

Position Title:	Medical Registrar
Classification:	Registrar – classification level dependent on previous experience
Reports To:	Senior Medical Consultant on the acute medical ward
Department:	Medical Services
Award / Enterprise Agreement:	Doctors in Training (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement 2022-2026 (or successor)

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 also from a number of other 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 celebrates and supports the diverse life experiences and perspectives of everyone in our community, including, consumers, volunteers and staff - regardless of gender, sexual orientation, age, race, disability or religious belief.

As a Child Safe organisation, Bass Coast Health promotes the safety, wellbeing and inclusion of all children, including those with disability.

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
- Compassion
- Respect
- Equity
- Accountability
- Excellence

Our Strategic Goals:

Safety and Quality	Service Growth and Development	People	Partnerships and Collaboration	Financial Health
We will deliver safe, high quality, person-centred care.	We will grow service capacity and capability to deliver more care locally.	We will enable a skilled, resilient workforce that is highly valued and supported	We will nurture genuine partnerships focused on shared outcomes and inclusiveness.	We will provide strong financial governance that improves viability and sustainability.

Position Summary

This position provides exposure and experience to enable the doctor to attain the required skills and knowledge as a Medical Registrar. The Medical Registrar assists in the management of medical admitted inpatients.

This role involves admitting patients from the Emergency Department at Bass Coast Health, under the supervision of the senior medical staff on duty as per the medical roster. You are also responsible for responding to MET calls and Code Blues across the organisation. The position may also include supporting the Acute Medical Unit, depending on patient volume and clinical demand.

Your day-to-day work will be accompanied by fellow medical registrars. The Med A Reg is responsible for all admissions to Hospital in the Home (HITH) and the medical ward and reviews of the Med A patient on the medical ward. Med A is also responsible for the management of patients admitted under the medical ward consultant to the Infusion and Treatment Unit (ITCU) and HITH. The position will also provide clinical support to the haemodialysis unit under the supervision of Monash Nephrology.

The Med B Reg looks after the remaining acute medical ward beds, including the Close Observations Beds.

They will also contribute to the unit morbidity and mortality meeting and other rostered educational activities.

General Practitioners who work on the medical ward (GPM)/General Medical Physicians are primarily responsible for supervising the Medical Registrar who should actively seek their advice. The Registrar is rostered to work 43 hours per week, including weekend and after hour shifts, including night shifts.

Handover is to take place at the change of each Registrar shift.

The person in this position will work in a highly collaborative manner with the broader medical unit, as well as with other members of the Health Service.

The position holder will actively participate in the planning, coordination, evaluation and implementation of a range of clinic interventions that supports reflective, evidence-based practice.

Any issues with performance are to be reported to the Registrar's clinical supervisor who will be responsible for the overall assessment for the trainee.

This role is not accredited for Basic Physician Training (BPT) as it is not a secondment rotation.

Key Result Areas

1. Under direction, timely review or admissions to patients referred to general medicine by the emergency department, subacute and surgical team.
2. Provide appropriate care to admitted medical inpatients
3. Complete all discharge summaries prior to the day of discharge
4. Clinical management of medical patients, including appropriate history taking, physical examination, investigation, assessment, and care planning and coordination.
5. Regularly review patient care objectives, physical and mental status, including the development and communication of a discharge plan from the time of admission.
6. Thoroughly and promptly document in the medical record patient information obtained from various sources, in an appropriate and ongoing manner, including initial assessment, treatment, clinical progress and investigations; and to succinctly record this in the discharge summary at the time of discharge.
7. Understand and follow the medical ward capability framework
8. Participate in and perform certain procedures, under supervision as appropriate, but with increasing independence over time.
9. Foster rapport and good communications using appropriate language, written or verbal, with the patient and other parties as required, including contact with the patient's carer(s) and significant other(s), the multidisciplinary team, the referring Medical Practitioner and other service providers.
10. Continually update and extend personal medical knowledge and skills, regularly attend Clinical Meetings and remain familiar with current medical literature.
11. Participate in Divisional/Department/Unit Quality Improvement activities, including but not limited to the management of accreditation activities, incidents, complaints and clinical risks.
12. Perform other duties as agreed to and as required on occasions by Medical Administration in relation to cover of other medical staff roles in BCH.
13. Provide support and facilitation of learning opportunities to undergraduate students from all disciplines
14. Demonstrate a high standard of ethical behaviour and professional practice at all times.
15. Actively participate in quality activities and accreditation processes in accordance with standard practice.
16. Manage OH&S consistent with overall OH&S programs, policies and procedures within BCH and also: look after your own health; look out for the health and safety of others in the workplace; follow safe work practices; report hazards and injuries; participate in agency health promotion initiatives and support healthy lifestyle choices for staff.

17. Contribute extensively to the development of an annual capability development plan designed to support you to:
 - a. achieve your personal goals and objectives;
 - b. live ethically within your personal value system; and
 - c. enthusiastically support BCH to achieve our strategic and service delivery goals and objectives.
18. Support patient, client and community participation in decisions in all aspects of the service.
19. Work within BCH policies, procedures and code of conduct.
20. Remain 100 % compliant with mandatory and specific competencies and education as it relates to your specific role and responsibility every 12

Key Selection Criteria

MANDATORY:

- MBBS or equivalent degree enabling General registration with the Medical Board of Australia
- Registration as a Medical Practitioner with Australian Health Practitioner Regulation Agency (AHPRA)
- PGY3 or above
- Entitlement to work within Australia
- A Police Check that is current and within 12 months of the issue date
- Provision of valid Working with Children Check
- Seasonal influenza vaccination of healthcare workers in accordance with Secretary, Department of Health Directions

DESIRABLE:

- Perform basic clinical skills e.g. history taking, examination, appropriate ordering of tests, good documentation.
- Demonstrate a professional and compassionate manner with patients, their families and carers.
- Demonstrate an appropriate professional rapport with the other members of the Healthcare Team - Medical, Nursing, Paramedical, Complex Care Co-Ordinator and Clerical Staff including participation in development of multidisciplinary care plans for patients that frequently present.
- Understand the admission and discharge processes within the Health Service.
- Demonstrate a sound conceptual basis for managing patients who present with common emergency conditions

Health Service Objectives

Strategic Goal	Objectives
Safety and Quality	<ul style="list-style-type: none"> • Optimise safety, quality, clinical governance and clinical risk systems and processes • Deliver person and family centred care that optimises user experience • Be agile and responsive to external risks and events that impact on safety and quality, including the COVID-19 pandemic. • Embrace digital health, and utilise data to improve outcomes Local Objectives <ul style="list-style-type: none"> • Consolidating an understanding of medico-legal and ethical principles and their applications to medical practice • To follow the administrative and clinical guidelines set out in the Procedure Manuals • To maintain adequate medical records appropriate to the area of care in the health service and document in accordance with organisational policy ORG-D 1.3 • To complete clinical incident reports as required • To participate in the emergency responses and disaster response of the hospital as set out in the emergency procedures manual
Service Growth and Development	<ul style="list-style-type: none"> • Expand existing services to meet service gaps and build local and sub-regional self-sufficiency. • Develop new services to meet service gaps and build local and sub-regional self-sufficiency. • Increase prevention opportunities to promote good health and wellness, prevent disease, and optimise chronic disease management. Local Objectives <ul style="list-style-type: none"> • To complete a ward round daily • To assess and treat patients in order of medical priority • To order all appropriate investigations of patients in consultation with the admitting medical consultant • Ensure all drug charts and IV orders are complete and cover the next 24 hours • To consult with the appropriate specialist in the event of a second opinion being required for a patient • To organise transfer of patients to another hospital as required • To attend to the inpatients as the first priority, with the exception of a medical emergency within the facility • To provide a clinical hand over for GPs, VMOs, specialists, NUM or delegate • To admit patients to the health service under the orders of the admitting medical consultant • To participate in discharge planning as part of the multidisciplinary team

Service Growth and Development (cont...)	<ul style="list-style-type: none"> • Ensure discharge scripts are provided 24 hours prior to discharge • To undertake other duties as required from time to time including relieving the acute HMO. • Developing effective time management skills and become competent in managing conflict
People	<ul style="list-style-type: none"> • Enable a workplace culture that values teamwork and collaboration, and builds the reputation as a great place to work. • Maintain and grow a skilled and competent workforce that harnesses individual strengths and passion. • Deliver a working environment that optimises worker safety and wellbeing. • Build a strong learning and development culture that cultivates research and inquiry. <p>Local Objectives</p> <ul style="list-style-type: none"> • Participate in BCH educational and clinical audit activities • Maintain open and effective communication with patients and all members of staff • Work as an effective team member in a team environment by: <ul style="list-style-type: none"> ○ Participating and advocating patient care as a member of a team ○ Consolidating effective written and oral communication with patients, their families and other health professionals • Promote good interpersonal and public relations both within and outside BCH • Ensure high standards of care for all patients/clients/residents by: <ul style="list-style-type: none"> ○ Actively delivering, supporting and advocating appropriate levels of patient care within established protocols including making competent, differential diagnoses and management planning, discharge preparation and follow up of patients and liaison with other health disciplines ○ Gaining proficiency in managing common acute and chronic medical and surgical conditions including emergency procedures ○ Gaining an appreciation of clinical review, medical audit and self-assessment • Promote the values of BCH
Partnerships and Collaboration	<ul style="list-style-type: none"> • Embed inclusive practice, partnering and responsiveness into everything we do. • Continue to embrace and strengthen the community's voice, connection, investment and engagement in the health service, including our extraordinary volunteers • Proactively partner with our sub-regional and regional colleagues to facilitate improved local service delivery and access.

Partnerships and Collaboration (cont...)	<ul style="list-style-type: none"> Strengthen partnerships with other providers including regional and metropolitan services, medical specialists and other providers of care to facilitate strong and enduring pathways for our patients. Local Objectives <ul style="list-style-type: none"> Ensure compliance with social media policy.
Financial Health	<ul style="list-style-type: none"> Maintain strong corporate governance that strengthens accountability and enables robust resource management across all levels of the organisation. Deliver a growth led revenue strategy that focuses on efficiency and productivity. Proactively seek innovative opportunities to bring in new funding to improve financial sustainability. Deliver on a significant capital and asset management strategy to improve infrastructure Local Objectives <ul style="list-style-type: none"> As part of a team, establishing a reasoned and cost-conscious approach to investigations, prescribing and referrals

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 the Position Description

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

NAME (please print):		
SIGNATURE:		DATE: ____ / ____ / ____

Executive Director – Reviewing and Agreeing to the Original Position Description

Signed on behalf of Bass Coast Health

NAME (please print)		
SIGNATURE:		DATE: ____ / ____ / ____