

Eastern Health

POSITION DESCRIPTION

Position Title:	Psychiatry Registrar First Year Trainee
Award Classification:	As per AMA / DIT Award
Award / Agreement Name:	Doctors in Training (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement 2022-2026 (Commonly known as “AMA Victoria DIT Agreement 2022”)
Position Reports to:	Clinical Directors and Psychiatrists for clinical matters, and Chief Medical Officer, Eastern Health for medical professional matters.

EASTERN HEALTH – HEALTHIER TOGETHER

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 Registrar/Medical Officer is accountable for the delivery of clinical services to the patients of the AMHS through providing high quality clinical services, contributing to service evaluation and research and displaying a commitment to ongoing learning and professional development in psychiatry.

The Registrar/Hospital Medical Officer is responsible for:

- Coordinating and documenting the admission, management and discharge planning of patients admitted to his/her unit
- The day-to-day assessment and management of the patients in his/her unit
- Discharge planning, including preparation of a discharge summary and other components of handover
- Decisions concerning the patients should be executed through the Registrar/Hospital Medical Officer

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

See Attachments for duties and responsibilities

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 Compensations (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. EASTERN HEALTH'S PROMISE

Our promise to our communities, patients, consumers and staff is that we will be **HEALTHIER TOGETHER**. Bolder than a vision for the future, our promise calls us to action. We know that working together is the only way we can achieve what is necessary for a healthier future.

Our values are ones in action and are the behaviours that matter most.

- Respect for all
- Safe always
- Partnering in care
- Learning and improving everyday

Learning from the challenges of the past and looking to the future, we understand that we are building towards a more engaged, more reliable, always safe health service in partnership with our people to improve every day.

10. ATTACHMENTS

- Attachment 1 Key Selection Criteria

11. 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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Quality Care

- *Contribute to the provision of an appropriate biopsychosocial assessment process that allows for a valid diagnosis, development of an achievable individual service plan and multimodal case planning that is evidence based and effective.*
- *Enhance coordinated care by ensuring prompt, high quality documentation (including timely discharge summaries) in clinical files and appropriate reports to other clinicians or services involved in the client's care, in accordance with current Privacy legislation and directives.*
- *Respond to requests for crisis response (in A&E, hospital wards and OE area community) by providing assistance both within hours and when on-call or doing rostered overtime at the direction of the Consultant Psychiatrist or Team Leader.*
- *Being professional and accountable for time usage via the appropriate documentation of statistics and maintaining membership of appropriate professional bodies.*
- *Ensure to adhere and comply with relevant legislation e.g. MH Act.*
- *Ensure the development of appropriate structures, policies and procedures for rational resource allocation and safe practice in line with government policy, legislation, and EH MHP frameworks.*
- *Adhere to and comply with relevant legislation i.e. Mental Health Act.*

Professional Practice and Education

- *Responsible for supporting the function of the multidisciplinary team.*
- *Participate in performance appraisal (6 monthly) with the Consultant psychiatrist and the Clinical Directors.*
- *Participate in regular supervision, formal training courses and mandatory training (eg Risk Assessment and MSE) for the programme and hospital accreditation.*
- *Ensure all activities undertaken comply with the framework of Eastern Health, Mental Health Service.*
- *Participation in self annual performance process, including a training and professional development plan.*
- *Adhere to the Equal Opportunity policies and practices of the Health service. Discriminatory practices including sexual harassment are unlawful. The Health service will not tolerate any such behaviour and any such conduct may lead to invoking of the disciplinary policy and procedure.*
- *Provide and maintain so far as is practicable a working environment that is safe and without risk to health care. Take care of own health and safety and that of any person who may be affected by your acts or omissions at the workplace. Understand your responsibilities in accordance with OH&S legislation and the Accident Compensation (Work Cover) Act 1992.*
- *Contribute to the learning community within the team and service that supports safe and effective practice, ongoing learning, professional development and adaptation.*
- *Contribute to service provision by involvement in appropriate qualitative outcome measures, research and other activities within the service.*

- *Other duties, including covering ill or absent colleagues, as directed by the Clinical Director.*
- *Display a commitment to practice development within psychiatry.*
- *Eligibility for registration as a medical practitioner with the Medical Board of Australia.*
- *Demonstrate an ability to work in a multidisciplinary team and to effectively communicate and collaborate with colleagues in other service areas.*
- *Punctuality in attendance.*
- *Adherence to and compliance with relevant legislation i.e. Mental Health Act*
- *Excellence in medical documentation.*
- *Undertaking of specific tasks under the portfolio/s for administrative work, audit, patient safety and clinical guideline development, teaching and research as allocated by the Executive Clinical Director, Adult Mental Health & Alcohol and Drug Service, Eastern Health.*
- *Representation of the Adult Mental Health & Alcohol and Drug Service internally within Eastern Health and externally in the broader health system.*
- *Professional and high standard working relationship with all staff in the Adult Mental Health & Alcohol and Drug Service and Eastern Health.*
- *Participation in the after hours and on call roster.*
- *Compliance with Eastern Health policies.*

Aboriginal & Torres Strait Islander Candidates

Eastern Health's Aboriginal Workforce Plan 2023 – 2026 has recently been released. With a strong focus on cultural safety and belonging, actions included in the Workforce Plan provide practical supports for all Aboriginal and/or Torres Strait Islander staff.

An Aboriginal Employment Coordinator is available to ensure each person has culturally safe and positive employee experiences which foster belonging and access to diverse experiences and career pathways.

Should you require further information regarding this position or support to complete an application, please contact the Recruitment Manager for this position or Eastern Health's Aboriginal Employment Coordinator at Aboriginal.Workforce@easternhealth.org.au