

# POSITION DESCRIPTION

<b>Position:</b>	<b>Registrar – Rehabilitation</b>		
<b>Division:</b>	Medical Services	<b>Level of Authority:</b> (as per BRHS Instrument of Delegation)	General Staff
<b>Department/Unit:</b>	Rehabilitation		
<b>Reports To:</b>	Medical Workforce Coordinator		
<b>Direct Reports:</b>	Nil		
<b>Enterprise Agreement:</b>	AMA Victoria - Victorian Public Health Sector - Doctors in Training Enterprise Agreement 2018-2021 <i>and subsequent agreements as may be approved in accordance with Fair Work legislation during the course of employment.</i>		
<b>Salary Range:</b>	Registrar year 1-2, dependant on qualifications and experience. plus superannuation in accordance with statutory regulations.		

## BAIRNSDALE REGIONAL HEALTH SERVICE

Bairnsdale Regional Health Service (BRHS) is a multifaceted and growing regional health system providing a comprehensive array of health care services to the East Gippsland community. BRHS is driven by the vision to be an innovative leader in the health care field and provide outstanding person centred services to our community.

Three campuses in Bairnsdale provide opportunity for staff and students across a wide range of professional specialties including emergency, acute, sub-acute, maternity, residential aged care, allied health, community health, oral health, information technology, administration, finance and extensive support services. As the region's largest employer, BRHS is a magnet that attracts talented professionals to the region, and maintains a strong commitment to developing key strategic partnerships to enhance healthcare services in the region strengthening our community.

We maintain a strong commitment to understand the health service needs of the local population. Our fundamental commitment to partnering with our consumers through ongoing collaboration supports our delivery of great consumer experience and health outcomes.

BRHS is located on the lands of the Gunai Kurnai people. Find out more about BRHS [here](#)

## DEPARTMENT

The BRHS Medical Services Directorate is comprised of five clinical disciplines (Internal Medicine, General Medicine, Emergency Medicine, Rehabilitation/Geriatric Medicine, and Surgery), Pharmacy, Medical Imaging, Pathology and a Medical Workforce Administration team. The Administrative area comprises a Director of Medical Service (DMS), Deputy Director of Medical Services (DDMS), a Medical Workforce Coordinator, and 3 Administration Support Officers.

Medical Services is responsible for the provision of high-quality, locally appropriate medical care for the consumers of BRHS. This is achieved through BRHS medical staff working with the multidisciplinary team of BRHS in collaboration with visiting medical officers, community health care providers, services from other hospitals and in partnership with the patient and carer(s).

20 bed Flanagan Rehabilitation Ward. Subacute inpatients will be admitted under the Rehabilitation Physician's/Geriatrician's bed-card, with after-hours medical support and attendance provided by on-site Hospital Medical Officers. Acute medical inpatients will be admitted under the Physicians or General Practitioner Visiting Medical Officers' bed-cards, with the Rehabilitation Physician/Geriatrician providing consultancy support and review as required to both acute inpatients and the Emergency Department as required.

## POSITION OBJECTIVE

The role of Rehabilitation Medicine Registrar is to work collaboratively in an interdisciplinary fashion to optimise the outcomes of all patients admitted to our Rehabilitation Ward. The role includes assessing patients referred to the inpatient and outpatient Bairnsdale Regional Health Service (BRHS) Rehabilitation Service as directed by the department Consultant Physician. The role also includes supervision of the ward Intern or Hospital Medical Officer (HMO), day to day care of in-patient rehabilitation patients and participation in Rehabilitation Medicine Outpatient Clinics.

## ORGANISATIONAL INFORMATION

### Vision:

Respected leader of outstanding health care

### Role Statement:

To improve the health and wellbeing of the East Gippsland community by providing accessible, high quality and sustainable health services.

### Strategic Objectives

1. Safe, Effective Care
2. Skilled, valued and compassionate workforce
3. Leadership, accountability and a sustainable future
4. The consumer at the centre

### Organisational Principles

#### 1. Progressive

BRHS will ensure that our models of care are evidence based and contemporary and we are leaders of regional health care in a rural environment.

