

Austin Health

Position Description



Position Title: Paediatric Medicine Registrar 2023

Classification:	Registrar
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 Lynnette Reid-Price, Divisional Manager - Paediatric Medicine
Direct Reports:	0
Financial management:	Budget: Not Applicable
Date:	May 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

Purpose and Accountabilities

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

5 full-time positions - 6 or 12 months

Austin Health Gen Paeds / Gen Paeds with CYMHS - 12-month positions only (6 months each rotation) - 4 positions in total

- These positions may be offered in either order for the rotations and are full-time positions only
- These roles provide general paediatric medicine and child psychiatry through the CYMHS department as well as 6 months on the rotating General paediatric registrar roster
- These positions are accredited for 9 months of general paediatrics (without perinatal) and 3 months of developmental/psychosocial training

Austin Health Gen Paeds - 6 or 12 month position - 1 position available; full time preferred, part time considered

- This role is accredited for General Paediatrics (without perinatal) for up to 9 months

Austin Paediatrics Position - This 12 month or 6-month post (job share considered) 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.

Austin Health General Paediatrics Role

Registrars undertaking this role participate in a 7 week roster that rotates between day shifts on the ward and in clinic, evening shifts on the ward, night shifts on the ward and assisting in the Emergency Department, clinic shifts, non-clinical duties and shifts in the Emergency Department. The variety of shifts exposes you to a full range of acute and community paediatrics. Austin Paediatrics has specialty streams of Eating Disorders, Diabetes and Epilepsy as well as a full range of inpatient and outpatient general paediatric presentations. Regular clinic attendance allows for experience in longitudinal follow up of patients.

CYMHS/General Paediatrics Position

Registrars undertaking this role have a fortnightly roster that includes 50% of the time in the Child and Youth Mental Health Service (CYMHS) and 50% of the time in General Paediatrics. The CYMHS role is based within a community mental health team where you will receive a comprehensive orientation with ongoing regular training and supervision. You will case manage a variety of presentations and have involvement with the Autism Assessment Team and other specialised mental health services.

The General Paediatric component of the role includes Paediatric ward shifts (inclusive of one Sunday shift per fortnight) and Paediatric Clinic shifts. You will experience a wide range of general paediatrics and adolescent medicine, acute presentations as well as a wealth of community, behavioural and developmental paediatrics in addition to eating disorders, diabetes and epilepsy.

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 2 West is a 16-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.

The Paediatric Outpatients service attends to around 3000 patients per year. Clinics include, general paediatrics, adolescent and child eating disorder program, a fortnightly diabetes clinic and urgent emergency department referrals. The 6-month/12-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.

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.

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.
- 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 Pulse)
- 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.
- 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

Manager Signature	
Employee Signature	
Date	