

1. General Information

Position Title:	Rehabilitation Registrar
Division/Department:	Epworth HealthCare – Geelong
Position Reports to:	Dr Michael Vagg (Clinical Supervisor)
Enterprise/Individual Agreement:	Individual Employment Agreement. Salary is based on the AMA Victorian Enterprise Bargaining Agreement (2013) according to your level of accredited training.
Classification/Grade:	
Location:	Epworth Geelong
Employment Status:	Fixed Term – Full time (6 months)
Key Relationships - internal and external	Internal relationships include but are not limited to: <ul style="list-style-type: none"> • Unit Head • Senior Medical Staff • Other Registrars and HMOs • Nurse Unit Manager and Nursing staff • Divisional Medical Directors • Rehabilitation, Mental Health and Chronic Pain Clinical Institute Director and Executive Members External relationships include, but are not limited to: <ul style="list-style-type: none"> • Specialist Medical College (RACP) • The Postgraduate Medical Council of Victoria

2. Overview of Epworth HealthCare

Epworth HealthCare is Victoria’s largest not-for-profit private health care group, renowned for excellence in diagnosis, treatment, care and rehabilitation. Epworth is an innovator in Australia’s health system, embracing the latest in evidence-based medicine to pioneer treatments and services for our patients.

Epworth’s values define our approach and our delivery. We pride ourselves on communicating our values and delivering on them in a real and meaningful way. Our Values are *Respect, Excellence, Community, Compassion, Integrity and Accountability*. More information can be found on the [Epworth website](#).

Epworth’s purpose is to improve the health, wellbeing and experience of every patient by integrating clinical practice with education and research and our vision is to consistently deliver excellent patient-centred care with compassion and dignity.

Epworth Rehabilitation as an integral component of Epworth HealthCare has 270 beds for rehabilitation located at the following campuses:

- Epworth Rehabilitation Richmond 61 beds
- Epworth Rehabilitation Brighton 67 beds
- Epworth Rehabilitation Camberwell 84 beds
- Epworth Rehabilitation Hawthorn 30 beds
- Epworth Rehabilitation Geelong 29 beds

The Rehabilitation Division has registered beds dedicated to rehabilitation patients requiring both inpatient and outpatient rehabilitation services following:

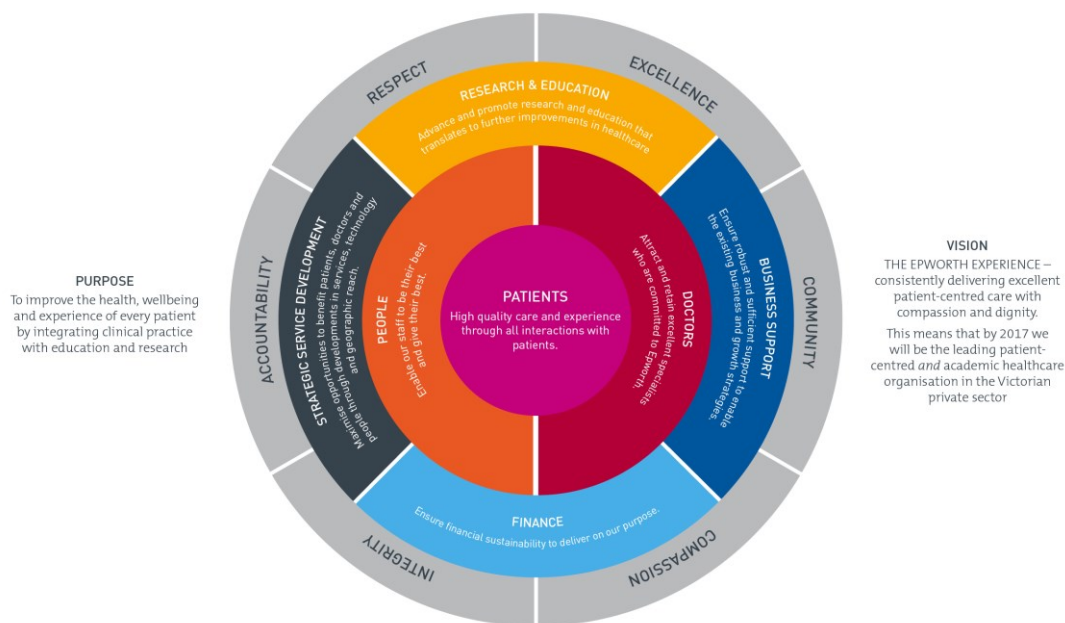
- Traumatic Brain Injury
- Orthopaedic Multi-trauma

Position Description



Multi-system trauma injuries and burns
 Orthopaedic Surgery including total hip/knee replacement/spinal surgery
 Pain Syndromes and associated functional restoration
 Stroke and other neurological events e.g. Multiple Sclerosis, Guillain Barre
 Cardiac Events
 Musculo-skeletal injuries
 Major medical events

Epworth Rehabilitation strives to provide excellence in patient care and the high quality standards have been recognised with accreditation by the Australian Council on HealthCare Standards.



This strategic summary is supported by a comprehensive strategic plan including quantifiable goals, programs of work, measurements, timings and accountabilities.

3. Epworth HealthCare Strategy

All roles at Epworth link to the Epworth strategy and play a role in Epworth achieving its vision and purpose. More specifically, this roles links most closely with the following elements of the Epworth Strategy:
Doctors - Attract and retain excellent specialists who are committed to Epworth
Research & Education - Advance and promote research and education that translates to further improvements in healthcare
Patients - High quality care and experience through all interactions with patients
People - Enable our staff to be their best and give their best

4. Purpose of the Position

The Royal Australasian College of Physicians (RACP) Advanced Trainee (Registrar) in Rehabilitation Medicine is a full-time 1.0 EFT position based primarily at Epworth Geelong.

The Rehabilitation Registrar will be part of the Epworth Rehabilitation Team which aims to provide an individualised program for patients to achieve optimal functional potential in physical, psychological, emotional, social and community activities of daily living.

The Rehabilitation Registrar Training Position is designed to provide exposure to a wide range of clinical matters pertaining to Rehabilitation in a large complex health environment under the supervision of Rehabilitation Physicians.

5. Key Accountabilities

Job Summary

The Royal Australasian College of Physicians (RACP) Advanced Trainee (Registrar) in Rehabilitation Medicine is a full-time 1.0 EFT (43 hours/week) position based primarily at Epworth Rehabilitation Geelong. The Rehabilitation Registrar Training Position is designed to provide exposure to a wide range of clinical matters pertaining to Rehabilitation in a large complex not-for-profit private hospital setting under the supervision of the following Rehabilitation Physician: Dr Michael Vagg (Principal Supervisor), Dr Irina Astrakhantseva, Dr Reem Al Hanna, Dr Damien Daniel and Dr Itzel Parades-Castillo. Performance review will be undertaken at regular intervals as determined by the relevant training program and/or at least every 3 months. It is your responsibility to seek regular feedback on your progress with your consultant primarily, but also from other members of the team, especially the nurse unit managers on your wards. Make timely appointments, especially mid-term and end-term to facilitate this.

Workload is predominantly musculoskeletal, orthopaedic, neurological and pain management centred within which the number of new admissions varies considerably; maximum 5-6 per day; average 1-3 per day depending on discharges. The Registrar is required to also undertake outpatient clinic review of discharged patients. There are up to 20 inpatients allocated to five of the consultants.

As a Registrar in the Rehabilitation Division you will have significant responsibility and a complex role which includes;

- Patient assessment and management in consultation with the treating rehabilitation consultant
- Patient care coordination. Coordination and liaison between health professionals
- Family member communication, feedback and liaison
- Extensive interaction with other health professionals, especially, the nursing and allied health multidisciplinary treating team
- Self-management (including time management, accessing education and training and completing college requirements)
- Clinical leadership
- Strong participation in case conferences, family meetings and discharge planning

EDUCATIONAL PROGRAMME:

Epworth HealthCare offers patient-focused care in a team setting and an education program comprising:

- Weekly clinical meetings
- Clinical audit sessions
- Regular graduate and postgraduate teaching seminars
- Frequent national and occasional international symposia

These educational opportunities are open to health professionals from every discipline and contribute in a tangible way to continuing professional development.

