



HSS Registered April 2016

**Registrar - Trainee - Emergency Medicine**  
**Salaried Medical Practitioners (Metropolitan Health Services) Agreement**  
**Year 1 - 7**  
**Position Number: 510367**  
**Emergency Department / Acute and Community Medicine Division**  
**Rockingham General Hospital / South Metropolitan Health Service**

**Reporting Relationships**

Medical Co-Director, Acute and Community Medicine Division  
 Medical Practitioners (MHS) Agreement; Year 1 - 9  
 111990



Head of Department  
 Medical Practitioners (MHS) Agreement; Year 1 - 9  
 111404



**This Position**



Reporting to this position:

Title	Classification	<u>FTE</u>
• Nil		

- Also reporting to this supervisor: ←
- Consultants; Year 1 - 9
  - Senior Medical Practitioners; Year 1 - 3
  - Vocationally Registered GP's; Year 1 - 5
  - Health Service Medical Practitioners; Year 1 - 3
  - Registrars; Year 1 – 7
  - Resident Medical Officers; Year 1 – 3
  - Interns; Year 1

**Key Responsibilities**

To provide a high quality clinical service to hospital patients and work under the supervision of Emergency Department Consultants, Senior Registrars and work within multi-disciplinary teams.

The Registrar reviews the medical and clinical needs of patients and provides teaching and support to Resident Medical Officers and Interns.

## Brief Summary of Duties (in order of importance)

### 1 General Duties

- 1.1 Provides clinical supervision and teaching to Resident Medical Officers and Interns.
- 1.2 Treats Emergency Department (ED) patients under Senior Medical Practitioner supervision, carrying out procedures within capabilities and experience.
- 1.3 Ensures a relevant history and physical examination have been conducted for each patient and ensures all patient management documentation is completed.
- 1.4 Works with hospital nursing staff to facilitate patient management including completing pathology requests, booking radiology and other procedures and checks investigation results and follows-up abnormal results.
- 1.5 Prescribes drugs and treatment.
- 1.6 Completes notifiable disease forms and adverse drug reaction reports.
- 1.7 Provides medical certificates.
- 1.8 Counsels patients and next of kin.
- 1.9 Communicates/liaises with General Practitioners, Consultants and Specialists as appropriate.
- 1.10 Documents findings in the patient's medical record and completes all related documentation.
- 1.11 Assesses and discharges patients under the supervision of a Senior doctor, arranging discharge medication and documentation for the patient.
- 1.12 Participates in Unit and Hospital meetings and attends training/lectures.
- 1.13 Participates in the site Medical Emergency Response Team.
- 1.14 Participates in research projects.

### 2 After Hours

- 2.1 Supervises and provides advice to after-hours junior medical staff relating to clinical management of patients.
- 2.2 Liaises with resident and on-call medical staff regarding patient concerns.
- 2.3 Participates in after-hours and weekend rosters.
- 2.4 Assists in providing cover for unexpected absence(s).

### 3 SMHS Governance, Safety and Quality Requirements

- 3.1 Participates in the maintenance of a safe work environment.
- 3.2 Participates in an annual performance development review.
- 3.3 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
- 3.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 3.5 Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 3.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

### 4 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 in an equivalent ED setting.
- 3 Demonstrated effective communication (verbal and written) and interpersonal skills.
- 4 Demonstrated organisational and time management skills.
- 5 Demonstrated ability to work in a multidisciplinary team environment.
- 6 Demonstrated commitment to ongoing education and research.
- 7 Demonstrated knowledge of Infection Control.

### Desirable Selection Criteria

- 1 Demonstrated ability to provide teaching and training support.
- 2 Knowledge and understanding of continuous quality improvement principles.
- 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 Name	Signature	or	HE Number	Date
Dept. / Division Head Name	Signature	or	HE Number	Date

Dept. / Division Head Name	Signature	or	HE Number	Date
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As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Occupant Name	Signature	or	HE Number	Date
Effective Date				

**HSS Registration Details** (to be completed by HSS)

Created on	Last Updated on
April 2016	22/04/2016