

POSITION DESCRIPTION

Position Title:	Urology Unaccredited Registrar
Award Classification:	As per AMA / DIT Award
Award / Agreement Name:	Victorian Public Health Sector (AMA Vic) – Doctors in Training – Multi-Enterprise Agreement 2022 -2026 (Commonly known as “AMA Victoria DIT Agreement”)
Position Reports to:	Chief Medical Officer, Eastern Health. Director Medical Services, Workforce & Wellbeing. Heads of Unit / Consultants / Registrars.

EASTERN HEALTH – GREAT CARE, EVERYWHERE, EVERY TIME

Eastern Health is one of Melbourne’s largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and statewide services to people and communities that are diverse in culture, age and socio- economic status, population and healthcare needs



1. POSITION PURPOSE

- The Urology Registrar is responsible, in conjunction with the Urological Surgeons for the continuing care of all Urology patients within their unit.
- The Urology Registrar is responsible for ensuring that patients are reviewed daily and that regular medical progress notes are documented in the medical record.
- The Urology Registrar will attend all formal rounds, outpatient and theatre sessions as rostered
- and as directed from time to time by the Surgeons of the Unit.
- The Urology Registrar is responsible for appropriate communication with patient, family and other staff involved in patient care. Where possible, within rostered hours, attend surgical ward meetings.
- The Registrar is responsible for supporting and supervising the work of the units HMOs including ensuring and if necessary assisting in the production of timely and accurate discharge summaries.
- The Registrar is to be contactable when on duty or on call by agreed upon methods of communication.
- The Registrar will ensure that all errors or incidents are reported using the Victorian Health Incident Management System and will complete as part of any audit the organisational Mortality and Morbidity reporting tool.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

- Develop skills in assessing and managing urology patients presenting to the Emergency Department.
- Develop skills in assessing and managing urology inpatients via ward rounds and resident supervision on the wards.
- Develop skills in assessing and managing urology patients in the outpatient clinic.
- Develop operating skills in a supervised environment of both elective and critical urological patients.
- Develop skills in organising and coordinating patients' waiting list arrangements for elective operations and theatre list bookings.
- Attend Outpatient clinics at Box Hill, Maroondah Hospital, Angliss Hospital and Yarra Ranges..
- Develop improved urology knowledge via self-directed education.
- Participate and co-ordinate educational tutorials for the HMO's.
- Participate in the after hours On Call roster.
- Develop skills in performing audits of the urology departments' operative and non-operative patients.
- Develop skills in organising and conducting multi-disciplinary meetings and clinical case conferences.
- Develop knowledge and organise urology equipment for surgery.
- Conduct telephone enquires from referring GP's.
- Co-ordinate research activities both within and between the urology unit and other units.
- Liaise with other units to facilitate combined cases.

3. SAFE PRACTICE AND ENVIRONMENT

Occupational Health and Safety

Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensation (WIRC) Act 2013.

4. TRAINING AND DEVELOPMENT

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

5. QUALITY

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centered care.

6. CONFIDENTIALITY

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2001.

7. EQUAL EMPLOYMENT OPPORTUNITY

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

8. PERFORMANCE DEVELOPMENT

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

9. ATTACHMENTS

Attachment 1 & 2 Key Selection Criteria

10. NOTE

Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.

Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.

Vaccination against infectious disease is a mandatory requirement of this role. An offer of employment is conditional on you providing evidence that you are currently vaccinated against COVID-19, prior to commencing employment.

Signed: _____ Date: ____/____/____

Manager

INCUMBENT STATEMENT

I _____ (Incumbent Name) have read, understood and
accepted the above Position Description and associated Attachments.

Signed: _____ Date: ____/____/____

ATTACHMENT 1

KEY SELECTION CRITERIA

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- Must hold a MBBS or equivalent degree and be generally registered as a Medical Practitioner with the Australian Health Practitioner Regulation Agency (AHPRA)
- A minimum of three years experience within the Australian Hospital system.
- A demonstrated interest in Urology
- This position is part of the Eastern Health Urology Department and will rotate between all campuses of Eastern Health.

ATTACHMENT 2

Key Result Areas / Key Performance Indicators

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- Appropriate management of patients in accordance with Hospital policies and protocols.
- Supervision, education and training of Junior Medical Staff.,
- Timely and appropriate communication with the supervising Consultant, advising him/her of critically ill patients and new admission.
- Accurate, timely and appropriate documentation.
- Organisation of efficient daily ward rounds
- Timely assessment of patients in the Emergency department, and other departments, requiring review.
- Hand over of patients to the on-call and cover staff at the end of each shift
- Supervise the quality of discharge summaries and ensure that these are completed on the day of patient's discharge from hospital,
- Development and maintenance of good communication with the nursing and allied health staff.
- Participation in quality improvement activities relevant to the unit and presentation of findings to appropriate meetings.
- Attendance and participation in unit and hospital educational activities, including undergraduate student teaching
- Maintain professional behaviour at all times, as per Eastern Health Guidelines
- Notify relevant members of the unit regarding illness, or situations arising that may require additional support or time away from the workplace