

Position Title:	Advanced Diploma of Paediatrics GP Registrar		
Department:	Medical division	Cost Centre:	P0874
Enterprise Agreement:	AMA Victoria – Victorian Public Health Sector – Doctors in Training Enterprise Agreement 2018 - 2021		
Classification	Commensurate with experience		
Reports To:	Clinically – Paediatricians Administratively – Medical Workforce Manager		
Infection Control Risk Category:	A		

Primary Purpose

The Paediatrics department position has been created to provide broad Paediatric experience in a rural setting. The position is intended to provide responsibility and experience as part of a clinical team in Paediatrics. The GP Registrar will closely liaise with the Paediatrics Registrar, the Specialist and General Practitioner Supervisors and the local Paediatricians.

Accountabilities and Key Results Areas

Ward Rounds:

- Conduct daily ward rounds in conjunction with the relevant consultants and registrars.
- Complete patient admissions, including documenting the clinical history, physical examination and management plan in the medical record in a detailed, accurate and legible manner. This includes consideration of relevant psychosocial issues.
- Order and coordinate investigations and check and document the results.
- Provide day to day patient assessment and maintain progress notes in the patient's medical record.
- Liaise as relevant with other members of the treating team, including Nursing staff, Allied Health staff, General Practitioners and staff in other Clinical Units.
- Participate in family meetings as relevant.
- Participate in multidisciplinary meetings and case conferences.
- Communicate with patients and their families.
- Provide appropriate clinical handover to other clinicians involved in the ongoing care of patients.
- Participate in the discharge planning of patients, including completing discharge summaries and medication prescriptions for all patients prior to their discharge.

Emergency Department:

- Clinical care of all cases presenting to the Emergency Department in association with (as appropriate): -
- The patient's General Practitioner;
- The relevant Specialist;
- The Emergency Department Director;
- Relevant HMO's

- Review of all investigative service results pertaining to such patients on a daily basis.
- Supervision and delegation of duties to junior HMO's as necessary.
- To be hospital admitting officer (see Out of Hours duties for details).
- Other duties as delegated by the Emergency Department Director.

Admissions and Discharges:

- As per VMO instruction.
- The Ward should complete admission documents as soon as possible following notification. If any delays, seek the assistance of a Medical Intern.
- Discharge Summaries are to be completed on all patients prior to discharge.
- Refer Admissions Officer for elective bookings.

Educational Activities:

- As per educational dairy.

It is expected that the GP Registrar will attend as many educational activities as possible

Evaluation:

- By assessment of clinical notes, discharge summaries;
- By questionnaire of VMO's.
- By direct observation.

OUT OF HOURS DUTIES (WHEN ROSTERED):

Emergency Department:

- Primarily responsible for the patients presenting to this area, either directly or by supervision of the junior HMO's.

Wards:

- Available for supervision and assistance of first year HMO's in carrying out their duties on the Wards.

Investigative Services:

- To be responsible for calling-in of duty medical imaging technologist/hospital scientist. Duty HMO will be contact point for both VMO's and HMO's for this activity.

Admitting Officer:

- To be hospital admitting officer, accepting referrals from Visiting and other Medical Practitioners for patients to be seen in Emergency Department for assessment.

On Call:

- The Paediatric HMO will be available to participate in a general on call roster to provide overnight support to the Emergency Department and the Critical Care Unit. While on call they must be immediately contactable and their whereabouts must be known at all times by the Switchboard.

Generic Responsibilities and Accountabilities

Comply with all relevant legislative requirements, organisational policies, by-laws, standing orders, vision or mission statements and values including, but not restricted to:

- Infection Control policies
- Confidentiality policy and privacy legislation
- Occupational Health and Safety policies and regulations
- Guidelines of the State Services Authority including the public sector
- Employment principles and Code of Conduct
- Fire, disaster and other emergency procedures
- Smoke Free Campus policy
- Risk Management policies and guidelines
- Consumer Participation Strategy

Attend orientation/induction or other mandatory training and relevant Health Safety updates in areas such as Fire, Emergency Responses and Manual Handling

Current Immunisation status in alignment with South West Healthcare's Immunisation policy

Promote the organisation in a positive manner

Participate as a cohesive member of the health care team

Respect the rights of individuals

Provide a child safe environment

Participate in Continuous Quality Improvement within the organisation

Accept responsibility for your own personal belongings

Respect and appropriately care for the organisation's property and equipment

Participate in an Annual staff Development Review

Key Relationships

Internal:	Clinical staff, Pharmacists, Administrative staff
External:	General Practitioners, external specialists

Position Impact

Direct Reports:	Supervision of JMO's
Budget:	N/A

Selection Criteria:

1. Holds a medical degree (MBBS of equivalent) which is recognized for registration by the Medical Board of Australia.
2. Demonstrates an appropriate level of clinical knowledge and skills.
3. Is committed to providing safe, high quality patient care.
4. Is committed to working in an interdisciplinary team including seeking advice when necessary.
5. Has a commitment to ongoing learning and self-development

Approvals

Employee Signature:		Date:	
Manager's Signature:		Date:	