

Position Description

POSITION TITLE: Rehabilitation Medicine Registrar	DIVISION: Community Health, Rehabilitation & Palliative Care
REPORTS TO: Operationally - Director Medical Workforce Professionally - Head of Department Rehabilitation Services	DIRECT REPORTS: Nil
ENTERPRISE AGREEMENT: AMA Victoria – Victorian Public Health Sector - Doctors in Training Enterprise Agreement 2018-2021	CLASSIFICATION: HM25 – HM30
APPROVED: Head of Department Rehabilitation	APPROVAL DATE: April 2021
PRIMARY OBJECTIVE:	
To provide effective supervised day to day clinical management of both ambulatory and admitted patients, whilst fulfilling Medical Board of Victoria pre-registration training requirements.	
BARWON HEALTH VISION – Together with our community we build healthier lives, inspired by world class standards	
PRIORITIES	VALUES
<p>OUR VISION <i>BY 2050, EVERYONE IN OUR COMMUNITY ENJOYS THE BEST HEALTH AND WELLBEING IN VICTORIA.</i></p> <p>OUR PURPOSE <i>PROVIDE BEST CARE, EVERY PERSON, EVERY DAY, SO THAT EVERYONE FEELS BETTER.</i></p> <p>Strategic Priority 1: Deliver Best Care</p> <p>Strategic Priority 2: Invest to improve</p> <p>Strategic Priority 3: Ensure Our Future</p>	<p>RESPECT We RESPECT the people we connect with</p> <p>COMPASSION We show COMPASSION for the people we care for and work with</p> <p>COMMITMENT We are COMMITTED to quality and excellence in everything we do</p> <p>ACCOUNTABILITY We take ACCOUNTABILITY for what we do</p> <p>INNOVATION We drive INNOVATION for better care</p>



POSITION DIMENSION & DECISION MAKING AUTHORITY:	KEY COMMUNICATION CONTACTS (INFORMED):													
<p>Without referral to Manager (RESPONSIBLE)</p> <ul style="list-style-type: none"> To attend to urgent and emergency clinical problems in a timely and prompt manner. To ensure clear, accurate communication with patients, families and other hospital staff. To advise junior staff when on call after hours or whenever appropriate at other times To attend scheduled teaching and learning opportunities Perform comprehensive initial assessments of patients as part of an interdisciplinary team. Complete comprehensive patient history Perform thorough directed physical examinations of presenting patients Establish problem list and discuss goals of care with rehabilitation team Accurate interpretation of results from investigations ordered and intervene and consult appropriately Document a detailed and legible clinical history, physical examination and management plan onto the medical record and document patient's alert status on admission Update other key health providers and in particular the patient's General Practitioner if there are major or unexpected changes in the goals of care. <p>After Consultation with Manager or others (CONSULTED)</p> <ul style="list-style-type: none"> Ensure appropriate consultation with Rehabilitation Medicine Physician during routine clinical supervision and when the registrar is unsure of most appropriate course of action. To contribute to and assist Rehabilitation Consultant with the smooth running of department. <p>Referred to Managers or others (CONSULTED)</p> <ul style="list-style-type: none"> Decisions outside position delegation 	<table border="1"> <thead> <tr> <th data-bbox="1180 248 1621 304">Purpose/Frequency of Contact</th> <th data-bbox="1621 248 2116 304">Contact/Organisation</th> </tr> </thead> <tbody> <tr> <td data-bbox="1180 304 1621 400">Daily/multiple times</td> <td data-bbox="1621 304 2116 400">Supervising consultant, Inpatient medical staff, junior medical staff, Nursing & Allied Health Staff</td> </tr> <tr> <td data-bbox="1180 400 1621 480">Daily/multiple times</td> <td data-bbox="1621 400 2116 480">Patients , Families, Carers</td> </tr> <tr> <td data-bbox="1180 480 1621 560">Daily</td> <td data-bbox="1621 480 2116 560">Medical Services, Directors, Administration staff</td> </tr> <tr> <td data-bbox="1180 560 1621 655">Daily/ Required / Prior to Discharge</td> <td data-bbox="1621 560 2116 655">Medical Care Providers</td> </tr> <tr> <td data-bbox="1180 655 1621 1114">When required</td> <td data-bbox="1621 655 2116 1114">Department of Health</td> </tr> </tbody> </table>	Purpose/Frequency of Contact	Contact/Organisation	Daily/multiple times	Supervising consultant, Inpatient medical staff, junior medical staff, Nursing & Allied Health Staff	Daily/multiple times	Patients , Families, Carers	Daily	Medical Services, Directors, Administration staff	Daily/ Required / Prior to Discharge	Medical Care Providers	When required	Department of Health	
Purpose/Frequency of Contact	Contact/Organisation													
Daily/multiple times	Supervising consultant, Inpatient medical staff, junior medical staff, Nursing & Allied Health Staff													
Daily/multiple times	Patients , Families, Carers													
Daily	Medical Services, Directors, Administration staff													
Daily/ Required / Prior to Discharge	Medical Care Providers													
When required	Department of Health													



KEY ACCOUNTABILITIES:		
Key Result Area	Major Activities	Performance Measures
Patient Assessment	<ul style="list-style-type: none"> To attend to patients and to ensure the assessment and management of these patients is appropriate, timely and clearly documented. Involve supervising consultant as appropriate to ensure quality patient care is attained and maintained. 	<ul style="list-style-type: none"> Feedback Professional development review. Patient satisfaction Clinical unit audits – sanctioned by consultant staff Assessment of performance as per AFRM
Patient Management	<ul style="list-style-type: none"> Prioritise treatment of multiple patients & family concerns simultaneously Formulate and execute an appropriate management plan for patients Recognise personal limitations with an ability to judge when to seek advice and/or assistance Involve supervising consultant as appropriate to ensure quality patient care is attained and maintained. 	<ul style="list-style-type: none"> Feedback and professional development review. Client (patient) satisfaction Demonstration of effective management plans Clinical unit audits – sanctioned by consultant staff Assessment of performance as per AFRM
Professional and personal competence	<ul style="list-style-type: none"> Participate in continuing medical education activities (central training & other scheduled CME activities in program and campuses) Recognise personal limitations with an ability to judge when to seek advice and/or assistance Develop an understanding of common medical conditions and practical skills relevant to Rehabilitation Medicine Accept direction and feedback to assist in ongoing learning Demonstrate an ability to work as part of a team, understanding the roles and responsibilities of other health professionals Demonstrate professional and ethical behaviour Show self-evaluation skills in relation to professional performance 	<ul style="list-style-type: none"> Demonstrated attendance and participation at central training program Organisational feedback and professional development review Clinical unit audits – sanctioned by consultant staff Evidence of implemented education & development program. Assessment of performance as per AFRM
Communication	<ul style="list-style-type: none"> Demonstrate effective timely communication skills with nursing staff, medical staff and other health professionals Demonstrate an ability to communicate effectively with patients and carers over a wide range of scenarios often involving complex and sensitive information regarding disability and functional recovery. Ensure general practitioners receive timely and comprehensive discharge summary and when particularly complex a verbal handover prior to discharge. 	<ul style="list-style-type: none"> Feedback from patients, relatives, and other members of team



Information Technology Skills	<ul style="list-style-type: none"> • Use information technology by completing the computerised medical record, as an adjunct to or instead of the written record where this is available • Use information technology to access information for patients and illnesses. • Access both relevant and current literature to assist with understanding clinical problems and formulating the best possible management plans 	<ul style="list-style-type: none"> • Demonstrated effective use of required technologies. • Feedback • Performance Development Review
Legislation / Regulations	<ul style="list-style-type: none"> • Provision of clinical care is practiced in line with relevant and applicable legislation/regulations • Provide legible, concise, accurate and signed clinical notes as per ACHS and relevant professional college standards, associated with all patient contact. • Follow local guidelines/policies to assist with delivery of efficient/effective healthcare • Understand the application of National Safety and Quality to ensure compliance with applicable regulatory bodies is maintained 	<ul style="list-style-type: none"> • Evidence of documentation • Demonstrated adherence to Barwon Health policy and procedures and other applicable regulation/ legislation. • Clinical unit audits – sanctioned by consultant staff • Quarterly assessment of performance • Adherence to National Quality and Safety Standards
Information Management	<ul style="list-style-type: none"> • Displays and promotes correct documentation techniques and initiates regular documentation auditing to ensure legal, professional and organisational standards are met and maintained • Abide by the Organisation's requirements pertaining to appropriate Information Security and Information Management regulations and report an accidental or malicious breach of these regulations to the appropriate department • Ensure patient information is accurate and only released in line with the Health Records Act requirements 	<ul style="list-style-type: none"> • Documentation audits
Occupational Health and Safety (OHS)	<ul style="list-style-type: none"> • Be familiar with and ensure that all appropriate actions are taken to implement OHS policies and procedures and that legislative requirements are met within the service • Report any incidents or potential hazards in accordance with Barwon Health policies and procedures including effective reporting via RiskMan • Assist in the planning, development and implementation of OHS measures • Demonstrates a commitment to health and safety in line with Barwon Health OHS policies and procedures, training requirements and legislative/regulatory requirements • Ensures that mandatory OHS training is kept up to date 	<ul style="list-style-type: none"> • Evidence of compliance with OHS policies and procedures • Participation in team meetings where key OHS issues are discussed and resolved • Evidence of hazard and incident reporting using RiskMan • Maintains compliance with mandatory OHS training requirements •



