead of the written record during the course of the patient's stay.

Use information technology to access information for patients and illnesses, including use of electronic MIMS, digital radiology, digital images and self-tests.

Access relevant and current literature to improve understanding of clinical problems and formulate the best possible management plans.

MEDICAL KNOWLEDGE

Develop an understanding of the clinical features and management of common medical conditions presenting to the ED that may also warrant SSU admission.

Causes of collapse including:

- cardiac
- neurological

- anaphylaxis
 - metabolic/endocrine
 - sepsis
 - electrolyte disturbances
 - drug related
 - trauma/blood loss/hypovolaemia
 - environmental causes
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- a. Chest pain.
 - b. Acute abdominal emergencies.
 - c. Respiratory distress.
 - d. Acute confusion.
 - e. Toxicological emergencies.
 - f. Emergencies due to loss of function in the elderly.
 - g. Gynaecological & Obstetric emergencies.
 - h. Psychiatric presentations.
 - i. Head injury.
 - j. Acute ear, nose and throat problems.
 - k. Acute eye problems.
 - l. Acute dental problems.
 - m. Genito-urinary emergencies.
 - n. Common fractures and dislocations.
 - o. Burns.
 - p. Soft tissue injuries.
 - q. Spinal injuries.
 - r. Acute rheumatological conditions.
 - s. Emergency analgesia.
 - t. Acute behavioural disturbance

PRACTICAL SKILLS

Demonstrate practical skills relevant to SSU/ED rotation, which may include:

- venepuncture
- arterial puncture
- IV insertion
- blood cultures
- airway maintenance by position and suction
- insertion of oropharyngeal and nasopharyngeal
- airways
- use of bag and mask
- assisting during endotracheal intubation
- cardiac massage (using mannequin)
- fluid administration for the shocked patient
- nebuliser administration
- insertion of nasogastric tube
- male and female urinary catheterisation
- fracture splinting, application of traction devices
- plastering for Colles, scaphoid, below knee
- back slabs application
- use of local anaesthetic
- digital nerve blocks
- incision and drainage of abscesses
- assisting during local anaesthetic, manipulation and plasters (Biers block)
- use of slit lamp
- nasal packing for epistaxis
- aspiration of pleural effusion
- aspiration of joints
- insertion of intercostals catheter
- abdominal paracentesis

ROSTERS

- Doctors must work the hours rostered according to the clinical requirements of the department.
- Average hours of work are 43 hours per week for Registrars and 38 hours per week for HMO as per the Doctor in Training award.
- Average weekend commitment is one in two or 26 per year. Annual leave does not negate this requirement and the doctor may be expected to make up the shortfall by exceeding the normal ratio at other times.
- The doctor may be asked to work overtime within the limits of the Doctor in Training award.
- The doctor may be asked with little notice to alter their shift to cover sick leave on a night shift.
- Compliance with all Grampians Health Policies and Procedures.

- Adherence to infection control policies and procedures as identified in the Grampians Health Infection Control Manuals.
- Participation in the Grampians Health integrated risk management and quality improvement systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleagues
- You must ensure that the affairs of Grampians Health, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law.
- Such confidentiality shall extend to the commercial and financial interests and activities of Grampians Health.
- At Grampians Health we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst Grampians Health employees.
- Grampians Health is committed to a patient/client centred approach in the provision of health care and services, consistent with the Grampians Health values, mission and vision. It is expected that you demonstrate the core values of patient centred care in every interaction with patients, carers and colleagues

KEY SELECTION CRITERIA

- MBBS
- Minimum 3 years post graduate experience
- Eligible for General Registration with the Australian Health Practitioner Registration Authority
- ACEM trainee or a minimum of two years emergency medicine experience

ORGANISATIONAL REQUIREMENTS

- Grampians Health is committed to a consumer centred approach in the provision of health care and services, consistent with our values, purpose and vision. It is expected that team members demonstrate the core values of consumer centred care in every interaction.
- All team members of Grampians Health are responsible for supporting the safety, participation, wellbeing and empowerment of children.
- Quality care is a strategic and operational priority at Grampians Health, achieved through our Governance Framework.
- Participation in the Grampians Health integrated quality improvement and risk management systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleague.
- You must ensure that the affairs of Grampians Health, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Grampians Health.
- All team members must adhere to infection control policies and procedures, together with any State and/or Commonwealth Government Covid19 rules, protocols and orders.
- In accordance with current legislation and organisational policy, employees must be willing to undertake and maintain a police check, working with children check and where necessary an NDIS Worker screening check. Ongoing employment will be dependent on the provision of satisfactory checks.

OCCUPATIONAL HEALTH, SAFETY AND QUALITY RESPONSIBILITIES

- Responsibilities and Accountabilities
- All Grampians Health employees share responsibility for occupational health and safety, (OH&S) with specific responsibilities and accountabilities allocated to positions within the organisational structure.
- Employees also have a responsibility to the National Safety and Quality Standards (NSQHS) in ensuring the effective and safe delivery of healthcare services.
- Any employee who fails to meet his/her obligations concerning health and safety may, depending on the circumstances, face disciplinary action up to, and including, dismissal.
- Employees (Clinical – NSQHS)
- The role of clinical employees is to ensure safe and effective delivery of healthcare services by:
 - Actively participating in organisational processes, safety systems and improvement initiatives.
 - Understanding their responsibilities for safety and quality in healthcare
 - Following safety and quality procedures
 - Supervising and educating other members of the organisation
 - Participating in review of performance procedures individually, or as part of a team
- Forming partnerships with patients and carers to ensure effective and safe delivery of healthcare.

OTHER RELEVANT INFORMATION

- At Grampians Health we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst Grampians Health employees.

- All Grampians Health employees are required to take reasonable care of their own health and safety in the workplace as well as take reasonable care for the health and safety of others who may be affected their acts or omissions. Persons with delegated management functions have an additional duty to provide and maintain a working environment that is safe and free of risks to health, so far as is reasonably practicable in areas where they have management or control. All employees have a duty to report issues they cannot rectify, follow all existing Grampians Health policies and protocols relating to health, safety, wellbeing and injury management and cooperate with any action taken by Grampians Health to comply with the OHS Act or Regulations.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An annual performance review will occur with your Manager. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.

HOW TO APPLY

- Your application should include:
- Clearly state the Job No. specified on the advertisement for this position.
- A statement addressing each "Key Selection Criteria" clearly demonstrating your ability to meet the objectives of the role. Note: Read the Position Description carefully so you have a good understanding of what is required and remember to address what skills, knowledge and attributes you have.
- General resume
- Copies of any formal qualifications. Note: If emailing your application note that hard copies of your qualifications will need to be produced at interview.
- Two (2) professional referees

Apply on-line at: www.gh.org.au

AUTHORISATIONS

Employee	
Department Manager	
Director / Chief Executive Officer	
Date written	Date revised: