

Position Title: **Senior Registrar / Registrar – Hospital Without Walls**

Campus: Horsham

Directorate: Operations

Department: Clinical Hospital Without Walls

Reporting to: Clinical Directors, Hospital Without Walls

Direct Reports: Junior Medical Staff and Medical Students

Appointment Terms/Conditions:

Classification and Code: Medical Officer or Registrar classification as applicable (Registrar Year 1 – Year 6 and thereafter; relevant to year of experience)

Enterprise Agreement: AMA Victoria – Victorian Public Health Sector – Doctors in Training Enterprise Agreement 2022–2026

ORGANISATIONAL INFORMATION

Grampians Health was established on 1 November 2021. Drawing on a regional history of over 150 years, we provide service to over 250,000 Victorians, operate across 21 campuses and sites, and employ more than 7,000 dedicated professionals. Our values reinforce our commitment to providing high-quality, accessible healthcare services close to home. Our mission is to serve the communities of the Grampians region with comprehensive care, ensuring every individual receives the attention they deserve. For more information, visit www.grampianshealth.org.au.

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

The Hospital Without Walls (HWOw) Registrar is a key clinical contact for the Hospital in the Home service at Grampians Health Horsham. Working under the supervision of the HWOw Consultant / Medical Lead, and in collaboration with the multidisciplinary HWOw team, inpatient medical and surgical units, the Emergency Department and community services, the Registrar assesses, admits, reviews and manages patients receiving acute, hospital-substitutive care in the home and community.

The position has been designed to provide a broad range of general medical experience in the assessment and management of patients suitable for home-based care, with time spent coordinating admissions and discharges, participating in clinics, and taking part in education and training opportunities.

Grampians Health is committed to junior doctor training. The successful applicant will be supported to develop a Professional Development Plan with their supervising Consultant.

KEY ACCOUNTABILITIES

Patient Assessment and Care

- Complete a comprehensive patient history and a thorough physical examination and assess patient suitability and safety for Hospital in the Home.
- Initiate, implement and monitor the management of patients under supervision, incorporating appropriate testing and investigation.
- Accurately interpret the results of investigations ordered, and intervene, escalate and consult appropriately.
- Formulate and regularly review a management plan for each patient, including a clear discharge plan with attainable goals and strategies for maintaining optimal health, from the time of admission.
- Coordinate safe and timely admission to, and discharge from, the HWOw service, including liaison with inpatient units, the Emergency Department, primary care and community services.
- Perform procedures relevant to Hospital in the Home under supervision as appropriate.
- Maintain a high standard of documentation of patient care — including clinical notes, medication charts, certificates and discharge summaries/letters — recorded promptly and accurately in the medical record.
- Counsel and support patients and their families and carers.

Professional and Personal Performance

- Accept direction and feedback to assist ongoing learning and demonstrate a willingness to learn.
- Demonstrate reliability and punctuality, and a willingness to work other duties as required on occasion by the department at times of staff shortage, particularly to cover sick-leave absences.
- Demonstrate time-management skills and an ability to prioritise activities and manage a community-based caseload safely.
- Work effectively as part of a multidisciplinary team — understanding the roles and responsibilities of other health professionals — and work independently under appropriate supervision.
- Take responsibility for continuing professional development and develop a plan for further vocational training.
- Recognise personal limitations and judge when to seek advice and/or assistance.
- Participate in departmental education, quality improvement and audit activities.
- Take a role in the training and supervision of junior medical staff and medical students.
- Contribute to medical knowledge through approved research where appropriate.

- As a representative of Grampians Health and the medical profession, always present an appearance and demeanour of professionalism.

Communication Skills

- Document the clinical history, physical examination and management plan as a detailed, accurate and legible record of the patient's status prior to discharge, transfer or admission.
- Demonstrate effective communication with nursing, medical and allied health staff and other health professionals.
- Communicate effectively with patients and their families and carers, including explaining procedures and teaching home management and self-care where appropriate.
- Ensure general practitioners and other health providers are informed of the patient's care and outcomes through timely written and verbal communication.
- Communicate in a timely fashion with relevant inpatient units, the Emergency Department and after-hours services.

Information Technology Skills

- Complete the computerised medical record as an adjunct to, or instead of, the written record during the patient's care.
- Use information technology to access clinical information — including electronic MIMS, digital radiology and pathology results — and use telehealth platforms to support remote review where appropriate.
- Access relevant and current literature to improve understanding of clinical problems and formulate the best possible management plans.

Clinical Scope and Medical Knowledge

Develop an understanding of the clinical features and management of common conditions suitable for care under Hospital without Walls, which may include:

- Cellulitis and skin and soft-tissue infections requiring intravenous antibiotic therapy.
- Post-operative and post-procedural care, including wound review and surveillance.
- Complex and chronic wound management.
- Venous thromboembolism (DVT/PE) and anticoagulation management.
- Exacerbations of chronic conditions — such as heart failure and chronic respiratory disease — where suitable for home-based management.
- Administration and monitoring of intravenous therapy, including fluids, antibiotics and other parenteral medications.
- Home-based cancer and haematology supportive care, including the management of treatment side-effects.
- Palliative and supportive care in the community.
- Assessment and management of frail older patients, including support to regain independence and function.
- Recognition, initial management and appropriate escalation of the clinically deteriorating patient in the home setting.

Hours of Work and Rosters

- Doctors must work the hours rostered according to the clinical requirements of the service.

- Average hours of work are as per the Doctors in Training Enterprise Agreement (approximately 43 hours per week for full-time Registrars).
- The service operates seven days a week; the Registrar will participate in a roster that may include weekend, evening and on-call commitments.
- The role involves travel to patients in their homes and community settings within the Wimmera; a current Victorian driver's licence is required.
- The doctor may be asked to work overtime within the limits of the Enterprise Agreement, and to alter shifts at short notice to cover leave.
- Compliance with all Grampians Health policies and procedures, including infection prevention and control.

KEY SELECTION CRITERIA

Essential

- MBBS or equivalent degree, with current General Registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Minimum three years post-graduate experience.
- Demonstrated experience and skills in the assessment and clinical management of acute general medical and/or surgical patients.

Desirable

- Enrolment in, or eligibility for, a relevant College training program (e.g. RACP, ACRRM or RACGP).
- High-level interpersonal and communication skills, and the ability to communicate confidently with patients, families and other health professionals.
- Evidence of ongoing professional development to continually update personal medical knowledge and skills.
- Effective organisational skills, incorporating documentation, time management, critical thinking and priority setting.
- Ability to work independently under appropriate supervision and as an effective member of a multidisciplinary team.
- Ability to operate in an environment of change.

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.

- 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 a NDIS Worker screening check. Ongoing employment will be dependent on the provision of satisfactory checks.

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 by 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.