

Position Description

POSITION TITLE: VRGP Rural Paediatric Registrar	DIVISION: Women's and Children's Directorate
REPORTS TO: Operationally – Director Medical Workforce Professionally - Divisional Director Women's and Children's Directorate	DIRECT REPORTS: Nil
ENTERPRISE AGREEMENT: AMA Victoria – Victorian Public Health Sector -Doctors in Training Enterprise Agreement 2018-2021	CLASSIFICATION: HM25 – HM30
APPROVED: Divisional Director Women and Children's Directorate	APPROVAL DATE: April 2022
PRIMARY OBJECTIVE:	
To provide effective supervised clinical management of patients within the Paediatric department and clinics operated by the Paediatric department. This includes but is not limited to assessment, admission, management, investigation and discharge.	
PRIORITIES	VALUES
<p>OUR VISION</p> <p><i>BY 2050, EVERYONE IN OUR COMMUNITY ENJOYS THE BEST HEALTH AND WELLBEING IN VICTORIA.</i></p> <p>OUR PURPOSE</p> <p><i>PROVIDE BEST CARE, EVERY PERSON, EVERY DAY, SO THAT EVERYONE FEELS BETTER.</i></p> <p>Strategic Priority 1: Deliver Best Care</p> <p>Strategic Priority 2: Invest to improve</p> <p>Strategic Priority 3: Ensure Our Future</p>	<p>RESPECT We RESPECT the people we connect with</p> <p>COMPASSION We show COMPASSION for the people we care for and work with</p> <p>COMMITMENT We are COMMITTED to quality and excellence in everything we do</p> <p>ACCOUNTABILITY We take ACCOUNTABILITY for what we do</p> <p>INNOVATION We drive INNOVATION for better care</p>



POSITION DIMENSION & DECISION MAKING AUTHORITY:	KEY COMMUNICATION CONTACTS (INFORMED):	
<p>Without referral to Manager (RESPONSIBLE)</p> <ul style="list-style-type: none"> Daily tasks including: Ward rounds of acute patients Attend clinics as required Attend promptly to emergency cases in Department of Emergency Medicine, upon referral Participation in discharge planning process <p>After Consultation with Manager or others (CONSULTED)</p> <ul style="list-style-type: none"> Clinical matters that are at variance with Barwon Health policies and procedures Attend births requiring presence of a Paediatric Registrar (with direct supervision) <p>Referred to Managers or others (CONSULTED)</p> <ul style="list-style-type: none"> Any duties outside of my delegation limits 	<p>Purpose/Frequency of Contact</p> <p>Daily, as required</p>	<p>Contact/Organisation</p> <p>Women's and Children's Directorate:</p> <p>Directors</p> <p>Doctors</p> <p>Nursing staff</p> <p>Administration staff</p> <p>Department of Health, Central and Regional</p> <p>Health care providers</p> <p>Patients</p> <p>Families</p> <p>Carers</p> <p>General public</p>

KEY ACCOUNTABILITIES:		
Key Result Area	Major Activities	Performance Measures
Paediatric Management	<ul style="list-style-type: none"> Provide clinical services to the clinical unit. This is to include, but is not limited to, the following: Ward rounds of acute patients Attend clinics as required Attend promptly to emergency cases in Department of Emergency Medicine, upon referral Participation in discharge planning process Participate in after-hours shifts as rostered. This may include night shifts, and or on call/recall. Neonatal resuscitation and management <ul style="list-style-type: none"> Provide legible, concise, accurate and signed clinical notes as per ACHS and relevant professional college standards, associated with all patient contact. This is to include the following: Case notes Discharge summaries (must be completed within 48 hours of discharge) medication charts/prescriptions (in accordance with Poisons Act) Police statements when required Death certificates 	<ul style="list-style-type: none"> Client (patient) satisfaction Clinical audits Organisational feedback and professional development review. Evidence of documentation Demonstrated adherence to Barwon Health policy and procedures and other applicable regulation/ legislation. <ul style="list-style-type: none"> Organisational feedback and professional development review.



	<ul style="list-style-type: none"> Supervise and support HMOs attached to the clinical unit, including participation in assessment process when requested 	<ul style="list-style-type: none"> Organisational feedback and professional development review.
	<ul style="list-style-type: none"> Participate in continuing medical education activities in the hospital under the guidance of the Director of Paediatric Education. In addition to attendance at meetings/seminars, this position is expected to: Provide formal and informal teaching to HMOs in the clinical unit Provide teaching to medical students as required. 	<ul style="list-style-type: none"> Organisational feedback and professional development review.
	<ul style="list-style-type: none"> Participate in audit/peer review activities including the following: Clinical unit audits – sanctioned by consultant staff Annual assessment of performance Utilisation review 	<ul style="list-style-type: none"> Organisational feedback and professional development review.
	<ul style="list-style-type: none"> Have a working knowledge of the legislation/ regulations which applies to their role. This includes, but is not limited to: Consent- Power of Attorney Act/ “legal capacity” Mental Health – Mental Health Act Prescribing – Poisons Act Common Law issues – eg “Informal Consent” Coroner – Coroners Act 	<ul style="list-style-type: none"> Organisational feedback and professional development review.
	<ul style="list-style-type: none"> Communicate effectively with other Hospital staff, referring medical practitioners and patient family members on matters of mutual interest relating to patient care. 	<ul style="list-style-type: none"> Organisational feedback and professional development review.
	<ul style="list-style-type: none"> Commit to contemporary Human Resource Management practices and policies including Workplace Health and Safety, Equal Employment Opportunity, Anti-Discrimination and ethical behaviour. 	<ul style="list-style-type: none"> Organisational feedback and professional development review.
Information Management	<ul style="list-style-type: none"> Displays and promotes correct documentation techniques and initiates regular documentation auditing to ensure legal, professional and organisational standards are met and maintained Abide by the Organisation’s requirements pertaining to appropriate Information Security and Information Management regulations and report an accidental or malicious breach of these regulations to the appropriate department Ensure patient information is accurate and only released in line with the Health Records Act requirements 	<ul style="list-style-type: none"> Documentation audits
Occupational Health and Safety (OHS)	<ul style="list-style-type: none"> Be familiar with and ensure that all appropriate actions are taken to implement OHS policies and procedures and that legislative requirements are met within the service Report any incidents or potential hazards in accordance with Barwon Health policies and procedures including effective reporting via RiskMan 	<ul style="list-style-type: none"> Evidence via line management records of compliance with OHS policies and procedures Participation in team meetings where key OHS issues are discussed and resolved Evidence of hazard and incident reporting using RiskMan, and of OHS investigations occurring when a work related



	<ul style="list-style-type: none"> • Assist in the planning, development and implementation of OHS measures • Demonstrates a commitment to health and safety in line with Barwon Health OHS policies, procedures, training requirements and legislative/regulatory requirements, driving a high standard for others to follow • Investigates OHS incidents and hazards involving direct reports and implements controls to reduce future risk • Supports the Injury Management/Return to Work process for any direct reports who sustain a work related injury or illness • Performs the role of area/department emergency warden if designated as the area/department person in charge 	<p>injury/illness has been sustained by a direct report/team member</p> <ul style="list-style-type: none"> • Evidence of participating in the Injury Management/Return to Work process when a work related injury/illness affects a direct report/team member • Maintains compliance with mandatory OHS training requirements for both self and team
Other Duties	<ul style="list-style-type: none"> • Exhibits a commitment to the Barwon Health's values including team based above and below the line behaviours • Undertake special projects or reports required by the Manager on a wide range of issues • Report all incidents through the incident management system • Practice in accordance with the relevant health care or industry standards • Demonstrate an understanding of appropriate behaviours when engaging with children • Complete mandatory training and education • Comply with relevant Barwon Health policies and procedures • Participate in quality improvement activities • Perform all other duties as directed within the limits of skill, competence and training to maximise flexibility and effectiveness 	<ul style="list-style-type: none"> • Barwon Health values modelled at all times • Professional Development Review • Demonstrated use of incident management system • Adherence to applicable health care or industry standards • Demonstrated completion of mandatory training • Adherence with Barwon Health policies and procedures • Adherence with Child Safe Standards • Active participation in required quality improvement activities



