



<b>Position Title:</b>	Registrar
<b>Cluster:</b>	As appointed
<b>Location:</b>	Required to work across all sites where Registrars are employed
<b>Agreement:</b>	AMA – Victoria – Doctors In Training – Multi-enterprise Agreement 2008 - 2012
<b>Hours:</b>	43 hours per week (The position entails day, evening and night shifts, including weekend work, as part of a rotating roster).
<b>Operationally reports to:</b>	Clinical Director of Unit appointed
<b>Professionally reports to:</b>	Executive Director Medical Services, Quality and Clinical Governance

### Overview of Peninsula Health

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Peninsula Health is committed to providing high quality health care services that are integrated, easily accessible, caring, and patient and family centred to the Frankston and Mornington Peninsula communities. The role of employees in achieving this is recognised through attention to workplace culture, environment and capacity building.

Peninsula Health acknowledges and respects the Boon Wurrung peoples, the traditional custodians of the land on which our health services are located.

The Peninsula Health catchment area covers approximately 850 square kilometers and a population of over 295,000, which can increase by up to 100,000 in peak tourism seasons.

Our mission statement '**In partnership, building a healthy community**', is the basis on which we strive to provide a range of acute, sub-acute, mental health, residential and community based services from 12 sites.

### Our Values

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The values of Peninsula Health underpin everything we do. On a daily basis, we want our employees and volunteers to demonstrate these values through their actions.

**Service:** Caring for those in need; make a difference; being responsive; patient and family-centred; listening.

**Integrity:** Open; honest; just and reasonable; ethical.

**Compassion:** Caring for our patients, consumers, carers and families, and each other; showing empathy; being non-judgemental; accepting; taking time; showing humility.

**Respect:** Walking in the shoes of others; recognising individual needs; showing tolerance; treating others as equals; acknowledging worth.

**Excellence:** Giving our best; striving for the best results; putting in that little extra; aiming for better practice; being innovative; professional; providing quality services.

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## Position Summary

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Registrars are experienced medical practitioners who work within a multidisciplinary team. Their performance is supervised and monitored by full time and fractional specialists to ensure they are entrusted with responsibilities commensurate with their capabilities and in accordance with delegated clinical privileges that vary from site to site.

Under direction, the Registrar reviews the general medical needs of the patients and provides appropriate care and services to secure optimum health outcomes. The Registrar also has a vital role in teaching and supporting Resident Medical Officers and Interns

## Key Responsibilities

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- Under direction, provide appropriate medical care to patients and assist more senior doctors in complex cases.
- Build and expand personal skill levels to ensure that clients receive the best possible service reflecting up to date evidence based professional practice
- Be aware of and work in accordance with organisational policies and procedures including occupational health and safety and relevant legislative requirements.
- Demonstrate positive workplace behaviours and relationships at all times.

## Key Result Areas/Main Priorities

<b>Operational/ Clinical Performance</b>	<ul style="list-style-type: none"><li>• Ensure familiarity with the expected standards of performance in the role and actively contribute to own personal development.</li><li>• Complete all mandatory training by the due date.</li><li>• Provide medical care of a defined group of patients under direction of their Senior Medical Staff; for inpatients this is denoted by allocation according to a roster developed by the Clinical Director (CD) or Unit Head (UH).</li><li>• Ensure treating specialist is appraised of all significant changes in any patient under their care.</li><li>• Supervise and teach Residents, Interns and Medical Students in the treatment of allocated patients;</li><li>• Proactively deal with Patient Safety, Clinical Risk (including involvement in Mortality Review for all patient deaths under their care), Quality Improvement, Customer Relations, and Infection Control issues as they relate to patients under their care: including the specific notification of all Incidents or Near Misses relating to patients under their care.</li><li>• Support the development of an evidence based medicine (EBM) approach with their patients.</li><li>• Support the development of relevant research activities; and ensure that all proposed research proposals are forwarded to the Human Research Ethics Committee for approval.</li><li>• Support implementation of an education program for Residents, Interns and medical students in conjunction with the Manager Medical Workforce Unit, Director of Clinical Training and Director Undergraduate Clinical Education.</li><li>• Attend and actively participate in service meetings and clinical audit activities convened by the Clinical Director or Unit Head.</li><li>• Membership of nominated Peninsula Health Committees.</li></ul>
<b>Peninsula Health Values</b>	<ul style="list-style-type: none"><li>• Display values of service, integrity, compassion, respect, and excellence when carrying out duties and in dealing with patients, consumers and colleagues.</li></ul>

