

Position title:	Rural Remote Health Registrar
Classification:	HM25-HM30
Reports to:	Clinical Director of Emergency Medicine
Department:	Emergency Department
Award / Enterprise Agreement:	In accordance with AMA Victoria – Doctors in Training (Single Interest Employers) Enterprise Agreement 2026 and subsequent variations

About Bass Coast Health

Bass Coast Health (BCH) is the major public healthcare provider within the Bass Coast Shire in South Gippsland. The service has provided quality service and care for residents of the Bass Coast Shire for over 100 years. It is an integrated Health Service providing care from a number of sites which include Wonthaggi, San Remo and Cowes, delivering Emergency, Acute Medical, Surgical, Sub-acute and Residential Care along with an extensive array of Community, Specialist Outpatient and Primary care services.

The Health Service is committed to working in partnership with its consumers, its community, and with other health services and all levels of government.

BCH is a welcoming and safe service that celebrates and supports the diverse life experiences and perspectives of everyone in our community, including, consumers, volunteers and staff - regardless of gender identity, sexual orientation, age, race, culture, ability or religious belief.

BCH is a child friendly and child safe hospital with zero tolerance for child abuse or harm of any kind. This includes Aboriginal or Torres Strait Islander children, culturally and linguistically diverse children and children with disabilities.

Bass Coast Health is a Smoke Free Organisation.

Our Mission:

Delivering person-centred care to improve health, wellbeing, care experience and health outcomes, with our community.

Our Vision:

Excellence in Care

Our Values:

- Well-being
- Equity
- Compassion
- Accountability
- Respect
- Excellence

Our Strategic Goals:

Safety and Quality Service Growth and Development People Partnerships and Collaboration Financial Health

We will deliver safe, high quality, person-centred care.	We will grow service capacity and capability to deliver more care locally.	We will enable a skilled, resilient workforce that is highly valued and supported	We will nurture genuine partnerships focused on shared outcomes and inclusiveness.	We will provide strong financial governance that improves viability and sustainability.
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Position Summary

Working under supervision of respective senior specialist clinicians, the Rural/Remote Health Registrar is responsible for the clinical assessment and management of patients under the care of the:

- Emergency Department Short Stay Unit (ED SSU)
- General Medicine Unit
- Anaesthetic Department

This is a part-time (0.5 FTE) position, job-shared with one other registrar.

Key Selection Criteria

MANDATORY:

- Fully registered medical practitioner with the APHRA
- Registered specialist trainee with Australasian College for Emergency Medicine (ACEM)
- Demonstrate clinical skills to manage common adult and paediatric, presentations to the ED including associated procedural skills
- 2 years PG fulltime experience.
- Demonstrate good communication skills including demonstrated ability to supervise junior medical staff
- A knowledge, understanding and commitment to the principles and practices of:
 - risk management in accordance with BCH Risk Management framework;
 - clinical governance; and safety,
 - safe, quality customer service;
 - workplace equity, and
 - injury prevention,
 - and a demonstrated ability to apply them in the workplace.
- Ability to set priorities and meet deadlines.
- An understanding of the philosophical direction of the organisation.
- A valid Police Check

DESIRABLE:

- Demonstrate understanding of risk management processes and systems and their relationship to safe, quality patient care and organisational outcomes.
- Assist in quality review and management activities.
- Demonstrate the principles of workplace equity, safety and injury prevention in own work practices and interactions with patients, visitors, contractors and other Calvary employees and clients.
- Take responsibility for managing risk within the employee’s span of control.

Learning Objectives

- Gain clinical proficiency in three service areas of a district/sub-regional hospital:

- Emergency Department Short Stay Unit.
- Anaesthetics: general and regional anaesthesia.
- Internal Adult and Geriatric Medicine.
- Develop skills in clinical education, principally via supervision and off-floor teaching of hospital interns and junior medical officers.

Position Objectives

Strategic Goal	Objectives
<p>Quality & Safety</p>	<p>Health Service Wide Objectives</p> <ul style="list-style-type: none"> ● Be aware of and adhere to the responsibilities for safety and quality, continuous improvement and evaluation of your service. ● Ensure all risks are identified and reported promptly and that prevention strategies are implemented to ensure the safety of all patients, staff and consumers ● Maintain a good working knowledge of the National Safety and Quality Health Service Standards; take initiative to pursue opportunities for quality improvement, and actively contribute to accreditation of services. ● Actively involve patients, consumers and/or carers in their care (including decision making regarding goals and treatment including ACP) and in quality and safety improvement activities ● Maintain knowledge of infection prevention and control commensurate with the requirements of your position and adhere to the organisation’s Infection Prevention and Control policies and procedures at all times. ● Comply with all legislative, regulatory and policy and procedural requirements to protect and enhance the health, safety and wellbeing of staff, consumers and volunteers whilst at work. This includes the appropriate and safe use of machinery, devices and personal protective equipment and adherence to the principles of general and patient manual handling. ● Be aware and adhere to Bass Coast Health’s policies and procedures, accessible via the PROMPT document management system. <p>Local Objectives</p> <ul style="list-style-type: none"> ● Working as part of a multi-disciplinary team, apply medical knowledge and experience in the diagnosis, investigation and treatment of patients. ● Maintain effective communication with patients and the relatives, hospital staff, medical colleagues and GPs. ● Maintain close liaison with VMOs and Consultants regarding patient conditions. ● Ensure effective handover of patients requiring on-going care and monitoring at the end of each shift.

	<ul style="list-style-type: none"> • Maintain medical records in accordance with hospital policy and requirements. • To follow the administrative and clinical guidelines set out in the emergency procedure manual. • To maintain adequate medical records appropriate to the area of care in the Health Service. • To complete clinical incident reports as required. • To participate in the emergency responses and disaster responses of the hospital as set out in the emergency procedures manual. • To participate in quality improvement activities as required.
<p>Service Growth and Development</p>	<p>Health Service Wide Objectives</p> <ul style="list-style-type: none"> • Actively participate and support partnerships with service providers to improve local service options and access. • Participate in activities that will improve facilities for care recipients and staff. <p>Promote good health and wellness, prevent disease, and optimise chronic disease management.</p> <p>Local Objectives</p> <ul style="list-style-type: none"> • Directly responsible for patients in ED SSU, General Medicine and those undergoing anaesthesia, under supervision of senior clinicians: <ul style="list-style-type: none"> ○ To continue emergency care of patients in SSU ○ To assess, manage and admit patients to the General Medicine unit ○ To provide anaesthesia for patients undergoing elective surgery • Supervise hospital interns and junior medical officers • Provide one off-floor teaching session to interns and junior medical officers every week • Respond to code blue calls within the hospital • Work within scope of practice and seek assistance as required. • To undertake other duties as required from time-to-time including relieving other HMOs
<p>People</p>	<p>Health Service Wide Objectives</p> <ul style="list-style-type: none"> • Contribute to a positive work culture and constructively express your ideas to create a positive working environment. • Be an active team member and actively collaborate with other staff and volunteers and ensure open and transparent communication with staff. • Contribute actively to a safe working environment and reduce risk to yourself and other staff. • Support and value our volunteer services • Adhere to Victorian Privacy Laws-Information Privacy Act 2000 and the Victorian Health Record Act 2001 and comply with BCH privacy and confidentiality protocols • Demonstrate willingness to undertake professional development and continuing education both work and self-sponsored

	<ul style="list-style-type: none"> • Attend relevant in-service education programs, workshops and seminars to maintain and update knowledge and expertise • Support and development of others e.g students • Participate in an annual performance review in accordance with BCH policy and participate in the revision of the position statement annually or as required • Maintain a zero tolerance of Bullying and Harassment behaviour. • Undertake annual competencies relevant to your position.
<p>Partnerships and Collaboration</p>	<p>Health Service Wide Objectives</p> <ul style="list-style-type: none"> • Actively participate in inclusive practice, partnering and responsiveness into everything we do. • Participate in cultural awareness training opportunities and contribute to BCH as being a culturally safe organisation. • Continue to embrace and strengthen the community's voice, connection, investment and engagement in the health service, including our extraordinary volunteers • Proactively partner with our sub-regional and regional colleagues to facilitate improved local service delivery and access. • Actively participate in strengthening partnerships with other providers including regional and metropolitan services. <p>Local Objectives</p> <ul style="list-style-type: none"> • To participate in post-graduate educational activities as required
<p>Financial Health</p>	<p>Health Service Wide Objectives</p> <ul style="list-style-type: none"> • Comply with the Instrument of Delegation as set out with the BCH IOD policy. • Implement revenue strategies where relevant. • Reduce expenditure by ensuring all resources are used appropriately. • Contribute ideas and efforts towards the BCH fundraising strategy. • Be aware of the BCH Risk management framework and the local requirements to identify, report, manage and mitigate risk. • Participate in waste reduction initiatives such as "Turning Off the Lights" to reduce BCH's environmental footprint. <p>Local Objectives</p> <ul style="list-style-type: none"> • Be aware on the costs involved in investigations, particularly after hours and triage investigations appropriately.

NOTE:

Statements in this position description are intended to reflect general responsibilities and are not intended to be all-inclusive. Other duties may be required as part of this role.

Victorian Public Sector Commission Code of Conduct and Values

Bass Coast Health employees are required to observe the Victorian Public Sector Commission Code of Conduct which promotes adherence to the values prescribed in the Public Administration Act 2004. This Code prescribes standards of required behaviour and should be read in conjunction with this document. The Code of Conduct is outlined in the BCH Code of Conduct Policy.

Individual staff member accepting and reviewing the Position Description

I understand, agree to and accept the role as outlined in accordance with this Position Description.

NAME (please print):		
SIGNATURE:		DATE:

Executive Director – approving the original Position Description

Signed on behalf of Bass Coast Health

NAME (please print)		
SIGNATURE:		DATE: