



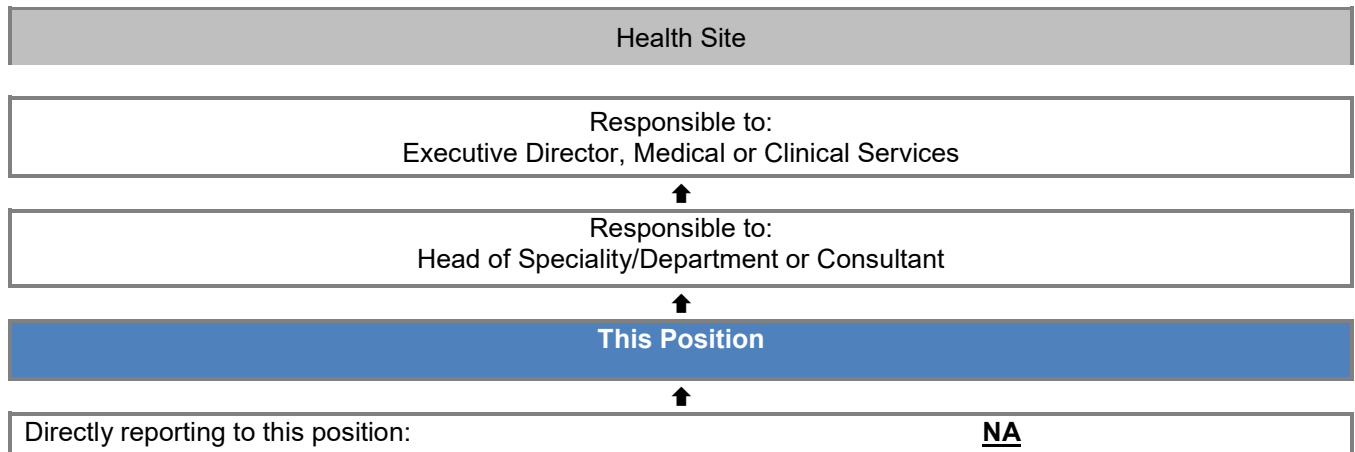
## POSITION DESCRIPTION

<b>Position Number</b>	Various
<b>Position Title</b>	Service Medical Registrar, Year 1 - 7
<b>Classification</b>	Registrar
<b>Division</b>	Various Locations
<b>Directorate</b>	Executive Director, Medical or Clinical Services, Various Locations
<b>Branch</b>	Various Locations
<b>Position Status</b>	Fixed-Term – Full time, Part time
<b>Award</b>	WA Health System – Medical Practitioners – AMA Industrial Agreement 2016
<b>Site Location</b>	Various

## ORGANISATIONAL ENVIRONMENT

<b>Our Vision</b>	A WA health system that delivers safe, high quality and sustainable services that support and improve the health of all West Australians.
<b>Our Mission</b>	To lead and steward the WA health system.
<b>Our Values</b>	Respect, Excellence, Integrity, Teamwork, Leadership

## REPORTING RELATIONSHIPS



## KEY RESPONSIBILITIES

<p><b>To provide a high quality clinical service to hospital patients as a Medical Registrar</b></p> <ul style="list-style-type: none"> <li>• Provides and promotes high quality and patient centred care to inpatients and outpatients of the speciality under the supervision of consultant medical staff.</li> <li>• Work under the supervision and within a multi-disciplinary team to review the medical needs of the patients.</li> <li>• Assist with teaching and support to Resident Medical Officers (RMOs) and Interns.</li> <li>• In collaboration with the interdisciplinary team, works to achieve National, State and Metropolitan Health Service performance standards and the National Safety and Quality Healthcare Standards</li> </ul>
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Title: Service Medical Registrar

Position Number: Various

## BRIEF SUMMARY OF DUTIES

*This section outlines the results and outcomes required of an individual in this position.*

**Employees are required to undertake all duties and responsibilities in accordance with Department of Health WA Code of Conduct, Policies/Procedures and relevant legislation.**

### 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, Rockingham Peel Group, Joondalup Health Campus, St John of God Midland Public Hospital and their General, Regional and Rural Hospitals sites).

### 2. Clinical responsibilities

- 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 and 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. Undertakes other duties as directed.**

## WORK RELATED REQUIREMENTS

Applicants should demonstrate their capacity to meet the following criteria which should be read in conjunction with the specific responsibilities of this role.

### Essential Selection Criteria

1. Eligible for registration with 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 Factors

- Applicants must be eligible to work in Australia. Evidence of valid Australian citizenship, permanent residency, temporary residency (or eligibility to obtain) must be provided prior to commencement.
- Evidence of registration as a Medical Practitioner by the Medical Board of Australia, must be provided prior to commencement.
- Western Australian Working with Children (WWC) Check, compulsory for people who carry out child related work in Western Australia.
- Successful Criminal Record Screening Check.
- Successful Pre-Employment Integrity Check.
- Successful 100 point Identification Check.
- 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.

<b>Manager/Supervisor</b>	<b>Director/Division Head</b>
NAME:	NAME:
SIGNATURE:	SIGNATURE:
DATE:	DATE:

Job description approved

<b>Human Resources Delegate</b>
NAME:
SIGNATURE:
DATE:

I have noted the statement of duties, responsibilities and other requirements as detailed in this document

<b>Human Resources Delegate</b>
NAME:
SIGNATURE:
DATE: