

## POSITION DESCRIPTION

**POSITION TITLE:** Registrar - Emergency

**CLASSIFICATION:** Negotiated

**REPORTS TO:** Relevant Manager / Supervisor

**PERFORMANCE AND DEVELOPMENT PLAN:**

*Conducted during the first 3 months from the time of commencement and in accordance with the Performance Review and Development Policy. This Position Description shall be considered at the time of conducting your Performance and Development Plan.*

### **ST JOHN OF GOD HEALTH CARE MISSION AND VALUES**

Our vision is to bring healing to people through services that are caring, comforting and affirming and give them a reason to hope and a greater sense of their own dignity.

Our organisational culture reflects our values of Hospitality, Compassion, Respect, Justice and Excellence and each management position carries the responsibility for leadership of a Ministry of the Catholic Church.

Importantly because the whole of the organisation is concerned with caring for or supporting people, those associated with the provision of services, at all levels are considered to be "Caregivers".

Caregivers are expected to uphold the five values, treating each other and those they serve with respect and dignity in support of our vision.

Each Caregiver is responsible for furthering the Mission of St John of God Health Care.

#### **1. PURPOSE OF POSITION**

- To provide high quality clinical service to patients under the guidance of consultant staff within designated teaching units. This involves assessing the medical needs of patients and supporting junior staff through education, supervision and mentorship.

#### **2. POSITION REQUIREMENTS**

##### **2.1 Mission**

- Capacity to understand and willingness to support and promote the Mission and Values of St John of God Health Care
- Commitment to organisation's service ethos through the provision of excellent service
- Caregivers are required to act in accordance with the standards of behaviour

outlined in the SJGHC Code of Conduct document.

## **2.2 Position Responsibilities**

### **Clinical Duties**

- Manages Emergency Department (ED) patients under the direction of Emergency Medicine Consultants.
- Ensures a relevant history and physical examination have been conducted on each patient and ensures all patient management documentation is completed.
- Works with hospital nursing staff to facilitate patient management including completing pathology requests, booking radiology and other procedures and checks investigation results and follows-up abnormal results.
- Carry out procedures within capabilities and experience.
- Prescribes drugs and treatment.
- Completes notifiable disease forms and adverse drug reaction reports.
- Provide medical certificates.
- Must seek assistance from a senior colleague/consultant if uncertain regarding any aspect of clinical duties.
- Provide clinical supervision and teaching to junior staff.
- Commit to a team approach in the delivery of care, working closely with nursing staff, allied health professions, members of pastoral care services, and other clinicians both onsite and offsite.
- Communicates/liases with General Practitioners, Consultants and Specialists as appropriate.
- Documents findings in the patient's medical record and completes all related documentation.
- Complete documentation required at time of death of a patient.
- Participate in the site Medical Emergency Response Team.
- Performs duties in accordance with relevant Acts and legislation including Occupational Safety and Health Act; Disability Services Act, Equal Opportunity legislation; Code of Conduct and Ethics.

### **After Hours**

- Supervises and provides advice to after-hours junior medical staff relating to clinical management of patients.
- Liases with resident and on-call medical staff regarding patient concerns.
- Liases with on-call consultants regarding departmental concerns.
- Participates in after-hours and weekend rosters.
- Assists in providing cover for unexpected absence(s).

### **Continued Professional Development**

- Attend an orientation programme at the beginning of the employment term.
- Compulsory completion of quality and safety modules, including fire safety, manual handling and hand hygiene.
- Identify key learning objectives in conjunction with the Director of Emergency Medicine Training or Registrar lead.
- Attend Registrar teaching
- Participate in Departmental and Hospital meetings.
- Participates in research projects.
- Participate in peer review and quality improvement initiatives.
- All other reasonable duties as directed by Supervisor/Director.

### **3. Team Work**

- Participate as a valued team member promoting and contributing to a supportive team environment.

