

POSITION STATEMENT



Position Title: 2024 Medical Registrar – GP Trainee

Directorate: Acute Operations

Department: Medical Services

Reporting to:

- Direct: Clinical Head of Unit
- Indirect: Chief Medical Officer

Appointment Terms/Conditions

- Classification and Code: HM25-30
- Award Coverage: Doctors in Training Agreement
- Time Fraction (hrs/wk): Full Time, 86 hours a fortnight

ORGANISATIONAL INFORMATION

Vision

Excellence in health care.
Our patients / Our Staff / Our community

Mission

Grampians Health Ballarat' primary role is to deliver quality care to the communities we serve by providing safe, accessible and integrated health services resulting in positive experiences and outcomes.

Values

Teamwork

We commit to common goals based on open and honest communication while showing concern and support for all.

We are dedicated to working together for common interests and responsibilities.

Respect

We acknowledge everyone's unique strengths and values diversity.

We operate in a spirit of co-operation and honour human dignity.

Accountability We personally commit to delivering our best, taking responsibility for all of our decisions and actions.	Compassion We treat people with kindness and empathy. We care about our patients, our people and our community.
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POSITION PURPOSE

The BPT/ Medical registrar position at Ballarat is RACP-accredited as a level 2 training centre, and involves rotations through General Medicine, Neurology, Cardiology, Oncology, Hospital in the Home, Rehabilitation and Palliative Care. Each General Medical unit has a sub-specialty focus but will see a broad range of general presentations.

Grampians Health Ballarat provides care to the Greater Grampians region, covering 20% of Victoria. The Base Hospital is a 221 bed acute facility with ICU and a cardiac cath lab. The regional cancer centre is co-located, with an adjacent sub-acute hospital.

RACP Advanced trainees in General Medicine, Oncology and Cardiology are attached to the units to provide additional support. We provide regular education including sessions in the Simulation Centre, and have an attached Clinical School with students from Deakin University and the University of Melbourne.

In cooperation with medical, nursing and other health professional staff, the Medical Registrar is responsible for supervising and coordinating the care of patients. The Medical Registrar is expected to gain exposure to a breadth of clinical experience, obtain experience in patient care, and be involved in training and educational activities to develop their knowledge and understanding, and skills and attitudes in the relevant specialist stream. As a member of the Internal Medicine team the appointee will contribute to the overall performance of the team consistent with Grampians Health Ballarat Mission, Vision and Objectives.

KEY ACCOUNTABILITIES

- Compliance with all BHS Policies and Procedures.
- Adherence to infection control policies and procedures as identified in the Grampians Health Ballarat Infection Control Manuals.
- Participation in the BHS integrated risk management and quality improvement systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleague
- You must ensure that the affairs of Grampians Health Ballarat, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Grampians Health Ballarat.
- At BHS we recognise and respect 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 socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst BHS employees.
- BHS is committed to a patient/client centred approach in the provision of health care and services, consistent with the BHS values, mission and vision. It is expected that you demonstrate the core values of patient centred care in every interaction with patients, carers and colleagues.

Leadership and Management

- Help create and maintain an environment, which values and promotes quality care, by providing a high standard of service and support to key stakeholders, including patients and their families and internal and external customers.

- Supervise and educate junior medical and non-medical staff in patient assessment and management where appropriate.
- Contribute to the development of appropriate policies and procedures, in conjunction with other members of the Internal Medicine Team.
- Participate in relevant committees and meetings as required.

Continuum of Care

- Practice medical responsibilities in accordance with the ethical requirements of the Medical Practitioners Board of Victoria.
- Perform clinical duties including inpatient, outpatient and community services as determined by the relevant Unit and Program.
- Communicate any significant change in patient's condition to the responsible consultant and / or take appropriate action.
- Coordinate patient care and welfare, and liaise with nursing, diagnostic and allied health departments and other health services for the comprehensive care of patients. Provide ongoing support and information to the patient and family (where appropriate).
- Communicate with the patient about their management; communicate with relatives concerning the patient's condition after obtaining the patient's consent or the immediate family if the patient is unconscious or otherwise unable to comprehend.

