

# Austin Health Position Description



## Position Title: Paediatric Medicine Registrar 2020

Classification:	Registrar – as per DiT Agreement
Business Unit/ Department:	Paediatric Medicine
Agreement:	Victorian Public Health Sector (AMA Victoria) - Doctors in Training Agreement 2018-2021
Employment Type:	Fixed-Term Full-Time
Hours per week:	43
Reports to:	Professor Ingrid Scheffer, Head of Paediatric Medicine Ashley Fowler, Divisional Manager – Respiratory & Sleep Medicine, NCASA, Paediatrics, Dermatology, Rheumatology and Endocrinology Chief Medical Officer
Direct Reports:	HMO Staff
Financial management:	Budget: Not Applicable
Date:	June 2020

## About Austin Health

Austin Health is one of Victoria's largest health care providers. Comprising the Austin Hospital, Heidelberg Repatriation Hospital, Royal Talbot Rehabilitation, Hospital in the Home and community based health services; Austin Health is an internationally recognised leader in clinical teaching, training and research, with numerous university and research institute affiliations.

Austin Health employs near 9,000 staff across its sites; including over 1,600 doctors and 3,000 nurses, and delivers a full range of leading edge clinical services, including several state-wide services (liver transplant, spinal cord injury service, respiratory support service, child inpatient mental health service). In total, Austin Health provides over 900 beds, including mental health, aged-care and rehabilitation beds and a range of community and in the home services. The current annual operating budget is in excess of \$960 million.

Austin Health delivers vital state-wide services to all Victorians, including to diverse multicultural and veteran communities. It also provides community and specialty services to the people of Melbourne's north-eastern corridor in a safety-focused, team-oriented and stimulating work environment.

Austin Health's current vision is shaping the future through exceptional care, discovery and learning.

Our values define who we are, shape our culture and the behaviours, practices and mindset of our people. Our values are: Our actions show we care, we bring our best, together we achieve and we shape the future. [www.austin.org.au/about-us](http://www.austin.org.au/about-us)

Austin Health is committed to providing an inclusive culture where all employees can contribute to the best of their ability and strive to develop further. Find more at <http://www.austin.org.au>

## Position Purpose

This 6 month post comprises general paediatric medicine, giving the opportunity for the registrar to gain experience in longitudinal outpatient follow-up of patients with a variety of problems.

Medical Officers will be expected to assess and manage only paediatric patients (up to 18 years old) in the Paediatric Inpatient Ward on 9 East, in the Paediatric Emergency and Short Stay Unit and Paediatric outpatient clinics. The department runs a 24/7 onsite roster which includes night duty.

## About the Department

The Department of Paediatric Medicine is part of the Medical Services Division and is located at the Austin Hospital campus in Heidelberg.

Austin Health is a paediatric teaching hospital and a quaternary referral centre for Acute Spinal Injuries, some of which are adolescents.

The Inpatient Paediatric Ward on 9 East is a 11-bed unit comprising medical and surgical patients. On average, the inpatient unit treats 1100 children every year for medical admissions which include general paediatrics, endocrine, epilepsy and eating disorders. Surgical admissions include ENT, orthopedics, plastics, ophthalmology and maxillofacial surgery.

Re-located to ward 9 East in early 2020 due to COVID-19 surge capacity planning, there is a possibility that relocation back to 2 West will occur, at which time bed capacity will likely return to 16.

The Paediatric Outpatients service attends to around 3000 patients per year. Clinics include, general paediatrics, adolescent and child eating disorder program, a monthly diabetes clinic and urgent emergency department referrals. The six month term gives the opportunity for the registrar to gain experience in longitudinal outpatient follow-up of patients with a variety of problems. Medical student teaching is also required.

The Paediatric Emergency Department is a 6-cubicle dedicated area with a paediatric procedure room. The department has 2 Resuscitation rooms which are equipped for both adult and paediatric presentations. The department sees approximately 18,000 paediatric presentations every year and is staffed with Paediatric Emergency Physicians, Paediatric Registrars and Emergency Registrars.

## Purpose and Accountabilities

### Role Specific:

#### PATIENT SUPPORT

- Provide appropriate patient care to:
  - all inpatients referred for a consult in a timely manner
  - outpatient clinics.

#### UNIT SUPPORT

- Support the Senior Medical Staff and other relevant registrars in the care of the Department's patients.

#### DAILY DUTY REQUIREMENTS

- Attend the hospital regularly both in-hours and out-of-hours according to the daily duty statements and rosters.
- Participate in an on-call roster as required.

#### EXTRAORDINARY OBLIGATIONS

- Provide clinical support for other registrars where this may be required due to workload or other unforeseen circumstances.

#### QUALITY

- Ensure that patients and their families are given adequate information upon which to base treatment decisions and follow-up
- Participate in the relevant divisional/unit quality activities program(s) as requested by the Department registrar and Senior Medical Staff
- Be responsive to patient and relative complaints, liaising with appropriate senior staff and the patient representative where required
- Notify appropriate personnel in a timely manner of any incident leading to an adverse outcome for a patient or staff member if such an incident occurs, and complete a RiskMan incident report if deemed necessary.

#### COMMUNICATION

- Facilitate excellent communication and liaison with other staff, general practitioners and others involved in patient care.
- Use and access your Austin email address on a regular basis to ensure that you are not excluded from CEU organised activities such as workshops and tutorials, and kept up to date with communications from the Medical Workforce Unit and Austin Health as a whole.

#### MEDICAL RECORDS

- Complete appropriate documentation in the patient's hospital record. Entries should be legible, timely, regular and comprehensive so as to document important changes or decisions, and ALL entries must be dated, designated and signed. Notes should include adequate information for coding and patient care purposes.

#### MEDICAL SERVICES DIVISION

- Promptly inform the Divisional Manager of any relevant administrative issues
- Provide timely notification of inability to attend duties to the Divisional Manager and Unit Head.
- Submit a properly completed timesheet at the end of each pay period to the Divisional Manager
- Complete and submit an annual leave form to the Divisional Manager for approval 6 weeks before leave is scheduled
- Notify the Divisional Manager, your Unit in hours and the After Hours Site Manager (AHSM), Heidelberg Repatriation Hospital of any absence after hours including arrangements for cover.

## POLICIES & PROCEDURES

- Abide by Austin Health policies and procedures.

## EDUCATION, TRAINING & SUPPORT

- Attend and participate in staff development and education and training programs designed for Registrars
- Support the attendance and participation of the Intern and HMO in the formal education and training program and to hold their pager during JMS attendance
- Attend and participate in ALL mandatory training requirements at Austin Health, including CERNER training and OH&S training as required.

## UNIT ORIENTATION, FEEDBACK, ASSESSMENT & UNIT EVALUATION

- Follow the hospital protocol with regards to, Mid Term Feedback, Assessment and Unit Evaluation.

## PATIENT DISCHARGE

- Facilitate the timely admission and discharge of all patients through timely provision of consult services in accordance with Austin Health policy.

## HUMAN RESOURCES

- Ensure up to date contact information is available to the hospital

### **All Employees:**

- Comply with Austin Health policies & procedures, as amended from time to time, which can be located on the intranet (The Hub)
- Report incidents or near misses that have or could have impact on safety - participate in identification and prevention of risks
- Comply with the Code of Conduct

## **Selection Criteria**

### **Essential Knowledge and skills:**

- A commitment to Austin Health values
- Registration as a Medical Practitioner with the Australian Health Practitioner Regulation Agency (AHPRA) - (note eligible applicants will be assisted through this process).
- Have appropriate training and experience applicable to the field of Paediatric Medicine
- Demonstrated commitment to high quality patient care
- Demonstrated teamwork and collaboration
- Demonstrated ability to communicate at all levels
- This position is accredited by the RACP for 6 months Paediatric Medicine Advanced Training, or continuing Basic Training.
- All applicants must have a valid Working with Children Check.
- Demonstrated capability and interest in research

- Demonstrated commitment to teaching
- Demonstrated understanding of Clinical Governance
- Completed a satisfactory Victoria Police record check
- Ability to participate in the roster, with flexibility for night shift and weekend cover

**Desirable but not essential:**

- A sound understanding of information technology including clinical systems and applications relevant to the Management of rostering and risk management reporting or as required for the role and/or department.

## General Information

### Austin Health is a Child Safe Environment

Austin Health is committed to child safety. We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers. Austin Health has zero tolerance of child abuse, and all allegations and safety concerns will be treated seriously in line with legal obligations and our policies and procedures.

### Equal Opportunity Employer

Applications from Aboriginal and Torres Strait Islanders are encouraged to apply. For more information about working at Austin Health, please follow this link to Austin Health’s Aboriginal Employment website: <http://www.austin.org.au/careers/Aborigineemployment/>

## Document Review Agreement

<b>Manager Signature</b>	
<b>Employee Signature</b>	
<b>Date</b>	