#### 2. Accountable

BRHS will acknowledge our obligations through a culture of honesty, trust and absolute responsibility for its action.

#### 3. Competent

BRHS will demonstrate compassion, proficiency and knowledge as a learning organisation to ensure our care is always safe and effective.

#### 4. Person Centred

BRHS will work in partnership with patients, families and carers to empower them to make informed decisions about their own health and create a positive patient experience.

#### 5. Collaborative

BRHS will establish relationships that enhance the delivery of safe, effective and integrated and high quality health services for the community of East Gippsland.

### Trademark Behaviours

1. Display trust & mutual respect
2. Have courage to change
3. Step up & take responsibility
4. Be positive & support others
5. Learn & apply knowledge

## RESPONSIBILITIES & ACCOUNTABILITIES

### Primary Responsibilities

- Provide patient assessment (history taking, physical examination, diagnostic formulation, appropriate investigations, consult and refer) as required and appropriate to the level of trainee Rehabilitation Registrar.
- Provide patient management (care planning – curative and symptomatic, providing continuity of care from admission to discharge, frequent and regular patient reviews, discharge planning, referral for ongoing care, end-of-life care).
- Participate in case conference and other interdisciplinary processes for the optimal care of patients and their families / carers.
- Procedural skills (pre-procedure care, principles of informed consent, minor/ward procedures and assisting with major/theatre procedures, post-procedure care).
- Provide patient care that is appropriate to the rural setting of BRHS.
- Use evidence to guide clinical practice.
- Provide multidisciplinary teamwork with all team members (collaborative and respectful communication, participation in multidisciplinary care planning and discharge planning, conflict resolution).
- Demonstrate effective teamwork with external health care providers.
- Provide appropriate, timely and respectful communication to patients and carers, involving them in clinical decision-making.
- Participate in breaking bad news and open disclosure of adverse events.
- Participate in complaints management and clinical governance duties as requested.
- Ensure timely, concise and informative clinical handover.
- Provide supervision and support to interns and medical students.
- Ensure Legislative compliance (privacy and confidentiality, notifiable diseases reporting, medico-legal reports, equal opportunity, human rights and responsibilities).
- Ensure professional and ethical behaviour (consult colleagues about ethical concerns, accept responsibility for behaviour, punctuality, assistance of colleagues, participation in after-hours and on-call roster, participation in education activities, seeks and responds to feedback about performance).
- Ensure you working within your scope of practice, and escalate when uncertain, or concerned about a patient.
- Ensure NEAT targets are met when taking into account patient distribution and patient flow in Emergency
- Work with an awareness of the cost versus the benefit of blood tests and imaging requests
- Undertake other duties as required by the Manager/Clinical Lead that are within the scope and skill consistent with the position.
- Undertake other duties as required by the Manager/Team Leader that are within the scope and skill consistent with the position.

### Strategic Imperatives

- Demonstrate an awareness and understanding of BRHS' strategic plan and contribute to the team's work plan to achieve organisational objectives.
- Ensure all work practices comply with current BRHS policies, procedures and/or guidelines.
- Be familiar with the organisation's principles and demonstrate alignment with the trademark behaviours in day to day practice.
- Demonstrate an awareness and compliance with the BRHS Consumer Engagement strategy to foster person-centred practice.
- Adopt and maintain a progressive and evidence-based approach to service delivery.

## Professional Development

- Actively engage in the annual performance review and development appraisal with direct supervisor.
- Maintain professional competencies and registration (if applicable) and undertake relevant professional development, continuing education and training.
- Ensure completion of mandatory competencies (both organizational and profession-specific).

## Work Health and Safety

- Regularly monitor and review personal work practices and the environment to ensure a healthy and safe workplace in accordance with BRHS policies/procedures and legislative requirements.
- Adhere to Occupational Health and Safety, Equal Employment Opportunity, Emergency Management, Waste Management, Environmental Sustainability and Infection Control policies and legislation.
- Proactively report OH&S hazards, incidents and injuries to supervisor.

