

# Position Description

Position Title	Registrar – Emergency Department
Position Number	
Division	Clinical Operations
Department	Acute Ambulatory and Critical Care
Team	Emergency Department
Enterprise Agreement	Doctors in Training Enterprise Agreement – 2018-2021
Classification Description	Registrar
Classification Code	Registrar Year 1 to Registrar Year 6
Reports to	Medical Director
Management Level	Non Management
Staff Capability Statement	Please click here for a link to <a href="#">staff capabilities statement</a>

## Bendigo Health

With more than 4,500 staff and volunteers and covering an area a quarter of the size of Victoria, Bendigo Health, is an expanding regional health service offering the advantages of city life combined with the beauty and freedom that comes from living in a regional area.

Bendigo Health is a 700 bed service that treats more than 45,000 inpatients, triages more than 65,000 emergency attendees and welcomes more than 1,600 new born babies in a year. In addition more than 15,000 operations are performed in our operating theatres and more than 100,000 occasions of services are provided in our clinics to outpatients.

The organisation provides services in emergency, maternity, women's health, medical imaging, pathology, rehabilitation, community services, residential aged care, psychiatric care, community dental, hospice/palliative care, cardiology, cancer services and renal dialysis to the people of the Loddon Mallee region.

With our main campus based in Bendigo, our services extend throughout the Loddon Mallee with sites in areas such as Mildura, Echuca, Swan Hill, Kyneton and Castlemaine.

Demand on services is increasing rapidly with Bendigo being one of Victoria's fastest growing regional cities.

## Our Vision

Excellent Care. Every Person. Every Time.

## Our Values

CARING – We care for our community

PASSIONATE – We are passionate about doing our best

TRUSTWORTHY - We are open, honest and respectful

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

## Clinical Operations

The Clinical Operations Division encompasses acute and mental health services. We provide a wide range of general medical, surgical and speciality services including; Oncology, Cardiology, Renal, Emergency, Women's and Children's, Critical Care, Specialist Clinics and Mental Health Services.

Within a state-of-the-art hospital, the team provides high-quality services using the latest technologies. Our eleven operating theatres (including two endoscopy rooms), critical care, emergency and women's wards all have access to critical services lifts that link to the helipad allowing rapid transfer of patients both in and out of the health service.

The Mental Health Service provides psychiatric care and treatment across a large catchment area in Victoria stretching from Swan Hill in the north of the state to Gisborne in the south. Family sensitive practice is central to our models of mental health care and best practice ensures the identification, inclusion and support of families, carers and children.

## The Emergency Department

The team is part of Bendigo Health's Acute Ambulatory and Critical Care Department.

The Emergency Department (ED) sees around 50,000 patients each year, making it one of the busiest emergency departments in regional Victoria. The ED is open 24 hours per day, 365 days per year and is staffed by a dedicated team of professionals including emergency medicine specialist doctors, critical care trained nurses, nurse practitioners specialising in emergency care and physiotherapists with expertise in urgent conditions, supported by technical and clerical staff.

## The Position

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

Registrars at Bendigo Health are an integral part of the health care service team, providing leadership and direction to a dedicated staffing group.

The primary responsibilities of the Emergency Department (ED) Registrar are to ensure that care is delivered in a safe and timely manner and optimise the patient flow through the ED. This will be achieved by working in partnership with the duty medical consultant. This position is designed to provide graduated levels of training and experience, consistent with the goals and objectives, and under appropriate supervision.

This position may include a rotation to anaesthetics, ICU or Echuca Regional Health.

# Responsibilities and Accountabilities

## Key Responsibilities

### *Responsible for:*

- The appropriate and efficient diagnosis and treatment of all patients presenting to the Emergency Department, according to triage categories and guidelines
- The supervision of more junior staff in the absence of the Director of Emergency Department or Director of Emergency Medical Training, including teaching of junior medical staff and nursing staff
- Communication with referring Medical Practitioners regarding patient care, both at the time of assessment and following discharge.
- Liaison with Nursing Staff, Relevant Registrars, and Specialist Medical Staff in pursuing a high standard of care and efficient use of available resources; and ensuring the appropriate continuity of care.
- Involvement and attendance in the post-graduate education program
- Involvement in the management of in-patients and close liaison with junior ward medical staff after hours.
- Other reasonable duties as specified by the Director or Director of Emergency Medical Training.

### *Qualifications:*

- A medical degree registrable with the Medical Board of Australia with suitable post-graduate experience.
- Current membership of The Australasian College for Emergency Medicine (ACEM).

A specific requirement of this position is continued professional development through on the job learning, attendance at clinical reviews, internal tutorial programs presented by Fellows in Emergency Medicine and attendance at appropriate external workshops as required.

## Generic Responsibilities

**Code of Conduct** - The Victorian Government's Code of Conduct is binding on all Bendigo Health staff. Contravention of a provision in the code may constitute misconduct and/ or regarded as a breach of the employee's employment agreement and will be dealt with under the organisations Counselling and Disciplinary Action Policy.

**Compliance with policies and procedures** - All Bendigo Health's policies and procedures are set out in its clinical and managerial policy manuals located on the intranet under PROMPT and in hard copy. All staff must ensure they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breach in compliance may result in disciplinary action.

**Occupational Health and Safety** - Every staff member has the responsibility to take reasonable care of their own health and safety and the safety of others, to cooperate with Bendigo Health's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. Any breach in compliance may result in disciplinary action.

**Infection Control** - Every staff member has the responsibility to minimise incidents of infection/cross infection of residents, staff, visitors and the general public. All staff must adhere to the policies and procedures as set out in Bendigo Health's infection control manuals. Any breach in compliance may result in disciplinary action.

**Confidentiality** - All information concerning Bendigo Health, its patients, clients, residents and staff should remain strictly confidential. Any unauthorised disclosure of such information may result in disciplinary action.

**Quality Improvement** - Bendigo Health is dedicated to improving the quality and safety of health services by providing care within the following domains of quality: Consumer Participation, Clinical Effectiveness, Effective Workforce and Risk Management. As a result, we apply the concept of the quality cycle for all our quality activities, initiatives and projects thereby ensuring the best possible care and treatment results are achieved. The underlying principle of the cycle is that an activity is not complete until evaluation shows that it has been effective and reached the desired outcome. As a Bendigo Health employee you have a responsibility to participate in and commit to ongoing quality improvement activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

**Diversity** – Each person has a right to high-quality health care and opportunities regardless of diversity factors, which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age and socio-economic status. Every staff member has a responsibility to recognise and respect diversity. Inclusiveness improves our service to our community and promotes engagement amongst staff.

Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

## Key Selection Criteria

### Essential

1. MBBS or equivalent degree enabling registration with the Medical Board of Australia and membership of ACEM.
2. Demonstrated appropriate level experience and skills in the medical assessment and clinical management of patients.
3. Thorough understanding of the relevant legislation pertaining to Medical Officers.
4. High level interpersonal and communication skills.
5. Evidence of on-going professional development to continually update personal medical knowledge and skills.
6. Ability to operate in an environment of change.
7. Ability to work as part of a team as well as independently.

### Desirable

1. High level self-confidence and a personal approach which is positive, enthusiastic, friendly and helpful.
2. Ability to give excellent customer service to both internal and external customers.
3. Ability to introduce new concepts through innovation, influencing, negotiating and persuasion skills.
4. Flexibility to operate in an environment of change and continuous improvement.

# Mandatory Requirements

**National Police Record Check** A current and satisfactory National Police Record Check must be completed by all new staff prior to commencement at Bendigo Health.

**Immunisation** As a health provider dedicated to providing quality patient care, we all need to be aware of the critical importance of infection control. Each staff member has a responsibility to comply with Bendigo Health's Staff Immunisation Policy and various infection control policy and procedures. All staff are required to provide evidence of vaccinations prior to commencement at Bendigo Health

**Working with Children Check** Bendigo Health has a responsibility to provide a child safe environment. This position is a defined "child-related role" at Bendigo Health. As such you must maintain a valid working with children check. In addition you will be required to assist Bendigo Health in providing a child safe environment by participating in any training or reporting required to ensure the protection of children in our care.

**Registration with Professional Regulatory Body or relevant Professional Association** MBBS or equivalent degree enabling registration with the Medical Board of Australia and membership of ACEM. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

*All Bendigo Health sites, workplaces and vehicles are smoke free.*

*This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.*