



## POSITION DESCRIPTION

<b>Position:</b>	Paediatric Registrar – RG GP Trainee
<b>Craft Group:</b>	Paediatrics
<b>Enterprise Agreement</b>	AMA Victoria – Victorian Public Health Sector – Doctors in Training Agreement 2018-2021
<b>Reports to:</b>	Chief Medical Officer, Clinical Director – Paediatrics and HMO Manager

### MILDURA BASE PUBLIC HOSPITAL

Mildura Base Public Hospital (MBPH) was established as a new entity in September 2020. MBPH is a leading healthcare provider in the north west of Victoria, known for its high level of professionalism, quality care and community engagement.

MBPH provides a range of acute services in emergency, maternity, intensive care, rehabilitation, community services, psychiatric in and out patient care, palliative care, renal dialysis and chemotherapy service to the people of North West Victoria. The hospital also provides medical imaging and pathology services.

MBPH is proud to be affiliated with Monash and La Trobe Universities for the provision of undergraduate and postgraduate Medical, Nursing and Allied Health education. Affiliations also exist with other universities for clinical placement and training.




### VISION





Your Hospital – We care.

### MISSION

Improving the health and wellbeing of our community by providing quality health services, with care, compassion and skill.

### VALUES

 Responsiveness	<b>Responsiveness:</b> Providing frank, timely advice to the Government; high quality services to the Victorian community; and by identifying and promoting best practice.
 Integrity	<b>Integrity:</b> Being honest, open and transparent; acting responsibly; reporting improper conduct; and striving to earn and sustain public trust of a high level.
 Impartiality	<b>Impartiality:</b> Making decisions and providing advice on merit and without bias, favouritism or self-interest; objectively considering all relevant facts and fair criteria.

 Accountability	<p><b>Accountability:</b> Working to clear objectives in a transparent manner and accepting responsibility for decisions and actions.</p>
 Respect	<p><b>Respect:</b> Treating others fairly and objectively; ensuring freedom from discrimination, harassment and bullying.</p>
 Leadership	<p><b>Leadership:</b> Actively implementing, promoting and supporting these values. Leadership is about positive influence, inspiring and empowering others.</p>
 Human Rights	<p><b>Human Rights:</b> Making decisions and providing advice consistent with human rights; and actively implementing, promoting and supporting human rights.</p>

## POSITION SUMMARY

The primary function of the role of the Paediatric Registrar is the provision of care for patients and families at a level of skill and autonomy consistent with advanced training in Paediatrics. This includes assessment of children admitted, rational use of investigations, ongoing management of care, anticipation and monitoring of progress and planning of timely discharge and appropriate follow up and/or referral to the appropriate Staff Specialist.

The Paediatric RG GP Trainee Registrar is a senior member of Junior Medical Staff within a clinical team. In matters relating directly to patient care, the role is responsible to the Staff Specialist Paediatrician in charge of the patients care and other Staff Specialist Paediatricians where appropriate. The role is responsible for the supervision and teaching of all junior medical members of the clinical paediatric team, including medical students on rotation. The RG GP Registrar is part of the leadership role model for all junior trainees regarding professional conduct, clinical acumen and communication with patients, parents, health professionals and staff within MBPH. The role also liaises with health professionals and agencies in the community.

The aim of the training program is to ensure that the delivery of paediatric training at Mildura Base Public Hospital is of the highest quality, sustainable, flexible, and transparent and in accordance with RACP training requirements and clinical service needs.

## KEY SELECTION CRITERIA

### Essential

- Medical qualification (MBBS or equivalent) which is recognised for registration by the Australian Health Practitioner Regulation Agency
- Registered, or eligible to be registered with the Australian Health Practitioner Regulation Agency
- Demonstrated ability to work in a multidisciplinary team
- Proven Paediatric Unit experience
- Effective communication skills
- A current and satisfactory National Police Record Check
- A current and satisfactory Working with Children Check

### **Desirable**

- Advanced or Basic Paediatric Life Support or EMST certification or equivalent
- Department of Health and Human Services Child Protection Training or equivalent
- Demonstrated commitment to teaching

## **KEY RESPONSIBILITIES AND DUTIES**

### **Clinical Duties**

To become clinically proficient in the care of children with complex health problems and adept in managing this care in the context of the individual family and locally available community support structure.

The Trainee will:

- Provide high quality comprehensive medical care to neonates and paediatric inpatients, including those with complex problems
- Provide appropriate advice and support to GPs, doctors in ED and other health professionals regarding paediatric patients
- Provide ward cover, support and supervision of the paediatric residents and medical students posted to the paediatric unit
- Be actively involved in the education and training of junior staff and other health professionals regarding paediatric issues.
- Maintain complete and orderly records and up-to-date progress notes and completes succinct and accurate reports in a timely manner
- Ensure high standards of moral and ethical behaviour towards patients, families and colleagues.
- Ensure ongoing personal continuing professional development, maintaining up-to-date knowledge required to manage patients and ensure that the management is evidence-based best practice and in keeping with the recognised guidelines used in Australia.
- Attend internal and external CME meetings, workshops and conferences
- Conduct clinics in the Mildura Base Specialist Clinic X 2 sessions per week/approximately 4 – 6 patients per session. These patients will include general paediatric, endocrine disorders, behavioural disorders (eg ADD, ADHD).
- Conduct Outreach Clinics to local rural Health Services e.g. Ouyen, Robinvale, Dareton (NSW) as scheduled.

