

POSITION DESCRIPTION WDHS

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|------------------------------|---|---|---------------|
| Position: | Rural Generalist Registrar (Emergency Medicine Advanced Skills) ACRRM trainees only | | |
| Division: | Medical Services | Level of Authority: <small>(as per WDHS Instrument of Delegation)</small> | General Staff |
| Department/Unit: | Emergency | | |
| Reports To: | Clinical Lead Emergency Medicine and Workforce Coordinator | | |
| Direct Reports: | Nil | | |
| Enterprise Agreement: | Doctors in Training (Victorian Public Health Sector) AMA Victoria Enterprise Agreement 2022-2026 <i>and subsequent agreements as may be approved in accordance with Fair Work legislation during the course of employment.</i> | | |
| Salary Range: | Registrar, dependant on qualifications and experience. plus superannuation in accordance with statutory regulations. | | |

Western District Health Service Hamilton (WDHS) is a sub-regional Health Service providing a health care in all its forms to a local population of 15,000 people and a regional population of double that. WDHS is driven by its values –

- Innovation
- Integrity
- Empathy
- Respect
- Accountability, and
- Collaboration

This position of Advanced Skills Emergency Medicine is primarily based at the Hamilton Campus of WDHS.

Three campuses in the region (Hamilton, Penshurst and Coleraine) provide opportunity for staff and students across a wide range of professional specialties including a staffed ED including with ED specialists, acute, sub-acute, maternity, residential aged care, allied health, community health, information technology, administration, finance and extensive support services. As the Hamilton's largest employer, WDHS attracts many professionals to the region, and maintains a strong commitment to developing key strategic partnerships with other Health Services to enhance healthcare services in the region.

We maintain a strong commitment to understand the health service needs of the local population. Our fundamental commitment to partnering with our consumers through ongoing collaboration supports our delivery of great consumer experience and health outcomes.

WDHS is located on the lands of the Gunditjmarra people.

Find out more about WDHS here - [Western District Health Service – Creating Australia's healthiest rural community \(wdhs.net\)](https://www.wdhs.net)

VICTORIAN RURAL GENERALIST PROGRAM (VRGP)

WDHS region has been contracted by the Department of Health and Human Services to coordinate the Victoria Rural Generalist Program (VRGP) for the South West region of Victoria. This position is considered lateral entry to the VRGP program which offers a cohesive, well-coordinated end-to-end Rural Generalist training program that sets the foundation for a career in generalist medicine; in this case, Emergency Medicine

The Rural Generalist Advanced Training Position at WDHS provides Rural Generalists with the skills, knowledge and confidence to provide quality medicine in rural and remote communities with a high degree of autonomy as per the Australian College of Rural and Remote Medicine (ACRRM) Advanced Specialised Training – Emergency Medicine Curriculum, as well as the RACGP program

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Our team of experienced and committed supervisors support you in your journey to becoming a rural generalist. Doctors who are part of the VRGP. This is a unique and exciting opportunity, if you want to pursue a medical career in rural and regional Victoria, particularly in general practice with a clinical attachment to a hospital as a Rural Generalist you are encouraged to apply.

Find out more about VRGP [at www.vicruralgeneralist.com.au](http://www.vicruralgeneralist.com.au)

DEPARTMENT

The WDHS Medical Division is comprised of seven clinical disciplines (General Internal Medicine, Emergency Medicine, Rehabilitation Medicine, Neurology, Non-invasive Cardiology, Oncology, Palliative Care and Respiratory Medicine) and Pharmacy, Medical Imaging, Pathology and a Medical Workforce Administration team. The Administrative area comprises a Director of Medical Service (DMS), Deputy Director of Medical Services (DDMS), a Medical Workforce Coordinator, as well as the Quality Team.

Medical Services is responsible for the provision of high-quality, locally appropriate medical care for the consumers of WDHS. This is achieved through WDHS medical staff working with the multidisciplinary team of WDHS in collaboration with visiting medical officers, community health care providers, services from other hospitals and in partnership with the patient and carer(s).

The Internal Medicine team manages the ICU / High Dependency Unit (including evening and overnight on call support), Hospital in the Home (HITH) program (with the Nursing Division and hospital based patient care; with the Physicians also delivering a consultation service via the WDHS Medical Consulting Rooms. Internal Medical staffing is comprised of Physicians onsite with support from 4 shifts for Registrars/HMOs, and 2 -4 shifts for Interns on rotation from St Vincents Hospital and Barwon Health.

Medical Registrars (BPT) x 3 rotate from Barwon Health and form part of the Medical Team.

Additional support in Anaesthetics and Obstetrics is provided by a Consultant Anaesthetist and GP VMOs.

The Emergency Department is staffed by ED Specialists and HMOs on rotation from Barwon, and you will be part of this team

POSITION OBJECTIVE

The role of Rural Generalist Registrar (EM) is to work collaboratively in an interdisciplinary fashion to optimise the outcomes of all patients presenting to our Emergency department. The role also includes supervision of the Hospital Medical Officers (HMOs), day to day care of Emergency patients

ORGANISATIONAL INFORMATION

Creating Australia's Healthiest Rural Community

Vision:

Role Statement:

We enable physical, social and community wellbeing through:

- Building awareness of health and preventing ill health
- Providing highest quality safe and contemporary service
- Leading and supporting our communities

Strategic Objectives

1. Transforming Rural Health
2. Services improving the experience of care

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3. Exemplary Motivated Teams
4. Investing in our communities future
5. Leadership, accountability, sustainability
6. Consumer at the centre

Organisational Principles

1. Integrity

WDHS will ensure that our models of care are evidence based and contemporary and we are leaders of regional health care in a rural environment.

2. Accountable

WDHS will acknowledge our obligations through a culture of honesty, trust and absolute responsibility for its action.

3. Competent

WDHS will demonstrate compassion, proficiency and knowledge as a learning organisation to ensure our care is always safe and effective.

4. Person Centred

WDHS will work in partnership with patients, families and carers to empower them to make informed decisions about their own health and create a positive patient experience.

5. Collaborative

WDHS will establish relationships that enhance the delivery of safe, effective and integrated and high quality health services for the community.

Trademark Behaviours

1. Display trust & mutual respect
2. Have courage to change
3. Step up & take responsibility
4. Be positive & support others
5. Learn & apply knowledge

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RESPONSIBILITIES & ACCOUNTABILITIES

Primary Responsibilities

- Provide patient assessment (history taking, physical examination, diagnostic formulation, appropriate investigations, consult and refer) as required and appropriate to the level of trainee Emergency Registrar.
- Provide patient management (care planning – curative and symptomatic, providing continuity of care from admission to discharge, frequent and regular patient reviews, discharge planning, referral for ongoing care, end-of-life care).
- Participate in case conference and other interdisciplinary processes for the optimal care of patients and their families / carers.
- Provide emergency care (assessment and prioritisation, participation in Code Blue responses, Advanced Life Support, emergency patient transfers).
- Procedural skills (pre-procedure care, principles of informed consent, minor/ward procedures and assisting with major/theatre procedures, post-procedure care).
- Provide patient care that is appropriate to the rural setting of WDHS.
- Use evidence to guide clinical practice.
- Provide multidisciplinary teamwork with all team members (collaborative and respectful communication, participation in multidisciplinary care planning and discharge planning, conflict resolution).
- Demonstrate effective teamwork with external health care providers.
- Provide appropriate, timely and respectful communication to patients and carers, involving them in clinical decision-making.
- Participate in breaking bad news and open disclosure of adverse events.
- Participate in complaints management and clinical governance duties as requested.
- Ensure timely, concise and informative clinical handover.
- Provide supervision and support to interns and medical students.
- Ensure Legislative compliance (privacy and confidentiality, notifiable diseases reporting, medico-legal reports, equal opportunity, human rights and responsibilities).
- Ensure professional and ethical behaviour (consult colleagues about ethical concerns, accept responsibility for behaviour, punctuality, assistance of colleagues, participation in after-hours and on-call roster, participation in education activities, seeks and responds to feedback about performance).
- Ensure you working within your scope of practice, and escalate when uncertain, or concerned about a patient.

- Work with an awareness of the cost versus the benefit of blood tests and imaging requests
- Undertake other duties as required by the Manager/Clinical Lead that are within the scope and skill consistent with the position.

Strategic Imperatives

- Demonstrate an awareness and understanding of WDHS' strategic plan and contribute to the team's work plan to achieve organisational objectives.
- Ensure all work practices comply with current WDHS policies, procedures and/or guidelines.
- Be familiar with the organisation's principles and demonstrate alignment with the trademark behaviours in day to day practice.
- Demonstrate an awareness and compliance with the WDHS Consumer Engagement strategy to foster person-centred practice.
- Adopt and maintain a progressive and evidence-based approach to service delivery.

