



Position Description

Position Title:	GP Registrar – Emergency Advanced Skills
Department:	Medical Services
Employment Type:	Full-time Fixed Term as per contract of employment.
Reporting Relationship:	Responsible to the Chief Medical Officer via Clinical Leads
Enterprise Agreement:	Victorian Public Health Sector Doctors in Training Enterprise Agreement 2018-2021 or its successor
Division:	Medical Services
Classification:	Registrar as per years of experience (HM25-HM30)
Location:	West Gippsland Healthcare Group (Hospital Site)

Position Summary:

This position is an Advanced Skills Posts in Emergency Medicine in both the acute hospital and ambulatory outpatient setting. As a twelve month supervised position, incumbents shall be exposed to a broad range of emergency medical presentations in a busy rural emergency department. This position provides an ideal opportunity for a GP Trainee contemplating a career in rural general practice, to work within a long established, busy rural paediatric practice, with onsite, close ties to the local hospital, and in an Emergency Department staffed by FACEM trainees and consultants.

Organisation Overview:

The West Gippsland Healthcare Group (WGHG) is a sub-regional provider of health services located in the Shire of Baw Baw, located approximately 100km east of Melbourne. Services include the Community Services Centres in Warragul and Trafalgar, the Rawson Community Health Centre, Cooina Lodge Aged Care Residence, Andrews House Aged Care Residence, Warragul Linen Service and the West Gippsland Hospital. The Healthcare Group has 110 Aged Care and 102 Hospital beds, and provides a broad range of services including acute medical and surgical, paediatric, obstetrics & gynaecology, emergency, aged care and community services. The primary catchment area is the Shire of Baw Baw, although patients also present from other Local Government Areas in Gippsland and outer Melbourne.

Vision:

To deliver the best health outcomes for the West Gippsland community.

Mission:

To improve the health and wellbeing of our community by enabling access to high quality, contemporary, person-centred healthcare.

Our Values:

Our behaviours and decision making centres around Our Values of:

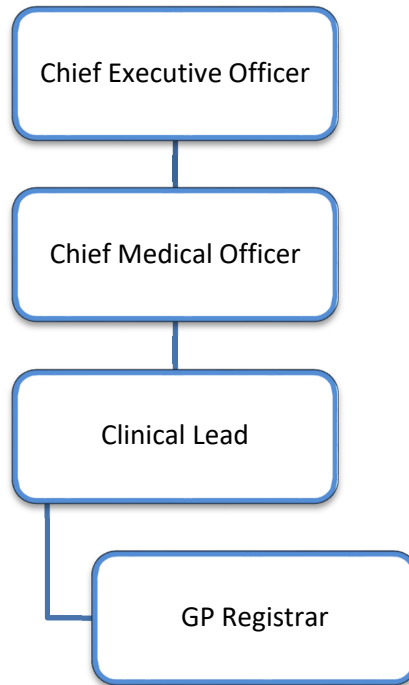
- Respect – we treat others as we would like to be treated
- Leadership – we role model the desired behaviours and speak out when this is not demonstrated

- Accountability – we take personal responsibility for our actions and results
- Collaboration – we work effectively with our consumers, staff and community
- Improvement – we look for opportunities to improve our services and outcomes

Organisational Structure:

The GP Registrar will report to the Chief Medical Officer via the relevant Clinical Lead.

Direct reporting line:



The GP Registrar will be required to liaise with:

Externally: Patients and their families/carers, relevant consultants, other Medical networks and healthcare providers.

Internally: Other medical and Nursing staff, Allied Health, Consultants, Pharmacy, Pathology, Radiology, medical Students, Interns and Administrative staff

Qualifications, Skills & Experience:

Mandatory:

- MBBS or equivalent degree with registration with the Australian Health Practitioners Board of Australia (AHPRA).
- Australian Healthcare Experience, having worked in either a Hospital or similar environment.
- Acceptance to either RACGP or ACRRM GP Registrar program.
- Demonstrated appropriate level experience and skills in the medical assessment and clinical management of patients.

Desirable:

- Teaching ability and willingness to teach medical students and other clinical staff.
- Previous neonatal experience would be an asset, but is not essential.

Key Selection Criteria:

- Qualifications, skills and experience as outlined above.
- Demonstrated interest in completing a full year's training in Emergency Medicine with a view to completion of an Emergency Medicine Certificate (EMC).

- Well-developed communication skills, organisational skills and ability to work in multidisciplinary teams.
- An interest in pursuing a career in a rural or regional General Practice with a specialist skill in Emergency Medicine.
- Demonstrated commitment to ongoing education by participation in Hospital and College programs and assessment.

Key Responsibilities:

Clinical duties:

Under the supervision of the ED Consultants and the ED Registrars, the GP Trainee is responsible for:

- Being involved in the primary consultation and triage of patients presenting at Emergency Department.
- Undertake duties as first responder to medical emergencies. This includes developing expertise in the recognition of the sick patients, and the immediate implementation of appropriate protocols.
- Involvement in resuscitation including cannulation, airway management, and fluid and electrolyte replacement.
- Liaise with relevant inpatient teams as required for case presentation and involvement in case management decisions.
- Performance, under supervision, of common ED procedures as part of their Clinical Experience Based Learning schedule.
- Involvement in the recognition and management of common orthopaedic and neurosurgical presentations.
- Assisting in quality assurance activities to ensure the delivery of high quality of evidence based care of patients.
- Assisting in clinical auditing and the development of clinical protocols.
- Assisting in clinical presentations as required, in particular with regard to ED clinical reviews and Grand Rounds.
- Being involved in the teaching of Monash University Medical Students.

General Responsibilities:

- Provide all services personally and perform duties when required by the roster.
- Be familiar with and adhere to our organisation policies and procedures. These can be found on the Prompt system via the Intranet.
- Be familiar with and practice safety and emergency procedures and standards at all times.
- Demonstrate accountability in your professional role.
- Support colleagues, work collegially with multidisciplinary team, review hospital patients as required.
- Provide prompt, efficient and diligent medical services to patients within the Scope of Clinical Practice and Credentials.
- Work productively and ensure professional attendances are managed effectively and efficiently to maximise throughput in a timely fashion.
- Seek support and information to enhance your own professional development when needed, and to actively participate in continuing education and appraisal processes.
- At all times, be aware of and abide by the State of Victoria's obligations (and those of WGHG) under the National Health Care Agreement and, specifically, the principle that treatment of all patients is based on clinical need and the rules relating to aftercare for Public Patients after discharge;
- Act with due propriety, decorum and professionalism in the Employee's dealings for and on behalf of WGHG and comply with the By-Laws, Code of Conduct and all policies of WGHG, including harassment, discrimination and bullying, policies and protocols relating to patient care (for example, WGHG protocols relating to blood samples sent to Pathology requiring signature and identification of the treating doctor) and the administration of medical services and to comply with the reasonable directions of Chief Medical Officer; and
- Attend as rostered and complete all activities as required.

- Uphold the organisation's commitment to providing patient centred care in a culturally aware and respectful manner.
- Promote the interest of WGHG at all times.

Management:

- Attend, participate and support administrative meetings as required by the Chief Medical Officer.
- Ensure patient safety and quality clinical care through participation in clinical audits, clinical meetings, peer review and other safety and quality assurance programs.

Leadership:

- Contribute to the education and training of other clinical staff as required by the Chief Medical Officer.
- Ensure supervision of junior medical staff as required by the Chief Medical Officer.

Case Management, Quality Assurance and Patient Stay

- Participate in the consideration, development and implementation of strategies to enhance WGHG's position in relation to all aspects of quality assurance, clinical best practice, case management, clinical services, medical information, resource utilisation, business performance and ethical standards as directed by the Chief Medical Officer.
- Participate in assessments as periodically required.
- Participate in Departmental meetings as required.
- Participate in Medical Education opportunities as organised through WGHG.
- Assist in management, reporting, review of adverse events or complaints.

Communication and Information Management:

- Attend as rostered and ensure adequate record documentation is recorded.
- Inform your colleagues of your whereabouts and contact details when you are rostered to work in the hospital.
- Ensure that effective lines of communication are maintained with key stakeholders.
- Maintain or cause to be maintained full, accurate and legible medical records for all Public and Private Patients treated by the Employee at WGHG in accordance with standards developed by the Australian Council of Health Care Standards, in line with WGHG record keeping policies and procedures, particularly in regards to form and time limits.

Personal/Professional Development:

- Maintain an appropriate AHPRA registration that allows you to practice at WGHG sites.
- Maintain your skills in accordance Medical Board of Australia standards.
- Complete mandatory training that has been identified as a requirement of your position.
- Participate in special committees/working groups as opportunities present.
- Participate in regular performance appraisal as part of your role.

Occupational Health & Safety:

Each employee has the responsibility work within the OHS policies and procedures set out by WGHG and to participate in safety education and evaluation activities. Under the Occupational Health and Safety Act of 2004, WGHG as the employer has a duty of care to ensure that the health and safety of employees and others is not placed at risk. Employees must take reasonable care for their own health and safety and that of anyone else who may be affected by their acts or omissions at the workplace, and must ensure that their work is conducted in a safe manner and that no other person/s are put at risk because of unsafe practices of the employee. The Accident Compensation Act 2004 requires that you provide information regarding any injuries or diseases you may have or have had, which could be affected by the position you hold.

Infection Control:

An effective, integrated organisational wide infection control program is dependent upon the support, recognition, motivation, commitment and integrity of every employee. All employees have a responsibility to maintain infection control knowledge levels commensurate with the requirements of the position description and to adhere to the organisation's Infection Control policies and procedures at all times.

Confidentiality:

Confidentiality is a matter of concern for all persons who have access to personal information about patients, clients, residents or employees of WGHG. In recognising these responsibilities you must preserve the confidential nature of this information.

Personnel Reporting To This Position:

- Not applicable

Annual Operating Expenditure:

- Not applicable

Personal Responsibilities:

- To work within the organisation's vision and mission.
- Comply with record keeping policies and standards.
- Comply with all Occupational Health & Safety Regulations.
- Comply with all legislative requirements.
- Uphold the organisation's commitment to providing patient centred care in a culturally aware and respectful manner.
- To complete mandatory training annually that has been identified as being a requirement of the position.
- To uphold the organisation's commitment to child safety and proactively manage the risks of abuse to children.
- Participate in continuous quality improvement.
- Ensure that effective lines of communication are maintained with key stakeholders.
- To participate in an annual performance appraisal every twelve (12) months.
- To practice Health Literacy principles in everyday practice.
- Actively seek feedback from Stakeholders (Health Professionals, Consumers, Carers & the Community).

Conditions of Employment:

- Employment subject to:
 - Provision of satisfactory Police Record Check
 - Provision of valid Working with Children Check
 - Entitlement to work within Australia
- 6 months probationary period.
- Comply with all WGHG policies and procedures.

Reviewed By:	HR Consultant – Medical Workforce
Last Review Date:	Date
Date to be Reviewed:	Date

I have read and understood the contents of this Position Description. While this position description reflects the current duties and responsibilities, it is not to be interpreted as all inclusive. It may be subject to review from time to time.

Employee Name: _____

Employee Signature: _____

Date: _____ / _____ /20_____

As an inclusive employer, committed to improving diversity and equity in our workforce, we encourage applications from all parts of our community, including Aboriginal and Torres Strait Islander people, people from culturally diverse backgrounds, LGBTI people, and people with lived experience of disability.

As a Child Safe organisation, West Gippsland Healthcare Group promotes the safety, wellbeing and inclusion of all children, including those with disability.