

Position Title:	GP Registrar – RG Advanced Skill in Emergency Medicine		
Department:	Medical division	Cost Centre:	P0875
Enterprise Agreement:	AMA Victoria – Victorian Public Health Sector – Doctors in Training Enterprise Agreement 2018 - 2021		
Classification	Commensurate with experience		
Reports To:	Clinically – Director of Emergency Medicine Administratively – Medical Workforce Manager		
Infection Control Risk Category:	A		

Primary Purpose

The Advanced Skill in Emergency Medicine GP Registrar position plays a key role in the provision of emergency medicine services to patients presenting to the South West Healthcare Emergency Department. The GP Registrar will closely liaise with the Emergency Medicine Registrars and Emergency Medicine Specialist and GP Practitioner supervisors including the Director of Emergency Services.

Accountabilities and Key Results Areas

Clinical

- Provide direct clinical care to patients presenting to the Emergency Department.
- Supervise the clinical care provided by more junior Medical Officers working in the Emergency Department.
- Assist in the co-ordination of the clinical activities within the Emergency Department and between the Emergency Department and other departments/services within the Hospital.
- Assist in the co-ordination of the Emergency Services of South West Healthcare in the event of DISPLAN activation.
- Whilst no formal “staff clinic” will be conducted, in view of the seniority of the role, the Registrar will be involved in the assessment and management of staff presenting to the Emergency Department from time to time. This includes the provision of advice as relevant to staff presenting with needle stick/splash injury, in accordance with South West Healthcare protocols.
- Assist in maintaining systems for the review of all Pathology and Radiology reports.

Management

- Generally assist the Director of Emergency Services and the Nurse Unit Manager in the management of the Emergency Department consistent with the South West Healthcare Quality/Business Plan and its values and mission.
- Assist in the development of policies and procedure manuals and systems, which facilitate coordinated and high quality patient care in the Emergency Department and related clinical areas.
- Complete patient documentation including the clinical history, physical examination and management in a detailed, accurate and legible manner. This includes consideration of relevant psychological issues.
- Order and coordinate investigations and check and document the results.
- Liaise as relevant with other members of the treating team, including Nursing staff, Allied Health staff, General Practitioners and staff in other Clinical units.
- Communicate with patients and their families as relevant.
- Provide appropriate clinical handover to other clinicians involved in the ongoing care of Emergency Department patients
- Participate in the discharge planning of Emergency Department patients.
- Assist in the ongoing South West Healthcare ACHS Accreditation process in accordance with EQUIP guidelines.
- Participate in the ongoing review and periodic testing of the South West Healthcare internal and external disaster plans.
- Prepare medicolegal reports as required.

Professional

- Generally act as a role model for the Emergency Department of South West Healthcare.

- Assist in the facilitation of harmonious relations within the Emergency Department

On call and rosters:

- No on call.
- Rolling roster across a:m:, p:m: and overnight shifts.

Other

- Perform other duties as the Director of Emergency Services might reasonably direct from time to time.

- Comply with all relevant legislative requirements, organisational policies, by-laws, standing orders, vision or mission statements and values including, but not restricted to:
 - Infection Control policies
 - Confidentiality policy and privacy legislation
 - Occupational Health and Safety policies and regulations
 - Guidelines of the State Services Authority including the public sector
 - Employment principles and Code of Conduct
 - Fire, disaster and other emergency procedures
 - Smoke Free Campus policy
 - Risk Management policies and guidelines
 - Consumer Participation Strategy
- Attend orientation/induction or other mandatory training and relevant Health Safety updates in areas such as Fire, Emergency Responses and Manual Handling
- Current Immunisation status in alignment with South West Healthcare’s Immunisation policy
- Promote the organisation in a positive manner
- Participate as a cohesive member of the health care team
- Respect the rights of individuals
- Provide a child safe environment
- Participate in Continuous Quality Improvement within the organisation
- Accept responsibility for your own personal belongings
- Respect and appropriately care for the organisation’s property and equipment
- Participate in an Annual staff Development Review

Key Relationships

Internal:	Clinical staff, Pharmacists, Administrative staff
External:	General Practitioners, external specialists

Position Impact

Direct Reports:	Supervision of JMO’s
Budget:	N/A

Selection Criteria:

1. Holds a medical degree (MBBS or equivalent) which is recognised for registration by the Medical Board of Australia.
2. Enrolled in RACGP or ACCRM
3. Demonstrates an appropriate level of clinical knowledge and skills.
4. Is committed to providing safe, high quality patient care.
5. Is committed to working in an interdisciplinary team including seeking advice when necessary.
6. Well-developed leadership and team building skills, consistent with seniority of the position.
7. Has a commitment to ongoing learning and self development.

Approvals

Employee Signature:		Date:	
Manager’s Signature:		Date:	

