

## ORGANISATIONAL OVERVIEW

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### Introduction:

Northern Health is a vibrant, fast-paced workplace located in the rapidly growing northern suburbs. This 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. We take care of our community by providing a wide range of health services at multiple locations including:

- Northern Hospital Epping
- Broadmeadows Hospital
- Craigieburn Community Hospital
- Bundoora Centre
- Merri-bek Community Team
- Broadmeadows Community Care Unit
- Broadmeadows Prevention and Recovery Care
- Hotham Street Community Mental Health Clinic
- Northern Prevention and Recovery Care
- Northern Community Care Unit and,
- Noogal Clinic
- Kilmore District Health
- Women's Health Hub
- Mernda Community Hospital

We also collaborate with our partners to help expand the range of health care services offered to our culturally rich and diverse community.

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, safety and respect. Northern Health is proud to be an inclusive employer and aims to ensure our workforce is representative of the community.

### Our Vision:

Creating a healthier future by working together, innovating and delivering great care.

### Our Values:

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

**Our Priorities:**

Northern Health has determined six strategic directions. The directions are focused on addressing priorities for safety, sustainability, growth and innovation. They reflect our best assessment of opportunities and challenges in our current and future environment.

- Collaborate to deliver safe, efficient, effective and sustainable care in all our services
- Demonstrate our commitment to the wellbeing of our valued workforce
- Renew and strengthen our infrastructure, systems, tools and processes for financial sustainability and growth
- Innovate to shape the future of health care in Victoria
- Partner to keep people well and deliver the best possible care locally
- Drive research and education to deliver excellent care and develop the next generation of clinicians and health care leaders

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.

**Commitment to Child Safety at Northern Health:**

- We are committed to the safety, participation and empowerment of all children
- We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and /or linguistically diverse backgrounds and to providing a safe environment for children with a disability.
- We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures
- We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow vigorously

**Family Violence and Child Safety Statement:**

Northern Health is a child safe environment and is committed to protecting children from harm and abuse, in accordance with our legal obligations and the Child Safe Standards. Northern Health aims to identify and respond individuals who are at risk of child abuse and family violence and we encourage victim survivors to disclose to their health professional to seek support and safety. Northern Health has zero tolerance of child abuse and family violence, and all disclosures and safety concerns will be treated sensitively in accordance with our policies and procedures.

Northern Health actively promotes the safety and wellbeing of all individuals. We recognize and respect individual rights, identities, relationships and cultures. Our aim is to foster a trauma-informed, culturally safe and child safe environment.

Northern Health is an Information Sharing Entity (ISE) and is prescribed to the Family Violence Multi-Agency Risk Assessment & Management (MARAM) Framework and the Information Sharing Schemes. Family violence and child safety training is mandatory for our staff members and volunteers.

**Essential:**

- Current National Police and Working with Children History Check.
- 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.



## POSITION DESCRIPTION

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Position Title:	2027 Rehabilitation Medicine Registrar
Business Unit/Division:	Office of CMO
Award Agreement:	In accordance with the AMA Victoria – Doctors in Training (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement 2022-2026
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 2026

## ROLE STATEMENT

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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.

Currently no regular weekend work is rostered, however this 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 procedures
- 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](#).
- Contribute to organisational quality and safety initiatives.
- Escalate concerns regarding safety, quality & risk to appropriate staff members, 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's commitment to Child Safety
- Comply with Northern Health mandatory continuing professional development requirements.
- Comply with requirement of National Safety & Quality Health Service Standards and other relevant regulatory requirements.
- All employees of Northern Health must comply with the health service's Staff Health / Workforce Immunisation procedure (as amended from time to time) together with any relevant State Government and Departmental directives. This requires all employees to be vaccinated for various diseases such as, but not limited to influenza.

## KEY RESULT AREAS AND MAJOR RESPONSIBILITIES

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### 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 access to consultants on site at BHS with flexible teaching to meet the registrar's needs in addition to a teaching ward round weekly.
- It is expected that all trainees attend the state-wide teaching program via RMTV and participate in the BNTP education program.
- Trainees are also expected to attend bedside or scheduled education sessions organized at Broadmeadows Health Service.
- Unit specific activities are listed in the individual unit handbooks.

### 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

### 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.
- 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.

**Employee Declaration**

I  have read, understood and accept the above Position Description.  
(Please print name)

Signature: Date: