

Austin Health

Position Description



Position Title: ENT/Head & Neck Registrar

Classification:	Registrar
Business Unit/ Department:	Division of Surgery, Anaesthesia & Procedural Medicine
Agreement:	Victorian Public Health Sector (AMA Victoria) - Doctors in Training Agreement 2018-2021
Employment Type:	Fixed-Term Full-Time
Hours per week:	43 hours per week – as per unit roster
Reports to:	Director of Division of Surgery, Anaesthesia & Procedural Medicine; Head of ENT/Head & Neck Unit Professional accountability is to the Chairman, Division of Surgery and to the Chief Medical Officer through the Medical Workforce Unit Director
Direct Reports:	Nil
Financial management:	Budget: Not Applicable
Date:	June 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

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

A registrar is required to perform the duties of the position efficiently, according to the standards of Austin Health. Austin Health will assist in meeting the training requirements of all Advanced Surgical trainees in accordance with the guidelines.

About ENT/Head & Neck

The ENT/Head and Neck, is part of the Division of Surgery, Anaesthesia and Procedural Medicine. It is responsible for the provision of services within the specialty to patients across Austin Health, which is situated at Austin Hospital and Heidelberg Repatriation Hospital.

The Head of Unit is Mr Matthew Campbell.

The Unit is committed to the provision of high quality patient care and maintains an ongoing commitment to Under Graduate and Post Graduate teaching. Also provided is a consultative service for other Units with Austin Health.

Purpose and Accountabilities

Role Specific:

There are a number of surgical sessions and outpatient sessions per week; pre-admission clinics are included in the outpatient's sessions for some units.

Clinical Care

- Participate in registrar presentations, audits and medical students teaching
- Attend to all referrals within 12 hours
- Participate in Unit meetings and Clinical sessions
- Participate in the on-call roster
- Perform after hours work and night duty as required.
- Provide a consultative service to other units as required
- Cover other surgical units as requested by the Hospital
- Demonstrate a commitment to working as a team member with peer medical, resident, nursing and other staff to provide efficient, safe and quality care across the continuum.
- Participate in the auditing and review of clinical practices to improve clinical outcomes
- Attendance at Division of Surgery audit is compulsory and attendance at Surgical Grand Rounds is expected.

Teaching and training

- Participate in both Under Graduate and Post Graduate teaching
- Maintain log book

Research & Education

- Support is available for conferences and educational sessions
- Research is encouraged

Other

- Assist the Head of Unit in administrative duties as required.
- Assist in making a safe working environment by reporting any incidents of unsafe work practices, sites or equipment.
- Assist in the resolution of these issues.
- Undertake not to reveal to any person or entity any confidential information relating to patients and employees, policies, processes and dealings and not to make public statements relating to the affairs of Austin Health without prior authority of the Chief Executive Officer.
- Participate in the emergency incident response activities, as defined within the Emergency Response Manual, as and when require, at the direction of management.
- Abide by Austin Health corporate policies and practices as varied from time to time.
- Participate in Austin Health performance appraisal program as required.

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 applicable to the field of ENT/Head & Neck
- Demonstrated commitment to high quality patient care
- Demonstrated teamwork and collaboration
- Demonstrated ability to communicate at all levels
- Demonstrated capability and interest in research
- Demonstrated commitment to teaching
- Demonstrated surgical competency

Desirable but not essential:

- Demonstrated understanding of Clinical Governance
- Demonstrated teamwork and collaboration
- Computer skills including use of email and the internet

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	