In addition, **Epworth Rehabilitation** trainees are offered:

- Weekly tutorials. The Registrar will have joint sessions with the other two Registrars at Richmond campus.

- Contact as arranged with the five permanent senior rehabilitation physicians
- Involvement in the monthly AFRM training program
- Epworth Rehabilitation organises trial examinations for its Registrars

Administration Responsibilities

- The Rehabilitation Registrar will complete the discharge summaries on all patients under their care. In addition, at the request of Health Information Services, will attend to complete details of co-morbidity and complications recorded in the patient record to facilitate correct DRG coding.
- Health Information Services will prepare lists of patients, only under the care of the physicians and surgeons involved, where there is some query as to the documentation of co-morbidity/complication. The patient's chart will be made available in the HIS Department, and on request by the Health Information Services Manager, the Orthopaedic Registrar, will attend to assess the medical record and complete the documentation.
- Ensure up to date contact information is available to the hospital
- Notify relevant departments and supervisors with timely notification of inability to attend clinical duties for any reason and of absence from the hospital during rostered hours of duty, including arrangements for cover
- Submit a properly completed timesheet for each pay period with regards to overtime.
- Complete appropriate leave forms for, annual leave, study/exam leave & conference leave

6. Supporting Information

Work Area

The position is located on the wards relevant to the allocated/appointed Rehabilitation Unit and may require the incumbent to travel to other Epworth Rehabilitation Sites.

Prescriptions and Drug Charts

- The Rehabilitation Registrar can write up regular medications, confirm phone orders from consultants and enter such orders into the general chart, write authority prescriptions to facilitate the dispensing of medications to ward patients and to patients on discharge.
- The Rehabilitation Registrar can initiate new medication orders but if in doubt should consult the Consultant, the Peri-operative Physician, other attending physicians and other clinicians, in particular Anesthetists.

Patients under the care of other clinicians

The Rehabilitation Registrar is not permitted to participate in the management of any patients of any clinician or surgeon outside the rehabilitation clinician list except if invited on a consultation.

Terms and Conditions

- This is a fixed term (6 month) full-time role
- The Rehabilitation Surgery Registrar is rostered on for a 43 hour week, 5 hours being dedicated to education and training
- It must not be assumed that the Registrar is necessarily available, particularly in an emergency setting, if a patient's condition is deteriorating, then a MET call should be initiated, rather than wait for the Registrar to respond to contact attempts.

Contact People

- For any non-urgent clinical concerns, contact the relevant Consultant responsible for the patient.
- For any professional matters (e.g. sick leave or annual leave) contact Principal Supervisor Dr Michael Vagg or Keiren Farrell, Administration Team Leader Rehabilitation, Epworth Rehabilitation
- For any ward-related matters contact the Nurse Unit Manager.

Salary and Insurance Cover

- Salary and indemnity cover are the responsibility of Epworth. Salary is based on the AMA Victorian Enterprise Bargaining Agreement (2013) according to your level of accredited training.

