



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA Country Health Service		Position No:	614387
Division:	South West	Title:	Registrar – Service – General Medicine
Branch:	Bunbury Hospital	Classification:	MP Year 1-7
Section:	General Medicine	Award/Agreement	Medical Practitioners Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To

Title:	Head of General Medicine
Classification:	MP Year 1-9
Position No:	615672



Responsible To

Title:	Consultant – Physician – General Medicine
Classification:	MP Year 1-9
Position No:	610104



This position

Title:	Registrar – Service – General Medicine
Classification:	MP Year 1-7
Position No:	614387



OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

<u>Title</u>

Positions under direct supervision:	<input type="checkbox"/> Other positions under control:														
<table border="1"> <thead> <tr> <th>Position No.</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td></td> <td>Resident Medical Officer</td> </tr> <tr> <td></td> <td>Interns</td> </tr> </tbody> </table>	Position No.	Title		Resident Medical Officer		Interns	<table border="1"> <thead> <tr> <th>Category</th> <th>Number</th> </tr> </thead> <tbody> <tr> <td colspan="2" style="text-align: center;"> WA Country Health Service South West </td> </tr> <tr> <td colspan="2" style="text-align: center;"> 21 June 2021 </td> </tr> <tr> <td colspan="2" style="text-align: center;"> REGISTERED </td> </tr> </tbody> </table>	Category	Number	WA Country Health Service South West		21 June 2021		REGISTERED	
Position No.	Title														
	Resident Medical Officer														
	Interns														
Category	Number														
WA Country Health Service South West															
21 June 2021															
REGISTERED															

Section 3 – KEY RESPONSIBILITIES

Provides a high standard of medical care to patients in Bunbury Hospital. Promote maintenance of clinical standards and quality of care.

TITLE	Registrar – Service – General Medicine	POSITION NO	614387
		CLASSIFICATION	MP Year 1-7



The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle almost as many births as the State's major maternity hospital – and 40% of the State's emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing.

Our dedicated and committed staff work hard to fulfil our vision of Healthier country communities through partnerships and innovation, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

**WA Country Health Service
South West**

21 June 2021

REGISTERED

OUR MISSION

To deliver and advance high quality care for country WA communities

OUR VISION

To be a global leader in rural and remote healthcare

OUR STRATEGIC PRIORITIES

- Caring for our patients*** - Providing safe, patient-centred care, ensuring the needs of our patients are at the core of everything we do
- Addressing disadvantage and inequity*** - Delivering focussed and accessible services for those who need it most
- Building healthy, thriving communities*** - Supporting country people to be as healthy as they can be and continuing to play our part in the economic and social viability of country communities
- Delivering value and sustainability*** - Ensuring that the services we provide are sustainable and we are transparent about our performance
- Enabling our staff*** - Supporting our staff to deliver great care, empowering them to learn, grow, innovate and lead
- Leading innovation and technology*** - Embracing innovation and technology to create a safer, more connected and equitable health system
- Collaborating with our partners*** - Partnering to deliver more integrated services that improve patient outcomes and experience, giving consumers more choice and control

OUR VALUES

- Community*** – We live and work in country communities. We are invested in the health, wellness and viability of country communities and the vibrancy, diversity and future of country WA.
- Compassion*** – We are inclusive, respectful, and considerate. We care deeply about the people in our care and country communities.
- Quality*** – We provide safe, high-quality care, constantly striving to innovate, improve and achieve trust in our care.
- Integrity*** – We bring honesty, collaboration and professionalism to everything that we do.
- Equity*** – We are passionate about fairness in healthcare for all Western Australians, especially the most vulnerable and disadvantaged people and communities.
- Curiosity*** – We continually enquire and seek to understand, using the best evidence, insight and research to improve care.

TITLE	Registrar – Service – General Medicine	POSITION NO	614387
		CLASSIFICATION	MP Year 1-7

Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	CLINICAL DUTIES		
1.1	Responsible for the clinical care of patients under the supervision of senior medical staff including: a) attending to patient in order of medical urgency. b) taking history of full medical examinations of new admissions and arranging appropriate investigations and assisting with medical procedures as required. c) managing medical conditions according to acceptable clinical standards under supervision of senior registrars and consultants. d) collaborating with other medical, nursing staff and multidisciplinary team members to facilitate patient management. e) communicating with family, outside medical practitioners, and/or community services concerning patient management		
1.2	Document clinical notes throughout each episode of patient care and at the time of discharge to meet medical record standards.		
1.3	Manages patients and documents with regard to risk management principles.		
1.4	Participate in after hours and weekend rosters.		
1.5	Provide clinical supervision and teaching to medical colleagues.		
1.6	Involvement in the outpatient clinics as directed.		
2.0	ADMINISTRATIVE DUTIES		
2.1	Participate in data collection, clinical audits, clinical risk management and Quality Assurance Program activities.		
2.2	Liaises with external agencies and Community Services including Royal Flying Doctor Service, Police, St John Ambulance, etc. as directed by the HoD or Director Medical Services.		
2.3	Participate in special projects such as disaster planning, clinical pathway design, etc. as directed by the HoD or Medical Director.		
2.4	Prepare medical reports in liaison with senior medical staff.		
2.5	Participate in performance management activities and maintain and update professional knowledge.		
3.0	TRAINING RESPONSIBILITIES		
3.1	Monitor your own performance and seek assistance from your senior staff or Consultant if uncertain about any aspect of your clinical work.		
3.2	Attend teaching sessions as directed.		
3.3	Assist in the teaching of medical students and medical colleagues, as directed.		
3.4	Participate in research and clinical audits as directed.		
4.0	OTHER		
4.1	Other duties as directed.		
	The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.		

<p>WA Country Health Service South West</p> <p>21 June 2021</p> <p>REGISTERED</p>
--

TITLE	Registrar – Service – General Medicine	POSITION NO	614387
		CLASSIFICATION	MP Year 1-7

Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Eligible for registration with the Medical Board of Australia.
2. Demonstrated clinical and procedural experience.
3. Ability to provide teaching, supervision and training support.
4. Demonstrated well developed communication and interpersonal skills.
5. Ability to work in a multidisciplinary team environment.
6. Demonstrated organisational and time management skills.
7. Demonstrated commitment to clinical governance within health care
8. Demonstrated understanding and knowledge of Aboriginal Cultural respect framework.

DESIRABLE

1. Demonstrated experience as a medical practitioner within the Australian or equivalent health system.
2. Demonstrated commitment to ongoing education and research.
3. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

Section 6 – APPOINTMENT FACTORS

Location	Bunbury	Accommodation	As determined by the WA Country Health Service Policy
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> • Evidence of registration by the Medical Board of Australia must be provided prior to commencement. • Provision of the minimum identity proofing requirements. • Successful Criminal Record Screening clearance. • Successful Pre- Employment Health Assessment. • Successful WA Health Integrity Check. • This position is subject to a Working With Children (WWC) Check. This is a compulsory check for people who carry out child-related work in Western Australia and completion of training for Mandatory Reporting of Child Sexual Abuse. 		
Specialised equipment operated			

Section 7 – CERTIFICATION

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

Signature and Date: ____/____/____
Executive Services

Signature and Date: ____/____/____
Chief Executive Officer

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

Name	Signature	Date Appointed	Date Signed

**WA Country Health Service
South West**

21 June 2021

REGISTERED