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| Professional Development |
| <ul style="list-style-type: none">• Actively engage in the annual performance review and development appraisal with direct supervisor.• Maintain professional competencies and registration (if applicable) and undertake relevant professional development, continuing education and training.• Ensure completion of mandatory competencies (both organizational and profession-specific). |
| Work Health and Safety |
| <ul style="list-style-type: none">• Regularly monitor and review personal work practices and the environment to ensure a healthy and safe workplace in accordance with WDHS policies/procedures and legislative requirements.• Adhere to Occupational Health and Safety, Equal Employment Opportunity, Emergency Management, Waste Management, Environmental Sustainability and Infection Control policies and legislation.• Proactively report OH&S hazards, incidents and injuries to supervisor. |
| Quality and Risk Management |
| <ul style="list-style-type: none">• Actively participate and contribute to quality improvement activities, by identifying and making recommendations on opportunities to improve processes, workplace health and safety, quality and service delivery outcomes.• Adhere to WDHS incident and complaint investigation policies and procedures.• Manage risk in daily work practices.• Adhere to all organisational policies and procedures.• Ensure a good knowledge of policies relating to reportable conduct, child safe standards and hospital response to family violence. |
| Information and Resource Management |
| <ul style="list-style-type: none">• Understand the purpose of, and be able to use client/corporate records systems and common software applications confidentially and appropriately• Prepare documentation using clear, concise and grammatically correct language appropriate to the role and service requirements.• Record and maintain accurate and timely data as directed to meet relevant funding and policy requirements.• Work within budget requirements and use resources appropriately.• Comply with record and information management requirements in accordance with relevant WDHS policies and guidelines.• Ensure information relating to patients/clients and colleague's is kept private and confidential at all times in accordance with WDHS policy and procedures. |
| Communication and Teamwork |
| <ul style="list-style-type: none">• Actively participate in team meetings, staff forums and other meetings relevant to the role, and as required by supervisor.• Work in a co-operative and collaborative manner with all team members to foster a positive and supportive work environment and person-centred service provision.• Provide guidance and support to students and staff in your work area to contribute to a valuable and constructive learning experience. |
| Diversity and Inclusion |
| <ul style="list-style-type: none">• Support an inclusive environment where all individuals are treated fairly, with respect and receive the same opportunities. |

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- Actively participate in developing cultural competence including an awareness and understanding of the diverse range of cultures and backgrounds, including Aboriginal and Torres Strait Islander people, members of the LGBTIQ community and people with a disability.

POSITION REQUIREMENTS

| Position Requirements | |
|---|--------------|
| Satisfactory National Police Check (no older than 12 months) <i>Certificate must be provided prior to commencement.</i> | Required |
| Satisfactory Working with Children Check <i>Evidence of application must be provided prior to commencement.</i> | Required |
| Satisfactory Health Declaration (WDHS will provide documentation for completion) <i>Completed document must be provided prior to commencement.</i> | Required |
| Immunisation History (WDHS will provide documentation for completion) <i>Completed document must be provided prior to commencement.</i> | Required |
| Evidence of Professional Registration | Required |
| Evidence of Professional Qualification | Required |
| Valid Victorian Driver's Licence | Preferred |
| Valid Trade Licence | Not required |
| Undertake Health monitoring as per WDHS Cytotoxic Drugs & BCG Instillations policy). Mandatory to occur prior to commencement and when required during employment. | Required |
| Typical Work Schedule | |
| <p>This position is worked on a rotating roster over 7 days. This position is worked as required on public holidays Availability to work a variety of shifts is required.</p> | |

KEY SELECTION CRITERIA

Western District Health Service is an equal opportunity employer. WDHS has adopted a common set of principles across the organisation and developed associated trademark behaviours. Selection will be based on assessing demonstrated alignment with the skills, qualifications, knowledge, behaviours and other personal qualities required to carry out the role effectively.

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Qualifications and Experience

1. Bachelor of Medicine and Bachelor of Surgery (or equivalent)
2. General Registration with the Medical Board of Australia (and AHPRA) or eligibility for provisional medical registration (supervised practice and postgraduate training)
3. Hold a current and satisfactory National Police Record Check and Working with Children Check
4. Victorian Rural Generalist Program registrars on, or awaiting acceptance into a recognised Rural Generalist training program such as:
 - Remote Vocational Training Scheme (RVTS)
 - Australian College of Rural and Remote Medicine (ACRRM) on any of the following pathways: Australian General Practice Training, Rural Generalist Training Scheme or Independent
 - Felloved GPs obtaining advanced skills to sub specialise as a Rural Generalist
5. Competence in advanced life support techniques, advanced paediatric life support techniques and advanced airway management

Skills, Knowledge and Attributes

1. Well-developed clinical skills for the effective assessment and treatment of patients.
2. High level interpersonal skills to effectively communicate with clients, carers and workers and liaise with a wide range of service providers, and work efficiently in a multi-disciplinary team.
3. Ability to work as part of a team as well as independently.
4. Demonstrated interest in pursuing regionally based specialist training.
5. A reasonable understanding of the unique demands of rural or regional health.
6. High level emotional intelligence.
7. Proven resilience.
8. Ability to build and maintain strong working relationships.
9. Demonstrate an understanding and commitment to the Victorian Rural Generalist Program.
10. Demonstrate a connection to a particular community for potential future practice.