KEY RESPONSIBILITIES	MEASURES
<p>Customer Service</p> <p>Epworth is committed to the provision of excellent customer service to all of our people, customers and stakeholders including patients and external suppliers.</p> <p>Superior patient service leads to improved healing in a trusting, caring environment and creates a safe environment for patients and employees.</p> <ul style="list-style-type: none"> • Provide excellent, helpful service to patients, visitors and staff • Communicate with clear and unambiguous language in all interactions, tailored to the audience • Build customer relationships and greet customers and patients promptly and courteously • Actively seek to understand patients' and their family's (customers) expectations and issues 	<ul style="list-style-type: none"> • Patient and customer service satisfaction surveys within agreed targets • Use AIDET principles in all interactions • Issues are escalated to the manager and resolved in a timely manner
<p>Safety and Wellbeing – Staff</p> <p>Participate actively and positively in the area of health and safety to reduce all hazards and incidents within the workplace</p> <ul style="list-style-type: none"> • Report all hazards, incidents, injuries and near misses immediately to your manager and log them in RiskMan 	<ul style="list-style-type: none"> • Adhere to infection control/personal hygiene precautions • Implement and adhere to Epworth OHS policies, protocols and safe work procedures • Mandatory training completed at agreed frequency

7. Position Requirements/Key Selection Criteria

COMPONENT	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • A Medical qualification (MBBS or equivalent) which is recognized for registration by the Australian Health Practitioner Regulation Agency. • Trainee or candidate of relevant College 	<ul style="list-style-type: none"> • Sound clinical knowledge, skills and experience in contemporary medical and evidence-based practice of health management. • Evidence of leadership and management skills in clinical settings • Knowledge of and experience in patient safety and quality reviews and implementing hospital quality processes. • Interest in teaching junior medical staff.
Context of previous work experience	<p>Demonstrated ability to support delivery of safe and effective clinical services with specific reference to the following:</p> <p>Professionalism</p> <ul style="list-style-type: none"> • Demonstrates a high level commitment to ethical practice • Understands medico-legal issues • Demonstrates ability to effectively manage clinical risk <p>Clinical Expertise</p> <ul style="list-style-type: none"> • Maintains clinical knowledge, skills and attributes appropriate to their practice; • Provides compassionate patient-centred care • A demonstrated commitment to quality and safety • Clarity and timeliness of medical records <p>Technical Expertise</p> <ul style="list-style-type: none"> • Has the appropriate level of clinical knowledge and skills to undertake the role of an Rehabilitation Registrar <p>Scholarly attributes</p> <ul style="list-style-type: none"> • Has demonstrated ability to critically evaluate relevant information and apply to clinical research • Demonstrated commitment to own learning and development <p>Management and Leadership</p> <ul style="list-style-type: none"> • Clinical Leadership with proven ability to exercise sound judgment 	<ul style="list-style-type: none"> • Experience in working with medical leaders in a private healthcare setting. <p>Ability to facilitate the learning of other clinicians</p> <p>Ability to supervise and manage junior medical staff and medical students</p>

	<p>Teamwork</p> <ul style="list-style-type: none"> • Demonstrated ability to work in collaboration with members of interdisciplinary team 	
Required Knowledge & Skills	<ul style="list-style-type: none"> • Ability to plan, prioritise, work under pressure and meet deadlines • Professional, respectful and consultative style • High level of confidentiality and discretion in a health services context • Committed to excellent customer service and continuous improvement • Proactive, cooperative and enthusiastic approach • Flexibility in working hours • Excellent written and verbal communication skills • Enthusiastic and committed to developing and empowering others • Passionate about the role and self-motivated • Flexible, adaptable and able to multitask • Calm in the face of adversity or challenge • High level of emotional maturity and personal integrity 	
<p>Personal Attributes & Behaviours</p> <p>All employees are expected to consistently work in accordance with Epworth's values and behaviours.</p>	<ul style="list-style-type: none"> • Commitment to accountability, excellence and integrity • Motivated to learn and grow through practical experience and teaching. • The incumbent will undertake the role in a manner that demonstrates commitment to the positive leadership behaviours of Epworth HealthCare, to the principles of working together and to Epworth HealthCare's Values and Behaviours. 	

Document Control

Date Developed:	Date Last Reviewed:	Developed and Reviewed By (Manager):
	September 2017	

Employee Position Declaration

I have read and understand the requirements and expectations of the above Position Description. I agree that I have the physical ability to fulfil the inherent physical requirements of the position, and accept my role in fulfilling the Key Accountabilities. I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

Employee Signature: _____

Print Name: _____

Date: _____