

# Austin Health

## Position Description



**Position Title: Cancer Leave Cover Registrar**

Classification:	Medical Registrar
Business Unit/ Department:	Medical Oncology, Clinical Haematology and Palliative Care Units
Agreement:	Victorian Public Health Sector (AMA Victoria) - Doctors in Training Agreement 2018-2021
Employment Type:	Fixed-Term Full-Time
Hours per week:	43 hours
Reports to:	Head of Unit
Direct Reports:	Nil
Financial management:	Budget: Not Applicable
Date:	August 2022

### 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

The primary aim of the Cancer Leave Cover Registrar is to cover the annual leave of oncology, haematology and palliative care registrars at the ONJ Centre. The approximate allocation will be 20 weeks for each of oncology and haematology, 6 weeks for palliative care with the remaining weeks allocated for the Cover Registrar's own leave.

## About Cancer Services

Cancer Services is managed by the Cancer and Neurosciences Division of Austin Health. A complete range of cancer specialties are available to patients and their families, including, medical oncology, clinical haematology, radiation oncology, cancer genetics, palliative medicine, wellness and supportive care programs, and specialist cancer surgery (via a separate division). These are all provided in an environment that integrates research, teaching and training, in the Olivia Newton-John Cancer Wellness and Research Centre (ONJ Centre) at the Austin Hospital campus, and at the Ballarat Regional Integrated Cancer Centre (BRICC) of Ballarat Health Service.

Services include inpatient oncology, haematology and palliative care wards, day oncology, apheresis, radiation oncology, specialist clinics, cancer multidisciplinary meetings, and wellness and information centres. Cancer Services partners with the Olivia Newton-John Cancer Research Institute, the Victorian Comprehensive Cancer Centre (VCCC), the North Eastern Melbourne Integrated Cancer Service (NEMICS), and the North Western Palliative Care Consortia.

## Purpose and Accountabilities

### Role Specific:

There are several Registrar rotations this Cancer Service Leave Cover Registrar position may cover across medical oncology, clinical haematology and palliative care. Depending on the time allocation to each area, and level of experience of the incumbent, this Registrar may have the opportunity to be exposed to and further develop skills in all of these areas.

- **Medical Oncology**

There are 4 Registrar rotations in medical oncology: 2 inpatient rotations on the oncology ward allocated according to the patients' primary tumour stream; Day Oncology and outpatients, with the latter 2 rotations also covering internal and external referrals.

- **Clinical haematology**

There are 4 Registrar rotations in clinical haematology: inpatient care of acute leukaemia and allograft patients, and inpatient care of the rest of haematology (both benign and malignant, with a focus on lymphoma and autografts); Day Oncology and outpatients, with the latter 2 rotations also covering internal and external referrals.

- **Palliative Care**

There are 3 Registrars allocated to 2 Registrar roles in palliative care: 1 for inpatients in the Palliative Care Unit, and 2 for inpatient Consultations in the general medical and specialist units across Austin Health. Both roles are involved in the Palliative Care Outpatient Clinic. The Registrar provides specialist palliative care for symptom management, complex discharge planning, referrals to community palliative care, and end of life care.

### **Role Generic:**

In each of these rotations the Registrar is required to:

- Be responsible for inpatient admission, management and safe discharge of assigned unit.
- Provide appropriate patient care to all inpatients referred for a consult in a timely manner
- Attend outpatient clinics and provide appropriate patient care to all outpatients.
- Assessment and management of patients in day oncology and other ambulatory care areas, including prescribing systemic therapies
- Attend the hospital regularly both in-hours and out-of-hours according to the daily duty statements and rosters.
- Participate in an on call and weekend roster with the support of a consultant and resident.
- Work collaboratively as a team member with senior medical staff, junior medical staff, nursing and other staff to provide efficient, safe and quality care.
- Participate in education programs as required.
- Attend the weekly department meetings as required.
- Assist in creating and maintaining an environment which values and promotes quality patient care.
- Actively participate in accreditation and quality activities, including clinical audit.
- Support the attendance and participation of the Intern and HMO in the formal education and training program and hold their pager during JMS attendance

### **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

## **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 in oncology and/or haematology and have passed at least the FRACP written examination.
- Demonstrated commitment to high quality patient care
- Demonstrated teamwork and collaboration, and adaptable to changing environments
- Demonstrated ability to communicate at all levels
- Demonstrated understanding of clinical governance

**Desirable but not essential:**

- Prior exposure to the care of oncology and/or haematology and/or palliative care patients

**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>	