

## 1. General Information

<b>Position Title:</b>	Rehabilitation Registrar (Advanced Trainee)
<b>Division/Department:</b>	Rehabilitation (Richmond, Hawthorn) Academic and Medical Services (Camberwell)
<b>Position Reports to:</b>	Dr Amelia Crabtree, Director of Medical Services, Rehabilitation (Richmond, Hawthorn) Group Manager Academic and Medical Services (Camberwell)
<b>Enterprise/Individual Agreement:</b>	Individual Agreement
<b>Classification/Grade:</b>	According to level of accredited training (in alignment with Doctors in Training Enterprise Agreement)
<b>Location:</b>	Richmond, Hawthorn, Camberwell Positions are located on the wards relevant to the allocated/appointed Rehabilitation Unit and may require the incumbent to travel to other Epworth Rehabilitation Sites.
<b>Employment Status:</b>	Fixed term six months full time
<b>Key Relationships - internal and external</b>	Internal relationships include but are not limited to: Clinical Supervisors: Richmond - Dr Rachel Teo, Hawthorn – Dr Karen Patten, Camberwell - Dr Robin Hunter, Richmond/Hawthorn - Dr Matthew Tuminello Senior Medical Staff, Other Registrars and HMOs, Nurse Unit Manager and Nursing staff, Divisional Medical Directors, Epworth Rehabilitation, Mental Health and Chronic Pain Clinical Institute Chair and members, Allied Health Staff, Epworth Junior Medical Workforce. External relationships include, but are not limited to: Specialist Medical College (RACP) Australasian Faculty of Rehabilitation Medicine

## 2. Overview of Epworth HealthCare

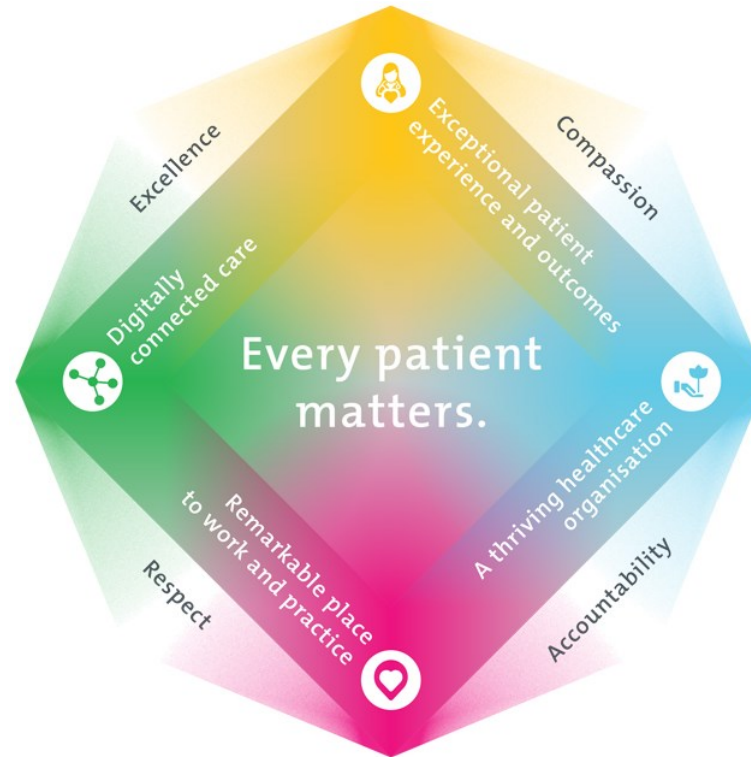
Epworth HealthCare is Victoria’s largest not-for-profit private health care group, renowned for excellence in diagnosis, treatment, care and rehabilitation. Epworth is an innovator in Australia’s health system, embracing the latest in evidence-based medicine to pioneer treatments and services for our 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 Compassion, Accountability, Respect and Excellence. More information can be found on the [Epworth website](#).

Epworth’s purpose is Every Patient Matters.

Our Vision is Delivering another 100 years of exceptional healthcare and innovation to the Victorian community.

## 3. Epworth HealthCare Strategy



All roles are linked to the Epworth strategy and are fundamental in achieving its vision and purpose.

**Exceptional patient experience and outcomes** - To empower our patients and deliver compassionate, expert and coordinated care.

**A thriving healthcare organisation** - To adapt and grow in a changing healthcare landscape by delivering a unique private not-for-profit healthcare organisation.

**Remarkable place to work and practice** - To ensure Epworth is an outstanding place to work and practice through a culture of care and investment in our people.

**Digitally connected care** - To innovate and improve the digital experience, interactions and outcomes for our patients, staff and doctors.

## 4. Purpose of the Position

The Royal Australasian College of Physicians (RACP) Advanced Trainee (Registrar) in Rehabilitation Medicine is a full-time 6-month 1.0 EFT College accredited position. 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 position is designed to provide the Registrar with exposure to a wide range of clinical matters in a large complex health service environment under the supervision of Senior Consultants. Performance review will be undertaken at regular intervals as determined by the relevant training program and/or at least every 12 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.

The Rehabilitation Registrar is rostered on for a 43-hour week with 5 hours dedicated to education and training. Epworth provides patient-focused care in a collaborative team setting and offers an education program that includes weekly clinical meetings and tutorials, clinical audit sessions, regular graduate and postgraduate teaching seminars, involvement in the monthly AFRM training program, trial examinations and the opportunity to attend frequent national and occasional international symposia.

Registrars will be allocated one or more of Epworth's four six months accredited Advanced Trainee positions.

### **Epworth Rehabilitation Richmond: Acquired Brain Injury**

The Rehabilitation Unit admits patients predominantly from the trauma services at Alfred and Royal Melbourne Hospitals, who have suffered traumatic brain injuries in motor vehicle or work accidents. 50% of such patients also have fractures, chest, or abdominal trauma. The rehabilitation program has a full therapy team led by a Rehabilitation Physician who assesses and provides treatment for the cognitive, behavioural, emotional medical and physical consequences of the injury.

Patients have brain injuries of all severities from mild to severe, some requiring tracheostomy. Patients stay as in-patient for an average of 35 days and then are reviewed as they undertake community based and outpatient programs. The brain injury rehabilitation program at Richmond is co-located with the acute hospital and patients are regularly reviewed by orthopaedic surgeons, psychiatrists, and respiratory physicians. The TBI Rehab Unit is 20 beds.

### **Epworth Rehabilitation Hawthorn: Orthopaedic**

The Multi-Trauma Orthopaedic Rehabilitation at Hawthorn involves looking after young people who have suffered multiple fractures after motor vehicle and work accidents. The registrar attends two ward rounds with the Rehabilitation Consultant each week and a weekly case conference where each patient is discussed with the Allied health team, patient goals are reviewed, and discharge plans are formulated. The inpatient load for the registrar is up to 20 patients. The role also comprises managing the behavioural and mental health needs of this patient group along with a consultant psychiatrist

## **Epworth Rehabilitation Richmond/Hawthorn: Neurological / Amputee**

The neurological role at Richmond involves the rehabilitation of individuals with chronic neurological conditions such as: - brain tumours, stroke, multiple sclerosis, and Parkinson's disease. Average length of stay for patients within the neurological unit is 18 days.

The Amputee Rehabilitation at Hawthorn involves looking after young people who have suffered limb amputation after motor vehicle and work accidents. The registrar attends two ward rounds with the Rehabilitation Consultant each week and a weekly case conference where each patient is discussed with the Allied health team, patient goals are reviewed, and discharge plans are formulated. The inpatient load for the registrar is up to 20 patients across the Richmond and Hawthorn sites. The role also comprises managing the behavioural and mental health needs of this patient group along with a consultant psychiatrist.

## **Epworth Rehabilitation Camberwell**

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. Workload is predominantly MSK rehabilitation, orthopaedic rehabilitation and pain management centred, with some neurological rehabilitation in addition, within which the number of new admissions varies considerably; maximum 5 per day; average 1-3 per day depending on discharges. The Registrar is required to also undertake outpatient clinic review of discharged patients

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.

Wednesday and Friday mornings often start with a tutorial at Epworth Richmond returning to Camberwell at 10am. For the remainder of the week the trainee will be based at the Camberwell site, except on Wednesday teaching afternoon.

## **5. Clinical Governance Framework**

This role is required to put into practice the Clinical Governance Framework at Epworth as every employee is accountable for ensuring that our patients and community receive safe, high quality and person-centered care in every interaction with Epworth. This is achieved through active participation in the five domains of clinical governance at Epworth:

<b>Clinical Governance Domain</b>	<b>Role</b>
-----------------------------------	-------------

---

# Position Description



<b>Leadership and culture</b>	Promote and participate in a supportive, fair and transparent culture where lessons from previous outcomes are learned and patient safety and quality is a priority at all levels of the organisation.
<b>Consumer Partnerships</b>	Understand and where relevant, ensure that each patient is actively involved in their own care and treatment including families/carers wherever possible.
<b>Effective Workforce</b>	Develop and maintain one's own competency, skills and knowledge to ensure high quality service provision and care.
<b>Clinical Safety and Effectiveness</b>	Understand and where relevant, ensure, that the right care is provided to the right person at the right time, in the right place and patient outcomes are monitored and improved.
<b>Risk Management</b>	Be responsible for identifying and reporting risks, hazards and near misses for people in our care and participating in risk mitigation strategies.

## 6. Key Accountabilities

KEY RESPONSIBILITIES	MEASURES/KPIs TO BE ACHIEVED
<p><b>Clinical Care and Patient Management</b></p> <ul style="list-style-type: none"> <li>• Conduct patient assessments and manage in consultation with the treating rehabilitation consultant.</li> <li>• Coordinate patient care ensuring effective communication and collaboration among health professionals.</li> <li>• Communicate with and provide feedback to family members, acting as a liaison.</li> <li>• Extensive interaction with health professionals, particularly within the nursing and allied health multidisciplinary treating team.</li> <li>• Provide clinical leadership and guidance.</li> <li>• Participation in case conferences, family meetings and discharge planning.</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct thorough reviews of patients, documenting assessments and interventions as per departmental guidelines.</li> <li>• Successfully develop treatment plans for patients according to established protocols and in consultation with supervising consultant.</li> <li>• Initiation of treatment plans and discussions with supervising consultant within designated timeframes.</li> <li>• Effectively coordinate with nursing staff, allied health professionals, and other services to ensure comprehensive delivery of care for patients.</li> <li>• Demonstrate efficient discharge planning and follow-up arrangements for patients.</li> <li>• Attend and actively participate in case conferences, family meetings, contributing to patient management discussions.</li> </ul>
<p><b>Prescriptions and Drug Charts</b></p> <ul style="list-style-type: none"> <li>• The Rehabilitation Registrar can write up regular medications, confirm phone orders from consultants and enter such orders into the general</li> </ul>	

<p>chart, write authority prescriptions to facilitate the dispensing of medications to ward patients and to patients on discharge.</p> <ul style="list-style-type: none"> <li>The Rehabilitation Registrar cannot initiate new medication orders without prior discussions with the Consultant, the Peri-operative Physician, other attending physicians and other clinicians, in particular Anaesthetists.</li> </ul>	<ul style="list-style-type: none"> <li>Prescriptions for regular medications and phone orders from consultants accurately recorded in the general chart.</li> <li>Accurate and timely preparation of authority prescriptions for medication dispensing to ward patients and those discharged.</li> <li>Adhere to medication protocols and always discuss with the Consultant, Peri-operative Physician, attending physicians, and other clinicians, notably Anaesthetists, before initiating new medication orders</li> </ul>
<p><b>Administrative Responsibilities</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>Health Information Services will prepare lists of patients, only under the care of the physicians and surgeons involved, where there is some query is 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 resident, will attend to assess the medical record and complete the documentation.</li> </ul>	<ul style="list-style-type: none"> <li>Completion of accurate discharge summaries for all patients under the care of the Rehabilitation Registrar, within agreed timeframes.</li> <li>Respond to requests from Health Information Services to address and finalize details of co-morbidities and complications recorded in patient records, aiding in accurate Diagnosis Related Group (DRG) coding within agreed timeframes.</li> </ul>
<p><b>Patients under the care of other clinicians</b></p> <ul style="list-style-type: none"> <li>The Rehabilitation Registrar is not permitted to participate in the management of any patients of any clinician or surgeon outside the rehabilitation clinician list.</li> </ul>	<ul style="list-style-type: none"> <li>Adherence to organisational protocols, the Registrar only attends to patients exclusively within the approved list of rehabilitation clinicians.</li> </ul>
<p><b>Education &amp; Training Requirements</b></p> <p>Self-management including time management, accessing education and training and completing college requirements.</p>	<ul style="list-style-type: none"> <li>Attend and actively participate in all weekly tutorials, clinical meetings, audits, teaching sessions, and trial examinations.</li> </ul>

<p>Rehabilitation trainees are offered:</p> <ul style="list-style-type: none"> <li>• Weekly tutorials.</li> <li>• Contact as arranged with the four permanent senior rehabilitation physicians.</li> <li>• Involvement in the monthly AFRM training program.</li> <li>• Participation in trial examinations.</li> </ul> <p>In addition, the following educational opportunities are open to health professionals from every discipline and contribute in a tangible way to continuing professional development.</p> <ul style="list-style-type: none"> <li>• Weekly clinical meetings</li> <li>• Clinical audit sessions</li> <li>• Regular graduate and postgraduate teaching seminars</li> <li>• Frequent national and occasional international symposia</li> </ul>	<ul style="list-style-type: none"> <li>• Fulfilling all Semester requirements of the AFRM training program.</li> <li>• Actively engage with supervising consultants for feedback on performance and professional development.</li> <li>• Demonstrate effective self-management skills, including time management, accessing education and training resources.</li> </ul>
<p><b>Working Hours &amp; On-Call Roster Participation</b></p> <p>The Rehabilitation Registrar is required to participate in the on-call roster covering trauma patients at Richmond and Hawthorn which is designed by Registrars at the start of term. The on-call roster is covered by four Registrars, 1:4 weekends and weeks. It is expected trainees will cover on-call shifts when one of the other Registrars is on leave.</p> <p>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.</p>	<p>Fulfilling on-call responsibilities as per the designated roster.</p>
<p><b>Customer Service</b></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>	<ul style="list-style-type: none"> <li>• Patient and customer service satisfaction surveys within agreed targets.</li> <li>• Use AIDET principles in all interactions.</li> <li>• Issues are escalated to the manager and resolved in a timely manner.</li> </ul>

# Position Description



<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"> <li>• Provide excellent, helpful service to patients, visitors and staff.</li> <li>• Communicate with clear and unambiguous language in all interactions, tailored to the audience.</li> <li>• Build customer relationships and greet customers and patients promptly and courteously.</li> </ul> <p>Actively seek to understand patients' and their family's (customers) expectations and issues.</p>	
<p>Safety and Wellbeing (delete this information if this is a people leader position)</p> <p>Participate actively and positively in the area of health and safety to reduce all hazards and incidents within the workplace.</p> <p>Report all hazards, incidents, injuries and near misses immediately to your manager and log them in RiskMan.</p>	<ul style="list-style-type: none"> <li>• Adhere to infection control/personal hygiene precautions.</li> <li>• Implement and adhere to Epworth OHS policies, protocols and safe work procedures.</li> <li>• Mandatory training completed at agreed frequency.</li> </ul>

## 7. Position Requirements/Key Selection Criteria

COMPONENT	
Qualifications	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Current registration with the Australian Health Practitioner Regulation Agency.</li> <li>• Completed 2 full years of postgraduate supervised training in general medical and surgical areas.</li> <li>• Registered advanced trainee with the Australasian Faculty of Rehabilitation Medicine.</li> </ul>

<p>Required Knowledge &amp; Skills</p>	<p>Demonstrated ability to support delivery of safe and effective clinical services with specific reference to the following:</p> <ul style="list-style-type: none"> <li>• <b>Professionalism</b></li> </ul> <p>Demonstrates a high-level commitment to ethical practice          Understands medico-legal issues          Demonstrates ability to effectively manage clinical risk</p> <ul style="list-style-type: none"> <li>• <b>Clinical Expertise</b></li> </ul> <p>Maintains clinical knowledge, skills and attributes appropriate to their practice;          Provides compassionate patient-centred care          A demonstrated commitment to quality and safety</p> <ul style="list-style-type: none"> <li>• <b>Technical Expertise</b></li> </ul> <p>Has the appropriate level of clinical knowledge and skills to undertake the role of a Rehabilitation Registrar</p> <ul style="list-style-type: none"> <li>• <b>Scholarly attributes</b></li> </ul> <p>Has demonstrated ability to critically evaluate relevant information and apply to clinical management</p> <ul style="list-style-type: none"> <li>• Ability to facilitate the learning of other clinicians</li> <li>• Demonstrated commitment to own learning and development</li> </ul> <p>Clinical Leadership with proven ability to exercise sound judgment</p> <ul style="list-style-type: none"> <li>• Ability to supervise and manage junior staff</li> </ul>
<p>Personal Attributes &amp; Values</p> <p>All employees are expected to consistently work in accordance with Epworth’s values and behaviours</p> <ul style="list-style-type: none"> <li>• Compassion</li> <li>• Accountability</li> <li>• Respect</li> <li>• Excellence</li> </ul>	<p>Show empathy and support to patients.</p> <p>Follow Epworth’s professional standards, rules and policies.</p> <p>Cooperate and collaborate with others in the team.</p> <p>Take responsibility for own decisions.</p> <p>Show commitment to maintaining the highest standard of work.</p> <p>Treat all customers, patients and staff with courtesy and respect.</p>

Physical Requirements of the Position			
Element	Weight range/Activity	Assistance available	Maximum Frequency
Work environment	Manages competing priorities	Regular Review with Consultant	Regularly
Office Set Up	Required to be seated for long periods of time	OT Department Ergonomic Assessment	Daily
Access	Work in a building which is multi-level	Elevator and Stair Access Review	Daily
Office Set Up	Required to use the telephone for long periods	OT Department Ergonomic Assessment	Daily
Work Environment	Required to work at various sites	Regular Access review and ease of Transport Review	Daily
Occupational Health and Safety	All OH&S practices must comply with current no injury/manual handling policies	Site manager and Consultant Review	Daily

## Document Control

Date Developed:	Date Last Reviewed:	Developed and Reviewed By (Position Title):	Version
December 2021	May 2024	Dr Kerry O'Meara Director Rehabilitation Junior Medical Workforce	1
	March 2026	Lynda Millen, Epworth Rehabilitation and Mental Health	2

## 8. 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:

---