

POSITION STATEMENT



Position Title: 2022 Registrar – Palliative Care Registrar or Advanced Trainee
Directorate: Sub-Acute
Department: Subacute Medicine (Geriatric Medicine, Palliative Care and Rehabilitation Medicine)

Reporting to:

- Direct: Clinical Director of Sub-Acute Medicine
- Indirect: Executive Director Medical Services, Senior Medical Staff within the Subacute Services.

Appointment Terms/Conditions

- Classification and Code: HM25-30
- Award Coverage: Doctors in Training Agreement
- Time Fraction (hrs/wk): Full Time, 86 hours a fortnight

ORGANISATIONAL INFORMATION

Vision

Excellence in health care.
Our patients / Our Staff / Our community

Mission

Ballarat Health Services' primary role is to deliver quality care to the communities we serve by providing safe, accessible and integrated health services resulting in positive experiences and outcomes.

Values	
Teamwork We commit to common goals based on open and honest communication while showing concern and support for all. We are dedicated to working together for common interests and responsibilities.	Respect We acknowledge everyone's unique strengths and values diversity. We operate in a spirit of co-operation and honour human dignity.
Accountability We personally commit to delivering our best, taking responsibility for all of our decisions and actions	Compassion We treat people with kindness and empathy. We care about our patients, our people and our community.

POSITION PURPOSE

In cooperation with medical, nursing and other health professional staff, the Palliative Care AT/Registrar is responsible for supervising and coordinating the care of patients under the care of the Subacute Service. The Palliative Care AT/Registrar is expected to gain exposure to a breadth of clinical experience, obtain experience in patient care, and be involved in training and educational activities to develop their knowledge and understanding, and skills and attitudes in the practice of Palliative Care Medicine. As a member of Subacute Medicine team the Palliative Care AT/Registrar will contribute to the overall performance of the team consistent with Ballarat Health Services Mission, Vision and Objectives.

KEY ACCOUNTABILITIES

Leadership and Management

- Help create and maintain an environment, which values and promotes quality care, by providing a high standard of service and support to key stakeholders, including patients and their families and internal and external customers.
- Supervise and educate junior medical and non-medical staff in patient assessment and management where appropriate.
- Contribute to the development of appropriate policies and procedures, in conjunction with other members of the Subacute Medicine Team.
- Participate in relevant committees and meetings as required.

Continuum of Care

- Practice medical responsibilities in accordance with the ethical requirements of the Medical Practitioners Board of Victoria.
- Perform clinical duties including inpatient, outpatient and community services as determined by the relevant Unit and Program.
- Communicate any significant change in patient's condition to the responsible consultant and / or take appropriate action.
- Coordinate patient care and welfare, and liaise with nursing, diagnostic and allied health departments and other health services for the comprehensive care of patients.
- Provide ongoing support and information to the patient and family (where appropriate)
- Actively participate in ward rounds, case conferences and family meetings and document same in clinical notes. Advanced Training Registrars are expected to be acquainted with all patients under their care.
- Communicate with the patient about their management; communicate with relatives concerning the patient's condition after obtaining the patient's consent or the immediate family if the patient is unconscious or otherwise unable to comprehend.
- Compliance with all BHS Policies and Procedures.
- Adherence to infection control policies and procedures as identified the Ballarat Health Services Infection Control Manuals.
- Participation in the BHS integrated risk management and quality improvement systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleague
- You must ensure that the affairs of Ballarat Health Services, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of Ballarat Health Services.
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- At BHS we recognise and respect diversity. Each person has a right to high-quality health care and opportunities regardless of diversity factors which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age, and socioeconomic status. Inclusiveness improves our service to our community and promotes engagement amongst BHS employees.
- BHS is committed to a patient/client centred approach in the provision of health care and services, consistent with the BHS values, mission and vision. It is expected that you demonstrate the core values of patient centred care in every interaction with patients, carers and colleagues.

KEY SELECTION CRITERIA

Minimum Qualifications

- MBBS or equivalent degree enabling registration with AHPRA.
- RACGP or ACCRM registrar undertaking general practice or rural generalist training (PGY 3+ medical practitioners wishing to undertake the six-month Clinical Diploma in Palliative Medicine or apply for an RACP Advanced Training post at Ballarat Health Services should apply to the Victorian Palliative Medicine Training Program central matching process).
- Demonstrated appropriate level experience and skills in the medical assessment and clinical management of patients

Knowledge and Understanding

- Sound knowledge of human biology and its alteration in acute and chronic disease.
- Detailed knowledge of the investigation and management of acute and chronic medical disorders.
- Understanding of the impacts of illness, disability and handicap on individuals and their family.
- Understanding of and respect for the professional roles of the broad health care team in the care of patients.
- Understanding of the impact of illness on a patient's life.
- Knowledge of internal and external resources available for patients and carers.
- Knowledge of quality activity procedures.
- Understanding of ethical issues, including confidential

Skills

- Demonstrated patient management, technical and physical examination skills
- Ability to establish a positive relationship with all patients
- Excellent written and verbal communication skills
- Ability to communicate and problem solve and goal set in a multidisciplinary meeting
- Ability to manage terminal illness and bereavement
- Ability to assess new medical knowledge and its application
- Ability to work effectively as a team member with other health professionals

Personal Attributes

- Honesty and compassion
- Flexibility and willingness to adjust to changing circumstances
- Respect for others, with non-discriminatory and non-judgmental attitudes
- Positive work habits, including self-education and reflective practice

- Ability to work as part of a team as well as independently.
- High level interpersonal and communication skills
- Evidence of on-going professional development to continually update personal medical knowledge and skills
- Thorough understanding of the relevant legislation pertaining to Medical Officers

KEY RESPONSIBILITIES AND DUTIES

Specific Responsibilities

- Clinical management of unit patients and the supervision of and adequate documentation of their care in palliative care ward, and in the regional consultative team
- Report to the consultant and work under their direction; supervise, support and direct a HMO
- Ensure that information obtained from various sources is thoroughly and promptly correlated and recorded in the medical record, in an appropriate and ongoing manner, from the initial assessment, treatment, clinical progress and investigations, and succinctly summarised at the time of discharge
- Initiate, implement and monitor management of patients under supervision, incorporating the appropriate testing and investigation
- Regularly review patient objectives, interpreting physical and mental status, including the development and communication of a discharge plan from the time of admission
- Counsel and support patients, carers and their families
- Foster rapport and good communication using appropriate language, written or verbal, with the patient and other parties as required, including contact with the referring Medical Practitioner;
- Coordinate and facilitate allied health services
- Appropriately liaise with all staff involved in the care of the patient, including communication and referrals necessary for ongoing care post-discharge
- Ensure compliance with best practice according to available evidence
- Continually update and extend personal medical knowledge and skills and attend fortnightly statewide Palliative Medicine Training Program education meetings
- Participate in Quality Improvement activities and review of clinical processes, policies or procedures
- Perform other duties as agreed to and as required on occasions by the Medical Director
- Present an appearance and demeanour of professionalism at all times

OCCUPATIONAL HEALTH, SAFETY AND QUALITY RESPONSIBILITIES

Responsibilities and Accountabilities

All Ballarat Health Services employees share responsibility for occupational health and safety, (OH&S) with specific responsibilities and accountabilities allocated to positions within the organisational structure.

Employees also have a responsibility to the National Safety and Quality Standards (NSQHS) in ensuring the effective and safe delivery of healthcare services.

Any employee who fails to meet his/her obligations concerning health and safety may, depending on the circumstances, face disciplinary action up to, and including, dismissal.

Employees

Employees have a responsibility to comply with all relevant BHS OH&S management system Policies, Procedures and programs. This includes the BHS Injury Management Program.

Employees have a responsibility to take all reasonable care to prevent incident or injury to themselves or to others in the workplace. Employees are expected to learn and follow approved standards and Procedures that apply to their activities and check with their Manager when they have any doubts concerning potential hazards.

Employees have a responsibility for:

- Looking after their own health and safety and those of others in the workplace;
- Follow safe work practices and use personal protective equipment as required;
- Participate in OH&S consultation and OH&S training initiatives;
- Report any accidents, incidents, injuries “near misses”, safety hazards and dangerous occurrences, assist with any investigations and the identification of corrective actions;
- Cooperate with managers and supervisors so that they can meet their OH&S responsibilities;
- Don’t wilfully interfere with or misuse anything provided in the interest of health and safety or wilfully put anyone at risk;
- Performing only those tasks for which they have received appropriate training and instruction;
- Ensuring that they understand and comply with those responsibilities which apply to them while performing their duties at the workplace;
- Participate in emergency evacuation exercises.

OTHER RELEVANT INFORMATION

- Appointment is subject to a satisfactory Staff Immunisation clearance and a satisfactory current Police Record Check.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- An interim performance development and review discussion will occur with your Manager three months from your commencement date and annually thereafter. Your performance review is intended to be a positive discussion, outlining the key roles and responsibilities outlined in this Position Description. The performance review discussion provides an opportunity to clarify your role, revise key performance activities and identify any objectives or goals for the year ahead.

HOW TO APPLY

Applications are made centrally through the Victorian Palliative Medicine Program and will open mid 2021 for the 2022/23 clinical year.

Interested applicants must also contact Dr Eve Westland, Palliative Medicine Specialist, Ballarat Health Services, eve.westland@bhs.org.au to express interest in a 12 month position **prior to submitting their application to the VPMTF.**

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AUTHORISATIONS

Employee	
Department Manager	
Director / Chief Executive Officer	
Date Written:	Date Revised: Feb 2021