

POSITION DESCRIPTION

REGISTRAR – Emergency Department



Mercy Values:	Compassion, Hospitality, Respect, Innovation, Stewardship, Teamwork		
Position title:	Registrar	Employee name:	
Facility:	Werribee Mercy Hospital	Date:	
Business Unit/Department:	Emergency Department		
Position reports to:	Director Emergency Services	Leadership Capability Framework Leader Level:	Self Leader
Position Purpose:	The Medical Practitioner provides care of, all patients in Emergency Departments within the rules pertaining to Registrars. They are responsible for the completion of discharge summaries and coding sheets. Employment is under the terms of the Victorian Public Health sector (AMA Victoria) – Doctors in Training – Multi-Enterprise Agreement 2018.		
Qualifications:	Must be currently registered as a Medical Practitioner with Australian Health Practitioners Regulation Agency (AHPRA).		
Resource management:	Annual Operating Expenditure: Annual Capital Expenditure:	Not applicable	

Mandatory Competencies and Requirements

- Comply with all mandatory organisational competencies (annual completion required)
- Act professionally and in accordance with the Mercy Health Code of Conduct (All Employees) and the Code of Conduct for Children (VIC only)
- Participate in annual performance development review (PDR) process (where applicable)
- Recruitment & Selection Training

Personal Competencies
• Commitment to the Mercy values.
• Demonstrated ability to build relationships with people at all levels.
• Ability to manage and work as part of a team.
• Customer focused.
• Adaptability/flexibility.
• A practical common approach to problem solving & trouble shooting.

Job Competencies
• Comply with the requirements of the annual organisational mandatory and role related competencies
• Demonstrates values and behaviours aligning with the applicable leader level in the Leadership Capability Framework
• Knowledge of contemporary clinical issues
• Knowledge of funding in public health care facilities.
• Judgement/problem solving.
• Appropriate delegation of authority and responsibility.
• Computer literate.
• Relevant professional registration.

Job Specific Requirements

Key Result Areas	Key Activities	Standard Measures
<ul style="list-style-type: none"> • Ensure effective lines of communication are maintained. 	<ul style="list-style-type: none"> • Behave in accordance with Mercy Health values at all times & resolve conflict as required. • Demonstrates supportive behaviours for colleagues. • Promotes a pro-active approach to communication. • Attends hospital forums and unit/department meetings as required. • Establishes effective and appropriate patterns of communication with clients, families, colleagues and management. • Initiates and maintains accurate documentation. 	<ul style="list-style-type: none"> • Well informed patients & staff working in a harmonious environment. • Evidence of a culture with open and transparent communication.

Key Result Areas	Key Activities	Standard Measures
	<ul style="list-style-type: none"> • Completion of the appropriate Admission, Operation and Outpatient records to the standard required by the Australian Council on Hospital Standards. • Accurate completion of discharge summaries and coding sheets. • To advise the Director Emergency Services or proxy as early as possible when unable to attend to rostered duties because of sickness, accident or other event or if it is necessary to leave the hospital during a period of duty. • Inform the relevant Director Emergency Services or proxy as soon as possible regarding: any incidents that occur of a medico-legal nature, any complaints received from patients or relatives, any problems in regard to the provision of services and equipment for the care of patients. • Obtain permission of the relevant Director Emergency Services if it is necessary to leave the hospital during a period of duty. • Any other duties as will be laid down from time to time by the relevant Clinical Director. • Make such reports and issue such certificates as are necessary by the nature of the appointment. • Maintain a proper record of symptoms, examinations and treatment of all patients allotted. Complete departmental request forms for diagnostic purposes in accordance 	

Key Result Areas	Key Activities	Standard Measures
<ul style="list-style-type: none"> • Ensures responsibility of own professional development. 	<ul style="list-style-type: none"> • Co-operate with and be prepared to participate in educational activities and programmes. • Assist in in-service ward education • Keep a personal log of CPD point obtained. • Participate in in-house audits if required. 	<ul style="list-style-type: none"> • Clinical and theoretical knowledge is up to date • Professional representation of the medical profession & Werribee Mercy Hospital

Mercy Health Requirements

Key Result Areas	Key Activities	Standard Measures
<ul style="list-style-type: none"> • Demonstrates and upholds the Values and Mission of Mercy Health. 	<ul style="list-style-type: none"> • Ensure the values of Mercy Health are incorporated into daily work practices. 	<ul style="list-style-type: none"> • Shows compassion and provides support to colleagues and patients. • Consistently shows respect and values each person's dignity. • Seeks opportunities to be innovative for improvement. • Communicates openly and honestly as an effective team member. • Where possible, attend Formation Opportunities agreed with by your manager
<ul style="list-style-type: none"> • Demonstrates an understanding of individual responsibility for safety, quality & risk and participates in organisational quality and safety initiatives. 	<ul style="list-style-type: none"> • Maintain a safe and mentally healthy environment for patients/self/colleagues and members of the public. • Maintain the safety of children and vulnerable people by acting in accordance with all child and vulnerable people related policies, procedures and regulations. • Escalate concerns regarding safety, quality and risk to an appropriate staff member. • Participate in evaluation and continuous improvement and clinical indicator processes. • Demonstrate the principles of Person Centred Care: <ul style="list-style-type: none"> ○ Respect & Dignity 	<ul style="list-style-type: none"> • Risk controls implemented. • Incident/s reported as soon as practicable. • Undertake incident investigations. • Orientation completed. • Training up to date. • Accreditation outcomes. • Patient satisfaction and experience survey results. • Participate in implementation and delivery of annual quality plan and business plan.

Key Result Areas	Key Activities	Standard Measures
	<ul style="list-style-type: none"> ○ Information Sharing ○ Participation ○ Collaboration. 	

Employee's Signature: _____

Date: _____

Print Name: _____

Manager Signature: _____

Date: _____

Print Name: _____