<b>Consumer Focus</b>	<ul style="list-style-type: none"> <li>• Ensure an excellent standard of service is offered by partnering with patients, consumers and/or carers and the community at all levels of health care provision, planning and evaluation.</li> <li>• Demonstrate a commitment to the patient 'Charter of Healthcare Rights'.</li> <li>• Maintain a professional and friendly approach in all interpersonal communication with patients, consumers and colleagues.</li> <li>• Recognise and respond to the needs and requirements of each individual patient, consumer and/or carer.</li> </ul>
<b>Quality and Safety</b>	<ul style="list-style-type: none"> <li>• Ensure patient and consumer safety and quality of care is the highest priority.</li> <li>• Ensure any risks are identified and reported promptly and that prevention strategies are implemented to ensure the safety of all patients and consumers.</li> <li>• Maintain a good working knowledge of the National Safety and Quality Health Service Standards, take the initiative to pursue opportunities for quality improvement, and actively contribute to the accreditation of the service being delivered.</li> <li>• Take all reasonable care for personal safety and the safety of patients, consumers and colleagues.</li> <li>• Comply with all Policies and Procedures, including the 'Hand Hygiene' Policy and clinical/operational practice guidelines.</li> <li>• Maintain confidentiality as per Peninsula Health Policies and Procedures and in accordance with relevant privacy and health records legislation.</li> <li>• Actively involve patients, consumers and/or carers in quality and safety improvement activities.</li> <li>• Maintain up to date immunisation status related to own health care worker category.</li> <li>• Ensure that the principles of general and patient manual handling are adhered to.</li> <li>• Ensure compliance with relevant legislation and Peninsula Health Policy on medication management and medication safety and, work in partnership with patients, consumers and colleagues to promote medication safety.</li> </ul>
<b>Human Relations</b>	<ul style="list-style-type: none"> <li>• Create and develop a positive working relationship with team and colleagues.</li> <li>• Act in accordance with the 'Code of Conduct' and 'Workplace Behaviour' Policies.</li> <li>• Actively participate in relevant professional development.</li> </ul>

**Essential and Desirable Criteria and Personal Attributes**

<b>Essential Criteria</b>	
<b>Qualifications/experience</b> <ul style="list-style-type: none"> <li>• MB BS or equivalent</li> <li>• General, Limited or provisional registration as a Medical Practitioner</li> <li>• Relevant experience in clinical management</li> </ul>	<ul style="list-style-type: none"> <li>• Sound clinical knowledge, skills and experience in contemporary medical and evidence based practice</li> <li>• Ability to work as an effective member of an inter disciplinary team</li> </ul>

Desirable Criteria	
<b>Qualifications/experience</b> <ul style="list-style-type: none"> <li>Teaching skills</li> </ul>	
Personal Attributes	
<ul style="list-style-type: none"> <li><b>Client Focus</b> – Committed to delivering high quality outcomes for clients</li> <li><b>Teamwork</b> – Cooperates and works well with others in the pursuit of team goals</li> <li><b>Developing Others</b> – Actively seeks to improve other's skills and talents by providing constructive feedback, coaching and training opportunities</li> </ul>	<ul style="list-style-type: none"> <li><b>Integrity</b> – Operates in a manner that is consistent with the organisation's code of conduct</li> <li><b>Resilience</b> - Remains calm and in control under pressure</li> <li><b>Relationship Building</b> – Establishes and maintains relationships with people at all levels</li> </ul>

#### Performance Appraisal/Review

<ol style="list-style-type: none"> <li>Review of appointment will occur at the end of the six months probationary period.</li> <li>Performance appraisal in accordance with College progression requirements</li> </ol>
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<b>AUTHORISED BY:</b> <b>Manager Medical Workforce Unit</b>	
<b>NAME :</b> Mr Peter Naughton	
<b>SIGNATURE:</b>	<b>DATE:</b> 6/2/2013

I have read and understood the information above.

<b>POSITION INCUMBENT NAME :</b>	<b>DATE:</b>
<b>SIGNATURE:</b>	<b>DATE:</b>