

Austin Health Position Description



Position Title: Clinical Pharmacology Registrar 2022

Classification:	Registrar
Business Unit/ Department:	Clinical Pharmacology
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:	Head of Clinical Pharmacology
Direct Reports:	0
Financial management:	Budget: N/A
Date:	25 May 2021

About Austin Health

Austin Health is one of Victoria's largest health care providers. Comprising of 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, 3,000 nurses and 1,000 therapy & science Allied Health staff, 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

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

The Registrar in Clinical Pharmacology will work at the direction and with the assistance of the Director of Clinical Pharmacology to provide clinical services to in-patients and out-patients of Austin Health and to provide services to the Drug and Therapeutics Committee of Austin Health.

About the Department of Clinical Pharmacology

The Department of Clinical Pharmacology & Therapeutics is located on Level 5 of the Lance Townsend Building. The department also contains the Clinical Pharmacology Unit of the University of Melbourne as part of the Dept. of Medicine, Austin Health, and has a significant number of higher degree students (Ph.D. and MD) as well as significant clinical responsibilities in the hospital.

The Department of Clinical Pharmacology provides clinical care to inpatients at Austin Health in the Blood Pressure Clinic, where it also performs research into a variety of medical conditions including hypertension, cardiac failure, insulin resistance/diabetes, obesity, hypercholesterolemia and dementia.

Clinical Pharmacology also provides other services including 24-hour ambulatory blood pressure monitoring, and provides an outpatient service for patients with hypotension, hypertension or other cardiovascular risk factors.

The Department performs clinical and physiological research on patients and normal volunteers and studies the behaviour of drugs including new drugs.

Clinical Pharmacology is part of the Medical Services Division.

Purpose and Accountabilities

Role Specific:

- The Registrar in Clinical Pharmacology will work with the other members of the Department including the Clinical Pharmacologist. Duties will include:
 - Attendance at the Blood Pressure Clinic
 - Attendance at the Hypertension Clinic
 - Attendance at the Drug & Therapeutics Committee, Medication Safety Committee, and Adverse Drug Reaction Committee
 - Providing services in Clinical Pharmacology to the Austin Hospital in-patients.
 - Other duties as directed by the Director of Clinical Pharmacology or his/her delegate.

Registrar Specific

PATIENT SUPPORT

- Provide appropriate patient care to:
 - all inpatients referred for a consult in a timely manner
 - public and private 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 WORKFORCE UNIT

- Give the unit on-call roster to the Medical Workforce Unit, the Unit Secretary, and the Divisional Business Support at least 2 weeks in advance.

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/out-of-hours/oncall claim at the end of each pay period to the Divisional Business Support for the Divisional Manager's approval.
- Complete and submit an annual leave form to the Divisional Business Support

for the Divisional Manager's approval at least 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 Pulse):
<https://austinhealth.sharepoint.com/sites/OPPIC>
- 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 Dermatology
- Demonstrated commitment to high quality patient care

- Demonstrated teamwork and collaboration
- Demonstrated ability to communicate at all levels

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/Aboriginalemployment/>

Document Review Agreement

Manager Signature	
Employee Signature	
Date	