## Quality and Risk Management

- Actively participate and contribute to quality improvement activities, by identifying and making recommendations on opportunities to improve processes, workplace health and safety, quality and service delivery outcomes.
- Adhere to BRHS incident and complaint investigation policies and procedures.
- Manage risk in daily work practices.
- Adhere to all organisational policies and procedures.
- Ensure a good knowledge of policies relating to reportable conduct, child safe standards and hospital response to family violence.

## Information and Resource Management

- Understand the purpose of, and be able to use client/corporate records systems and common software applications confidentially and appropriately
- Prepare documentation using clear, concise and grammatically correct language appropriate to the role and service requirements.
- Record and maintain accurate and timely data as directed to meet relevant funding and policy requirements.
- Work within budget requirements and use resources appropriately.
- Comply with record and information management requirements in accordance with relevant BRHS policies and guidelines.
- Ensure information relating to patients/clients and colleague's is kept private and confidential at all times in accordance with BRHS policy and procedures.

## Communication and Teamwork

- Actively participate in team meetings, staff forums and other meetings relevant to the role, and as required by supervisor.
- Work in a co-operative and collaborative manner with all team members to foster a positive and supportive work environment and person-centred service provision.
- Provide guidance and support to students and staff in your work area to contribute to a valuable and constructive learning experience.

## Diversity and Inclusion

- Support an inclusive environment where all individuals are treated fairly, with respect and receive the same opportunities.
- Actively participate in developing cultural competence including an awareness and understanding of the diverse range of cultures and backgrounds, including Aboriginal and Torres Strait Islander people, members of the LGBTIQ community and people with a disability.

## POSITION REQUIREMENTS

### Position Requirements

Satisfactory National Police Check (no older than 12 months) <i>Certificate must be provided prior to commencement.</i>	Required
Satisfactory Working with Children Check <i>Evidence of application must be provided prior to commencement.</i>	Required
Satisfactory Health Declaration (BRHS will provide documentation for completion) <i>Completed document must be provided prior to commencement.</i>	Required
Immunisation History (BRHS will provide documentation for completion) <i>Completed document must be provided prior to commencement.</i>	Required
Evidence of Professional Registration	Required
Evidence of Professional Qualification	Required
Valid Victorian Driver's Licence	Preferred
Valid Trade Licence	Not required
Undertake Health monitoring as per BRHS Cytotoxic Drugs & BCG Instillations policy). Mandatory to occur prior to commencement and when required during employment.	Required

### Typical Work Schedule

This position is worked as required from Monday to Friday  
This position is worked as required on public holidays

## KEY SELECTION CRITERIA

Bairnsdale Regional Health Service is an equal opportunity employer. BRHS has adopted a common set of principles across the organisation and developed associated trademark behaviours. Selection will be based on assessing demonstrated alignment with the skills, qualifications, knowledge, behaviours and other personal qualities required to carry out the role effectively.

## **Qualifications and Experience**

- Bachelor of Medicine and Bachelor of Surgery (or equivalent)
- General Registration with the Medical Board of Australia (and AHPRA) or eligibility for provisional medical registration (supervised practice and postgraduate training)
- Undertaking Advanced Training with the Australasian Faculty of Rehabilitation Medicine (highly regarded).

## **Skills, Knowledge and Attributes**

1. Well-developed clinical skills for the effective assessment and treatment of patients.
2. High level interpersonal skills to effectively communicate with clients, carers and workers and liaise with a wide range of service providers, and work efficiently in a multi-disciplinary team.
3. Ability to work as part of a team as well as independently.
4. Demonstrated interest in pursuing regionally based specialist training.
5. A reasonable understanding of the unique demands of rural or regional health.
6. High level emotional intelligence.
7. Proven resilience.
8. Ability to build and maintain strong working relationships

## JOB DEMANDS CHECKLIST

Bairnsdale Regional Health Service endeavours to provide a safe working environment for all staff. The table below describes the demands and risk factors associated with this job. Applicants must review this information to ensure they can comply with these requirements. Successful applicants will be required to sign the acknowledgment at the end of the position description to confirm their ability to perform the job demands of this position.

Frequency definitions:	
<b>I = Infrequent</b>	Activity may be required very infrequently
<b>O = Occasional</b>	Activity required occasionally, not necessarily all shifts
<b>F = Frequent</b>	Activity required most shifts, up to 50% of the time
<b>C = Constant</b>	Activity that exists for the majority of each shift and may involve repetitive movement for prolonged periods
<b>N/A = Not Applicable</b>	Activity not performed

Aspects of Normal Workplace		Frequency				
Demands	Description	I	O	F	C	N/A
<b>Physical Demands</b>						
Sitting	Remain seated to perform tasks		x			
Standing	Remain standing to perform tasks				x	
Walking	Periods of walking required to perform tasks				x	
Bending	Forward bending from waist to perform tasks			x		
Kneeling	Remaining in a kneeling position to perform tasks	x				
Lifting/Carrying	Light lifting and carrying					x
	Moderate lifting and carrying					x
	Assisted lifting (mechanical, equipment, person assist)		x			
Climbing, Working at Heights	Ascending and descending ladders, stools, scaffolding					x
Pushing/ Pulling	Moving objects e.g. trolleys, beds, wheelchairs and floor cleaning equipment	x				
Reaching	Arms fully extended forward or raised above shoulder	x				
Crouching	Adopting a crouching posture to perform tasks	x				
Foot Movement	Use of leg and/or foot to operate machinery					x
Head Postures	Holding head in a position other than neutral (facing forward)					x
Fingers/Hand/ Arm Movement	Repetitive movements of fingers, hands and arms e.g. computer keyboarding	x				
Grasping/Fine Manipulation	Gripping, holding, clasping with fingers or hands	x				
Driving	Operating a motor powered vehicle e.g. Use of hospital cars, deliveries, visiting clients, tractor, ride on mower, forklift, bus etc.					x

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Aspects of Normal Workplace		Frequency				
Demands	Description	I	O	F	C	N/A
<b>Psychosocial Demands</b>						
Distressed People	Highly emotional people crying, upset, unhappy, depressed. E.g. Emergency or grief situations				x	
Aggressive/ Unpredictable People	Raised voices, yelling, swearing, and arguing. E.g. Drug/alcohol, dementia, mental illness		x			
Exposure to Distressing Situations	E.g. Child abuse, delivering bad news, viewing extreme injuries, viewing deceased			x		
<b>Environmental Demands</b>						
Gases	Working with explosive or flammable gases requiring precautionary measures	x				
Liquids	Working with corrosive, toxic or poisonous liquids or chemicals requiring Personal Protective Equipment (PPE)					x
Noise	Environmental/background noise necessitates people raising their voice to be heard	x				
Biological Hazards	E.g. Exposure to body fluids, bacteria, infectious diseases requiring PPE				x	
Cytotoxic Materials	Handling and/or preparation of cytotoxic materials	x				
Radiation	Working with radiologic equipment					x

## AUTHORISATION

I confirm that I have read and understood this position description and believe that I am able to carry out the requirements of this role safely and effectively and that the conditions and requirements therein form part of my contract of employment.

X

\_\_\_\_\_  
Employee signature  
Date

X

\_\_\_\_\_  
Employee name (Printed)

**Bairnsdale Regional Health Service is a smoke free workplace**

## DOCUMENT CONTROL

Bairnsdale Regional Health Services reserves the right to review and amend this document at its discretion.

<b>Reviewed by Manager:</b>	<b>Date:</b> 05.05.2021	<b>Updated:</b> <input checked="" type="checkbox"/>	<b>No Update required:</b> <input type="checkbox"/>
<b>Approved by Director:</b>	<b>Date:</b> 05.05.2021	<b>Name:</b> Mau Wee, DMS	

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