



**HSS REGISTERED**

**Senior Registrar – Paediatrics - General**  
**Medical Practitioners Agreement: Year 1-2**  
**Position Number: 007722**  
**Service 3 | Paediatrics Department | Clinical Services**  
**Fiona Stanley Fremantle Hospital Group | South Metropolitan Health Service**

**Reporting Relationships**

Medical Co-Director  
Service 3  
Position Number:



Head of Paediatrics Department  
Consultant | Year 1-9  
Position Number: 110915



**This Position**



Directly reporting to this position:

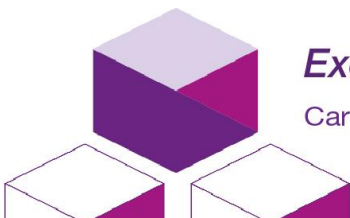
Title	Classification	FTE
• Registrar	Year 1-7	
• Resident Medical Officer	Year 1-3	

← Also reporting to this supervisor:

- Consultants | Year 1-9
- Registrars | Year 1-7
- Resident Medical Officers | Year 1-3

**Key Responsibilities**

The Senior Registrar – Paediatrics - General undertakes clinical duties within the department including elective and on-call commitments. The position works in accordance with the Hospital's core values of Commitment, Accountability, Respect and Excellence (CARE) and provides training, supervision and education for Resident Medical Officers (RMOs). In collaboration with the interdisciplinary team, the role works to achieve National, State and South Metropolitan Health Service (SMHS) performance standards and National Safety and Quality Healthcare Standards and adheres to the policies and guidelines of the department and participates in quality improvement programmes.



*Excellent health care, every time*

Care ■ Integrity ■ Respect ■ Excellence ■ Teamwork

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

### 1. Specific Duties Relevant to Speciality

- 1.1 Undertakes clinical shifts and Participates in the first on-call roster for General Paediatrics as directed (1:4 weekends with Consultant support).
- 1.2 Undertakes rostered clinical work in Paediatric outpatient clinics.
- 1.3 Works within a multidisciplinary team of Nurses, Consultants, Junior Medical staff and Allied Health professionals.
- 1.4 Co-ordinates and organises the annual FRACP Paediatrics and Child Health written and clinical examination with the assistance of the Regional Coordinator and under the supervision of the Director of Paediatric Education.
- 1.5 Assists in the co-ordination and presentation of the orientation program for the new Registrars and RMOs in July and January in conjunction with Director of Paediatric Education.
- 1.6 Attends and actively participates in Hospital lectures.
- 1.7 Completes mandatory training (including safety and quality training) as relevant to role.

### 2. Clinical

- 2.1 Oversees the care of inpatients and outpatients including clinical evaluation, formulating differential diagnosis, arranging appropriate investigations and referrals, and instituting a documented management plan in conjunction with the supervising Consultant.
- 2.2 Reviews inpatients daily and at the request of medical staff, nursing staff, patients and 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.
- 2.3 Supervises, supports, mentors and teaches JMO's and medical students at all times. Actively intervenes to reduce delays in patient investigation, management, transfer or discharge.
- 2.4 Performs procedures and/or diagnostic interventions within their scope of practice as agreed with the supervising Consultant.
- 2.5 Responds to consultation requests from other specialties.
- 2.6 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. Discusses the management plan with the patient/family. Promotes healthy lifestyle choices and preventative health care.
- 2.7 Communicates with the interdisciplinary team and attends interdisciplinary team meetings to ensure coordinated timely care.
- 2.8 Facilitates emergency and elective admissions for patients. This includes assisting Consultants 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 within 30 minutes of request or when the patient arrives on the ward.
- 2.9 Ensures that the medical record (including discharge summaries) is accurately updated daily and that all medical diagnoses, comorbidities, procedures and complications are clearly listed.
- 2.10 Participates in departmental and other meetings as required to meet organisational and service objectives.
- 2.11 Facilitate the transfer of and stabilisation of preterm and sick neonates in conjunction with the WA Neonatal Transport Service (NETS).

### **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 Engages in at least one substantial Paediatric quality improvement / research project during the six month term, under the supervision of a nominated Consultant.
- 3.4 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.
- 3.5 Participates in the education and training of medical students, resident medical officers and other members of the interdisciplinary team through ward rounds, formal presentations, tutorials and other modalities.
- 3.6 Completes a beginning of term planning and end of term professional development review of their performance with the Head of Department or delegated Consultant and required reviews with their supervisor.

### **4. SMHS 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, South 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. Eligible for registration as an Advanced Trainee with the Royal Australasian College of Physicians (RACP) or equivalent.
3. Demonstrated clinical and procedural experience sufficient to undertake the safe care of patients of the speciality with indirect supervision.
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 and skills.
7. Demonstrated ability to monitor and review their clinical effectiveness, note their limitations and put in place strategies to ensure safe patient care.
8. 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. Demonstrated commitment to continuous improvement of patient outcomes and patient experience.
2. Up to date Advanced Paediatrics Life Support course.

### 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.
- Provision of the minimum identity proofing requirements.
- 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.**

.....  
**Janine Spencer**

.....  
**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**

.....  
**Effective Date**

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

.....  
**Created on**

.....  
**Last Updated on**

.....  
October 2019