Other Duties

- Exhibits a commitment to the Barwon Health's values including team based above and below the line behaviours
- Undertake special projects or reports required by the Manager on a wide range of issues
- Report all incidents through the incident management system
- Practice in accordance with the relevant health care or industry standards
- Demonstrate an understanding of appropriate behaviours when engaging with children
- Complete mandatory training and education
- Comply with relevant Barwon Health policies and procedures
- Participate in quality improvement activities
- Perform all other duties as directed within the limits of skill, competence and training to maximise flexibility and effectiveness

- Barwon Health values modelled at all times
- Professional Development Review
- Demonstrated use of incident management system
- Adherence to applicable health care or industry standards
- Demonstrated completion of mandatory training
- Adherence with Barwon Health policies and procedures
- Adherence with Child Safe Standards
- Active participation in required quality improvement activities



KEY SELECTION CRITERIA – LEADERSHIP CAPABILITY FRAMEWORK: [Leadership Capabilities - Leading Self](#)

AWARENESS OF SELF	COMMUNICATE	RELATIONSHIPS	RESULTS
<p>Builds and maintains resilience:</p> <ul style="list-style-type: none"> Monitors own emotional reactions when under pressure Focuses on the positives in difficult situations Bounces back from setbacks 	<p>Communicates clearly:</p> <p>Obtains and provides accurate information to consumers and colleagues utilising principles of Health Literacy</p> <p>Has the courage to respectfully have ‘difficult’ conversations</p> <p>Discusses issues thoughtfully without getting aggressive</p>	<p>Works in teams:</p> <p>Works cooperatively with others to achieve shared objectives</p> <p>Contributes to maintaining an environment of trust</p>	<p>Supports a shared purpose:</p> <ul style="list-style-type: none"> Understands <u>Barwon Health’s mission, vision and values</u> and can explain how they are relevant to work Holds self and others responsible for achieving results
<p>Demonstrates commitment to personal development:</p> <p>Evaluates own strengths and areas for development</p> <p>Seeks feedback from others on own performance and development</p> <p>Seeks development opportunities</p>	<p>Listens, understands and adapt to others:</p> <p>Listens actively to others</p> <p>Focuses on gaining a clear understanding of others’ comments by asking clarifying questions and reflecting back</p>	<p>Develops others:</p> <ul style="list-style-type: none"> Recognises and praises others for their contributions and accomplishments Provides respectful and timely feedback to others 	<p>Displays openness to change:</p> <ul style="list-style-type: none"> Responds in a positive and flexible manner to change and uncertainty Listens with an open mind to others when they propose new solutions and different ways of doing things
<p>Exemplifies personal integrity and professionalism:</p> <ul style="list-style-type: none"> Acts in alignment with the <u>Barwon Health Values</u> and <u>Code of Conduct</u> at all times Reports instances where the behaviours of others are inconsistent with the <u>Barwon Health Values</u> and <u>Code of Conduct</u> 	<p>Influences positive outcomes:</p> <ul style="list-style-type: none"> Provides ideas and information to individuals and in group discussions, in keeping with the <u>Barwon Health Values</u> 	<p>Values individual differences and diversity:</p> <ul style="list-style-type: none"> Recognises the positive benefits of diversity Is sensitive to culture norms and expectations Puts themselves in others’ shoes to accept and value different perspectives 	<p>Takes accountability for achieving quality and excellence:</p> <ul style="list-style-type: none"> Establishes and maintains effective consumer relationships Sets SMART (Specific, Measureable, Agreed Upon, Realistic, Time-based) goals, strives to meet and exceed goals, reports on progress Shows initiative



KEY SELECTION CRITERIA - SPECIALIST KNOWLEDGE:

Appointment to this position requires proof of qualification and/or registration with the appropriate registration authority, including any necessary endorsements, to be provided prior to commencement of duty.

QUALIFICATIONS AND EXPERIENCE –

ESSENTIAL:

- Have you completed a Bachelor of Medicine/Bachelor of Surgery (or equivalent) either in Australia or if at an Overseas University, completed both parts of the Australian Medical Council exams?
- Are you registered or eligible for registration with the Australian Health Practitioners Regulatory Authority (AHPRA)?
- Can you provide evidence that you exhibit high standards of professional behaviour; integrity, punctuality, reliability and ethical practice?
- Do you have the ability and experience to be part of or direct with enthusiasm and encouragement a multidisciplinary team?

DESIRABLE:

- Do you have an intention or interest to train to become a Rehabilitation Physician?
- Do you possess postgraduate experience in an environment where rehabilitation medicine is practised?

