

POSITION DESCRIPTION

Emergency Medicine Registrar



Working at Northeast Health Wangaratta

At Northeast Health Wangaratta (NHW), we value our employees. We offer leadership, vision and an environment with a strong sense of teamwork, integrity, accountability, and respect. We are committed to providing staff with continuing education, research and professional development opportunities. This ensures that our people are part of a skilled and knowledgeable workforce, delivering exceptional high quality safe patient care. When you choose to work at NHW, you are committing to aligning everything you do with our values – **Fairness, Excellence, Respect, Kindness, Integrity and Courage.**

Position Details:

Position Title:	Emergency Medicine Registrar
Enterprise Agreement	Victorian Public Health Sector – Doctors In Training Enterprise Agreement 2022 - 2026, or its successor
Position Classification:	HM26 - HM30
Who does this position report to:	Directly reportable: Clinical Director Emergency Services Accountable to: Clinical Director Emergency Services; Executive Director of Medical Services and Manager Medical Workforce
Does this position manage or supervise others:	<input checked="" type="checkbox"/> Yes
	<input type="checkbox"/> No
Workplace Location:	Green Street Campus
Primary purpose of the position:	The primary role of the Emergency Registrar is to provision of care in the Emergency Department.
Position Description reviewed:	May 2024

Key Accountabilities:

1. CLINICAL MANAGEMENT

Patient Assessment

- To effectively elicit patient history, symptoms and signs relevant to a patient's presenting problem.
- To recognise and utilise clear communication with a patients, with awareness of cultural, religious and gender differences.
- To know the differential diagnosis relevant to the presenting problems and using information gained through assessment, generate ranked problems and provisional diagnosis.
- To regularly re-evaluate the patient problem list and diagnoses.
- To identify and understand the investigations relevant to a patient's presenting problem, using investigation results appropriately to guide patient management.
- To identify the criteria for referral and effectively access other health professionals in the patient assessment phase, seeking help at any time to meet the needs of patient safety.
- To recognise and assess acutely ill, deteriorating or dying patients. Employ principles of medical triage and provide clinical care in order of priority.
- To identify acute illness in patients and assist transfer to acute services.

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Patient Management

- To use the principles of evidence based practice and access relevant, current literature in formulating management decisions.
- To develop, implement and evaluate a plan of management, understanding the range of management plans available for common acute and chronic conditions including those listed in the Australian Curriculum Framework for Junior Doctors. To employ appropriate medical therapy techniques, understanding the actions, indications, contra-indications and adverse effects of medications. To employ sound decision making in the selecting of patients for particular procedures.
- To employ sound peri and post operative patient management
- To understand the principles of informed consent, recognising that it may need to be obtained by a senior clinician.
- To understand clinical limitations and when to seek help from senior clinicians.
- Identify ambulatory and community services available to patients and employ these resources in effective discharge planning.
- Perform appropriate pathology ordering and investigation based on evidenced based practice and be able to correctly interpret the results.
- Develop an appreciation of which patients and types of conditions requiring hospital admission as opposed to those who may be best managed within an outpatient, community and other ambulatory

2. Professionalism

- Develop a clear understanding of the medico-legal responsibilities and indemnity issues as appropriate to rural practice.
- Refer medico-legal issues to the Director of Medical Services for advice and direction
- Demonstrate a commitment to the principles of co-ordination of care and the provision of continuity of care.
- Work as a member of a team of professionals, understanding the role and expertise of each member of the team.
- Refine time management skills.
- Develop an appreciation for sharing knowledge and assisting others in the team to learn.
- Make the most of opportunities to become involved in research and educational bodies/committees.
- Learn to monitor your own health and welfare for your benefit and the benefit of patients, colleagues and family.
- Appreciate the particular need and difficulty in maintaining confidentiality in rural/remote communities.
- Demonstrate an awareness of the differing client needs with regards to resource availability especially in rural/remote communities.
- Demonstrate respect for patients, their families and carers.
- Demonstrate an awareness of cultural, ethical and religious beliefs as they may impact on patients and their families' wishes.
- Make such reports and issue certificates as are necessary by the nature of the appointment.
- Advise the DMS, ED Senior Medical Officer or HMO Manager 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.
- Undertake such duties as the DMS, ED clinical director or HMO Manager may determine either by roster or from time to time as occasion may demand.

3. Communication

- Effective and timely communication with supervisors and staff involved in the patient's care, in regard to admission, discharge, management plans, diagnostic requests and consultations.
- Timely communication with General Practitioners and other referring health care providers, especially on discharge or death of a patient.
- Provide clear and comprehensive handover information to senior clinicians, colleagues,

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- nurses and allied health professionals in particular on very sick patients.
- Employ good communication strategies especially in dealing with difficult or vulnerable patients.
- Treat patients with respect and courtesy, maintaining privacy and confidentiality.
- Provide clear and honest information and respect patient treatment choices.
- Employ empathy and compassion in breaking bad news, with full understanding of the issues of loss and bereavement.
- Adopt behaviours that promote patient health and patient satisfaction with the health care service.
- Employ communication that ensures educated awareness for patients with different cultural and religious backgrounds.
- Become familiar with the requirements for presenting patient case histories and clinical details at the bedside during ward rounds concisely and with appropriate sensitivity to each patient's condition, needs and wishes.
- Become familiar with the requirements for presenting at unit and other meetings, as well as to other clinical staff when requesting consultations from or transfer to other units.
- Develop an understanding of the requirements for informed consent and be able to obtain informed consent.
- Be able to document precisely, accurately and legibly information related to patient care.

4. Educational Support

- Participation in Critical Care – Anaesthetics, ICU and ED teaching program
- Participation in ICU simulation and case discussion program
- Access to CME/Study leave which can be used to complete courses such as EMST/APLS/ALS2, ultrasound courses or other relevant areas of study
- Registrars are encouraged to consider enrolling in ACEM emergency medicine certificate or diploma programs
- Support to complete credentialing in point of care ultrasound (ACEM pathway or CCPU)
- Protected training time to do above or join teaching at tertiary program
- Support on daily basis by ED SMOs and consultants in upskilling in critical skill areas

Key Relationships:

Internal	External
1. Clinical Director Emergency Department	1. My Emergency Doctor FACEMS via virtual ward round
2. Medical Staff	2. Peripheral Hospitals
3. Nursing Staff	3. Victorian Stroke Tele med Service
4. Allied Health & Support Staff	
5. Executive Director Medical Services	

Key Selection Criteria:

1. General Registration as a Medical Practitioner with AHPRA
2. PGY4 or above
3. Ability to work in a high pressure, high volume work environment
4. A commitment to professional client service

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5. Ability to prioritise and manage deadlines
6. Recognition of requirements for confidentiality
Desirable:
9. Enrolled with ACCRM, RACGP, ACEM, CICM or ANZCA
In addition to the above, all staff must have an remain current for continued employment, the following:
1. Current Class C Driver's Licence
2. A current National Police Check (renewed every 3 years)
3. A current Employer Working with Children Check (renewed every 5 years)
4. Annual Influenza Vaccine for positions classified Category A & B
Immunisation:
It is a condition of appointment that all employees comply with our immunisation requirements during employment. This position is classified as Category A. Covid 19 vaccination is strongly recommended..
Diversity:
We encourage you to bring your 'whole self to work'. NHW is a safe and inclusive workplace. We value the visible and invisible qualities that make you who you are. We expect our workforce to align with our diversity expectations and programs. Working at NHW means you are on board with our journey, you will show respect, understanding and kindness to other regardless of ethnicity, sexuality, identity or any other protected attribute. We particularly acknowledge the traditional custodians of our land and pay our respects to elders past, present and emerging.
Mandatory Training:
It is a condition of appointment that all employees complete Mandatory Training and Clinical Competencies as required upon commencement, annually and in accordance with timelines specified in relevant health service policies and procedures.
Performance & Accountability:
A review of performance shall be undertaken within six months following commencement and annually thereafter. There is an expectation that staff will assume responsibility for completion of any learning requirements advised by the organisation.
Quality and Risk Management:
<p>In order to help ensure continued employee, patient safety and quality of care:</p> <ul style="list-style-type: none"> ▪ Understanding individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines at NHW ▪ Comply with requirements of the National Safety and Quality Health Service Standards, Aged Care Quality Standards and other relevant standards, regulations and legislative requirements. ▪ Contribute to organisational quality and safety initiatives and participate in the development and review of policies and procedures as appropriate ▪ Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public ▪ Maintain a safe working environment at all times ▪ Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and our workforce <p>Staff are required to abide by the Code of Conduct for NHW.</p>

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Occupational Health & Safety and Wellbeing:

The safety, health and wellbeing of employees is a priority for NHW and I recognise the importance of an environment that promotes and nurtures the physical, mental, emotional and social wellbeing of all individuals. I commit to:

- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures
- Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation
- Reporting through the incident management system any near misses or incidents as they occur
- Not place others at risk by any act or omission
- Not wilfully or recklessly interfere with safety equipment
- Partaking in the promotion of the health and wellbeing of employees
- Contributing to an inclusive and health promoting environment
- Promoting our values and vision

An organisational culture that promotes positive mental health and wellbeing through supportive leadership, employee participation and shared decision making.

Policies & Procedures:

Whilst the policies and procedures do not form part of your employment contract it is expected that you will comply with NHW's policies, procedures and reasonable instructions at all times during the course of your employment.

Alignment with NHW Leadership Capability Framework:

NHW recognises that effective leadership can be exercised by any member of workforce, regardless of their position. Our Leadership Capability Framework has been designed to create a common understanding of leadership capabilities and associated behaviours for all staff. This role aligns to the "Leading Self" profile within the LCF and requires the incumbent to demonstrate the associated capabilities and behaviours across the four domain areas of Self Awareness, Communication, Relationships and Results.

Cultural Competency:

NHW acknowledges the traditional custodians of the lands from which our services are provided. We pay respect to Elders past, present and emerging and recognise the enduring connection of Aboriginal and Torres Strait Islander peoples to Country.

As part of our commitment to improved Aboriginal and Torres Strait Islander health outcomes, persons assuming leadership roles at NHW are expected to demonstrate personal cultural competency principles and lead an environment that promotes cultural safety for patients, visitors and staff.

Confidentiality:

Confidentiality is a matter of concern for all persons who have access to personal information about patients, clients, residents or employees of NHW. Staff must understand and accept that in accessing this personal information they hold a position of trust relative to this information. In recognising these responsibilities staff must agree to preserve the confidential nature of this information. Failure to comply with this agreement may result in disciplinary action and may include termination of employment.

Declaration:

As the incumbent of this position, I acknowledge that I have read this Position Description, understand its contents and agree to work in accordance with the contents therein. I understand that other duties may be directed from time to time.

I understand and accept that I must comply with the policies and procedures applicable to NHW. I also agree to strictly observe the NHW Code of Conduct and policy on confidentiality of commercial and patient information or such sensitive information that I may come across in the course of my employment.

Name:	
Signature:	
Date:	

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The purpose of this section is to describe the physical and psychological risk factors associated with the job. Applicants must review this form to ensure they can comply with these requirements and successful applicants will be required to sign an acknowledgment of their ability to perform the job demands of the position.

Position:	Medical Registrar (PGY4+)
Department / Unit:	Emergency Medicine
Workplace Location:	Green Street Campus

Frequency Definitions:

I	Infrequent - intermittent activity exists for a short time on a very infrequent basis	C	Constant - activity exists for more than 2/3 or the time when performing the job
O	Occasional - activity exists up to 1/3 of the time when performing the job	R	Repetitive - activity involved repetitive movements
F	Frequent - activity exists between 1/3 and 2/3 of the time when performing the job	N	Not Applicable - activity is not required to perform the job

Demands	Description	Frequency					
		I	O	F	C	R	N
Physical Demands:							
Sitting	Remaining in a seated position to perform tasks				X		
Standing	Remaining standing without moving about to perform tasks			X			
Walking	Floor type: even / uneven / slippery, indoors / outdoors, slopes			X			
Running	Floor type: even / uneven / slippery, indoors / outdoors, slopes	X					
Bend / Lean Forward from Waist	Forward bending from the waist to perform tasks	X					
Trunk Twisting	Turning from the waist while sitting or standing to perform tasks	X					
Kneeling	Remaining in a kneeling posture to perform tasks	X					
Squatting / Crouching	Adopting a squatting or crouching posture to perform tasks	X					
Leg / Foot Movement	Use of leg and / or foot to operate machinery	X					
Climbing (stairs / ladders)	Ascend / descend stairs, ladders and steps	X					
Lifting / Carrying	Light lifting and carrying (0 - 9 kg)	X					
	Moderate lifting and carrying (10 – 15 kg)	X					
	Heavy lifting and carrying (16 kg and above)	X					
Reaching	Arms fully extended forward or raised above shoulder	X					
Pushing / Pulling / Restraining	Using force to hold / restrain or move objects toward or away from the body	X					
Head / Neck Postures	Holding head in a position other than neutral (facing forward)	X					
Hand & Arm Movements	Repetitive movements of hands and arms		X				
Grasping / Fine Manipulation	Gripping, holding, clasping with fingers or hands	X					
Work At Heights	Using ladders, footstools, scaffolding, or other objects to perform work	X					
Driving	Operating any motor powered vehicle	X					
Sensory Demands:							
Sight	Use of sight is an integral part of work performance, eg: Viewing of X-Rays, computer screens, etc				X		

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Hearing	Use of hearing is an integral part of work performance, eg: Telephone enquiries	X
Smell	Use of smell is an integral part of work performance, eg: Working with chemicals	X
Taste	Use of taste is an integral part of work performance, eg: Food preparation	X
Touch	Use of touch is an integral part of work performance	X
Psychosocial Demands:		
Distressed People	Eg: Emergency or grief situations.	X
Aggressive & Uncooperative People	Eg: Drug / alcohol, dementia, mental illness.	X
Unpredictable People	Eg: Dementia, mental illness, head injuries.	X
Environmental Demands:		
Dust	Exposure to atmospheric dust.	X
Gases	Working with explosive or flammable gases requiring precautionary measures.	X
Fumes	Exposure to noxious or toxic fumes.	X
Liquids	Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE.	X
Hazardous Substances	Eg: Dry chemicals, glues.	X
Noise	Environmental / background noise necessitates people raise their voice to be heard.	X
Inadequate Lighting	Risk of trips, falls or eyestrain.	X
Sunlight	Risk of sunburn exists from spending more than 10 minutes per day in sunlight.	X
Slippery or Uneven Surfaces	Greasy or wet floor surfaces, ramps, uneven ground.	X
Inadequate Housekeeping	Obstructions to walkways and work areas cause trips and falls.	X
Biological Hazards	Eg: Exposure to body fluids, bacteria, infectious diseases.	X
The area below is for any special comments or notes on significant physical or other demands required to perform this job:		
Nil		