



HSS Registered February 2018

Service Medical Registrar
Medical Practitioners Agreement: Year 1-7
Position Number: Various
Western Australia General Medicine and Medical Specialties
Primary Employing Health Site (PEHS);
Sir Charles Gairdner Osborne Park Health Care Group / North Metropolitan Health Service

Reporting Relationships

Medical Co-Directors
 MP Year 1-9
 Position Number: Various



Heads of Specialty / Department
 (Supervision by Consultants)
 MP Year 1-9
 Position Number: Various



This Position



Also reporting to Head of Specialty:

- Consultants
- Senior Registrars/Fellows
- Registrars
- Resident Medical Officers
- Interns



Supervision by this position:		
Title	Classification	FTE
• Resident Medical Officer	MP Year 1-3	
• Interns	MP Year 1	

Prime Function / Key Responsibilities
 To provide a high quality clinical service to hospital patients as a Medical Registrar.

- Provides and promotes high quality and patient centred care to inpatients and outpatients of the specialty under the supervision of consultant medical staff.
- Work under the supervision and within a multi-disciplinary team to review the medical needs of the patients.
- Assist with teaching and support to Resident Medical Officers (RMOs) and Interns.
- In collaboration with the interdisciplinary team, works to achieve National, State and North Metropolitan Health Service (NMHS) performance standards and the National Safety and Quality Healthcare Standards.

Brief Summary of Duties (in order of importance)

1. Specific duties relevant to Specialty

1.1 Service Medical Registrars will be required to rotate through General Medicine departments (including long stay and acute units) and various medical specialties (including Cardiology, Endocrinology, Gastroenterology, Geriatrics, Haematology, Infectious Diseases, Medical Oncology, Nephrology, Neurology, Rehabilitation, Respiratory Medicine, Rheumatology and Stroke providing an exposure to inpatient, outpatient and ambulatory duties. These duties will vary depending on the unit allocated for the rotation and the site (i.e. Fiona Stanley Hospital, Royal Perth Hospital, Sir Charles Gairdner Hospital and their General, Regional and Rural Hospitals sites).

2. Clinical

- 2.1 Undertakes clinical shifts and on call duties as directed by the Head of Specialty and/or Co Directors/Director of Clinical Services.
- 2.2 Oversees the care of inpatients and outpatients including clinical evaluation, formulating a differential diagnosis, arranging appropriate investigations and referrals, and instituting a documented management plan in conjunction with the supervising consultant.
- 2.3 Reviews inpatients daily and at the request of medical staff, nursing staff, patients or families. Keeps the supervising consultant informed of any patient whose condition is not improving, or who is causing concern. Requests assistance from consultants when necessary.
- 2.4 Works within their ability to provide safe patient care and seeks advice and assistance from consultant staff in order to provide safe, high quality patient care.
- 2.5 Assists with the supervision, support, mentoring and teaching of RMOs, Interns and medical students at all times. Actively intervenes to reduce delays in patient investigation, management, transfer or discharge.
- 2.6 Where appropriate, assists consultants to undertake operative and other procedures. Performs procedures and/or diagnostic interventions within their scope of practice as agreed with the supervising consultant for the patient. Takes patients to procedural suites only with the express permission of a consultant who is responsible for the patient.
- 2.7 Responds to consult requests from other specialties within 24 hours.
- 2.8 Promotes patient engagement in their care through clear communication with patients/families (at their level of understanding) regarding their condition, options for treatment and progress. Agrees the management plan with the patient/family. Promotes healthy lifestyle choices and preventative health care.
- 2.9 Communicates with the interdisciplinary team and attends interdisciplinary team meetings to ensure coordinated timely care.
- 2.10 Facilitates emergency and elective admissions for patients. This includes assisting consultant staff to ensure there are adequate beds available for new admissions; facilitating discharges before 10am and when rostered to be in the hospital for emergency admissions, being available to review patients in the emergency department immediately or when the patient arrives on the ward.
- 2.11 Ensures that the medical record (including discharge summaries) is accurately updated daily and that all medical diagnoses, comorbidities, procedures and complications are clearly listed.
- 2.12 Participates in departmental and other meetings as required to meet organisational and service objectives.
- 2.13 Maintains and develops own professional skills and knowledge in accordance with the requirements of the relevant college.
- 2.14 Positions may require rotation to other metropolitan and rural placement sites.
- 2.15 Coverage of general hospital duties / rosters as directed.

3. Education/Training/Research

- 3.1 Participates and engages in continuing professional development and educational activities.
- 3.2 Prepares case presentations for grand rounds, hospital and departmental meetings, clinical reviews and other relevant activities as required.
- 3.3 Participates in relevant clinical governance activities including regular clinical meetings, adverse event investigations and morbidity/mortality reviews as required and participates in the implementation of endorsed recommendations.
- 3.4 Participates in the education and training of medical students, interns, resident medical officers and other members of the interdisciplinary team through ward rounds, formal presentations, tutorials and other modalities.
- 3.5 Completes a beginning-of-term planning and end-of-term professional development review of their performance with the Head of Specialty or delegated consultant and required reviews with their Supervisor.

4. NMHS Governance, Safety and Quality Requirements

- 4.1 Participates in the maintenance of a safe work environment.
- 4.2 Participates in an annual performance development review.
- 4.3 Supports the delivery of safe patient care and the consumers' experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 4.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.5 Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 4.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

5. Undertakes other duties as directed.

Work Related Requirements

Essential Selection Criteria

1. Eligible for registration by the Medical Board of Australia
2. Demonstrated clinical and procedural experience sufficient to undertake the safe care of patients of the General Medical and Medical specialties.
3. Demonstrated ability to provide medical education, teaching, supervision, training and support to resident medical officers and interns.
4. Demonstrated verbal and written communication skills and interpersonal skills to effectively interact with patients, their families and staff at all levels.
5. Demonstrated organisational and time management skills to provide safe, timely patient centred care.
6. Demonstrated participation in continuing medical education activities including regular performance reviews to maintain and upgrade knowledge & skills.
7. Demonstrated ability to monitor and review their clinical effectiveness, note their limitations and put in place strategies to ensure safe patient care.

Desirable Selection Criteria

1. Completion of skills courses conducted by the relevant college.
2. Prior experience with research and/or publication and/or clinical audit.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Evidence of registration by the Medical Board of Australia must be provided prior to commencement.
- Working With Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Manager/Supervisor

Dept./Division Head

Position Occupant

Name:

Name:

Name:

Signature/HE:

Signature/HE:

Signature/HE:

Date:

Date:

Date: