

## Position Description

POSITION TITLE:	<b>Emergency-GP Registrar</b>
DATE OF EFFECT:	<b>February 2022</b>
TYPE OF EMPLOYMENT:	<b>Full time-86 hours per fortnight</b>
DIVISION:	<b>Medical</b>
ACCOUNTABLE TO:	<b>Director of Emergency, Supervisor of Emergency trainees, Director of Medical Services</b>
DIRECT REPORTS:	<b>Senior Medical Officers in ED, Clinical Supervisor/s, Director of Medical Services, HMO Manager</b>
LIAISES WITH:	<b>Medical, Nursing, Allied Health and support staff Director of Anaesthetics and Supervisor of Anaesthetic Training</b>

Northeast Health Wangaratta (NHW) is a busy sub-regional integrated health service of 208 beds and is the major referral facility for the greater part of North East Victoria. NHW provides a wide range of acute specialist medical and surgical services including; an emergency department, critical care unit, obstetrics and gynaecology, paediatrics and specialised aged care, community rehabilitation, and inpatient, community, aged and psycho-geriatric mental health services. There is also a broad range of community health services and NHW auspices a number of other regional services in post acute care, palliative care and infection control.

The duties of this position are to be performed with adherence to the purpose and values of Northeast Health Wangaratta's strategic plan and compliance with the Code of Behaviour for staff of Northeast Health Wangaratta.

### Vision

To be recognised leaders in rural healthcare

### Our Values

Caring  
Excellence  
Respect  
Integrity  
Fairness  
Courage

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### CODE OF BEHAVIOUR FOR STAFF AT NORTHEAST HEALTH WANGARATTA

#### **Caring about what we do**

We Will:

- Treat people equally
- Honour confidentiality
- Respect and uphold the rights of others

#### **Caring about those we serve**

We will:

- Exercise openness and fairness in our dealings with others
- Strive to provide the highest level of service

#### **Demonstrating Professionalism**

We will:

- Acknowledge our limitations
- Be willing to seek advice
- Maintain professionalism in all our interactions

#### **Leading by Example**

We will:

- Use our knowledge and skills to perform our duties to the best of our ability
- Cultivate and maintain relationships that support the goals of the organisation

#### **Supporting each other**

We will:

- Seek to resolve conflict rapidly and constructively
- Foster a safe, healthy and creative environment

#### **Encouraging Innovation**

We will:

- Value our interest in entrepreneurial activities
- Channel our creativity into tangible initiatives

#### **Respecting Difference**

We will:

- Recognise and tolerate individual differences in others, including gender, spiritual values, sexual preferences, age, disability and culture.

#### **Communicating Openly and Honestly**

We will:

- Communicate courteously
- Discuss differences in a clear and calm manner.
- Refrain from using behaviours that are abusive, intimidating or patronising.

### KEY SELECTION CRITERIA

#### **Essential**

- General Registration as a Medical Practitioner with AHPRA
- PGY3 or above
- Ability to comply with the "Behavioural Outcomes" for this role (listed below)
- A current National Police Check (renewed every 3 years)
- A current Working with Children Check (renewed every 5 years)
- Enrolled with ACCRM or RACGP
- Previously completing an Murray to the Mountains (M2M) Internship (Desirable)

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### **ROLE STATEMENT**

The primary role of the **Emergency-GP Registrar** is to develop, consolidate and enhance clinical skills in the provision of high quality patient care and develop collaborative relationships with other junior and senior medical staff and nursing, allied health and other support staff.

The Registrar assists and promotes these strategies by ensuring duties are performed within legislative /policy / guideline compliance including but not restricted to the NHW policies and procedures and relevant legislation pertaining to the delivery of health care.

### **Learning Objectives** (linking to the Australian Curriculum Framework)

#### **Clinical Management**

##### **Patient Assessment**

- To effectively elicit patient history, symptoms and signs relevant to a patient's presenting problem.
- To recognize and utilise clear communication with patients, with awareness of cultural, religious and gender differences.
- To know the differential diagnosis relevant to the presenting problems and using information gained through assessment, generate ranked problems and provisional diagnosis.
- To regularly re-evaluate the patient problem list and diagnoses.
- To identify and understand the investigations relevant to a patient's presenting problem, using investigation results appropriately to guide patient management.
- To identify the criteria for referral and effectively access other health professionals in the patient assessment phase, seeking help at any time to meet the needs of patient safety.
- To recognise and assess acutely ill, deteriorating or dying patients. Employ principles of medical triage and provide clinical care in order of priority.
- To identify acute illness in patients and assist transfer to acute services.

##### **Patient Management**

- To use the principles of evidence based practice and access relevant, current literature in formulating management decisions.
- To develop, implement and evaluate a plan of management, understanding the range of management plans available for common acute and chronic conditions including those listed in the Australian Curriculum Framework for Junior Doctors. To employ appropriate medical therapy techniques, understanding the actions, indications, contra-indications and adverse effects of medications.
- To employ sound decision making in the selecting of patients for particular procedures.
- To employ sound peri and post-operative patient management.
- To understand the principles of informed consent, recognising that it may need to be obtained by a senior clinician.
- To understand clinical limitations and when to seek help from senior clinicians.
- Identify ambulatory and community services available to patients and employ these resources in effective discharge planning.

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- Perform appropriate pathology ordering and investigation based on evidenced based practice and be able to correctly interpret the results.
- Develop an appreciation of which patients and types of conditions require hospital admission as opposed to those who may be best managed within an outpatient, community and other ambulatory settings.
- Complete an electronic discharge summary and send to the patients GP within one day of discharge.
- Understand the role of MEARS/PETS/NETS and issues of inter-hospital patient transport.
- Refer cases to the coroner promptly.

### **Clinical Skills**

- To demonstrate competency in basic life support techniques – airway management, ventilatory and circulatory support.
- Understanding of basic competence in advanced life support techniques, including advanced airway management. As experience is gained it is expected that you will be appropriately trained and experienced to demonstrate advanced life support techniques.
- To safely and competently perform common procedures as listed in the Australian Curriculum Framework for Junior Doctors, knowing the indications and contra-indications for these procedures.

### **Professionalism**

- Develop a clear understanding of the medico-legal responsibilities and indemnity issues as appropriate to rural practice.
- Refer medico-legal issues to the Director of Medical Services for advice and direction
- Demonstrate a commitment to the principles of co-ordination of care and the provision of continuity of care.
- Work as a member of a team of professionals, understanding the role and expertise of each member of the team.
- Refine time management skills.
- Develop an appreciation for sharing knowledge and assisting others in the team to learn.
- Make the most of opportunities to become involved in research and educational bodies/committees.
- Learn to monitor your own health and welfare for your benefit and the benefit of patients, colleagues and family.
- Appreciate the particular need and difficulty in maintaining confidentiality in rural/remote communities.
- Demonstrate an awareness of the differing client needs with regards to resource availability especially in rural/remote communities.
- Demonstrate respect for patients, their families and carers.
- Demonstrate an awareness of cultural, ethical and religious beliefs as they may impact on patient's and their families' wishes.
- Make such reports and issue certificates as are necessary by the nature of the appointment.
- Advise the DMS, ED Senior Medical Officer or HMO Manager as early as possible when unable to attend to rostered duties because of sickness, accident or other event or if it is necessary to leave the hospital during a period of duty.
- Undertake such duties as the DMS, VMO or HMO Manager may determine either by roster or from time to time as occasion may demand.

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### Communication

- Effective and timely communication with supervisors and staff involved in the patient's care, in regard to admission, discharge, management plans, diagnostic requests and consultations.
- Timely communication with General Practitioners and other referring health care providers, especially on discharge or death of a patient.
- Provide clear and comprehensive handover information to senior clinicians, colleagues, nurses and allied health professionals in particular on very sick patients.
- Employ good communication strategies especially in dealing with difficult or vulnerable patients.
- Treat patients with respect and courtesy, maintaining privacy and confidentiality.
- Provide clear and honest information and respect patient treatment choices.
- Employ empathy and compassion in breaking bad news, with full understanding of the issues of loss and bereavement.
- Adopt behaviours that promote patient health and patient satisfaction with the health care service.
- Employ communication that ensures educated awareness for patients with different cultural and religious backgrounds.
- Become familiar with the requirements for presenting patient case histories and clinical details at the bedside during ward rounds concisely and with appropriate sensitivity to each patient's condition, needs and wishes.
- Become familiar with the requirements for presenting at unit and other meetings, as well as to other clinical staff when requesting consultations from or transfer to other units.
- Develop an understanding of the requirements for informed consent and be able to obtain informed consent.
- Be able to document precisely, accurately and legibly information related to patient care.

### Educational support

- Participation in anaesthetic and ED teaching program
- Participation in ICU simulation and case discussion program
- Support to complete Basic ICU transition course
- Support to complete HeartScan echo course
- Support to complete Medical retrieval certificate through MMC
- Choice of EMST/APLS/ACLS as needed
- Protected training time to do above or join teaching at tertiary program

Support on daily basis by ED SMOs, anaesthetic registrars and consultants in upskilling in critical skill areas

### Organisation Strategic Priorities

#### Quality & Innovation

- Participate in peer review and quality improvement activities and ward based workshops

#### People, Learning and Research

- Attend weekly Medical staff education and training forum
- Attend monthly medical grand round

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- Complete mid and end of term performance appraisal with your consultant, based on the Australian Curriculum Framework for Junior doctors. Return this assessment to the Medical Workforce Unit.

### **Organisational Management**

- Meet and maintain standards of regulatory compliance for administrative and clinical information records & systems within the Australian Legislation and Regulation, Victorian Legislation and Regulation (ie Public Record Office of Victoria) and Northeast Health Wangaratta Policy and Procedure Framework.

### **Facilities & Environment**

- Understand and comply with the general principles of the Occupational Health and Safety Act
- Hospital provided accommodation is respected and any maintenance or faults are reported to engineering or medical workforce ASAP

### **Community & Partnerships**

- Develop relationships and communicate effectively with General Practitioners in a timely manner
- Activate appropriate referrals, in consultation with other senior and junior medical staff to hospital or community agencies

## **BEHAVIOURAL OUTCOMES**

- Team player
  - Cooperates and works well with others in the pursuit of team goals
  - Collaborates and shares information
  - Shows consideration, concern and respect for the feelings and ideas of others
  - Accommodates and works well with the different working styles of others
  - Encourages resolution of conflict within the team
- Demonstrated ability to withstand conflicting priorities
  - Perseveres to achieve goals, even in the face of obstacles
  - Copes effectively with setbacks and disappointments
  - Remains calm and in control under pressure
  - Accepts constructive criticism in an objective manner
  -
- Able to build relationships
  - Establishes and maintains relationships at all levels
  - Promotes harmony and consensus through diplomatic handling of disagreements
  - Forges useful partnerships with people across departments and services
  - Builds trust through consistent actions, values and communication
- Possesses appropriate communication, consultation and interpersonal skills
  - Collaborates and shares information
  - Ensures good working relationships exist with internal and external customers, external health providers, government departments and all stakeholders
- Customer service
  - Respects the cultural needs of others
  - Communicates effectively
  - Treats patient's family and visitors with respect at all times
  - Abides by all NHW values of integrity, compassion, excellence and respect

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### **Employee Obligations- Medication Safety**

It is an expectation of NHW that all Medical staff actively participate in initiatives to improve medication usage and safety, and will do everything possible to ensure safe and effective medication prescribing, administration and usage. This includes clear completion of the National Inpatient Medication Chart for all inpatients, and clear and where possible PBS compliant prescribing for all patients consistent with the restrictions listed in the NHW medication formulary.

### **Appraisal and Individual Development Work Plan**

Complete mid and end of term performance appraisal with your consultant, based on the Australian Curriculum Framework for Junior doctors. Return this assessment to the Medical Workforce Unit.

The position description will be reviewed every 12 months.

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### RISK ASSESSMENT / JOB ANALYSIS

Northeast Health Wangaratta provides a safe working environment for staff as part of the process Risk Assessments have been carried out and this position could include some or all of the following.

(Please mark (eg X or ✓) to those that apply to this position)

Aspects of Normal Workplace	Frequency		
	Occasionally	Regularly	Continual
<u>Work Environment</u>			
• Work with the possibility of extended hours	X		
• Work in locations geographically separated from main facility	X		
• Working off site which may include clients homes	NA		
• Clinical areas			X
• Traveling or Driving in cars on a regular basis	NA		
<u>Work Activity</u>			
• Manage demanding and changing workloads and competing priorities		X	
• Undertake administrative tasks including intensive computer keyboarding work, filing, writing, concentrating for long periods of time		X	
• Sitting at the computer for extended periods of time		X	
• Sitting in meetings for extended periods of time	X		
• Use of technology including photocopiers, telephones		X	
• Undertake manual handling of equipment		X	
• Patient Handling ( <i>No Lift Program operates throughout NHW</i> )		X	
• Exposure to Substances ( <i>Protective equipment &amp; procedures in place to prevent contact</i> )		X	
<u>Work relationships</u>			
• Work in a team environment and at times independently			X
• Interaction with staff from other disciplines and departments			X
• Interacts with: <ul style="list-style-type: none"> <li>• colleagues and other hospital staff,</li> <li>• members of the public</li> <li>• Patients and relatives</li> </ul>			X
<u>Training</u> (Training completed at other hospital is recognised-please advise HMO Manager)			
• Workplace Health & Safety for Employees	Annually (via E3 Learning)		
• Emergency Procedures	Annually (via E3 Learning)		
• Manual Handling	Annually (via E3 Learning)		
• Fire Extinguisher Training	Annually (via E3 Learning)		
• Hand Hygiene	Annually (via E3 Learning)		
• Basic Life Support (can include ALS, EMST or equivalent)	Annually (via E3 Learning)		
• Aseptic Non Touch Technique (ANTT)	Annually (via E3 Learning)		

As the occupant of this position, I have read and I understand the above position description.

**Name:** [please print] .....

**Signature:** ..... **Date:** .....