

Position Description

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| Position Title | Registrar – Emergency Department |
| Position Number | |
| Division | Clinical Operations |
| Department | Emergency Department |
| Enterprise Agreement | Doctors In Training (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement 2022-2026 |
| Classification Description | Registrar |
| Classification Code | Registrar Year 1 to Registrar Year 6 |
| Reports to | Clinical Unit Head of Emergency Department |
| Management Level | Non Management |
| Staff Capability Statement | Please click here for a link to staff capabilities statement |
| Mandatory Requirements | <ul style="list-style-type: none"> • National Police Record Check • Working with Children Check • Registration with Professional Regulatory Body or relevant Professional Association • Immunisation Requirements |

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

As an organisation we are committed to delivering safe, inclusive and high-quality care to our diverse communities across the Loddon Mallee Region. We value and respect the unique backgrounds, cultures and experiences of the people we serve and those who work with us.

We are a proud child safe organisation, dedicated to the safety, wellbeing and voice of all children and young people. We are committed to creating a culturally safe and welcoming environment where Aboriginal and Torres Strait Islander peoples—adults, children and families—are respected, supported and empowered to express and celebrate their culture.

Our Vision

To be a trusted regional healthcare service recognised for delivering exceptional care, being a great place to work, and being deeply connected to our community.

Our Values

PASSIONATE – We are passionate about doing our best – for our patients, our colleagues and our community.

ACCOUNTABLE – We take ownership of our actions and outcomes, always striving for integrity and improvement.

CARING – We care deeply for our community – and our community cares for us. Compassion is at the heart of everything we do.

TRUSTWORTHY - We are open, honest and respectful in all that we do – earning the trust placed in us every day.

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) GP 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 or ICU.

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.

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.

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Support research activities in alignment with the National Clinical Trials Governance Framework to ensure high-quality, safe, and ethical clinical trials and research practices across Bendigo Health
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is

committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

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.