

<b>Position title:</b>	Emergency Registrar
<b>Classification:</b>	HM25-HM30
<b>Reports to:</b>	Clinical Director of Emergency Medicine
<b>Department:</b>	Emergency Department
<b>Award / Enterprise Agreement:</b>	In accordance with AMA Victoria – Doctors in Training (Single Interest Employers) Enterprise Agreement 2013 and subsequent variations

**About Bass Coast Health**

Bass Coast Health 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 Emergency services as well as Acute Medical and Surgical, Sub-acute and Residential inpatient beds along with an extensive array of Community and Primary care services. Services are provided from a number of sites including Wonthaggi, San Remo and Cowes.

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

Bass Coast Health is committed to embracing the diverse life experiences and perspectives of our consumers, community, volunteers and staff – regardless of gender, age, ethnicity, cultural background, disability, religion or sexual orientation.

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:**

<b>Safety &amp; Quality</b>	<b>Service Capability</b>	<b>People</b>	<b>Innovation &amp; Technology</b>	<b>Financial Health</b>
We will deliver safe, high quality, person-centred care.	We will grow service capacity and capability including access to meet local and sub-regional needs.	We will enable a skilled, motivated workforce that is highly valued.	We will embrace innovation and technology.	We will ensure strong financial governance viability and sustainability.

## Position Summary

The Registrar is the medical officer responsible for the initial assessment and management of patients attending the Emergency Department (ED). He/she may also be responsible for the management of patients admitted under the Emergency Medicine Unit (e.g. ED Short Stay Unit and/or High Dependency Unit) as rostered.

## Key Selection Criteria

### MANDATORY:

- Fully registered medical practitioner with the APHRA.
- Demonstrate clinical skills to manage common presentations to the ED including associated procedural skills.
- Satisfactory PGY experience relevant to specialist training program.
- Demonstrate good communication skills including demonstrated ability to lead a multidisciplinary team on the shift and 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 work place 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.
- Assist in the identification, analysis, assessment, monitoring and reporting of risks that could impact on the work environment.

### Learning Objectives:

- Gaining experience working in a district/sub-regional hospital in a rural environment which means a small ED and inpatient bed capacity, reduced availability of radiology services such as CT and US scanning and no nuclear medicine, reduced availability of pathology services and increased dependence on point of care testing.
- Promotion of self-reliance because of reduced availability of specialists available to consult with at the hospital and because there are no inpatient registrars.
- Increased responsibility in assisting with the supervision of interns and HMOs within the ED.
- Gaining experience working in a small team environment in the ED working with two or three other doctors and two or three nurses on most shifts.

- Self-education and improvement by presenting a patient case review monthly to our weekly ED teaching sessions which the Interns, HMOs and final year medical students attend along with either SMO for the ED or an Emergency Physician VMO attends.
- Improvement in referral skills to other hospitals and their inpatient registrars or their emergency physicians because of the significant number of transfers that occur from a small hospital.
- Improvement in knowledge of patient retrieval including organisation and preparation.

**Position Objectives**

Strategic Goal	Objectives
<p><b>Quality &amp; Safety</b></p>	<p><b>Health Service Wide Objectives</b></p> <ul style="list-style-type: none"> <li>• Be aware of and adhere to the responsibilities for safety and quality, continuous improvement and evaluation of your service.</li> <li>• Ensure all risks are identified and reported promptly and that prevention strategies are implemented to ensure the safety of all patients, staff and consumers</li> <li>• 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.</li> <li>• 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</li> <li>• 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.</li> <li>• 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.</li> <li>• Be aware and adhere to Bass Coast Health’s policies and procedures, accessible via the PROMPT document management system.</li> </ul> <p><b>Local Objectives</b></p> <ul style="list-style-type: none"> <li>• Working as part of a multi-disciplinary team, apply medical knowledge and experience in the diagnosis, investigation and treatment of patients.</li> <li>• Maintain effective communication with patients and the relatives, hospital staff, medical colleagues and GPs.</li> <li>• Ensure effective handover of patients requiring on-going care and monitoring at the end of each shift.</li> <li>• Maintain medical records in accordance with hospital policy and requirements.</li> </ul>

	<ul style="list-style-type: none"> <li>• To follow the administrative and clinical guidelines set out in the emergency procedure manual.</li> <li>• To maintain adequate medical records appropriate to the area of care in the Health Service.</li> <li>• To complete clinical incident reports as required.</li> <li>• To participate in the emergency responses and disaster responses of the hospital as set out in the emergency procedures manual.</li> <li>• To participate in quality improvement activities as required.</li> </ul>
<p><b>Service Capability</b></p>	<p><b>Health Service Wide Objectives</b></p> <ul style="list-style-type: none"> <li>• Be aware of the BCH Clinical Services Plan and implement relevant strategies to increase service capability.</li> <li>• Actively participate and support partnerships with service providers to improve service options and access.</li> <li>• Participate in activities that will improve facilities for care recipients and staff.</li> <li>• Ensure work practices enhance worker health and well-being</li> </ul> <p><b>Local Objectives</b></p> <ul style="list-style-type: none"> <li>• Directly responsible for patient who attends the ED:             <ul style="list-style-type: none"> <li>○ To assess and treat patients in order of medical priority</li> <li>○ To order all appropriate investigations of patients in consultation with the ED FACEM or SMO and/or patient's VMO or Specialist</li> <li>○ To consult with the ED FACEM or SMO and then an appropriate inpatient VMO in the event of further opinions being required upon a patient</li> <li>○ To organise transfer of patients to another hospital when required</li> <li>○ To attend to the ED patients as the first priority except in the event of a medical emergency involving an inpatient</li> <li>○ To provide a clinical handover for HMOs rostered to the next shift in the ED</li> </ul> </li> <li>• Respond to code blue calls within the hospital</li> <li>• Consultation either directly or by telephone with the appropriate ED FACEM / SMO before referring a patient to other hospitals, as appropriate.</li> <li>• Work within scope of practice and seek assistance as required.</li> <li>• To undertake other duties as required from time-to-time including relieving other HMOs.</li> </ul>
<p><b>People</b></p>	<p><b>Health Service Wide Objectives</b></p> <ul style="list-style-type: none"> <li>• Contribute to a positive work culture and constructively express your ideas to create a positive working environment.</li> <li>• Be an active team member and actively collaborate with other staff and volunteers and ensure open and transparent communication with staff.</li> </ul>

	<ul style="list-style-type: none"> <li>• Contribute actively to a safe working environment and reduce risk to yourself and other staff.</li> <li>• Support and value our volunteer services</li> <li>• Adhere to Victorian Privacy Laws-Information Privacy Act 2000 and the Victorian Health Record Act 2001 and comply with BCH privacy and confidentiality protocols</li> <li>• Demonstrate willingness to undertake professional development and continuing education both work and self-sponsored</li> <li>• Attend relevant in-service education programs, workshops and seminars to maintain and update knowledge and expertise</li> <li>• Support and development of others e.g students</li> <li>• Participate in an annual performance review in accordance with BCH policy and participate in the revision of the position statement annually or as required</li> <li>• Maintain a zero tolerance of Bullying and Harassment behaviour.</li> <li>• Undertake annual competencies relevant to your position.</li> </ul> <p><b>Local Objectives</b></p> <ul style="list-style-type: none"> <li>• Assist in the supervision of interns and residents and provide opportunities for the extension of their clinical knowledge and skills.</li> </ul>
<p><b>Innovation &amp; Technology</b></p>	<p><b>Health Service Wide Objectives</b></p> <ul style="list-style-type: none"> <li>• Actively participate in Information Technology / Information Management strategies and ensure compliance with IMIT policies and procedures.</li> <li>• Actively contribute to service development and service re-design initiatives which facilitate improved processes and system efficiency.</li> <li>• Participate in eHealth opportunities including telemedicine services, to increase access to local service provision.</li> <li>• Actively contribute to the re-design of local systems and processes which optimise Data Integrity and Management.</li> <li>• Participate in the BCH learning and research plans and share innovation and learning with colleagues.</li> </ul> <p><b>Local Objectives</b></p> <ul style="list-style-type: none"> <li>• To participate in post-graduate educational activities as required</li> </ul>
<p><b>Financial Health</b></p>	<p><b>Health Service Wide Objectives</b></p> <ul style="list-style-type: none"> <li>• Comply with the Instrument of Delegation as set out with the BCH IOD policy.</li> <li>• Implement revenue strategies where relevant.</li> <li>• Reduce expenditure by ensuring all resources are used appropriately.</li> <li>• Contribute ideas and efforts towards the BCH fundraising strategy.</li> <li>• Be aware of the BCH Risk management framework and the local requirements to identify, report, manage and mitigate risk.</li> </ul>

	<ul style="list-style-type: none"><li>• Participate in waste reduction initiatives such as 'Turning Off the Lights' to reduce BCH's environmental footprint.</li></ul> <p><b>Local Objectives</b></p> <ul style="list-style-type: none"><li>• Be aware on the costs involved in investigations, particularly after hours and triage investigations appropriately.</li></ul>
--	---

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.

<b>NAME</b> (please print):		
<b>SIGNATURE:</b>		<b>DATE:</b>

**Individuals Manager reviewing and agreeing to the Position Description**

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

<b>NAME</b> (please print):		
<b>SIGNATURE:</b>		<b>DATE:</b>

**Executive Director – approving the original Position Description**

Signed on behalf of Bass Coast Health

<b>NAME</b> (please print)		
<b>SIGNATURE:</b>		<b>DATE:</b>