

POSITION DESCRIPTION

Position Title:	Paediatric Emergency Registrar
Business Unit/Division:	Office of CMO
Award Agreement:	In accordance with the AMA Victoria – Victorian Public Health Sector – Doctors in Training Enterprise Agreement 2018 - 2021
Classification:	HM25 - HM30
Employment Type:	Full Time Fixed Term
Reports to:	Head of Paediatric Emergency
Date Prepared/Updated:	May 2022

General Role Statement: To provide professional clinical services to paediatric patients presenting to the Emergency Department.

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 Paediatric Emergency Department Registrar will provide a high standard of medical care to all Paediatric Emergency Department patients, providing timely assessment and initial management for patients with illness or injury. They will also provide a supervisory role for junior medical staff and participate in the education, quality improvement and research activities of the Emergency Department.

Emphasis will be placed on these aspects of your work by the Emergency Team – medical, nursing, clerical and allied health. The position involves shift work with an expectation that allocated shifts will be worked.

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](#)
- 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.
- 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 and Covid-19.

KEY RESULT AREAS AND MAJOR RESPONSIBILITIES

1. Provision of appropriate care to

- All Paediatric patients presenting to the emergency department

2. Unit Support

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

3. Additional Support Areas

To support the following services to a limited extent:

- Assist in out of hours resuscitation of neonatal and paediatric inpatients

4. Daily Duty Requirements

- Attendance both in-hours and out-of-hours, according to manning charts or rosters

5. Un-rostered Obligations

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

6. Education & Training

- To attend weekly scheduled education and training session.
- To participate in our in-situ simulation program
- To present regularly at the Paediatric morbidity and mortality meetings.

7. 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.

8. Quality

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

9. 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.

10. Patient Discharge

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

11. Administration

- Ensure that the Junior Medical Workforce Unit and the Chief Medical Officer is promptly informed of any relevant administrative issues.

SELECTION CRITERIA

Qualifications, Registrations and Qualities

Essential

- Registered trainee of RACP, ACEM or CICM
 - >ACEM trainee
 - Minimum of one year emergency medicine experience
 - >FRACP
 - Minimum of one year paediatric training
 - 6 months neonatology
 - >CICM
 - Minimum of one year ICU training
 - Aiming to complete the Paediatric requirement

- 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
- 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: