



Position Description – Medical Services

Position Title:	GP Paediatric Registrar
Employment Type:	As per contract of Employment
Reporting Relationship:	Responsible to the Chief Medical Officer
Enterprise Agreement:	Victorian Public Health Sector Doctors in Training Enterprise Agreement 2022 - 2026 or its successor
Division:	Medical Services
Classification:	Registrar as per years of experience
Location:	West Gippsland Healthcare Group (Hospital Site)

Position Summary:

This position is to provide on-site and outpatient clinical care for paediatric patients of the West Gippsland Healthcare Group, based at West Gippsland Hospital, Warragul. The Paediatric team are supervised by Consultant Paediatricians from the West Gippsland Paediatric Group whose rooms are located adjacent to the West Gippsland Hospital Site. The Registrar works within a team of junior doctors, comprising of Advanced Trainees, GP Registrars, a Paediatric Resident on rotation from the Monash Network and Medical Officers. The Emergency Department has approximately 23,000 presentations annually, with 25% of these cases being paediatric. This results in approximately 720 paediatric admissions per year. Comprising of seven paediatric beds, the Paediatric Ward is run by a dedicated, proactive Nursing team and is well supported by an expert team of Allied Health professionals.

Organisation Overview:

The West Gippsland Healthcare Group (WGHG) is a sub-regional provider of health services located in the Shire of Baw Baw, located approximately 100km east of Melbourne. Services include the Community Services Centres in Warragul and Trafalgar, the Rawson Community Health Centre, Cooina Lodge Aged Care Residence (60 beds co-located with the hospital), Andrews House Aged Care Residence (51 beds in Trafalgar), Warragul Linen Service and the West Gippsland Hospital. The Hospital has 96 beds and provides a broad range of services including acute medical and surgical, paediatric, obstetrics & gynaecology, emergency, aged care and community services. The primary catchment area is the Shire of Baw Baw, although patients also present from other Local Government Areas in Gippsland and outer Melbourne.

Vision:

To deliver the best health outcomes for the West Gippsland community.

Mission:

To improve the health and wellbeing of our community by enabling access to high quality, contemporary, person-centred healthcare.

Our Values:

Our behaviours and decision making centres around Our Values of:

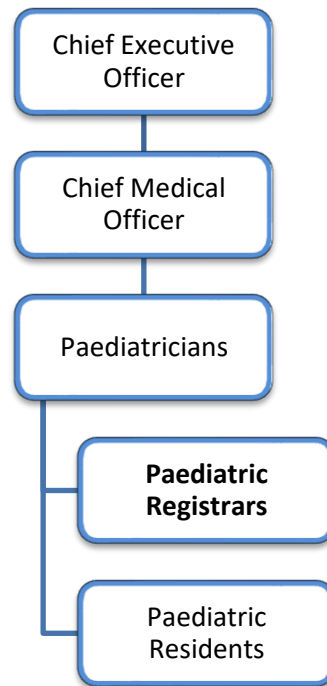
- Respect – we treat others as we would like to be treated

- Leadership – we role model the desired behaviours and speak out when this is not demonstrated
- Accountability – we take personal responsibility for our actions and results
- Collaboration – we work effectively with our consumers, staff and community
- Improvement – we look for opportunities to improve our services and outcomes

Organisational Structure:

The Paediatric Registrar will report to the Chief Medical Officer with responsibility to the Paediatricians.

Direct reporting line:



Qualifications/Experience:

- MBBS or equivalent qualification eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- General registration with the Australian Health Practitioner Regulation Agency (AHPRA).
- Eligible for Advanced Training with the Royal Australian College of Physicians (Paediatrics & Child Health Division) and/or GP Registrar with RACGP.
- Significant experience in Paediatric Medicine.

Key Selection Criteria:

Key Competencies:

- Sound knowledge of human biology and its alteration in acute and chronic paediatric disease.
- Detailed knowledge of the investigation and management of acute and chronic paediatric medical conditions.
- Demonstrate patient management, technical and physical examination skills.
- Understanding of quality activity procedures, research and scientific methods.
- Outstanding organisational and daily management skills, maintaining work load to ensure that deadlines are met.
- Ability to work in a multi-disciplinary team environment.
- Ability to communicate constructively and effectively with key stakeholders.
- Ability to work independently with minimal direction.
- Excellent oral and written communication skills.
- Attention to detail.

- Ability to work under pressure, handling multiple tasks simultaneously.

Personal Attributes:

- Commitment to providing a customer focused service.
- Ability to use initiative.
- Respect for confidentiality.
- Capacity and willingness to be flexible and adaptable.
- Commitment to corporate vision, mission values and agreed critical strategies.

Key Responsibilities:

Clinical:

- Undertake medical practice within your approved credentialed scope of clinical practice as a Paediatric Registrar.
- Assess patients referred for a medical opinion who have been referred to the Paediatrics team.
- Consult with the appropriate Consultant in the event of advice being required in relation to the management of a patient.
- Attend the Emergency Department within agreed time frames as required to assist with the assessment and management of paediatric patients presenting with medical emergencies, and paediatric inpatients in the Emergency Department waiting for a ward bed.
- Order appropriate investigations on patients.
- Coordinate patient care and welfare and liaise with nursing, diagnostic and allied health departments and other health services for the comprehensive care of patients.
- Communicate any significant change in patient condition to the responsible Consultant and/or take appropriate action.
- Provide ongoing support and information to the patient and family where appropriate.
- Maintenance of concise but comprehensive, accurate, legible records of patient status and progress and associated correspondence. This includes appropriate daily entries on a patient's progress and a plan for patient management and discharge.
- Complete discharge summaries and assist the residents in doing so within 24 hours of discharge to meet the hospital's casemix coding requirements.
- Complete notes in the medical record in relation to any clinical incidents.
- Follow clinical and administrative guidelines set out for Medical Officers.
- Hand over to incoming medical staff rostered on the next shift.
- Participate in postgraduate education activities.
- Participate in quality improvement activities as requested.
- Relief work for other Hospital Medical Officers as requested.
- To undertake other duties as requested by Senior Medical staff.

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.
- Supervision and education of junior medical and non-medical staff:
- Supervise and educate junior medical and non-medical staff in patient assessment and management where appropriate.
- Taking a leadership role and ensuring that the Paediatrics unit works as a cohesive team.
- Ensuring that the whole team is aware of the medical plan and is working towards the same goals.
- Communicating with interns on a regular basis to ensure that the tasks set out are being completed.
- Active participation in Paediatric clinical meetings and the Journal Club.

Occupational Health & Safety:

Each employee has the responsibility to work within the OHS policies and procedures set out by WGHC and to participate in safety education and evaluation activities. Under the Occupational Health and

Safety Act of 2004, WGHC as the employer has a duty of care to ensure that the health and safety of employees and others is not placed at risk. Employees must take reasonable care for their own health and safety and that of anyone else who may be affected by their acts or omissions at the workplace, and must ensure that their work is conducted in a safe manner and that no other person/s are put at risk because of unsafe practices of the employee. The Accident Compensation Act 2004 requires that you provide information regarding any injuries or diseases you may have or have had, which could be affected by the position you hold.

Infection Control:

An effective, integrated organisational wide infection control program is dependent upon the support, recognition, motivation, commitment and integrity of every employee. All employees have a responsibility to maintain infection control knowledge levels commensurate with the requirements of the position description and to adhere to the organisation's Infection Control policies and procedures at all times.

Confidentiality:

Confidentiality is a matter of concern for all persons who have access to personal information about patients, clients, residents or employees of WGHC. In recognising these responsibilities you must preserve the confidential nature of this information.

Personnel Reporting To This Position:

- Not applicable

Annual Operating Expenditure:

- Not applicable

Personal Responsibilities:

- To work within the organisation's vision and mission.
- Comply with record keeping policies and standards.
- Comply with all Occupational Health & Safety Regulations.
- Comply with all legislative requirements.
- Uphold the organisation's commitment to providing patient centred care in a culturally aware and respectful manner.
- To complete mandatory training annually that has been identified as being a requirement of the position.
- To uphold the organisation's commitment to child safety and proactively manage the risks of abuse to children.
- Participate in continuous quality improvement.
- Ensure that effective lines of communication are maintained with key stakeholders.
- To participate in an annual performance appraisal every twelve (12) months.
- To practice Health Literacy principles in everyday practice.
- Actively seek feedback from Stakeholders (Health Professionals, Consumers, Carers & the Community).

Conditions of Employment:

- Employment subject to:
 - Provision of satisfactory and current Police Record Check
 - Provision of valid Working with Children Check
 - Entitlement to work within Australia
 - Fully vaccinated for COVID-19 and influenza (if required for role) as per government requirements (unless holding a valid exemption) and evidence of other mandatory vaccinations

- 6 months probationary period.
- Comply with all WGHG policies and procedures.

Reviewed By:	Medical Workforce Operations Manager
Last Review Date:	April 2024
Date to be Reviewed:	April 2025

I have read and understood the contents of this Position Description. While this position description reflects the current duties and responsibilities, it is not to be interpreted as all inclusive. It may be subject to review from time to time.

Employee Name: _____

Employee Signature: _____

Date: _____ / _____ /20_____

As an inclusive employer, committed to improving diversity and equity in our workforce, we encourage applications from all parts of our community, including Aboriginal and Torres Strait Islander people, people from culturally diverse backgrounds, LGBTI people, and people with lived experience of disability.

As a Child Safe organisation, West Gippsland Healthcare Group promotes the safety, wellbeing and inclusion of all children, including those with disability.