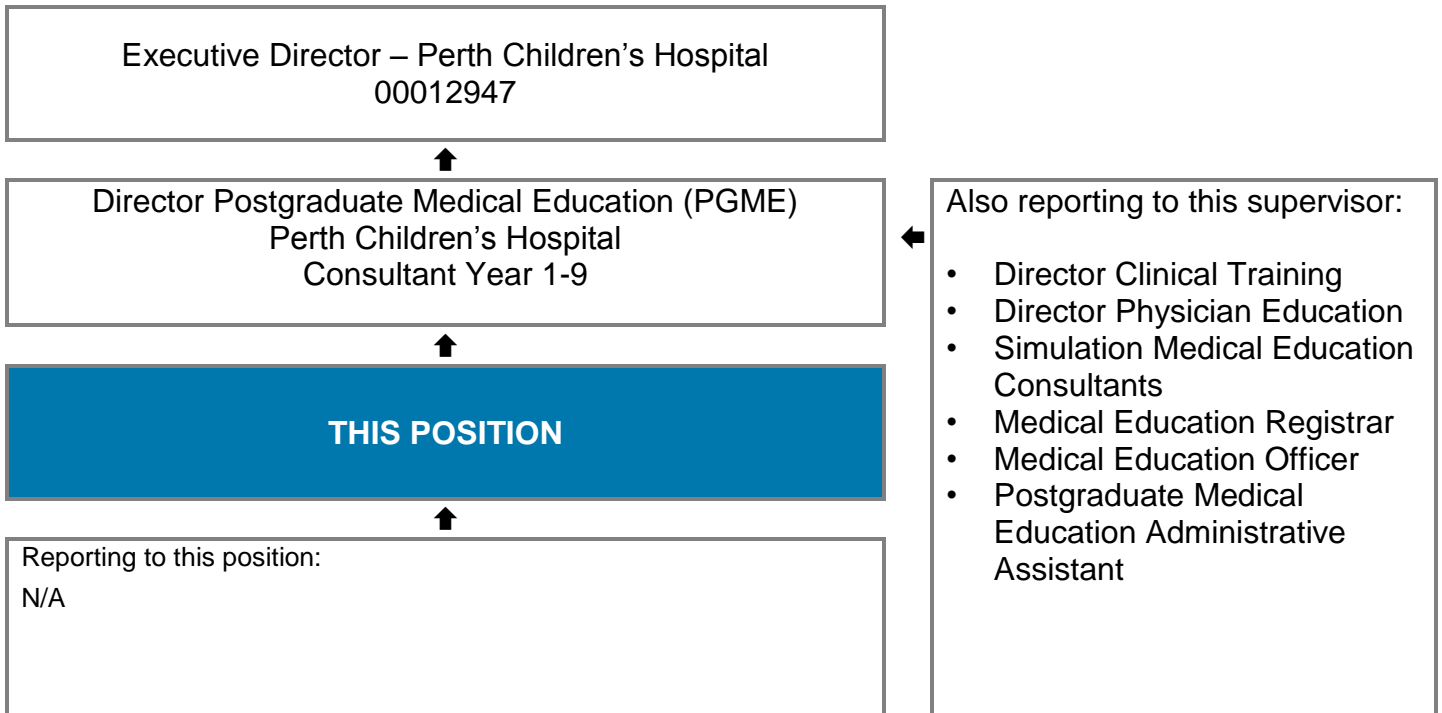**HSS REGISTERED APRIL 2018**

Chief Registrar Paediatrics
Medical Practitioners Agreement: Year 1-7
Position Number: 500168
Medical Directorate / Clinical Services Directorate
Child and Adolescent Health Service (CAHS)

Reporting Relationships

Executive Director – Perth Children's Hospital
00012947

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Director Postgraduate Medical Education (PGME)
Perth Children's Hospital
Consultant Year 1-9

⬅

Also reporting to this supervisor:

- Director Clinical Training
- Director Physician Education
- Simulation Medical Education Consultants
- Medical Education Registrar
- Medical Education Officer
- Postgraduate Medical Education Administrative Assistant

⬆

THIS POSITION

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Reporting to this position:
N/A

Key Responsibilities:

- Representing Junior Medical Officers (JMOs) on key clinical and organisational issues at CAHS and performing clinical duties as required.
- Providing leadership in promoting CAHS' values and supports the provision of excellent Paediatric Training in Western Australia.
- Co-ordinating the FRACP examinations under the supervision of the PGME team

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Our Vision: We are committed to the pursuit of healthier lives for children and young people.
Our Values: Excellence Equity Compassion Integrity Respect

Brief Summary of Duties

- 0.5 FTE will be allocated to clinical duties under the supervision of Specialists, as agreed with the Director of the Clinical Directorate, the WA Paediatric Training Network and the Director of Postgraduate Medical Education. This may be varied from time-to-time in line with operational requirements.

- Co-ordinates and organises the annual FRACP Paediatrics and Child Health written and clinical examination with the assistance of the Medical Education Registrar and under the supervision of the Director of Paediatric Education and the Postgraduate medical Education team

- Assists in the co-ordination and presentation of the Orientation program for the new Registrars and RMOs in January and July in conjunction with Post Graduate Medical Education (PGME)

- Attends/organises a number of Committee meetings as agreed with the Director Postgraduate Medical Education. These include, and not limited to, PGME weekly meeting, JMO Medical Liaison Group, Drug & Therapeutics Committee, Medical Executive Committee and the WA Paediatric Training Network.

- Escalates promptly any concerns about JMOs (professional and/or personal) to Director PGME and the PGME consultant team

- The Chief Registrar is an active member of the PMH RMO Association for the duration of their term and advocates for the JMO group, in line with CAHS values.

- The Chief Registrar has input into JMO rostering and recruitment and is a key member in the JMO Clinical Reference Group

- Actively promotes the WA Health Code of Conduct amongst JMOs.

CAHS Governance, Safety and Quality Requirements

- Takes reasonable care for own health and safety and that of others and participates in the maintenance of a safe work environment.

- Participates in the Child and Adolescent Health Service (CAHS) performance development review process.

- Supports the delivery of safe patient care and the consumers' experience ensuring services are family centred. This includes 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.

- Completes mandatory training (including safety and quality training) as relevant to role.

- Performs duties in accordance with Government, WA Health, CAHS and Departmental / Program specific policies and procedures.

- Abides by and upholds the WA Health Code of Conduct, CAHS Vision, Mission and Values, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

Undertakes other duties as required.

Work Related Requirements

Essential Selection Criteria

1. Eligible for registration by the Medical Board of Australia.
2. Appropriate clinical experience in paediatrics and advanced training within the FRACP (Paediatrics and Child Health Division).
3. Excellent interpersonal and professional communication skills including conflict resolution.
4. Ability to work effectively as a team member in a multidisciplinary team environment.
5. Evidence of commitment to the development of a safe, equitable, sustainable, multidisciplinary health service.
6. A commitment to developing leadership skills and an understanding of the broader context affecting the management of a contemporary health service.
7. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

Desirable Selection Criteria

1. Shows dedication to and interest in pursuing a career in Paediatrics, and has a positive attitude to learning and developing skills.
2. Effective time management and organisational skills.
3. Demonstrated ability to monitor and review own clinical effectiveness, and awareness of own limitations.
4. Commitment to quality, safety and efficiency, including continuous improvement of patient outcomes.

Appointment Pre-requisites

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**
Directorate/ Dept. Head Name	**Signature**	**or**	**HE Number**	**Date**

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**

HSS Registration Details (to be completed by HSS)

Created on		**Last Updated on**	February 2019