

Position Title:	Emergency Medicine Registrar
Award Classification:	As per AMA / DIT Award
Award / Agreement Name:	Victorian Public Health Sector (AMA Vic) – Doctors in Training – Multi-Enterprise Agreement 2018 -2021 (Commonly known as “AMA Victoria DIT Agreement 2018”)
Reports to:	Chief Medical Officer, Eastern Health, Director of Medical Services, Director of Emergency Medicine, Consultants

EASTERN HEALTH – GREAT CARE, EVERYWHERE, EVERY TIME

Eastern Health is one of Melbourne’s largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and statewide services to people and communities that are diverse in culture, age and socio-economic status, population and healthcare needs.



1. POSITION PURPOSE

The ED Registrar is responsible for coordinating and documenting the admission, management and discharge planning of patients attending the Emergency Department in consultation with Emergency Physicians.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

Clinical Responsibilities:

Registrars are directly responsible to the supervising consultant and through him/her to the director for their care of patients. Patients are prioritised according to the Australasian Triage Scale and should be seen in this order. The registrar will remain responsible for the care and well-being of their patient until discharge or until responsibility for care is handed over to another doctor i.e. as a formal handover at the end of a shift.

On certain shifts, registrars will be allocated responsibility for the role of ED supervising doctor. This is felt to be an integral part of FACEM training and it is important to gain experience in this role while having a consultant available to provide support. On night shifts this role falls automatically to the registrar as the most senior doctor. As ED supervising doctor your role entails overall supervision of the department and includes:

- (i) clinical supervision of junior staff- all junior staff must discuss their patients with a senior doctor; including intended pathology and imaging testing
- (ii) co-ordination with nursing staff regarding departmental issues eg triage queries, enhancing patient flow to avoid ambulance bypass, approving suitable patients for admission to SOU
- (iii) LMO liaison eg telephone enquiries for clinical advice, referral
- (iv) troubleshooting and escalation eg potential patient complaints , difficulty in accessing inpatient bed or inpatient registrar .
- (v) liaise with on-call emergency physician as needed eg if ambulance bypass needed, inter-hospital transfer , clinical or administrative problem that requires assistance , busy department requiring recall.

The registrar has an important function in the team management of critically ill patients, as team leader or team member.

3. SAFE PRACTICE AND ENVIRONMENT

Occupational Health and Safety

Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensations (WIRC) Act 2013.

4. TRAINING AND DEVELOPMENT

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

5. QUALITY

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfill your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centered care.

6. CONFIDENTIALITY

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2000.

7. EQUAL EMPLOYMENT OPPORTUNITY

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

8. PERFORMANCE DEVELOPMENT

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

9. ATTACHMENTS

- Attachment 1 Key Selection Criteria
- Attachment 2 Key Result Areas / Key Performance Indicators
- Attachment 3 Eastern Health / Department Information

10. NOTE

Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.

Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.

Signed: _____ Date: ____/____/____
Program Clinical Director

INCUMBENT STATEMENT

I _____ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.

Signed: _____ Date: ____/____/____

ATTACHMENT 1

Key Selection Criteria

Position Title:	Emergency Medicine Registrar
Award Classification:	As per AMA / DIT Award
Award / Agreement Name:	Victorian Public Health Sector (AMA Vic) – Doctors in Training – Multi-Enterprise Agreement 2018 -2021 (Commonly known as “AMA Victoria DIT Agreement 2018”)
Reports to:	Chief Medical Officer, Eastern Health, Director of Medical Services, Director of Emergency Medicine, Consultants

Must hold a MBBS or equivalent degree and be generally registered as a Medical Practitioner with the Australian Health Practitioner Regulation Agency (AHPRA).

Relevant experience in the Australian Hospital setting.

ATTACHMENT 2

Key Result Areas / Key Performance Indicators

Position Title:	Emergency Medicine Registrar
Award Classification:	As per AMA / DIT Award
Award / Agreement Name:	Victorian Public Health Sector (AMA Vic) – Doctors in Training – Multi-Enterprise Agreement 2018 -2021 (Commonly known as “AMA Victoria DIT Agreement 2018”)
Reports to:	Chief Medical Officer, Eastern Health, Director of Medical Services, Director of Emergency Medicine, Consultants

- Timely management of patients attending the department
- Recognition and appropriate clinical management of illness/injury in line with level of experience
- Supervision of junior medical staff
- Participation in research and presentation of findings
- Implementation of Eastern Health policies and procedures
- Communication with other emergency department staff

ATTACHMENT 3

Eastern Health / Department Information

Position Title:	Emergency Medicine Registrar
Award Classification:	As per AMA / DIT Award
Award / Agreement Name:	Victorian Public Health Sector (AMA Vic) – Doctors in Training – Multi-Enterprise Agreement 2018 -2021 (Commonly known as “AMA Victoria DIT Agreement 2018”)
Reports to:	Chief Medical Officer, Eastern Health, Director of Medical Services, Director of Emergency, Consultants

Department / Specialty Area	Emergency Medicine
Campus / Physical Location	Box Hill Hospital, Maroondah Hospital, Angliss Hospital

SPECIALTY SPECIFIC INFORMATION

Organisational Context

These positions are located at either Box Hill, Maroondah or Angliss Hospitals.