

# Austin Health Position Description



**Position Title:** Emergency Department Registrar

Classification:	As per DiT agreement
Business Unit/ Department:	Emergency
Agreement:	Victorian Public Health Sector (AMA Victoria) - Doctors in Training Agreement 2018-2021
Employment Type:	Fixed Term Full-Time or Part-Time
Hours per week:	43
Reports to:	Director of Emergency Medicine Deputy Director of Emergency Medicine CMO
Direct Reports:	HMOs and interns
Financial management:	Budget:
Date:	March 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](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

- Provide first line management of patients presenting to the Emergency Department.
- To assess and manage patients presenting for care and develop clinical plans and disposition decisions.
- To develop clinical skills, access education and training to become an accomplished clinician and clinical leader.
- To be an advocate for patients in planning their health care,
- To be an advocate for the Emergency Department and its pivotal role in healthcare delivery.
- To maintain good working relationships with Austin Health departments and external stakeholders.

## About the Emergency Department

Austin Emergency Department is one of Melbourne's busiest, seeing around 90,000 patients annually. We have access to a wide range of rotations for our Doctors. For Registrars, we offer the standard rotations as well as exclusive Special Skills Terms (see below) that are available only at the Austin and boast regular hours with no night shifts. Whilst employed in the Emergency Department, registrars will usually work a rotating roster including day, evening and night duty. The roster will involve weekend and Public Holiday duty. There is no on-call component. Whilst on rotation to other Departments, there may be an on-call component in addition to rostered hours.

We have experience arranging terms at other hospitals such as The Royal Victorian Eye and Ear hospital, The Royal Children's hospital, The Alfred, The Royal Melbourne, Northern Health, Cabrini and Wonthaggi. We also have relationships with other health services to arrange a variety of other terms e.g. Alice Springs (ED and retrieval).

We have built one of Melbourne's biggest and most effective Short Stay Units where opportunities arise to practice and learn clinical medicine in a more controlled environment. Our Fast Track area is staffed by Advanced Musculoskeletal Physiotherapists and Nurse Practitioners as well as Doctors and provides ample opportunities to develop procedural skills. The Emergency Department is separated geographically into Adults and Paediatrics; there are ample opportunities to work shifts in the dedicated paediatric area to work towards completion of the paediatric logbook.

The paediatric ED has also been given provisional accreditation with ACEM as a Paediatric Emergency (PEM) training site with its own dedicated education stream and opportunity to work towards the requirements of the joint PEM program. This includes a PEM fellow role tailored to developing the skills of both ACEM and RACP trainees.

Our department has a team of Emergency Physicians dedicated to Junior Medical Staff Education reflected in the high success rates in the recent ACEM Primary and Fellowship exams. The Registrar teaching program includes 5 hours of protected education time

weekly, where all trainees are rostered off to allow for regular attendance. Education sessions are divided into level of trainee and specific skills. There are regular interdisciplinary sessions with ICU, anaesthetics and ENT, journal clubs, M&M, SIM sessions and guest speakers from other Specialty units or areas of interest to Emergency Medicine.

The Austin Emergency Department has a strong focus on Toxicology, Research and Quality and there are always projects running concurrently. Doctors in Training are strongly encouraged to participate in current research or to start a project of their own including those to satisfy the research component of 4.10 projects. Registrars have opportunities to access non-clinical time to participate in committees or working with EP's in various administrative areas.

Our Emergency Department values the wellbeing and health of its staff and has a wellness committee (TeamED), the ED Social Club and a departmental peer support program (WEEPS) available for all staff to participate in as they wish. We value and support our registrars by having registrar representatives participate in the weekly Emergency Physician meetings and roster Emergency Physicians from 0800 to 2300 daily and on-call 2300 to 0800 to provide clinical support.

### **Special Skills Terms**

#### **Research & Short Stay**

The research/short stay fellow will be provided with 50% clinical support time to support research and short stay quality activities. They will be expected to attend and contribute to relevant educational, research and quality activities in the Emergency Department including trainee/consultant education meetings, morbidity and mortality meetings, quality and audit meetings and ED journal club. On allocated weekends, they will generally be rostered clinically as a fellow or registrar in charge of short stay and provide consistent short stay leadership in quality and flow. The other allocated clinical shifts will be as a senior registrar/ fellow rostered in the other areas of the department. This role does not have night shifts.

#### **Short Stay role:**

- Engage in quality improvement and audit activities as directed by Director of Short Stay,
- Design and execution of one SSU-based QI project per six-month rotation,
- Attend short stay operational meetings,
- Assist Short Stay Director in undertaking research activities,
- Assist ongoing care pathway creation, curation and revision based on operational need (expected 2/month).

The Austin Hospital has one of the most productive academic EDs in Australasia. Our aim is to provide the trainee with a holistic experience regarding the undertaking of clinical research. The trainee will be exposed to all aspects of the design and execution of a clinical research project(s) - from research question development through to peer-reviewed publication. Accordingly, the duties of the trainee will progress through literature search and interpretation, development of the study protocol and associated documents, ethics committee and grant applications, patient recruitment, data collection/cleaning/analysis, interpretation of the results and preparation for publication and presentation. It is anticipated that the trainee will undertake a program of research that encompasses several related projects, rather than a single project. It is expected, therefore, that the trainees will be fully immersed in their research commitment for the

duration of their 6-month SST period. Trainees will also have the opportunity to attend trainee/consultant education sessions, Grand Medical Rounds, ED journal club meetings, the Austin Health Fundamental and Advanced Research Training seminars, Austin Health Research Week activities, and local and national scientific meetings.

#### Research role:

- Engage in research training and execution as directed by Director of Research and as documented in special skills term,
- Attend relevant research and education meetings within ED and Austin Health.

### **Toxicology**

The Austin Toxicology Service works alongside the Victorian Poisons Information Centre and provides ACEM trainees with a comprehensive training experience in clinical toxicology. Trainees have the opportunity to manage a range of toxicological exposures, both at the bedside and remotely via telephone for hospitals throughout Victoria. Close support is provided by consultants in clinical toxicology. The rotation aims to provide the trainee with the academic and clinical knowledge required to pass the toxicology component of the ACEM Fellowship Examination. In addition, the service provides a consultative drug and alcohol service to inpatient teams. The Austin Toxicology Service has an active research program, which trainees are encouraged to participate in. There are also opportunities to take part in providing teaching and provision of outreach education.

### **Medical Education**

The medical education special skills term is either a 6 or 12-month rotation consisting of 0.5 EFT medical education and 0.5 EFT clinical work. This role does not have night shifts. It is best suited for ACEM late phase advanced trainees and our last 5 registrars in this role have all passed their ACEM Fellowship Exams. Trainees will gain essential knowledge in medical education principles and develop their skills in small and large group teaching, curriculum development, simulation and debriefing. Potential applicants must have good organisational, collaborative and communication skills, as they will be asked to juggle several educational roles at Austin Health at both the undergraduate and postgraduate levels. Trainees have gained further education through ESME and NHET-Sim courses, and there is the opportunity to undertake a medical education research project with supervision leading to presentations and/or publications. Previous trainees have gone on to gain postgraduate medical education qualifications, educational leadership roles within the Emergency Department and the hospital, and involvement with external educational organisations (APLS).

### **Safety and Quality**

The Safety and Quality term provides an opportunity for advanced trainees to experience the inner workings of the hospital's governance structures. Trainees are based in the Quality Safety and Risk Management department and work alongside a multidisciplinary team. It involves interdisciplinary interaction with specialists throughout the hospital, enabling experience across a wide range of "background operations" within the organisation - a "peek behind the curtain" at how the hospital integrates administration areas with the clinical coalface, and an opportunity to contribute to improved outcomes in a wide variety of settings. During the rotation trainees will participate in clinical review panels, receive training in and perform root cause analysis for adverse events, attend morbidity and mortality meetings across the organisation, participate in clinical outcome review committee meetings and assist with reviews of coroner's cases. There are also opportunities for presentations of results at clinical meetings (e.g. Grand Rounds),

as well as research and publication. The position consists of 0.5 EFT clinical governance and 0.5 EFT clinical work, this role does not have night shifts. Trainees in this role have reported it as an excellent opportunity to build relationships, develop essential non-clinical skills expected of an emergency physician and the unexpected impact this rotation had on their clinical practice.

### **Austin Senior Registrar Development and Fellowship Exam Preparation Program**

This program is aimed at supporting senior registrars with experience in critical care and the ability to be in charge overnight. We would also expect registrars in this role to have the skills to function as in charge in our Short Stay Unit or Medically Directed Triage role when required. There is an expectation that the registrar would be aiming to sit the Fellowship Written and/or Viva exam during the year. With \$1000 available to spend on exam preparation courses, conferences and subscriptions, this full-time position typically includes 4 hours of clinical support time, 34 clinical hours and 5 hours of teaching time each week. Part time options are also available. Senior registrars taking part in this program will have guaranteed access to paid leave for an exam preparation course e.g. AFEM as well as guaranteed leave for the exam and the 3 days prior.

Non-clinical work may include:

- 1) Project work overseen by a supervisor. An emergency physician will be allocated by the department to be the point of contact and supervisor for the senior registrar. Together the registrar and the consultant will develop a project that can be completed within the 6 months, eg a clinical audit, a short research project, clinical guideline development etc.
- 2) Operational work e.g. monitoring and updating the roster, responding to complaints, attending hospital and/or ED meetings and sitting on committees.

## **Purpose and Accountabilities**

### **Role Specific**

- Assisting in the operation and flow of the Emergency Department by working in a timely manner.
- Ensuring that patients receive appropriate assessment and management including where appropriate, early escalation to the duty Staff Specialist or Senior Registrar in charge for assistance in an unwell patient.
- Ensuring there is adequate early communication with the appropriate subspecialty doctor(s) for effective referral and disposition planning.
- Organising appropriate diagnostic and therapeutic procedures, in consultation with duty Staff Specialist as appropriate.

- Ensuring adequate communication with the patient and immediate family where appropriate.
- Ensuring that accurate and relevant documentation exists for each patient seen.
- Communicating and coordinating with other health professionals.
- Review of patient progress if the patient stays more than 4 hours in ED or as appropriate.
- Supervision and education of junior medical staff and/or medical students.
- Being aware of and complying with the Emergency Department's policies and procedures.
- Regular participation in the Emergency Medicine Teaching Program every Wednesday.
- Participating in research and quality activities being undertaken in the Emergency Department.
- Any other duties at the direction of the Emergency Department Medical Director or Director of Emergency Medicine Training (or their representatives, duty staff specialist or duty Registrar in Emergency Medicine).
- Doctor must possess Basic Life Support and Advanced Life Support skills and participate in annual accreditation process of these skills.

#### **All Employees:**

- Comply with Austin Health policies & procedures, as amended from time to time, which can be located on the intranet (The Pulse): [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.

## **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>	