### **Referrals**

- Acute presentations require assessment in the Emergency Department upon request from its medical staff. Cases obviously requiring admission on initial assessment should not be deferred to complete investigation.
- ED medical staff can organise initial prescriptions in the interim to ensure these patients can be transferred to the ward / tertiary hospital without delay.
- Further assessment and/or investigation can be completed on the ward at a later time.

### **Department Roster**

- The Paediatric Unit is staffed 24 hours per day, 7 days per week by the junior medical staff
- The role will be required to be first on-call when rostered after 1700 and on occasions when there is no available junior resident due to sick or unexpected leave.

### **After Hours Cover**

- It is expected that after an initial settling in period of approximately 1-3 months the role will participate in the Specialist on-call roster

### **Key accountabilities**

**Leadership** – This position will assist in the development of a high-performance culture through strong leadership, ensuring that the team is equipped to deliver strategic goals of the organisation by managing, coaching and supporting direct reports.

**Collaboration** – This position will develop a collaborative and effective team by communicating meaningful information regularly. The position will also manage professionally and in a timely manner any issues associated with working together such as dealing with differences, conflict, shared goals and team morale.

**Innovation** – This position will demonstrate strong problem-solving skills, including the ability to develop new processes and make improvements to processes and services that senior management should be aware of.

**Documentation** – Junior Medical Officers are expected to regularly document in the patient notes, and to use other documentation as required e.g. Clinical Incident, Adverse Event (Riskman) and Consent Forms. Documentation is expected to be legible and completed in a timely manner.

**Compliance with policies and procedures** – Junior Medical Officers are expected to comply with Mildura Base Public Hospital's policies and procedures, as available on its intranet site, and relevant legislation in the discharge of such duties. Junior Medical Officers are expected to behave in an ethical manner at all times.

**Orientation** – Junior Medical Officers are required to attend Mildura Base Public Hospital Orientation at the beginning of their employment and are expected to provide orientation to their unit when appropriate.

**Professional behaviour** – Junior Medical Officers are expected to be professional in relationships with staff, patients and visitors, and respect the roles of other professions. Cultural differences must be respected and Interpreter services used when required. Junior Medical Officers are expected to ensure their own health and well-being and to seek assistance if impairment in their physical or mental health is impacting on their job performance.

**Professional development** – Junior Medical Officers are expected to undertake continuing medical education activities and demonstrate a commitment to quality improvement. Junior Medical Officers are expected to attend unit clinical meetings, journal clubs, educational and quality assurance activities relevant to the Junior Medical Officer.

**Performance management** – Junior Medical Officers are expected to participate in on-going assessment of their competencies via a regular organisational performance review process.

### **MANDATORY REQUIREMENTS**

**National Police Record Check** - A current and satisfactory National Police Record Check must be presented prior to commencement at Mildura Base Public Hospital.

**Working With Children Check** - Evidence of a current Working With Children Check Victoria must be maintained throughout employment.

**Immunisation Requirements** - As part of your employment conditions, you will be asked to provide documented evidence of healthcare worker immunisation or immunity to communicable vaccine-preventable diseases prior to commencing employment with MBPH. If you do not provide satisfactory evidence that you have the required immunisation and you have commenced employment, consideration will be given to your ongoing employment and termination may result.

**Drivers Licence** - A current Victorian driver's licence is required for this position

**Registration with the Medical Board of Australia** - Current registration with the Medical Board of Australia must be maintained throughout employment and any restrictions or conditions on practice imposed by the Medical Board of Australia must be notified to Mildura Base Public Hospital by the practitioner.

## GENERAL RESPONSIBILITIES

Employees are required to comply with the **Victorian Government's Code of Conduct**. All staff must ensure they comply with Mildura Base Public Hospital **policies and procedures** when carrying out their work.

Employees are responsible to take reasonable care of their own **health and safety** and the safety of others, to cooperate with the group's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. All staff must adhere to the policies and procedures as set out in the hospital's **infection control** manuals.

All information concerning Mildura Base Public Hospital, its patients, clients, residents and staff should remain strictly **confidential**. Any unauthorised disclosure of such information may result in disciplinary action. As a Mildura Base Public Hospital employee, you have a responsibility to participate in and commit to ongoing **quality improvement** activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

Any breach in compliance to any of the above general responsibilities may result in disciplinary action.

*All Mildura Base Public Hospital sites, workplaces and vehicles are smoke free.*

*This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Mildura Base Public Hospital's discretion and activities may be added, removed or amended at any time.*

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## ACKNOWLEDGEMENT BY EMPLOYEE

I acknowledge having received and read the content of this position description (including but not limited to aspects of the role contained within) and understand the requirements of the position.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_