



PURPOSE STATEMENT: *Helping everyone to be and stay healthy.*

POSITION: GP Registrar-Advanced Skills in Emergency

RESPONSIBLE TO: Director of Emergency Medicine

DEPARTMENT: Emergency Department

CLASSIFICATION: Victorian Public Health Sector (AMA Victoria) – Doctors in Training Enterprise Agreement 2018-2021

POSITION STATEMENT:

The Primary responsibility of the Registrar is to deliver care in a safe and timely manner in the Emergency Department (ED). This will be achieved by working in partnership with Consultants and Senior Medical Officers as well as on call Visiting Medical Officers. This position is designed to provide graduated levels of training and experience, consistent with the goals and objectives, and under appropriate supervision. Care should be provided on the basis of evidenced based medicine.

The Registrar will act as an integral part of the Emergency Medicine team and will carry out their duties with professionalism and respect to other staff.

KEY WORKING RELATIONSHIPS:

Internal:

- Director of Emergency Medicine
- FACEMs and other Senior Medical Officers
- Nurse Unit Manager
- Junior Medical Officers (JMOs)
- Pharmacy
- Medical Imaging
- Pathology
- Chief Medical Officer
- Medical Workforce Unit Manager
- Staff Specialists

External:

- Visiting Medical Officers (VMOs) including General Practitioners
- Other health services
- Ambulance Victoria
- Ambulance Retrieval Victoria (ARV)
- Safe Care Victoria (SCV)

POSITION SPECIFIC RESPONSIBILITIES:

- The appropriate and efficient assessment and treatment of patients presenting to the Emergency Department, according to triage categories and guidelines
- Supervision and teaching of more junior medical staff as well as nursing staff
- Communication with referring Medical Practitioners regarding patient care, both at the time of assessment and following discharge
- Liaison with Nursing Staff, VMOs, SMOs, Consultants in pursuing a high standard of care
- Ensure the appropriate continuity of care
- Involvement in Echuca Regional Health education programs
- Other reasonable duties as specified by the Director
- Member of Code Blue and MET Call team as per Code Blue and MET Call policy and procedure.
- Attend regular meetings with the Director of Emergency Medicine or delegate.
- Maintain a log book of patients assessed/procedures performed in the Emergency Department.
- Follow principles of "Choosing Wisely" when requesting pathology and medical imaging.

ORGANISATIONAL RESPONSIBILITIES:

General:

- Positively promote ERH within and externally to the organization;
- Each employee has a responsibility to comply with all ERH policies and procedures and familiarize themselves with those relevant to their position;
- Promote practices which comply with the policies and procedures of ERH and actively participate in the maintenance of relevant policies and procedures to ensure best practice;
- Participate in departmental and organizational meetings as required;
- Maintain accurate records, statistics and reports, as required;
- Report all incidents and near misses as soon as possible after the event;
- Participate in Risk Management activities of relevance and assist with identification and control of risks within their department;
- Actively participate in Performance Appraisal processes, three months after commencement and annually thereafter.

Occupational Health and Safety:

Each employee has the right to a safe working environment. Employees must:

- Carry out their duties in a manner which does not adversely affect their own health and safety or that of others;
- Cooperate with measures introduced in the interest of health and safety;
- Undertake any training provided in relation to Occupational Health & Safety;
- Immediately report all matters that may affect workplace health and safety to their manager/supervisor;
- Comply with all Commonwealth and State legislative requirements;
- Correctly use any information, training, personal protective equipment and safety equipment provided by the organization;
- Refrain from recklessly or willfully interfering with anything that has been provided for health and safety reasons.

Infection Prevention and Control:

- Each employee has a responsibility to implement Infection Control guidelines of relevance to the position.

Disaster and Emergency Response:

- Echuca Regional Health is the principal regional health provider in the event of disaster and emergency. The occupant of this position understands and acknowledges that s/he may be required to work as assigned, if requested, to meet ERH responsibilities in a disaster or emergency situation;
- Each employee has a responsibility to participate in emergency response drills and attend relevant emergency training.

Continuous Quality Improvement:

Each employee has a responsibility to:

- Aim to provide a positive experience for each patient, client, resident and customer every time;
- Utilise the principles of "Patient Centred Care" as a guide to provide a positive experience each and every time;
- Always escalate any issues you identify regarding customer experience or safety and risk to an appropriate staff member, if unable to rectify yourself;
- Contribute to improvement activities and understand the basics of the "pdsa quality cycle";
- Follow organisational guidelines including quality and safety and occupational policies and procedures;
- Maintain a safe working environment for yourself, your colleagues and members of the public;
- Comply with ERH and relevant registration bodies mandatory continuing professional development requirements;
- Actively support compliance with the National Safety & Quality Health Service Standards and other professional standards and relevant regulatory requirements.

Workplace Harassment and Bullying:

- ERH has adopted and applies the State Services Authority Code of Conduct;
- Each employee has the right to a workplace free from any form of harassment or bullying;
- Each employee has a responsibility to comply with ERH policy and participate in education and training.

Health Promotion:

- ERH adopts the principles of health promotion and encourages all employees to embrace the organisation's Health Promotion Plan and activities;
- Each employee is encouraged to support/participate in health promotion programs.

Confidentiality:

- Any breach of the Confidentiality Policy may result in disciplinary action and/or dismissal and a possible fine under the Health Services Act (Vic).

Police Record Check:

- This position requires a satisfactory National Police Check and a Working with Children check. ERH will not make a formal offer of employment until a candidate provides these documents.

Conditions of employment:

This position requires a satisfactory National Police Check and (where relevant):

- Working with Children check; and
- Written consent for personal details to be provided to the Department of Health and Human Services for checking against the Disability Worker Exclusion List.

ERH will not make a formal offer of employment until a candidate provides these documents.

MANDATORY TRAINING:

- Fire Training
- ALS/ Training
- Hand Hygiene
- Blood Safe – E Learning

MANDATORY SKILLS:

- Registration with Australian Health Practitioner Regulation Agency
- Bachelor of Medicine and Bachelor of Surgery (or equivalent)
- Certified proof of Advanced Life Support/training

PREFERRED SKILLS:

- Exceptional communication skills
- Advanced Emergency Medicine Skills
- Ability to function as part of a team

KEY SELECTION CRITERIA:

- KSC 1** MBBS or equivalent degree enabling registration with the Australian Health Practitioner Regulation Agency
- KSC 2** Demonstrated appropriate level experience and skills in the medical assessment and clinical management of patients
- KSC 3** Thorough understanding of the relevant legislation pertaining to Medical Officers
- KSC 4** High level interpersonal and communication skills
- KSC 5** Evidence of on-going professional development to continually update personal medical knowledge and skills
- KSC 6** Ability to operate in an environment of change
- KSC 7** Ability to work as part of a team as well as independently

Echuca Regional Health Guiding Principles:

Echuca Regional Health has adopted a common set of values across the organisation and developed associated behaviours around these values. Selection will be based on assessing demonstrated performance of the skills, knowledge, behaviours and other personal qualifications relevant to the role.

Principle:	Associated Behaviours:
Respect and Honesty	<ul style="list-style-type: none"> • Treats people with dignity • Is truthful
Inclusion	<ul style="list-style-type: none"> • Works with a team focus • Cooperates with others and gains input and support to assist in achieving objectives
Empathy and Compassion	<ul style="list-style-type: none"> • Treats people fairly and openly • Demonstrates personal standards of consistency, tolerance and patience
Excellence and Best Practice	<ul style="list-style-type: none"> • Consistently supports and follows organisational policies and procedures • Actively participates in identifying opportunities to improve what we do
Access and Equity	<ul style="list-style-type: none"> • Shows respect for diverse cultural backgrounds • Demonstrates consistently high standards of communication and respects all people equally

Commitment and Accountability

- Monitors the impact of one's own behaviour on others
- Supports a "no-blame" culture in reporting incidents and helping to effectively resolve them

TERMS & CONDITIONS OF EMPLOYMENT:

Terms and conditions are in accordance with the Letter of Offer.

I acknowledge that I have received a copy of this position description. I have read (or have had read to me) and understand the requirements of this position. I agree to work in accordance with this position description.

Signed: _____ Date: / /

Print Name: _____

cc: Personnel File

Echuca Regional Health is an Equal Opportunity Employer