JOB DEMANDS CHECKLIST

Western District Health Service endeavours to provide a safe working environment for all staff. The table below describes the demands and risk factors associated with this job. Applicants must review this information to ensure they can comply with these requirements. Successful applicants will be required to sign the acknowledgment at the end of the position description to confirm their ability to perform the job demands of this position.

| Frequency definitions: | |
|-----------------------------|---|
| I = Infrequent | Activity may be required very infrequently |
| O = Occasional | Activity required occasionally, not necessarily all shifts |
| F = Frequent | Activity required most shifts, up to 50% of the time |
| C = Constant | Activity that exists for the majority of each shift and may involve repetitive movement for prolonged periods |
| N/A = Not Applicable | Activity not performed |

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| Aspects of Normal Workplace | | Frequency | | | | |
|------------------------------|---|-----------|---|---|---|-----|
| Demands | Description | I | O | F | C | N/A |
| Physical Demands | | | | | | |
| Sitting | Remain seated to perform tasks | | x | | | |
| Standing | Remain standing to perform tasks | | | | x | |
| Walking | Periods of walking required to perform tasks | | | | x | |
| Bending | Forward bending from waist to perform tasks | | | x | | |
| Kneeling | Remaining in a kneeling position to perform tasks | x | | | | |
| Lifting/Carrying | Light lifting and carrying | | | | | x |
| | Moderate lifting and carrying | | | | | x |
| | Assisted lifting (mechanical, equipment, person assist) | | x | | | |
| Climbing, Working at Heights | Ascending and descending ladders, stools, scaffolding | | | | | x |
| Pushing/ Pulling | Moving objects e.g. trolleys, beds, wheelchairs and floor cleaning equipment | x | | | | |
| Reaching | Arms fully extended forward or raised above shoulder | x | | | | |
| Crouching | Adopting a crouching posture to perform tasks | x | | | | |
| Foot Movement | Use of leg and/or foot to operate machinery | | | | | x |
| Head Postures | Holding head in a position other than neutral (facing forward) | | | | | X |
| Fingers/Hand/ Arm Movement | Repetitive movements of fingers, hands and arms e.g. computer keyboarding | x | | | | |
| Grasping/Fine Manipulation | Gripping, holding, clasping with fingers or hands | x | | | | |
| Driving | Operating a motor powered vehicle e.g. Use of hospital cars, deliveries, visiting clients, tractor, ride on mower, forklift, bus etc. | | | | | X |

| Aspects of Normal Workplace | | Frequency | | | | |
|------------------------------------|---|-----------|---|---|---|-----|
| Demands | Description | I | O | F | C | N/A |
| Psychosocial Demands | | | | | | |
| Distressed People | Highly emotional people crying, upset, unhappy, depressed. E.g. Emergency or grief situations | | | | x | |
| Aggressive/ Unpredictable People | Raised voices, yelling, swearing, and arguing. E.g. Drug/alcohol, dementia, mental illness | | x | | | |
| Exposure to Distressing Situations | E.g. Child abuse, delivering bad news, viewing extreme injuries, viewing deceased | | | x | | |
| Environmental Demands | | | | | | |
| Gases | Working with explosive or flammable gases requiring precautionary measures | x | | | | |

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| Aspects of Normal Workplace | | Frequency | | | | |
|-----------------------------|---|-----------|---|---|---|-----|
| Demands | Description | I | O | F | C | N/A |
| Liquids | Working with corrosive, toxic or poisonous liquids or chemicals requiring Personal Protective Equipment (PPE) | | | | | X |
| Noise | Environmental/background noise necessitates people raising their voice to be heard | x | | | | |
| Biological Hazards | E.g. Exposure to body fluids, bacteria, infectious diseases requiring PPE | | | | x | |
| Cytotoxic Materials | Handling and/or preparation of cytotoxic materials | x | | | | |
| Radiation | Working with radiologic equipment | | | | | X |

AUTHORISATION

I confirm that I have read and understood this position description and believe that I am able to carry out the requirements of this role safely and effectively and that the conditions and requirements therein form part of my contract of employment.

X

Employee signature
Date

X

Employee name (Printed)

Western District Health Service is a smoke free workplace

DOCUMENT CONTROL

Western District Health Service reserves the right to review and amend this document at its discretion.

| | | | |
|------------------------------|--------------|---|---|
| Reviewed by Manager: | Date: | Updated: <input checked="" type="checkbox"/> | No Update required: <input type="checkbox"/> |
| Approved by Director: | Date: | Name: | |

People & Culture Office Use: Template Version 25