KEY SELECTION CRITERIA – LEADERSHIP CAPABILITY FRAMEWORK: [Leadership Capabilities - Leading Others](#)

AWARENESS OF SELF	COMMUNICATE	RELATIONSHIPS	RESULTS
<p>Builds and maintains resilience:</p> <ul style="list-style-type: none"> Persists and focuses on achieving objectives, even in difficult circumstances Encourages others to take a resilient and optimistic approach at work 	<p>Communicates clearly:</p> <ul style="list-style-type: none"> Uses non-threatening language to address and defuse challenging situations before they escalate Provides rationale for decisions Shares information and keeps others informed and up-to-date about what is happening Explains complex information using language appropriate for the audience 	<p>Works in teams:</p> <ul style="list-style-type: none"> Gains trust and support of others Implements formal and informal team-building activities Fosters teamwork and rewards cooperative and collaborative behaviour Resolves team conflict using appropriate and respectful strategies 	<p>Supports a shared purpose and direction:</p> <ul style="list-style-type: none"> Shows personal commitment to the <u>mission, vision and values of Barwon Health</u> Provides direction to others regarding the purpose and importance of their work aligned with the <u>mission, vision and values of Barwon Health</u>
<p>Demonstrates commitment to personal development:</p> <ul style="list-style-type: none"> Critically analyses own performance Is open to feedback and is responsive in adjusting behaviour 	<p>Listens, understands and adapt to others:</p> <ul style="list-style-type: none"> Assesses the emotions of others and then adapts words, tone, and gestures accordingly Encourages others to share their view point and ideas 	<p>Develops others:</p> <ul style="list-style-type: none"> Takes time to understand the career objectives of team members Provides coaching, training opportunities for team members Promptly identifies and constructively addresses under-performance Attracts and selects new staff that live the <u>Barwon Health Values</u> 	<p>Displays openness to change:</p> <ul style="list-style-type: none"> Encourages others to be flexible and understand the impact of and benefits of change Recognises and reinforces the behaviours of those who embrace change
<p>Exemplifies personal integrity and professionalism:</p> <ul style="list-style-type: none"> Models the <u>Barwon Health Values</u> and <u>Code of Conduct</u>, Confronts and deals with inappropriate behaviours in alignment with the <u>Barwon Health Values</u> and <u>Code of Conduct</u> Demonstrates consistency between words and actions 	<p>Influences positive outcomes:</p> <ul style="list-style-type: none"> Establishes credibility Listens to and evaluates differing ideas Discusses issues credibly and thoughtfully Promotes awareness and support staff to implement health literacy principles in practice aligning with the <u>Health Literacy Strategy</u> 	<p>Values individual differences and diversity:</p> <ul style="list-style-type: none"> Encourages the exploration of diverse views Creates inclusive teams in which a diversity of people feel they are valued and respected Discerns the differing and preferred working styles of individuals and uses this information to enhance the operation of teams 	<p>Takes accountability for achieving quality and excellence:</p> <ul style="list-style-type: none"> Challenges self and the team to achieve high quality results aligned with <u>mission, vision and values of Barwon Health</u> Looks for new or better ways of doing things and takes action



KEY SELECTION CRITERIA - SPECIALIST KNOWLEDGE:

QUALIFICATIONS -

ESSENTIAL:

- Must be registered (or will be registered by February 2, 2025) as a Medical Practitioner in Victoria, either General or Specific linked to a specific professional college training program
- Appointment to this position requires proof of qualification and/or registration with the appropriate registration authority, including any necessary endorsements, to be provided prior to commencement of duty.
- Registration in an accredited General Practice training programme: You must be enrolled with either the RACGP Rural or ACRRM training programs to be considered for this position.

DESIRABLE:

- Well-developed interpersonal skills
- Demonstrated sound theoretical knowledge, practical skills and ethical behaviour required of medical practitioners

This role must be fully vaccinated for Covid-19 and meet the requirements of the Barwon Health immunisation policy.

