

POSITION DESCRIPTION

Position Title:	Ear, Nose and Throat Surgery Registrar Unaccredited
Award Classification:	As per AMA / DIT Award
Award / Agreement Name:	Victorian Public Health Sector (AMA Vic) – Doctors in Training – Multi-Enterprise Agreement 2022 -2026 (Commonly known as “AMA Victoria DIT Agreement”)
Position Reports to:	Chief Medical Officer, Eastern Health. Director Medical Services, Workforce & Wellbeing. Heads of Unit / Consultants / Registrars.

EASTERN HEALTH – GREAT CARE, EVERYWHERE, EVERY TIME

Eastern Health is one of Melbourne’s largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and statewide services to people and communities that are diverse in culture, age and socio- economic status, population and healthcare needs



1. POSITION PURPOSE

- This position is a 6 month ENT rotation, together with 6 months Relieving/Nights on the Non Accredited Surgical Roster.
- Responsibility, under the supervision of the Head of Unit, for assessment, planning, ongoing treatment and discharge of Ear, Nose and Throat Surgery patients.
- Responsibility for the daily supervision of relevant Interns or HMOs.
- Participate in medical student education and supervision.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

- Provide care for patients under the overall supervision of the Head of Unit and Professor of Surgery.
- Ensure that all patients are managed in accordance with Hospital policies and protocols. Some duties may be delegated to more junior staff but responsibility for diagnosis and treatment plan lies with the Registrar.
- Communicate regularly with the supervising Consultant, advising him/her of critically ill patients and new admissions according to Ear, Nose and Throat Unit as per EH Medical policy. Notify consultant of any serious change in patient's condition/or patient's death.
- Ensure that the care of the patient is accurately and appropriately documented.
- Supervise the relevant Interns and HMOs.
- Organise efficient daily ward rounds.
- Ensure that decisions made have actually been implemented in a timely manner and ensure that results of important tests of day are checked.
- Attend patients according to clinical priority, making sure that seriously ill patients are seen in an appropriate time frame.
- Assess patients in the Emergency department in a timely manner when requested. Stable patients not seen within 2 hours of request will be admitted directly to an inpatient ward in accordance with Hospital policy.
- Ensure that patients are handed over to covering Registrars, particularly sick or unstable patients.
- Provide opportunities for Interns and HMOs to learn and practise procedures and techniques relevant to the rotation, within the scope of Hospital policy on Intern supervision.
- Supervise the quality of the Intern's discharge summaries and ensure that these are completed on the day of patient's discharge from hospital, signed and forwarded to the LMO and other relevant people.
- Facilitate the smooth running of the Ear, Nose and Throat Surgery Program and the efficient utilisation of Hospital resources.
- Develop and maintain good communication with the Nursing and Allied Health staff.
- Ensure that relatives are aware of patient's condition, bearing in mind privacy considerations.
- Communicate with local doctors; especially in relation to discharge plans and post discharge follow up. This includes patients seen in outpatients.
- Undertake consults to other Units as requested by the Ear, Nose and Throat physicians.

Specific Duties

- Maintain unit audit.
- Participate in *Improvements in Patient Care*.
- Obtain consent for procedures before patients arrive in operating theatres.
- Participate in waiting list management.
- Ensure correct side and site surgery protocol is adhered to in all cases.
- Adhere to the *Surgical Outcome Status* system in the management of all patients.
- Participate in the Eastern Health On Call Roster for Ear, Nose and Throat Surgery.

3. SAFE PRACTICE AND ENVIRONMENT

Occupational Health and Safety

Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensations (WIRC) Act 2013.

4. TRAINING AND DEVELOPMENT

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

5. QUALITY

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centered care.

6. CONFIDENTIALITY

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2001.

7. EQUAL EMPLOYMENT OPPORTUNITY

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

8. PERFORMANCE DEVELOPMENT

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

9. ATTACHMENTS

Attachment 1	Key Selection Criteria
Attachment 2	Key Result Areas /Key Performance Indicators
Attachment 3	Eastern Health /Department Information

10. NOTE

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.

Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.

Vaccination against infectious disease is a mandatory requirement of this role. An offer of employment is conditional on you providing evidence that you are currently vaccinated against COVID-19, prior to commencing employment.

Signed: _____ Date: ____/____/____

Manager

INCUMBENT STATEMENT

I _____ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.

Signed: _____ Date: ____/____/____

ATTACHMENT 1

KEY SELECTION CRITERIA

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- Current Ear, Nose and Throat Registration with Australian Health Practitioners Regulation Authority.
- Australian Citizen or Permanent Resident.
- Significant surgical experience in the Australian Healthcare system
- Prior experience at Registrar level.

ATTACHMENT 2

Key Result Areas / Key Performance Indicators

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- Appropriate management of patients in accordance with Hospital policies and protocols.
- Supervision, education and training of Junior Medical Staff.,
- Timely and appropriate communication with the supervising consultant, advising him/her of critically ill patients and new admission.
- Accurate, timely and appropriate documentation.
- Organisation of efficient daily ward rounds.
- Timely assessment of patients in the Emergency department, and other departments, requiring review.
- Hand over of patients to the oncall and cover staff at the end of each shift.
- Supervise the quality of discharge summaries and ensure that these are completed on the day of patient's discharge from hospital,
- Development and maintenance of good communication with the Nursing and Allied Health staff.
- Participation in quality improvement activities relevant to the unit and presentation of findings to appropriate meetings.
- Attendance and participation in unit and hospital educational activities, including Undergraduate Student teaching

ATTACHMENT 3

Eastern Health / Department Information

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This position has an oncall and recall component.

The incumbent will be required to work across all Eastern Health sites as directed.