

Eastern Health

POSITION DESCRIPTION

Position Title:	Intensive Care 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 – 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 ICU Registrar is responsible for coordinating and documenting the admission, management and discharge planning of patients admitted to the ICU in consultation with the Senior Registrar or ICU Consultant.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

The duties in this position description cannot be fulfilled by practitioners with Level 1 supervision.

Patient Care

- Complete a comprehensive patient history by obtaining a history from the patient and from other relevant sources (e.g. family, medical record, general practitioner, and other medical specialists).
- Document the full history, physical examination and progress notes as appropriate to the patient's circumstances. These records must be completed in an electronic format to facilitate the ICU discharge summary and progress notes used on discharge from the ICU. Additionally, there may be a requirement to enter progress notes in the paper medical record.
- Formulate a management plan for each patient in conjunction with the Senior Registrar or ICU Consultant.
- Ensure that appropriate investigations are ordered and checked and that the management plan is altered as necessary.
- Carefully record Acute Physiology And Chronic Health Evaluation (APACHE) data on every patient admitted.
- Document a discharge plan containing clearly identified and attainable goals.

Organisation

- Prioritise your work, ensuring that the most urgent tasks are undertaken first. Prepare for each ward round by ensuring all necessary paperwork and charts are completed and the electronic progress notes are updated as necessary to assist the oncoming Registrar.
- Attend the formal twice daily ward rounds in a timely manner. The Senior Registrar is the first contact for any patient issue you have by day and ICU Consultant for after-hours issues. Notify the ICU Consultant of any new admissions, serious change in a patient's condition, unplanned discharges or a patient's death.
- Develop and maintain good communication with Nursing and Allied Health staff. Be especially aware of the need for culturally sensitive communication with patients, families and other care providers. Ensure that the patient's relatives are aware of the patient's progress.
- Communicate with doctors in the patient's Parent Unit; especially about discharge plans and post discharge follow up.

Ensure that discharge medication is written up for discharge and the discharge summary is completed electronically. Notify all relevant doctors involved in the patient's care on the day of discharge to ensure no loss of continuity of care.

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. 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 & 2 Key Selection Criteria
- Attachment 3 Rostering example

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

Position Title:	Intensive Care Registrar
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Essential

- Must hold a MBBS or equivalent degree and be provisionally registered as a Medical Practitioner with the Australian Health Practitioner Regulation Agency (AHPRA).
- A minimum of 3 years’ experience in the Australian Health Care System, or equivalent healthcare system, and preferably significant experience in acute medicine including, General Medicine, Intensive Care of Anaesthesiology.
- Australian Citizenship or permanent residency is desirable.
- Participation in after hours and weekend rosters.

Desirable

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

ATTACHMENT 2

KEY SELECTION CRITERIA

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Essential

- Prioritisation of work, rounds ensuring all necessary paperwork and charts are completed and the electronic progress notes are updated as necessary to assist the oncoming Registrar.
- Attendance at the formal twice daily ward rounds in a timely manner.
- Development and maintenance of good communication skills with nursing and allied health staff.
- Aware of the need for culturally sensitive communication with patients, families and other care providers.
- Communication with doctors in the patient’s Parent Unit; especially about discharge plans and post discharge follow up.
- Supervision, education and Training of Junior Medical Staff

Education

- Attendance all appropriate education meetings and Unit Education sessions
- Development of a learning plan for the rotation, covering technical skills development and management of specific conditions.
- ensuring the most urgent tasks are undertaken first.
- Preparation for ward

ATTACHMENT 2

ROSTER EXAMPLE

Position Title:	Intensive Care Registrar
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Rosters provide good clinical continuity and opportunity for rest.

Box Hill Registrar

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Day	Ev	N	TT	TTe	Nc	Weekly Hours
Registrar 1	Day	Day		TT	Non-clinical	OCCO	OCCO	2	0	0	1	0	1	38h
Registrar 2	Leave Cover							0	0	0	0	0	0	
Registrar 3	Leave Cover							0	0	0	0	0	0	
Registrar 4		TT	Day	Day	Day			3	0	0	1	0	0	42h 30m
Registrar 5	TT	Night	Night	Night				0	0	3	1	0	0	44h
Registrar 6				TT	Night	Night	Night	0	0	3	1	0	0	44h
Registrar 7	Night			TT		Day	Day	2	0	1	1	0	0	43h
Registrar 8	Day	Day	Day	TT				3	0	0	1	0	0	42h 30m
Registrar 9	Evening	Evening	Evening	TT & Evening	Evening			0	4	0	0	1	0	43h
Registrar 10				TT	Day	Day	Day	3	0	0	1	0	0	42h 30m
M Neugebauer				Day				1	0	0	0	0	0	12h 30m
Total Overtime Hours														2h

Maroondah

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Day	Ev	N	DTT	TTe	Nc	Weekly Hours
Registrar 1	Day	Day		Short Day & TT	Non-clinical	OCCO	OCCO	2	0	0	1	0	1	42h
Registrar 2	Leave Cover							0	0	0	0	0	0	
Registrar 3		TT	Day	Day	Day			3	0	0	1	0	0	42h 30m
Registrar 4	TT	Night	Night	Night				0	0	3	0	1	0	44h
Registrar 5				TT	Night	Night	Night	0	0	3	0	1	0	44h
Registrar 6	Night			TT		Day	Day	2	0	1	0	1	0	43h
Registrar 7	Day	Day	Day	TT				3	0	0	1	0	0	42h 30m
Registrar 8	Evening	Evening	Evening	TT & Evening	Evening			0	4	0	0	1	0	43h
Registrar 9				TT	Day	Day	Day	3	0	0	1	0	0	42h 30m
Total Overtime Hours														2h

Shift Definitions

	Start Time	End time	Hours
Day	8:00	20:30	12h 30m
Evening	16:00	9:00	8h 0m
Night	20:00	9:00	13h 0m
Short Day	8:00	16:00	8h 0m
Medium Day	8:00	18:00	10h 0m
Short Day & TT	8:00	17:00	9h 0m
Training Time (TT)	13:00	17:00	5h 0m
Training Time (TT) and Evening	13:00	9:00	11h 0m
Non-clinical	9:00	17:00	8h 0m
Max allowed weekly hours			43h 0m

Angliss

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Day	Ev	N	TT	TTe	Nc	Weekly Hours
Registrar 1	Day	Day	Non-clinical	TT	OCCO	OCCO	OCCO	2	0	0	1	0	1	38h
Registrar 2		TT	Day	Day	Day			3	0	0	1	0	0	42h 30m
Registrar 3	TT	Night	Night	Night				0	0	3	1	0	0	44h
Registrar 4				TT	Night	Night	Night	0	0	3	1	0	0	44h
Registrar 5	Night			TT		Day	Day	2	0	1	1	0	0	43h
Total Overtime Hours														2h