



**Position title:** Geriatric Medicine Advanced Trainee Registrar

**Classification:** As per award

**Reports to:** Clinical Unit Head

**Department:** Rehabilitation and Aged Care

## About Monash Health

Monash Health is Victoria's largest public health service. We provide safe, high-quality care to one-quarter of Melbourne's population, across the entire lifespan, from pre-birth to end-of-life.

More than 18,000 of us work at over 40 care locations across south-east Melbourne, including seven hospitals and an extensive network of rehabilitation, aged care, community health and mental health facilities. Each year:

- We provide more than 4.1 million episodes of care to our community,
- Close to 265,000 people are admitted to our hospitals,
- More than 231,000 people receive care at our three emergency departments,
- We respond to more than 63,000 ambulance arrivals,
- We perform more than 46,000 surgical procedures, and
- We deliver more than 10,000 babies.

We are an equal opportunity employer and committed to a fair, non-discriminatory workplace that maximises the talent, potential and contribution of all.

## Geriatric Medicine

Monash Health has the following positions available for Advanced Trainees in Geriatric Medicine in 2020.

15 Full-time positions, 2 x 6 months positions of 30 hours per week and 1 Fellow in Geriatric Medicine (FIGM) position. Job sharing may be considered for the full-time positions.

Advanced Trainees in geriatric medicine within Monash Health may work at Kingston Centre, Monash Medical Centre, Dandenong Hospital, Casey Hospital, La Trobe Regional Hospital, Moorabbin Hospital or in the community. Rotations are 3 to 6 months. Each ward has a different focus, which varies from geriatric evaluation and management (GEM), subacute rehabilitation, stroke rehabilitation, movement disorders, ortho geriatrics, transitional care program (TCP), perioperative/general medicine and aged persons mental health. Some wards are linked to specialist clinics (CDAMS, Movement Disorders, Pain, Continence, Falls and Balance) and there are community responsibilities with ACAS, Residential Inreach and the Transition Care Program.

Monash Health hosts the one Fellow in Geriatric Medicine (FIGM) position for the South-Eastern Training Alliance (SETA). Educational and leadership responsibilities of this role include SETA representation on the Victorian Geriatric Medicine Training Program (VGMTP) and organisation of allocated VGMTP education sessions, SETA training sessions, Local education sessions, membership of Monash Health Clinical Risk Committee, preparation

of Monash Health Fellow's Communique and local journal club. Clinical responsibilities include TCP and specialist clinics.

## Job summary

### Purpose

Work as part of a multidisciplinary team to provide safe and effective person centred care, provide teaching and supervision of resident medical staff and students and undertake training towards attaining Fellowship of the RACP in the Specialty of Geriatric Medicine.

### Key result areas

As Registrar of the Unit you will have a significant responsibility and a complex role. You will be required to undertake:

- Patient assessment and management in consultation with the treating consultant
- Patient care coordination
- Intern/HMO support, supervision, feedback and teaching
- Student interaction and teaching
- Family member communication, feedback and liaison
- Extensive interaction with the other health professionals, especially, the nursing and allied health staff
- Self-management (including time management, accessing education and training and completing college requirements)
- Provide clinical leadership to the multidisciplinary treating team
- Demonstrate commitment towards key organisational initiatives
- Demonstrate compliance with all relevant Monash Health Policies and Procedures
- Attendance at training opportunities
- Completion of project

## Scope

**Budget:** Not Applicable

**Equivalent full-time employees:** Not Applicable

**Direct reports:** Resident Medical Staff of the Unit

### Key internal relationships:

- Unit Head
- Senior Medical Staff
- Other Registrars and HMOs
- Nurse Unit Manager and Nursing staff
- Allied Health Staff
- Monash Doctors Workforce
- Monash Doctors Education
- Directors of Vocational Training
- Monash Innovation and Quality
- Director Medical Services
- Junior Medical Staff Advisory Committee

### Key external relationships:

- RACP
- The Postgraduate Medical Council of Victoria

- Other public health services

## Responsibilities

### Quality and safety

The following responsibilities and accountabilities exist to ensure we deliver our National Standards. Refer to Monash Health's Clinical Governance Framework for more information.

#### Employee

- Carry out compliance and improvement against the key elements of quality and safety
- Be responsible for the quality of care at point of care

### Operational / Clinical

As the registrar you are accountable to your Unit Head/consultant for the coordination and delivery of educational activities across several levels of current and prospective HMOs. It is your responsibility to

- Provide safe and high quality person-centred care for patients under your care
- Ensure coordination of care for patients in your unit
- Adhere to the processes required to deliver a comprehensive, interdisciplinary Model of Care to our patients.
- Ensure timely and clear clinical communication including clinical handover with regards to patients under your care
- Ensure timely escalation of care related issues to your consultant when required
- In your clinical practice demonstrate commitment to quality and safety and Monash Health's "Patient first" initiative.
- In your clinical practice demonstrate commitment towards Monash Health's "Four hours will be ours" initiative
- Attend regular scheduled Unit or Organisational educational activities including Mortality and Morbidity Reviews, quality presentations, safety forums.

