

# Position Description

Position Title	Palliative Care Medicine GP Registrar
Position Number	<a href="#">Enter position number</a>
Division	Integrated Care Services
Department	Geriatrics, Rehabilitation and Palliative Care
Team	Palliative Care Medicine
Enterprise Agreement	Doctors In Training (Victorian Public Health Sector) (AMA VICTORIA/ASMOF) (Single Interest Employers) Enterprise Agreement 2022-2026
Classification Description	Registrar Year 1 - Year 6 and thereafter; Relevant to year of experience
Classification Code	HM25 – HM30; Relevant to year of experience
Reports to	Professional: Clinical Director/ Unit Head Operational: Medical Workforce Unit
Management Level	Non Management
Staff Capability Statement	Please click here for a link to <a href="#">staff capabilities statement</a>

## Bendigo Health

With more than 4,500 staff and volunteers and covering an area a quarter of the size of Victoria, Bendigo Health, is an expanding regional health service offering the advantages of city life combined with the beauty and freedom that comes from living in a regional area.

Bendigo Health is a 700 bed service that treats more than 45,000 inpatients, triages more than 65,000 emergency attendees and welcomes more than 1,600 new born babies in a year. In addition more than 15,000 operations are performed in our operating theatres and more than 100,000 occasions of services are provided in our clinics to outpatients.

The organisation provides services in emergency, maternity, women’s health, medical imaging, pathology, rehabilitation, community services, residential aged care, psychiatric care, community dental, hospice/palliative care, cardiology, cancer services and renal dialysis to the people of the Loddon Mallee region.

With our main campus based in Bendigo, our services extend throughout the Loddon Mallee with sites in areas such as Mildura, Echuca, Swan Hill, Kyneton and Castlemaine.

Demand on services is increasing rapidly with Bendigo being one of Victoria’s fastest growing regional cities.

## Our Vision

Excellent Care. Every Person. Every Time.

## Our Values

CARING – We care for our community

PASSIONATE – We are passionate about doing our best

TRUSTWORTHY - We are open, honest and respectful

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

## The Integrated Care Services Division

The Integrated Care Services Division offers a diverse range of programs and services which provide high quality person centred care to patients, clients, residents and consumers in Bendigo and across the Loddon Mallee Region. Services are provided in inpatient, outpatient, community, home and residential care settings.

Our services include; Aboriginal Services and Diversity, Allied Health, Community Programs, Health Promotion, Outpatient Rehabilitation Service, Community Dental Services, Pastoral Care and Chaplaincy Services, Rehabilitation & Geriatric Medicine, Palliative Care, Residential Care Services, Transition Care and Volunteer Services.

In addition the Executive Director Integrated Care Services has professional responsibilities as the Chief Allied Health Officer As such the CAHO is focused on leading and supporting the health professional workforce to feel valued and empowered to provide exceptional, quality care.

## The Palliative Care Medicine Team

The medical team within integrated care services include geriatricians, rehabilitation physicians, palliative care physicians, registrars and junior medical staff.

The Team look after inpatients who require ongoing assessment, evaluation and rehabilitation. This is usually after an acute illness or traumatic event, but sometimes after failing to manage in the community. The team may assist in one or more of the following outpatient clinics – memory clinic, falls and balance, comprehensive geriatric assessment, continence and telehealth reviews. The team may be rostered to assess and provide care to older adult patients in the acute wards of Bendigo Health, Residential In Reach, Transition Care Program or ACAS clients in the community.

## The Position

The Palliative Care Medicine Registrar position is a six month funded diploma position designed for physicians who wish to gain experience in the specialty. It would be an expectation that the post holder would work towards the diploma in palliative medicine with the Royal College of Physicians and the post holder will be released to attend the advanced trainee's education program in Melbourne.

Experience will be gained in the following:

- Management of specialist palliative medicine inpatients
- Palliative medicine outpatient clinics
- Hospital in-reach consultancy
- Working alongside a specialist community nursing team.

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## Responsibilities and Accountabilities

### Key Responsibilities

- Plan, implement and evaluate patient care in the allocated team
- Report to the consultant in palliative medicine and work under their direction
- Supervise, support and direct an intern or HMO
- Participate in an on call roster
- Keep accurate legible & timely medical records
- Coordinate and facilitate allied health services
- Ensure compliance with best practice according to available evidence
- Review the policies and procedures of clinical processes
- Organisational Responsibilities:
- Participate in team/departmental meetings and other organisational meetings as required
- Participate in staff development and training as required
- Maintain accurate records, statistics and reports as needed
- Ensure timely planned discharge of patients
- Participate in service development as required

Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

### Generic Responsibilities

**Code of Conduct** - The Victorian Government's Code of Conduct is binding on all Bendigo Health staff. Contravention of a provision in the code may constitute misconduct and/ or regarded as a breach of the employee's employment agreement and will be dealt with under the organisations Counselling and Disciplinary Action Policy.

**Compliance with policies and procedures** - All Bendigo Health's policies and procedures are set out in its clinical and managerial policy manuals located on the intranet under PROMPT and in hard copy. All staff must ensure they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breach in compliance may result in disciplinary action.

**Occupational Health and Safety** - Every staff member has the responsibility to take reasonable care of their own health and safety and the safety of others, to cooperate with Bendigo Health's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. Any breach in compliance may result in disciplinary action.

**Infection Control** - Every staff member has the responsibility to minimise incidents of infection/ cross infection of residents, staff, visitors and the general public. All staff must adhere to the policies and

procedures as set out in Bendigo Health's infection control manuals. Any breach in compliance may result in disciplinary action.

**Confidentiality** - All information concerning Bendigo Health, its patients, clients, residents and staff should remain strictly confidential. Any unauthorised disclosure of such information may result in disciplinary action.

**Quality Improvement** - Bendigo Health is dedicated to improving the quality and safety of health services by providing care within the following domains of quality: Consumer Participation, Clinical Effectiveness, Effective Workforce and Risk Management. As a result, we apply the concept of the quality cycle for all our quality activities, initiatives and projects thereby ensuring the best possible care and treatment results are achieved. The underlying principle of the cycle is that an activity is not complete until evaluation shows that it has been effective and reached the desired outcome. As a Bendigo Health employee you have a responsibility to participate in and commit to ongoing quality improvement activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

**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 socio-economic status. Every staff member has a responsibility to recognise and respect diversity. Inclusiveness improves our service to our community and promotes engagement amongst staff.

Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

## Key Selection Criteria

### Essential

1. MBBS or equivalent degree with current General Registration with AHPRA
2. At least 3 years post-graduate experience
3. Current membership of the College training program
4. Demonstrated appropriate level experience and skills in the medical assessment and clinical management of patients.
5. Thorough understanding of the relevant legislation pertaining to Medical Officers.

### Desirable

6. High level interpersonal and communication skills and the ability to communicate confidently and appropriately with patients and their families and other health professionals
7. Evidence of on-going professional development to continually update personal medical knowledge and skills
8. Ability to effectively use organisational skills (incorporating documentation, time management skills, critical thinking and priority setting)
9. Ability to operate in an environment of change.
10. Ability to work as an effective team member in a multi-disciplinary environment as well as independently (under appropriate supervision)

# Mandatory Requirements

**National Police Record Check** A current and satisfactory National Police Record Check must be completed by all new staff prior to commencement at Bendigo Health.

**Immunisation** As a health provider dedicated to providing quality patient care, we all need to be aware of the critical importance of infection control. Each staff member has a responsibility to comply with Bendigo Health's Staff Immunisation Policy and various infection control policy and procedures. All staff are required to provide evidence of vaccinations prior to commencement at Bendigo Health

**Registration with Professional Regulatory Body or relevant Professional Association** For example, AHPRA, AHRI, RACS etc. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

*All Bendigo Health sites, workplaces and vehicles are smoke free.*

*This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.*