### **4. Communication**

- Communicate effectively with all customers and patients using the appropriate channels, utilising appropriate formal and informal channels of communication.
- Ability to develop and communicate key pieces of information in easy English
- Develops strong collegiate relationships with other managers.
- Fosters external stakeholder relationships to the benefit of the service.
- Coordinates and ensures recording of regular unit/service meetings to ensure all caregivers are well informed and are actively encouraged to participate in unit/service and organisational activities and decision making.
- Develops and maintains effective networks and relationships with all professional groups both within and external to the organisation in order to build proactive and visible partnerships in pursuance of service related improvements

### **5. Formation and Leadership**

- Provide leadership, through effective personal, professional communication, and interpersonal capabilities and change management as well as team and strategic capabilities – as outlined in the SJGHC Leadership Profile.
- Continually develop skills, acquiring additional knowledge, via internal and external training.
- Facilitate caregiver development, including preceptoring, coaching, mentoring and achieving competencies.
- Ensure caregivers within the portfolio have performance development plans, where they are held accountable for meeting expectations and agreed goals that are reviewed at least annually.
- Participate in Manager Meetings as well as relevant committees and working parties.
- Conduct and record regular meetings ensuring caregivers are informed and encouraged to participate in relevant activities and decision making.
- In collaboration with Human Resources, implement caregiver/industrial relations policies, including managing disciplinary matters and grievances in accordance with group-wide and divisional policies, to ensure good caregiver relationships.

### **6. Collaborative Leadership in Health Care**

- Assist in the establishment and maintenance of mutually beneficial relationships to enhance patient care and business outcomes.
- Develop and maintain effective relationships with relevant internal and external professional groups to build and enhance service delivery on a divisional and group-wide basis.

### **7. Social Outreach**

- Participate, support and promote self and caregiver participation in divisional and group Social Outreach and Community programs and initiatives

## **8. Quality and Risk**

- Participate in, contribute to and implement quality improvement and risk management into all aspects of service

## **9. Occupational Health and Safety**

- Adhere to all applicable St John of God Health Care policies and guidelines.
- Take reasonable care of themselves and others.
- Not to interfere, bypass or misuse any system or equipment provided for health, safety and welfare purposes.
- Take all actions to avoid, eliminate or minimize hazards.
- Seek information on any work they undertake and be aware of the risks and hazards associated with their work.
- Report all incidents / hazards / injuries.
- Assist in completion of incidents / hazards / injuries reports.
- Participate in the documentation of Risk Assessments and Standard Operating Procedures for activities that could pose a OHS risk.
- Raise OHS issues with appropriate caregivers and take part in OHS consultative arrangements.
- Use Personal Protective Equipment as required and directed.
- Attend all mandatory and recommended OHS training as scheduled by Group Services.
- Promote a positive safety culture within their areas by demonstrating a positive commitment to OHS.

## **10. Environment**

- The caregiver, recognising St John of God Health Care commitment to responsible environmental stewardship, will support the organisational Environmental goals in performance of all duties.

## SELECTION CRITERIA

### Essential

- A willingness and capacity to embrace the Mission and Values of St John of God Health Care.
- Graduate of an Australian Medical Council (AMC) accredited Medical school or equivalent
- Eligible for registration as a medical practitioner with the Medical board of Australia (AHPRA)
- A minimum of three years clinical experience
- Demonstrated clinical and procedural experience in an equivalent ED setting.
- Demonstrated effective verbal and written communication skills, as well as interpersonal skills.
- Demonstrated the ability to work collaboratively as part of a multi-disciplinary team.
- Demonstrated commitment to ongoing education and research.
- Demonstrated knowledge of Infection Control.
- Commitment to our service ethos.
- To act in accordance with the standards of behaviour outlined in the SJGHC Code of conduct.
- Have an understanding of and ability to apply occupational health and safety principles to ensure own safety and that of others in the workplace.

### Desirable

- Australasian College of Emergency Medicine (ACEM) Trainee
- Previous experience in acute care medicine – e.g. Emergency, Intensive Care, Anaesthetics.
- Previous Registrar experience.