### Financial management

As a registrar you do not have financial or budgetary responsibility but you are required to demonstrate an understanding of how your clinical practice affects the financial performance of the organisation

- In your clinical practice you should demonstrate a commitment to ethical and appropriate use of resources
- You must demonstrate a commitment towards Monash Health's "Living within our means" initiative

### People

- Participate and co-operate in consultative processes to improve health and safety.
- Observe safe working practices and as far as you are able, protect your own and others' health and safety.
- Manage employee through effective recruitment, retention recognition and development strategies, ensure there are effective consultation and communication processes in place.
- Provide leadership and support for resident medical staff, appraise their performance in consultation with your Unit Head and ensure that staff receive appropriate performance management, professional training and development opportunities
- Monitor the operations and continuous improvement of the Monash Health Occupational Health and Safety Management System within the area of responsibility and provide a safe and positive workplace
- Provide leadership and support for direct reports, appraise their performance, ensure employee complete required training and are provided with professional training and development opportunities.
- Complete all necessary personal training and professional development requirements.
- Participate in annual performance development discussions with your manager and complete all mandatory training and compliance activity.

## Self-Management

- Maintain clinical knowledge, skills and attributes appropriate to your practice
- Seek regular feedback on your progress with your clinical supervisor and other members of your team formally and informally. Ensure timely mid and end of term performance appraisals
- Maintain your health and understand its impact on your performance in the role. Seek help early in case of health related concerns.

## Person specification

### Qualifications/registrations/licences (*italics indicate desirable*)

- A medical qualification (MBBS or equivalent) which is recognised for registration by the Australian Health Practitioner Regulation Agency
- Trainee of RACP
- Motor vehicle driver licence

### Technical skills/knowledge/experience

- Has the appropriate level of clinical knowledge and skills to undertake the role of Registrar
- Has the appropriate level of relevant clinical experience to undertake the specific role

## Capabilities

### Professionalism

- Demonstrates all the attributes that accord with the Monash Health values – iCARE (Integrity, Compassion, Accountability, Respect and Excellence)
- Demonstrates a high level commitment to ethical practice
- Understands medico-legal issues associated with clinical care
- Demonstrates a commitment to profession-led regulation
- Demonstrates ability to effectively manage matters of patient safety and quality of care
- Understand the role of the relevant College and the associated expectations of the HMO role

### Scholar/ Teacher

- Demonstrates ability to contribute to the development, dissemination, application, and translation of new medical knowledge and practice
- Facilitates the medical education of patients, families, trainees and other health professionals and the community
- Provides the necessary training and commitment to the supervision, mentoring and assessment of junior medical trainees and students
- Supports basic laboratory, translational, and clinical research, as appropriate to the Department

### Health Advocacy

- Demonstrates ability to advocate for improvements in health care through involvement in relevant professional bodies and forum
- Able to respond to individual patient health and educational needs
- Promotes the maintenance of good health in colleagues and junior medical staff
- Looks after his or her own health and well being
- Advocates for improvements in health care

## Leadership & Management

- Demonstrates clinical Leadership with proven ability to exercise sound judgment and provide leadership in professional standards, ethics and a commitment to research and innovation

## Teamwork

- Demonstrated ability to work in collaboration with members of interdisciplinary teams and committees
- Capacity to be an effective member of the relevant Department/Program, stimulate constructive debate and support colleagues in the achievement of Department/Program objectives

## Communication

- Able to communicate effectively with team members and colleagues
- Able to communicate effectively and appropriately with patients and families, including those of diverse cultural backgrounds
- Maintains clinical and administrative documents accurately
- Facilitates continuity of patient care through effective communication and handover of relevant information

## Other position requirements

- As we support a culture of safety through employee immunisation, there must be documentation provided confirming completed immunisation on employment at Monash Health
- Current and satisfactory Police Check (must also comply with Aged Care Act 1997 Accountability Amendment Principles 2012 if working in Aged Care setting)
- Current and satisfactory Working with Children Check.
- Applicants who are new to Monash Health will be required to enter into an Employment Agreement before commencement
- May be required to travel between Monash Health sites
- May be required to cover relevant and appropriate positions at other sites
- Is required to comply with all relevant Monash Health policies and procedures
- It is the responsibility of the individual to organise their own transport to and from their rostered sites (and between sites where applicable).

## Our values

- **Integrity:** Honesty, open and transparent, admit mistakes, maintains confidentiality, fairness, builds trust.
- **Compassion:** Empathy, sensitivity, concern for others, interacts with dignity, tolerance, anticipates needs
- **Accountability:** Understands roles, uses resources wisely, delivers on time, timely decision making, achieves stretch goals, takes responsibility for performance
- **Respect:** Builds relationships, courteous, listens and understands, gives and receives feedback, sensitivity and understanding, values difference and individual worth
- **Excellence:** Supports creativity and innovation, proactive and solution-focused, seeks out opportunities, embraces quality improvement, professionalism

## Our guiding principles

1. We consistently provide safe, high quality and timely care
2. We provide experiences that exceed expectations
3. We work with humility, respect, kindness and compassion in high performing teams
4. We integrate teaching, research and innovation to continuously learn and improve
5. We orientate care towards our community to optimise access, independence and wellbeing
6. We manage our resources wisely and sustainably to provide value for our community

## Document approval

**Approved by:** Barbara Workman

**Department:** Rehabilitation and Aged Care

**Date:** 17/04/2020