



North Metropolitan Health Service
Job Description Form

HSS Registered

Registrar – Trainee - Gastroenterology
Medical Practitioners Agreement: Year 1-7
Position Number: 001907
Gastroenterology/Hepatology/Medical Specialties Division
Sir Charles Gairdner Hospital/North Metropolitan Health Service

Reporting Relationships

Executive Director Medical Services
 Year 1-9



Head of Department
 Year 1-9



This Position



← Also reporting to this supervisor:

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Directly reporting to this position:			Other positions under control
Title	Classification	FTE	•

Prime Function / Key Responsibilities Provides and promotes high quality and patient centred care to all patients under the supervision of Clinical Supervisors within a multi-disciplinary team. Works within ability and according to the Hospital's mission & core values. Provides training, supervision and education for Resident Medical Officers (RMOs) and Interns. In collaboration with the multi-disciplinary team works to achieve national, State and North Metropolitan Health Service (NMHS) performance standards and targets.

Brief Summary of Duties (in order of importance)

1. Specific duties relevant to specialty

- 1.1 Specific duties relevant to specialty - Undertake initial training under direct supervision in diagnostic and therapeutic endoscopy, gastroenterology and hepatology as per the Gastroenterology Advanced Training Curriculum.
- 1.2 Second year trainees will be required to undertake core advanced training under supervision in diagnostic and therapeutic endoscopy, gastroenterology and hepatology as per the Gastroenterology Advanced Training Curriculum.
- 1.3 Provide in-patient care to the Department of Gastroenterology/Hepatology patients.
- 1.4 Attend outpatient clinics and endoscopic lists.
- 1.5 Provide supervision and training for medical staff, nursing staff and medical students.
- 1.6 Participate in after hours and weekend rosters.
- 1.7 Assess acute patients in the Emergency Department, prescribe treatment and decide on suitability for admission.
- 1.8 Participate in peer review and quality improvement and research activities/seminars.

2. Clinical

- 2.1 Monitor own competence and seek assistance from Consultant if uncertain about any aspects of clinical work.
- 2.2 Provide consumer centred medical care to patients. This includes communicating with the patients at their level of understanding about their condition and management, or with the immediate family when the patient is unable to comprehend within their scope of knowledge, as well as counselling patients and their carers, and providing information and advice on healthy lifestyle choices and promoting preventative health care.
- 2.3 Provide ongoing evaluation of patients under the Consultants' care which includes (but not limited to) history taking, physical evaluation, formulating differential diagnoses and organising further investigations/diagnostic tests, as appropriate.
- 2.4 Communicate and co-ordinate, within the multidisciplinary team, in regard to management plans, drug prescriptions and diagnostic requests, consultations and discharge plans which are to be reviewed daily and ensuring patients are involved in the decision making of their care.
- 2.5 Take a leadership role in the ongoing care of ward and clinic patients which includes ensuring ongoing clear communication to junior medical staff and other members of the team/ ward staff on daily patient management and discharge plans, prescribing medications and any other relevant therapeutic interventions necessary for patient wellbeing.
- 2.6 When indicated and in conjunction with the team Consultant, communicate referral of patients to other medical specialists.
- 2.7 Provide advice and support, within the scope of clinical knowledge, to colleagues and other health professionals that are both internal and external to the Hospital.
- 2.8 Facilitate urgent and elective admissions for patients and reviews patients at the request of hospital staff, the patient or their family on the same day of the request. In conjunction with team Consultant, conduct a clinical review of all inpatients daily and facilitate appropriate discharges before 10.00 a.m.
- 2.9 Perform or assist with medical or surgical procedures/operations as required.
- 2.10 Ensure that the medical record (including discharge summaries) is accurately updated after review of each patient and is documented in a clear manner.
- 2.11 Supervise, mentor, teach and promote the learning of undergraduates, Interns and Residents.
- 2.12 Prepare case presentations for Grand Rounds, Hospital and Departmental meetings, Clinical meetings.
- 2.13 Reviews and other relevant activities, as required and directed.
- 2.14 Participate in clinical incidents through open disclosure.
- 2.15 Complete clinical documentation and undertake other administrative/management tasks as required.
- 2.16 Undertake clinical shifts and on call duties at the direction of the Head of Department
- 2.17 Participate in departmental and other meetings as required to meet organisational and service objectives.

2.18 Comply with Medical Staff Guidelines issued by SCG&OPHG.

3. Education/Training/Research

- 3.1 Participate and engage in continuing professional development and educational activities.
- 3.2 Initiate and participate in the education and training of medical students, interns, residents and other members of the multidisciplinary team through ward rounds, formal presentations, tutorials and other modalities.
- 3.3 Participate in evidence based clinical research and audit activities relevant to specialty.
- 3.4 Participate in mandatory training activities to ensure compliance with North Metropolitan Health Service policy.
- 3.5 Complete an end-of-term and annual professional development review of performance with the Head of Department or Departmental Supervisor of Training.

4. Governance, Safety and Quality Requirements

- 4.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 4.2 Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- 4.3 Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align 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, 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. FRACP Part 1 and 2, and eligible for first or second year advanced training in Gastroenterology with the RACP.
3. Demonstrated verbal and written communication skills and interpersonal skills to effectively interact with patients, their families, medical students, junior doctors and staff at all levels.
4. Effective participation in a multi-disciplinary team.
5. Experience in demonstrated commitment to teaching and research.
6. Demonstrated ability to provide medical education, teaching, supervision, training and support.
7. Commitment to accreditation in the hospital, organisational development and efficient use of resources.

Desirable Selection Criteria

1. Knowledge and understanding of continuous quality improvement principles.
2. Demonstrated commitment to ongoing education and research in Western Australia hospitals.
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:	Signature:
Date:	Date:	Date:

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

Dept./Division Head Certification:

Name:..... Signature/HE number:..... Date:.....