

<b>POSITION DESCRIPTION</b>	
<b>Position Title:</b>	General Practice /Registrar
<b>Classification:</b>	By negotiation-dependent on qualifications & experience
<b>Department/Unit:</b>	Mental Health Service
<b>Division:</b>	Clinical Services
<b>Reports To:</b>	Clinical Director of Mental Health

### **1. Primary Purpose of Job:**

The primary purpose of the position of the General Practice Registrar is to deliver high quality and professional clinical services, consistent with the current model of care and in accordance with the clinical governance requirements and policies of Latrobe Regional Hospital, while developing skills to assist in working with consumers, carers and mental health professionals, as part of training to become a General Practitioner.

The position will be a full-time salaried position and there is an on-call component.

### **2. Organisation Context:**

#### 2.1 Shared Vision

We will be a leading regional health care provider delivering timely, high quality, accessible, integrated and responsive services to the Gippsland community.

#### 2.2 Core Values

- Person-centred care
- Integrity
- Excellence
- Working Together

#### 2.3 National Safety and Quality Health Service Standards (NSQHS)

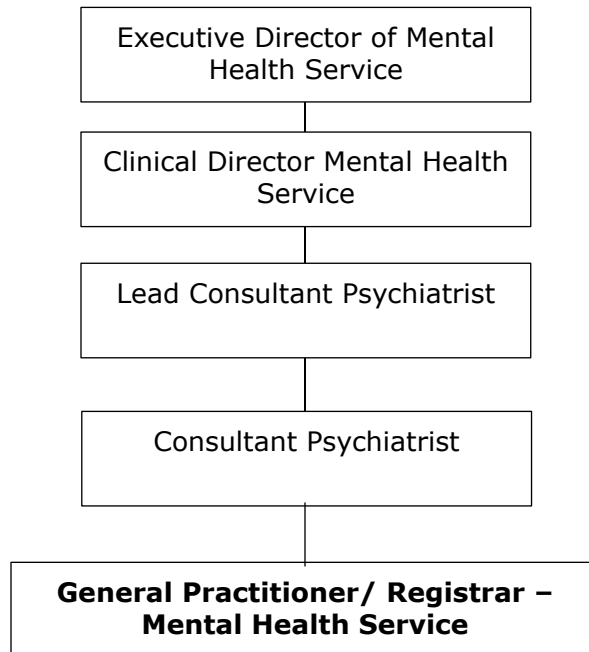
National Safety and Quality Health Service Standards (NSQHS) is the framework the Australian Commission on Safety and Quality in HealthCare (ACSQH) used to review hospitals for Accreditation. To ensure Latrobe Regional Hospital is an accredited facility, we are continuously reviewing and improving our service through numerous quality improvement initiatives and programs.

#### 2.4 LRH Strategic Directions

- Enhancing services
- Improving service models
- Improving quality
- Enabling people
- Supporting education and training
- Developing infrastructure
- Developing partnerships
- Building leadership

## 2.5 Structure

The GP Registrar reports to the Clinical Director of Mental Health through the **Lead Consultant Psychiatrist**.



## 2.5 Liaison

*External:* Consult and liaise with mental health and non-mental health community, private and public health agencies across the Gippsland and Metropolitan region.

*Internal:* Liaise with all mental health staff including consultant psychiatrists, medical officers, psychiatrist trainees, managers, allied health and nursing staff, consumers' carers and their families; medical services staff; pharmacy staff; and others as required.

## 3. Resource Management

### 3.1. Total Staff Management (FTE)

- Not applicable

### 3.2. Annual Operating Expenditure

- Not applicable

### 3.3 Personal Responsibilities

- Compliance with Occupational Health & Safety Regulations
- Compliance with legislative requirements
- Complete mandatory training annually
- Participate in annual performance appraisal

- Support the delivery of high quality and safe patient care
- Awareness and engagement in continuous improvement initiatives
- Support cultural awareness, diversity and inclusiveness

#### **4. Qualifications/Experience:**

##### *4.1 Mandatory:*

- Legally qualified medical practitioner registered with the Medical Board of Australia
- Experience in the delivery of clinical services
- Effective communication and interpersonal skills, including the ability to relate positively and appropriately with patient, colleagues and others
- Able to satisfy the credentialing requirements of Latrobe Regional Hospital for appointment as a registrar
- A commitment to Latrobe Regional Health values of person-centred care, working together, excellence and integrity

##### *4.2 Desirable:*

- Knowledge of the Australian mental health system
- Experience in working within a multi-disciplinary team environment

#### **5. Other Attributes Required**

- Current drivers licence.

#### **5. Duties/Responsibilities**

In general, your scope of work will be to:

- Participate actively as a member of the multi-disciplinary Inpatient or Community team. This includes attendance and constructive participation at daily review team meetings and weekly clinical reviews
- Assess, diagnose, formulate and treat patients referred to the Mental Health Service at a standard congruent to the level of training.
- Provide medical advice regarding current patients, under the supervision of the Consultant Psychiatrist. This may include the initiation of medication and medication reviews, physical examinations and ordering of investigation, liaison with other medical practitioners i.e. GPs, and other duties consistent with the level of seniority
- Promote a collaborative model of care with clients, carers, staff and other health care providers.
- Participate actively in relevant training and quality programs provided within Latrobe Regional Hospital.
- Ensure documentation (e.g. case notes, medication charts, discharge summaries) and process requirements of the Mental Health Act are achieved in the required timeframes.
- Adhere to all reporting requirements (e.g. CMI contact data, outcome measures).
- Adhere to the Mental Health Act 2014 and other Acts / Legislation relevant to working with psychiatric patients.
- Participate in the annual Performance Improvement Process (PIP) according to hospital policy.
- Participate in after-hours on-call duties.

As the registrar, you are accountable to your consultant for the care of all patients under your care. It is your responsibility to

- \* Provide safe and high quality person-centred care for patients under your care
- \* Ensure timely coordination of care for patients in your unit
- \* Ensure timely and clear clinical communication including clinical handover with regard to patients under your care
- \* Ensure timely escalation of care-related issues to your consultant, when required
- \* Attend to any medical and psychiatric emergencies in the work area and conduct prompt and immediate assessment
- \* Under the supervision of the consultant psychiatrist, to be responsible for the clinical assessment and treatment of patients. This will include physical examination, investigations and ongoing patient reviews, management and treatment planning, interaction with families/ carers, and participation in multidisciplinary work
- \* Assessment of patients should include comprehensive bio-psycho-social assessment
- \* Conduct detailed risk assessment of patients as per protocol
- \* Conduct assessment of the side-effects and manage those side-effects
- \* Initiate treatment as per guidelines and also under the direction of the supervising consultant psychiatrist, and follow-up and review the effectiveness of treatment
- \* Provide accurate, comprehensive and timely accounts in the medical record including progress notes each day
- \* Provide discharge summaries compliant with hospital requirements to ensure safe clinical handover to community-based care providers
- \* Where qualified at the appropriate level, participate in the ECT roster and provide ECT service under supervision
- \* Support the consultant in meeting clinical service requirements
- \* Provide clinical leadership to the allocated team under the supervision of the consultant
- \* Provide support to junior medical staff in case reviews and care planning
- \* Supervise HMOs, interns and medical students
- \* Attend and constructively participate in multidisciplinary meetings
- \* Liaise with community mental health services and other community health and service providers
- \* Ensure excellent working knowledge of the Mental Health Act and use of the provisions of the same when required under the supervision of the consultant psychiatrist
- \* Ensure that all practice guidelines, protocols and job summaries of the allocated team or unit are adhered to

<b>Reviewed By:</b>	Cayte Hoppner, Executive Director Mental Health service
<b>Last Review Date:</b>	February 2021
<b>Date to be Reviewed:</b>	February 2022

I have read and understand the contents of the position description

**Employee's  
Signature:**

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**Date:**     /     /