

POSITION STATEMENT



Position Title: Registrar – Advanced Training in Geriatric Medicine
Directorate: Aged Operations
Department: Sub-Acute Medical Services
Reporting to:

- **Direct:** Clinical Director Sub-Acute Medicine
- **Indirect:** Executive Director Medical Services, Senior Medical Staff within the Subacute Services

Direct Reports: Nil

Appointment Terms/Conditions

- **Classification and Code:** HM25-30
- **Award Coverage:** AMA Victoria – AMA Victoria - Victorian Public Health Sector - Doctors In Training Enterprise Agreement 2018-2021
- **Time Fraction (hrs/wk):** 43 Hrs a week full-time

ORGANISATIONAL INFORMATION

Vision

Excellence in health care.
Our patients / Our Staff / Our community

Mission

Ballarat Health Services' primary role is to deliver quality care to the communities we serve by providing safe, accessible and integrated health services resulting in positive experiences and outcomes.

Values	
Teamwork We commit to common goals based on open and honest communication while showing concern and support for all. We are dedicated to working together for common interests and responsibilities.	Respect We acknowledge everyone's unique strengths and values diversity. We operate in a spirit of co-operation and honour human dignity.
Accountability We personally commit to delivering our best, taking responsibility for all of our decisions and actions	Compassion We treat people with kindness and empathy. We care about our patients, our people and our community.

POSITION PURPOSE

In cooperation with medical, nursing and other health professional staff, the Geriatrics AT Registrar is responsible for supervising and coordinating the care of patients under the care of the Subacute Service. The Geriatrics AT Registrar is expected to gain exposure to a breadth of clinical experience, obtain experience in patient care, and

BHS Position Description – 2019

be involved in training and educational activities to develop their knowledge and understanding, and skills and attitudes in the practice of Geriatric Medicine.

As a member of Subacute Medicine team the Geriatrics AT Registrar will contribute to the overall performance of the team consistent with Ballarat Health Services Mission, Vision and Objectives.

KEY ACCOUNTABILITIES

Leadership and Management

- Help create and maintain an environment, which values and promotes quality care, by providing a high standard of service and support to key stakeholders, including patients and their families and internal and external customers.
- Supervise and educate junior medical and non-medical staff in patient assessment and management where appropriate.
- Contribute to the development of appropriate policies and procedures, in conjunction with other members of the Subacute Medicine Team.
- Participate in relevant committees and meetings as required.

Continuum of Care

- Practice medical responsibilities in accordance with the ethical requirements of the Medical Practitioners Board of Victoria.
- Perform clinical duties including inpatient, outpatient and community services as determined by the relevant Unit and Program.
- Communicate any significant change in patient's condition to the responsible consultant and / or take appropriate action.
- Coordinate patient care and welfare, and liaise with nursing, diagnostic and allied health departments and other health services for the comprehensive care of patients.
- Provide ongoing support and information to the patient and family (where appropriate)
- Actively participate in ward rounds, case conferences and family meetings and document same in clinical notes. Advanced Training Registrars are expected to be acquainted with all patients under their care.
- Communicate with the patient about their management; communicate with relatives concerning the patient's condition after obtaining the patient's consent or the immediate family if the patient is unconscious or otherwise unable to comprehend.
- Compliance with all BHS Policies and Procedures.
- Adherence to infection control policies and procedures as identified the Ballarat Health Services Infection Control Manuals.
- Participation in the BHS integrated risk management and quality improvement systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleague
- You must ensure that the affairs of Ballarat Health Services, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Ballarat Health Services.
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- At BHS we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst BHS employees.

BHS is committed to a patient/client centred approach in the provision of health care and services, consistent with the BHS values, mission and vision. It is expected that you demonstrate the core values of patient centred care in every interaction with patients, carers and colleagues.

KEY SELECTION CRITERIA

Minimum Qualifications

- Registration as a legally qualified medical practitioner with Medical Board of Australia.
- Eligibility for registration with the RACP for Advanced Training.
- Eligibility for Advanced Training with RACP
- Australian Driving Licence

Knowledge and Understanding

- Sound knowledge of human biology and its alteration in acute and chronic disease.
- Detailed knowledge of the investigation and management of acute and chronic medical disorders.
- Understanding of the impacts of illness, disability and handicap on individuals and their family.
- Understanding of and respect for the professional roles of the broad health care team in the care of patients.
- Understanding of the impact of illness on a patient's life.
- Knowledge of internal and external resources available for patients and carers.
- Knowledge of quality activity procedures.
- Understanding of ethical issues, including confidentiality, medical ethics and medico-legal aspects.
- Understanding of research and scientific methods
- Understanding and familiarity with Office Software

Skills

- Demonstrated patient management, technical and physical examination skills
- Ability to establish a positive relationship with all patients
- Excellent written and verbal communication skills
- Ability to communicate and problem solve and goal set in a multidisciplinary meeting
- Ability to manage terminal illness and bereavement
- Ability to assess new medical knowledge and its application
- Ability to work effectively as a team member with other health professionals

Personal Attributes

- Honesty and compassion
- Flexibility and willingness to adjust to changing circumstances
- Respect for others, with non-discriminatory and non-judgmental attitudes
- Positive work habits, including self-education and reflective practice

OCCUPATIONAL HEALTH, SAFETY AND QUALITY RESPONSIBILITIES

Responsibilities and Accountabilities

All Ballarat Health Services employees share responsibility for occupational health and safety, (OH&S) with specific responsibilities and accountabilities allocated to positions within the organisational structure.

Employees also have a responsibility to the National Safety and Quality Standards (NSQHS) in ensuring the effective and safe delivery of healthcare services.

Any employee who fails to meet his/her obligations concerning health and safety may, depending on the circumstances, face disciplinary action up to, and including, dismissal.

Employees

Employees have a responsibility to comply with all relevant BHS OH&S management system Policies, Procedures and programs. This includes the BHS Injury Management Program.

Employees have a responsibility to take all reasonable care to prevent incident or injury to themselves or to others in the workplace. Employees are expected to learn and follow approved standards and Procedures that apply to their activities and check with their Manager when they have any doubts concerning potential hazards.

Employees have a responsibility for:

- Looking after their own health and safety and those of others in the workplace;
- Follow safe work practices and use personal protective equipment as required;
- Participate in OH&S consultation and OH&S training initiatives;
- Report any accidents, incidents, injuries "near misses", safety hazards and dangerous occurrences, assist with any investigations and the identification of corrective actions;
- Cooperate with managers and supervisors so that they can meet their OH&S responsibilities;

- Don't wilfully interfere with or misuse anything provided in the interest of health and safety or wilfully put anyone at risk;
- Performing only those tasks for which they have received appropriate training and instruction;
- Ensuring that they understand and comply with those responsibilities which apply to them while performing their duties at the workplace;
- Participate in emergency evacuation exercises.

Employees (Clinical – NSQHS)

The role of clinical employees is to ensure safe and effective delivery of healthcare services by:

- Actively participating in organisational processes, safety systems and improvement initiatives.
- Understanding their responsibilities for safety and quality in healthcare
- Following safety and quality procedures
- Supervising and educating other members of the organisation
- Participating in review of performance procedures individually, or as part of a team
- Forming partnerships with patients and carers to ensure effective and safe delivery of healthcare.

OTHER RELEVANT INFORMATION

- Appointment is subject to a satisfactory Staff Immunisation clearance and a satisfactory current Police Record Check.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An interim performance development and review discussion will occur with your Manager three months from your commencement date and annually thereafter. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.

HOW TO APPLY

Your application should include:

- Clearly state the **Job No.** specified on the advertisement for this position.
- A statement addressing each "**Key Selection Criteria**" clearly demonstrating your ability to meet the objectives of the role. **Note:** Read the Position Description carefully so you have a good understanding of what is required and remember to address what skills, knowledge and attributes you have.
- General resume
- Copies of any formal qualifications. **Note:** If emailing your application note that hard copies of your qualifications will need to be produced at interview.
- Two (2) professional referees
- You must also apply for the centralised match. Please visit <https://vgmtp.org/centralised-match.html> for details

Apply on-line at: www.bhs.org.au

AUTHORISATIONS

Employee	
Department Manager	
Director / Chief Executive Officer	
Date Written:	Date Revised:

