

POSITION DESCRIPTION

Specific Position Title:	Paediatric Registrar
Award:	Victorian Public Health Sector Doctors in Training EBA
Award Classification:	As per employment contract
Department	Medical
Responsible to	Director of Medical Services

Purpose of the Position

To provide high quality clinical care to both outpatients and inpatients at Portland District Health within the General Paediatric Advanced Training Pathway to which you are appointed.

The position is accredited for training with the Royal Australasian College of Physicians (RACP), and ACRRM supported Rural Generalist Pathway. Successful applicants are expected to be committed to completing training in Rural Generalist with Advanced Skills in Paediatrics.

As a member of Medical Services, the appointee will contribute to the overall performance of the team consistent with Portland District Health’s Mission, Vision and Objectives.

Key Result Areas

Key result areas underpin our Strategic Direction to include:

- We Surpass – Your experiences in our care will be safe and the highest quality it can be
- We Connect – Our collaborations, partnerships and relationships are vital to our success
- We Learn – Our skilled team are the heart of our organisation, they are dedicated to lifelong learning
- We Create – Discovering and developing innovative solutions is our way of delivering our best.
- We are Responsible – We work hard to meet or exceed expectations, we comply with what is required of us

Organisational Relationships

1. Internal Relationships
 - All PDH Divisions, Departments and Clinics
2. External Relationships
 - Collaborating and partnering with referral Agencies



Essential Key Selection Criteria

- General registration with the Medical Board of Australia
- Current registration with the ACRRM
- Experience in self-management and organisation of work to achieve agreed outcomes.
- Understanding of customer service for internal and external customers and patients and a commitment to meeting their needs in a helpful, courteous and patient –centered manner
- Awareness of medico-legal issues, clinical risk management, clinical governance and relevant legislation.
- High level verbal and written communication and interpersonal skills in English
- Highly developed organisational skills
- Ability to work and contribute effectively in a team environment
- Ability to work in an environment of change and development

Desirable (but not essential) Key Selection Criteria

- Australian citizens and permanent residents will be considered before applicants on working visas
- Additional Postgraduate qualifications in clinical field.
- Sub specialty skills
- Emergency Department experience

References

- AHPRA Continuing Professional Development
<http://www.ahpra.gov.au/Education/Continuing-Professional-Development.aspx>
- Medical Board of Australia – Codes, Guidelines & Policies
<http://www.nursingmidwiferyboard.gov.au/Codes-Guidelines-Statements/Professional-standards.aspx>
- Fair work – Enterprise Bargaining Agreements/Awards
<https://www.fwc.gov.au/awards-and-agreements/agreements>
- Worksafe Victoria
<http://www.worksafe.vic.gov.au/>

Example: Definitions Used to Quantify Frequency of tasks / demands

PHYSICAL DEMANDS Discipline: Medical	FREQUENCY
Shift work - Rotation of Shifts – Day, Afternoon Night	Rare
Sitting – Remaining seated to complete tasks	Occasional
Standing – Remaining standing without moving about to perform tasks	Constant
Walking – on various surfaces; internal & external	Constant
Lean Forward / forward flexion from waist – to complete tasks	Constant
Trunk Twisting –turning form the waist to complete tasks	Frequent
Kneeling – remaining in a kneeling position to complete tasks	Rare
Squatting / Crouching – Adopting these postures to complete tasks	Occasional
Leg / Foot movement – to operate equipment	Frequent
Climbing Steps / ladders – Ascending / descending steps / ladders	Occasional
Lifting / Carrying – Light lifting / carrying < 5 KG Moderate Lifting / Carrying 5 – 10 Kg Heavy Lifting / Carrying 10 – 20 Kg	Frequent Occasional Rare
Transfer and movement of patients using lifting devices	Frequent
Push / Pull of equipment / furniture – Light push / pull forces less than 10Kg Moderate push / pull forces 10 – 20 Kg Heavy push / pull forces > 20Kg	Frequent Constant Rare
Reaching – arm fully extended forward or raised above shoulder	Frequent
Head / Neck Postures – Holding head in a position other than neutral	Occasional
Sequential Repetitive actions in short period of time – Repetitive flexion and extension of hands wrists and arms Gripping, holding, twisting, clasping with fingers / hands	Frequent Occasional
Screen based work – Using computer, Keyboard, Mouse	Frequent
Sensory Demands	
Sight – Use of sight is integral to tasks completed each shift	Constant
Hearing –Use of hearing is integral part of work performance	Constant
Touch – Use of touch is integral to tasks completed each shift	Constant
Psychosocial Demands/ Occupational exposure	
Observation Skills – as related to position	Constant
Problem Solving – as related to position	Constant
Attention to Detail – as related to PDH standards	Constant
Working with and supporting distressed individuals and families	Constant
Dealing with aggressive or uncooperative individuals	Rare
Dealing with Unpredictable Behavior	Rare
Exposure to Distressing or vicarious situations	Rare

Constant	70 – 100 % time in this position
Frequent	31 – 69 % time in this position
Occasional	16 – 30 % time in this position
Rare	0 – 15 % time in this position
NA	Not Applicable

Type	Responsibilities	Approved by	Director of Medical Services
Department	Medical	Service	

PURPOSE

To provide staff appointed to a position details of the inherent requirements and or responsibilities of the position.

TARGET AUDIENCE

PDH staff appointed to a position as per position statement

POLICY / PROCEDURE / GUIDELINE

Guideline

Responsibilities

- Provide supervision, teaching and support to junior medical staff and medical students and lead by example in behaviour and attitude.
- Provide ongoing clinical care of patients, including appropriate assessment and management under the supervision of the treating consultant. This includes, but is not limited to, attending acute and elective admissions during normal working hours, review of inpatients, outpatient clinics and leading consultant ward rounds. It is expected that you will have an in-depth knowledge of any inpatients and relevant outpatients, their clinical problems and psychosocial issues.
- Communicate empathetically with patients and their families. It is the advanced trainee's responsibility to ensure that patients and next of kin are aware and understand, if possible, the patient's diagnosis, management plan and any consequences of recommended treatment.
- Pay particular attention to unwell children and babies with frequent reviews, organise management as appropriate, including referral for retrieval or PICU, and ensure that there is relevant documentation in the medical record.
- Coordinate appropriate referral to other specialty departments and services.
- Arrange and take part in Telemedicine with sub-specialist for inpatients and out patients
- Instigate and follow up appropriate investigations, including outpatient pathology and radiology where appropriate
- Organise and co-ordinate inter-hospital transfers (accepting and referring patients to other hospitals).
- Formulate management plans independently but also to implement the decisions of senior medical staff. You are expected to keep your supervising consultant informed of patient issues and seek his/her advice if you are unsure of management or if a child or neonate is critically unwell.

- Be responsible for the communication of the unit to other health professionals, including the completion of discharge summaries in a timely manner by junior medical staff. In particular, it is also expected that you will correspond directly with general practitioners where appropriate.
- Oversee the documentation of any changes to management clearly and concisely in the medical record to allow good continuity of patient care after hours.
- Hand over critically unwell patients or any outstanding investigation results to the covering medical officer
- Lead team meetings or family conferences under consultant supervision.
- Demonstrate understanding of community resources and understanding of preventive care
- Maintain the development of professional knowledge and skills through active involvement in the education programs of the hospital, the general paediatric advanced training educational program and the RACP. This includes maintenance of appropriate neonatal resuscitation and advanced paediatric life support skills.
- Support research or quality improvement activities of the unit as directed.
- Participate in the on-call after hours' roster of the facility as appropriate.
- Contribute to other activities as defined by the director of the unit.
Qualifications/Professional registration/other essential requirements
- Successful completion of the RACP basic physician training, including the written and clinical exams
- Commencing your first year of general paediatric training in 2022
- Education and research activities
- Provide clinical support and set a professional example to more junior clinical staff

DEFINITIONS

EVALUATION

This document will be reviewed in the event of a change to position responsibilities, prior to advertising for a new position or within 3 years.

KEY ALIGNED DOCUMENTS

KEY LEGISLATION, ACTS & STANDARDS

REFERENCES

AUTHORS / CONTRIBUTORS

Name	Position	Review date
Kaushik Banerjea	Director of Medical Services	Date

Procedure established (insert date)