

POSITION DESCRIPTION

Position Title:	Registrar in Rehabilitation Medicine – Broadmeadows Health Service
Business Unit/Division:	Office of CMO
Award Agreement:	AMA Victoria – Victorian Public Health Sector – Doctors in Training Enterprise Agreement 2018-2021
Classification:	HM25 – HM30
Employment Type:	Full time, Fixed term
Reports to:	Rehabilitation Specialist, Clinical Director Aged Care, Rehabilitation and palliative care, Chief Medical Officer through the Junior Medical Workforce Unit
Date Prepared/Updated:	April 2021

General Role Statement:

Duties are varied and include the general medical care of patients, assessment of referrals from acute facilities, attendance at ward rounds, case conferences and family meetings, attendance at the Rehabilitation Outpatient Clinic, as well as supervise the work of the HMO and intern attached to the unit.

ORGANISATIONAL OVERVIEW

Introduction

At Northern Health, we take care of the residents of Melbourne's north, by providing a diverse range of health services, at Northern Hospital Epping, Broadmeadows Hospital, Craigieburn Centre and Bundoora Centre. We also collaborate with our partners to help expand the range of healthcare services offered to our culturally rich and diverse community.

Northern Health provides a vibrant, fast-paced workplace, with the busiest Emergency Department in Victoria. We are located in the rapidly growing northern suburbs, which is driving us to think innovatively about the needs of the population and what the health system of the future might need to look like to meet those needs.

As an organisation, we are shifting our focus from illness to putting a spotlight on supporting our community in 'staying well'. In order to achieve this, we are developing strong relationships with other health service providers and the community across the region, to help us think differently about the future.

Northern Health provides a dynamic working environment, with a strong culture of teamwork, diversity, safety and respect.

Our Strategic Plan

Northern Health's Strategic Plan for Northern Health includes the following elements -

Our Vision:

A healthier community, making a difference for every person every day.

Our Values:

- Safe – We provide safe, trusted care for our patients. We are inclusive, culturally safe, celebrating the diversity of our community.
- Kind – We treat everyone with kindness, respect and empathy.
- Together – We work together with our staff, patients, consumers and health system partners.

Our Priorities:

Northern Health has determined five strategic goals. Focussing on these goals will support us to achieve our vision and mission.

- A safe, positive patient experience
- A healthier community
- An innovative and sustainable future
- Enabled staff, empowered teams
- Engaged learners, inspired researchers

These priorities are inter-related in that success in one area is dependent on success in another. Detailed plans have been developed to support each of the priority areas.

All Northern Health employees will contribute to improving patient safety by being familiar with, and applying the National Safety and Quality Standards and criteria.

Safety, Quality and Clinical Governance at Northern Health

Northern Health is dedicated to providing the highest quality of care in the safest possible environment for every patient every time. We are focused on strengthening the safety and quality of care across the continuum, with a focus on saving lives, reducing harm and improving the patient experience.

Northern Health's safety and quality improvement activities focus on delivering the Strategic Plan and Operational Business Plans, and are supported by the Northern Health Clinical Governance and Risk Frameworks, and the Northern Health Quality Improvement Methodology.

The Northern Health Quality Management System brings together the core elements that underpin how:

- Quality and Clinical Governance is determined.
- Quality services are delivered.
- Risk is managed.
- Audit – what matters is monitored.
- Our committees monitor performance of controls put in place to ensure safe patient care.

ROLE STATEMENT

The Rehabilitation Unit specialises in Neurological and Orthopaedic Rehabilitation with some General Rehabilitation. The duties are varied and include the general medical care of patients, assessment of referrals from acute facilities, attendance at rehab ward rounds, case conferences and family meetings, attendance at the Rehabilitation Outpatient Clinic, as well as supervise the work of the HMO and intern attached to the unit.

There is also a multi-disciplinary spasticity clinic (on a monthly basis) which will allow the registrar to gain valuable experience in the management of spasticity and particularly the administration of botulinum toxin.

Currently no regular out of hours work is rostered, however out of hours cover duties may be requested on occasions.

All employees:

Quality, Safety, Risk and Continuous Improvement

- Maintain an understanding of individual responsibility for patient safety, quality & risk and contribute to organisational quality and safety initiatives
- Follow organisational safety, quality & risk policies and guidelines
- Maintain a safe working environment for yourself, your colleagues and members of the public.
- Maintain an understanding of individual responsibility for patient safety, quality & risk as outlined in Northern Health [Clinical Governance & Patient Experience – Trusted care procedure.](#)
- Contribute to organisational quality and safety initiatives.
- Escalate concerns regarding safety, quality & risk to appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with principles of Patient Centred Care.
- Comply with Northern Health mandatory continuing professional development requirements.
- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.

KEY RESULT AREAS AND MAJOR RESPONSIBILITIES

Patient Support

Provision of appropriate care to: -

- All inpatients within Unit/Department and to undertake daily ward rounds of patients.
- Public outpatient clinics and/or Northern Hospital consult ward round.
- Review of patients for whom Rehabilitation consultation is requested at the Broadmeadows site.

Unit Support

- Support the senior medical staff in the care of the Unit/Department's patients and support junior medical staff.

Daily Duty Requirements

- The duties are varied and include the general medical care of patients, assessment of referrals from acute and subacute facilities, attendance at ward rounds, case conferences and family meetings.
- Attendance will be required at the Out-Patient Clinic.
- Attendance both in-hours and out-of-hours, according to manning charts or rosters.

Un-rostered Obligations

- To provide clinical support for other registrars where this may be required due to workload or other unforeseen circumstances.

Education & Training

- There is a regular Friday tutorial program on site at BHS which can be tailored to the individual registrar's needs, in addition to a teaching ward round each Thursday.
- There is also a strong affiliation with Rehabilitation Colleagues at Melbourne Health and Broadmeadows Health Service, with opportunities for teaching and education at Broadmeadows Health Service, Royal Melbourne Hospital – Royal Park Campus, The Northern Hospital and Royal Melbourne Hospital – City Campus.

Registrar Responsibilities

- Orientation of HMOs and interns at the beginning of each term. This includes providing information on roles and responsibilities, what the HMO will be assessed on, setting intern or HMO rotation objectives, giving unit specific information and updating HMO on status of patients.
- To meet with HMO and intern at midterm for an informal feedback session using the "Guide to Registrars Form".
- To provide immediate feedback to HMO and interns throughout the rotation.
- To ensure HMOs and interns know what to do if they need to seek help, i.e who to contact if you're not available.
- To provide training and education during ward rounds and in other appropriate settings

Education & Training

- Attendance at weekly Intern Education and training sessions is compulsory.
- Attendance at other training sessions appropriate to your level of training is actively encouraged.
- Unit specific activities are listed in the individual unit handbooks.

Communication

- Facilitation of excellent communication and liaison with other staff, general practitioners and others involved in the patient's care.
- To ensure that patients/families are given adequate information about treatment decisions and follow-up.

Quality

- Participation in the relevant divisional/unit quality activities program(s) as requested by the Unit/Department senior staff in particular to assist in collection of AROC data.
- To be responsive to patient and relative complaints, liaising with appropriate senior staff and the patient advocate.

Medical Records

- Ensure that the appropriate documentation is completed in the patient's hospital record.
- Entries should be legible, timely, and regular and comprehensive so as to document patient status and issues, important changes or decisions, dated, designated and signed.
- Notes should include adequate information for coding and patient care purposes.

Patient Discharge

- Facilitate the timely admission and discharge of all patients in accordance with hospital policy.

Administration

- To ensure up to date contact information is available to the hospital.
- To provide notification of inability to attend clinical duties for any reason by notifying Junior Medical Workforce Unit (JMWU) or the person on call for JMWU via communication centre, at least 2 hours prior to commencement of a rostered shift.
- To notify Junior Medical Workforce Unit (JMWU) in writing of all roster swaps, as per policy.
- To appropriately complete and submit leave forms for approval.

Health Discipline Specific

- Comply with the Australian Medical Association Code of Ethics.

SELECTION CRITERIA**Qualifications, Registrations and Qualities****Essential**

- Medical registration with the Medical Board of Australia under the Australian Health Practitioner Regulation Agency (AHPRA).
- Undergraduate medical qualification as a first degree is essential – MBBS, MD, PhD or equivalent
- Current National Police and Working with Children History Check
- Must have satisfactorily completed at least two years of postgraduate hospital experience in an Australian, New Zealand (or recognised equivalent hospital)
- Preference will be given to accredited trainees of the Australasian Faculty of Rehabilitation Medicine.
- The Staff Immunisation Questionnaire must be completed by all new employees as part of the mandatory on-boarding process. New employees are not permitted to undertake any activity that requires patient contact prior to clearance by the Staff Immunisation Nurses; this also includes evidence of having the Flu vaccination on a yearly basis. New employees with contra-indications to vaccinations or who decline vaccination are required to attend a face to face consultation with the Immunisation Nurses for appropriate documentation of their contraindications or declination. This must be completed PRIOR to commencing any work with Northern Health.

Employee Declaration

I

have read, understood and accept the above Position Description.

(Please print name)

Signature:

Date: