

Eastern Health

POSITION DESCRIPTION

Position Title:	Paediatric Registrar
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

The Paediatric Registrar, at the direction of the Paediatricians is responsible for the supervision of care provided to patients of the Paediatric Unit and the Special Care Nursery. The position will also include supervision of HMOs and medical students.

He/she should ensure that documentation, medical treatment orders and care of patients in these Units is of high quality.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

- Participate in Daily ward round
- Oversee and inform the on duty consultant of:
 - All admissions
 - Deteriorating paediatric patients and children that are unwell
 - Impending deliveries that may require consultant input
 - Changes made to VICTOR Chart criteria
 - Attend neonatal, paediatric and obstetric codes – blue, pink and green
 - Attend neonatal and paediatric MET calls
- Participate in departmental meetings

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, 2 & 3 Key Selection Criteria

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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Required

Registration with Australia Health Practitioners Regulatory Authority

Appropriate experience in the Australian Health Care system

Minimum of 2 years Paediatric experience

Appropriate Paediatric experience

ATTACHMENT 2

Key Result Areas / Key Performance Indicators

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- Coordination of Paediatric Services in conjunction with Paediatric Consultants
- Liaison with Emergency Department
- Understanding of Paediatric health issues
- Understanding of Newborn baby issues
- Attendance at daily ward rounds, clinics and meetings
- Supervision of HMOs and medical students
- Liaison with Nursing staff and Allied Health Team
- Attendance at Training sessions

ATTACHMENT 3

Key Result Areas / Key Performance Indicators

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All registrars are responsible to the Paediatrician on call/ED consultant in charge (If rostered to emergency department).

Overall responsibility is to the Director of Paediatrics, Eastern Health.

All paediatric registrars will attend neonatal, paediatric and obstetric codes – blue, pink and green.

All paediatric registrars will attend neonatal and paediatric MET calls

It is expected that registrars will inform the consultant of:

- All admissions (ward and SCN)
- Any children that have deteriorated
- Any children that are unwell
- Any impending deliveries that may require consultant input
- Changes made to the VICTOR Chart criteria

All registrars are expected to participate in and attend the formal teaching sessions.

All registrars are expected to participate in departmental meetings such as the business meetings, mortality and morbidity meetings, and combined perinatal review meetings.

All registrars are desired to participate in clinical audit to support quality improvement of the unit.

The consultant on call must be notified (as well as HR) if the registrar is unwell.