

<b>Position Title:</b>	Rehabilitation Medicine Registrar
<b>Award Classification:</b>	As per AMA / DIT Award
<b>Award / Agreement Name:</b>	Victorian Public Health Sector (AMA Vic) – Doctors in Training – Multi-Enterprise Agreement 2018 -2021 (Commonly known as “AMA Victoria DIT Agreement 2018”)
<b>Reports to:</b>	Director of Rehabilitation Medicine / Rehabilitation Medicine Physicians

### EASTERN HEALTH – GREAT CARE, EVERYWHERE, EVERY TIME

Eastern Health is one of Melbourne’s largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and statewide services to people and communities that are diverse in culture, age and socio-economic status, population and healthcare needs.



## **1. POSITION PURPOSE**

Essential core features:

- To provide for the day to day clinical management of patients under the care and direction of the Director of Rehabilitation Medicine / Rehabilitation Medicine Physician to ensure a high quality of patient care.
- To be actively involved in teaching Medical Students and Junior Medical Staff.
- To conduct research or quality projects if required.

## **2. MAJOR DUTIES AND/OR RESPONSIBILITIES**

Refer Attachment 2 for duties and responsibilities.

## **3. SAFE PRACTICE AND ENVIRONMENT**

### **Occupational Health and Safety**

Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensations (WIRC) Act 2013.

## **4. TRAINING AND DEVELOPMENT**

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

## **5. QUALITY**

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfill your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centered care.

## **6. CONFIDENTIALITY**

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2000.

## **7. EQUAL EMPLOYMENT OPPORTUNITY**

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

## **8. PERFORMANCE DEVELOPMENT**

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

## **9. ATTACHMENTS**

- Attachment 1            Key Selection Criteria
- Attachment 2            Key Result Areas / Key Performance Indicators

**10.NOTE**

*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.*

*Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.*

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Program Clinical Director

**INCUMBENT STATEMENT**

*I \_\_\_\_\_ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.*

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## ATTACHMENT 1

### KEY SELECTION CRITERIA

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Must hold a MBBS or equivalent degree and be provisionally registered as a Medical Practitioner with the Australian [Health Practitioner](#) Regulation Agency (AHPRA).

## ATTACHMENT 2

### KEY SELECTION CRITERIA

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### MAJOR DUTIES AND RESPONSIBILITIES

1. Assess and formulate a management plan for patients admitted to the Rehabilitation Unit and for patients referred for consultation.
2. Supervise the Hospital Medical Officer and ensure that accurate and relevant patient documentation including admission, progress documentation, treatment sheets, discharge notes are completed by the Hospital Medical Officer (or Registrar).
3. Ensure that assessment and management decisions are communicated to the Rehabilitation Unit consultant and other care providers including nursing and allied health staff to promote continuity of patient care.
4. Communication with the patient, and family/carers where appropriate, about assessment and management plans.
5. Supervise the quality of the medical discharge summaries and ensure that these are completed on the day of patient's discharge from hospital and signed and forwarded to General Practitioner.
6. Communicate with General Practitioners; especially in relation to discharge plans and post discharge follow up.
7. Attend Rehabilitation Unit ward rounds, team review meetings and family meetings.
8. Take part in quality improvement activities relevant to the unit and present findings to appropriate meetings.
9. Attend relevant outpatient clinics, as required.
10. Attend and take an active part in unit and hospital educational activities, included Hospital Medical Officer teaching.
11. Take part in the after hours roster as applicable.
12. Inform Medical Administration of any issues related to patient care or general hospital organisation about which you have concerns.
13. Be aware of safety procedures, fire and evacuation plans.