Role responsibilities

- The Medical Registrar is responsible for daily ward round and responding to all relevant inpatient and out patient's referrals.
- The appointee will have a broad exposure to the full range of general medical and specialty medical pathology and procedures.
- The appointee will be expected to contribute to weekly imaging/MDT meeting; and Journal club.
- The appointee will be expected to present at the hospital Grand Round and in addition attend and participate both in the general medical meeting calendar.
- There will be an expectation of active supervision and contribution to the support and training of the general medical intern and HMO staff.
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KEY SELECTION CRITERIA

Minimum Qualifications

- Registration as a legally qualified medical practitioner with Medical Board of Australia.
- Eligibility for registration with the RACP for Basic Physician Training.

Knowledge and Understanding

- Sound knowledge of human biology and its alteration in acute and chronic disease.
- Detailed knowledge of the investigation and management of acute and chronic general medical conditions.
- Understanding of and respect for the professional roles of the broad health care team in the care of patients.
- Understanding of the impact of illness on a patient's life.
- Knowledge of quality activity procedures.
- Understanding of ethical issues, including confidentiality, medical ethics and medico-legal aspects.
- Understanding of research and scientific methods.

Skills

- Demonstrated patient management, technical and physical examination skills.
- Ability to establish a positive relationship with all patients.
- Excellent written and verbal communication skills.
- Ability to communicate and problem solve and goal set in a multidisciplinary meeting.
- Ability to assess new medical knowledge and its application.
- Ability to work effectively as a team member with other health professionals.

Personal Attributes

- Honesty and compassion at all times.
- Flexibility and willingness to adjust to changing circumstances.
- Respect for others, with non-discriminatory and non-judgmental attitudes.
- Positive work habits, including self-education and reflective practice.

OCCUPATIONAL HEALTH, SAFETY AND QUALITY RESPONSIBILITIES

Responsibilities and Accountabilities

All Grampians Health Ballarat employees share responsibility for occupational health and safety, (OH&S) with specific responsibilities and accountabilities allocated to positions within the organisational structure.

Employees also have a responsibility to the National Safety and Quality Standards (NSQHS) in ensuring the effective and safe delivery of healthcare services.

Any employee who fails to meet his/her obligations concerning health and safety may, depending on the circumstances, face disciplinary action up to, and including, dismissal.

Employees

Employees have a responsibility to comply with all relevant BHS OH&S management system Policies, Procedures and programs. This includes the BHS Injury Management Program.

Employees have a responsibility to take all reasonable care to prevent incident or injury to themselves or to others in the workplace. Employees are expected to learn and follow approved standards and Procedures that apply to their activities and check with their Manager when they have any doubts concerning potential hazards.

Employees have a responsibility for:

- Looking after their own health and safety and those of others in the workplace;
- Follow safe work practices and use personal protective equipment as required;
- Participate in OH&S consultation and OH&S training initiatives;
- Report any accidents, incidents, injuries “near misses”, safety hazards and dangerous occurrences, assist with any investigations and the identification of corrective actions;
- Cooperate with managers and supervisors so that they can meet their OH&S responsibilities;
- Don’t wilfully interfere with or misuse anything provided in the interest of health and safety or wilfully put anyone at risk;
- Performing only those tasks for which they have received appropriate training and instruction;
- Ensuring that they understand and comply with those responsibilities which apply to them while performing their duties at the workplace;
- Participate in emergency evacuation exercises.

OTHER RELEVANT INFORMATION

- Appointment is subject to a satisfactory Staff Immunisation clearance and a satisfactory current Police Record Check.
- 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.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An interim performance development and review discussion will occur with your Manager three months from your commencement date and annually thereafter. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.

HOW TO APPLY

Your application should include:

- Clearly state the **Job No.** specified on the advertisement for this position.
- A statement addressing each “**Key Selection Criteria**” clearly demonstrating your ability to meet the objectives of the role. **Note:** Read the Position Description carefully so you have a good understanding of what is required and remember to address what skills, knowledge and attributes you have.
- General resume
- Copies of any formal qualifications. **Note:** If emailing your application note that hard copies of your qualifications will need to be produced at interview.
- Two (2) professional referees

Apply on-line at: www.bhs.org.au

AUTHORISATIONS

Employee	
Department Manager	
Director / Chief Executive Officer	
Date Written:	Date Revised: March 2023