Position Description

Position Title:	Medical Administration Registrar
Classification & Salary Range:	As per AMA / DIT Award HM25 to HM30 $129,048 to $177,622 per annum
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 Directors of Medical Services Heads of Unit / Consultants / Registrars
Last Updated:	September 2026

Position purpose

The Medical Administration Registrar will work under the direction of the Chief Medical Officer (CMO) in areas relating to medical profession and clinical governance. This will include partnering with the following additional directorates:

- The Eastern Health institute
- The Medical Workforce Unit
- The Medico-legal Office
- Digital and ICT, including EMR

Portfolios and tasks will be tailored to the seniority and experience of the individual, and will consider appropriate exposure to training opportunities for the individual.

Major duties and/or responsibilities

The Executive Director, Medical and clinical Governance oversees clinical governance and accreditation, clinical risk management, and medical professional practice across all Eastern Health sites in Melbourne's eastern metropolitan region. The administration registrar will support these activities by working closely with the CMO, four directors of medical services and director of clinical governance and accreditation. This will include:

- Supporting the development and implementation of clinical and related policy, protocols and guidelines which are relevant to medical staff.
- Assisting with adverse events requiring an in-depth case review or Root Cause Analysis.
- Critically evaluating information and apply where relevant to matters associated with medical management.
- Supporting quality improvement priorities within Eastern Health Programs.
- Supporting the Programs to develop systems to audit, analyse and monitor their clinical care in relation to patient outcomes including mortality and morbidity review, VIHMS reports and critical incident investigations.
- Participation in projects and other activities which will lead to improvements in Clinical Governance.
- Providing medical input into investigations of critical incidents.

- Participate in the provision of advice on medico-legal issues.
- Provide medico-legal reports when required.
- Assist in preparation of depositions to the Coroner as appropriate.

Operational input into the business as usual in the Medical Workforce Unit (MWU)

The Eastern Health Medical Workforce Unit provides service to over 600 junior medical staff and approximately 900 senior medical staff.

In their role as administration registrar the incumbent will be involved in:

- Recruitment – participating in the process of identifying workforce needs and assisting in the recruitment and interviewing of individual positions and bulk intakes.
- Contracting – understanding the current medical awards and developing knowledge of contracting.
- Credentialing – participating in the credentialing cycle and how a “scope of practice” is determined.
- Rostering – Developing an understanding of the principles of rostering and helping design cost efficient rosters which comply with college training requirements.
- Identifying clinical - risk “hot-spots” and developing business cases for the allocation/hiring of appropriate medical staff to these units.
- Assisting with appropriate and effective communication to medical staff about the health service’s goals and emergent issues (e.g. to assist the Junior Medical Staff Forum with secretarial assistance).
- Demonstrate leadership and enunciate appropriate culture to medical staff.

Operational input into medical education related activities coordinated by the Eastern Health Institute Medical Education

- Supporting the Postgraduate Medical Education Unit with prevocational doctor and IMG education and wellbeing
- Support Clinical Directors to ensure mandatory training requirements of the medical staff are completed
- Ensure that junior medical staff are educated about their responsibilities in regards to reports to the Coroner, death certificates and sick certificates

Key Selection Criteria

Essential Selection Criteria:

- Candidacy of the Royal Australasian College of Medical Administrators (RACMA)
- At least 3 years of clinical experience

Desirable Selection Criteria:

- At least one year of RACMA accredited medical management experience

Demonstrated abilities in the following domains:

- Communication
    - Ability to use effective strategies to convey and exchange information and communicate with a diverse range of stakeholders to develop solutions to complex health system issues.

- Ethics and Professionalism
  - Demonstrates a commitment to ethical practice and able to apply tenets of ethical practice to medical management scenarios in the acute health care sector.
  - Has a sound understanding of processes associated with clinical risk management in the acute health care sector.
- Medical and Health System Expertise
  - Has an adequate theoretical understanding of the RACMA competencies as they apply in the acute health care sector.
  - Has an understanding of the electronic medical world and its challenges, strengths and weaknesses.
- Learning, Teaching and Informed Decision Making
  - Has demonstrated ability to critically evaluate relevant information and apply to medical management Issues.
  - Ability to facilitate the learning of other clinicians regarding medical management issues.
  - Demonstrated commitment to own learning and development.
- Health Advocacy and Cultural Safety
  - Demonstrated ability to actively advocate for improvements in health care.
- Medical Management
  - Has (and is committed to further developing) an understanding of organization wide management and leadership practices associated with the delivery of clinical care.
  - Sound understanding of the appropriate allocation of finite health resources.
  - Understanding of financial issue in the acute health care sector.
- Medical Leadership
  - Effective influence, management and leadership of change and innovation to facilitate health system improvements.
  - Demonstrates respectful and compassionate leadership, promoting a positive culture.
- Collaboration and Teamwork
  - Demonstrated ability to work in collaboration with members of interdisciplinary teams.
  - Demonstrated ability to engage clinicians in medical management issues.

Qualifications

- A medical qualification (MBBS or equivalent) which is recognised for registration by the Australian Health Practitioners Registration Authority
- Working towards or having completed a relevant postgraduate management qualification

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. Read more about Eastern Health's strategic goals here.

Our Commitment to Diversity, Equity & Inclusion

Eastern Health is committed to creating a diverse and inclusive environment that welcomes and values all people. We recognise that diversity is essential in ensuring Eastern Health provides the best service to its consumers.

Aboriginal and/or Torres Strait Islander peoples, people from the LGBTIQA+ community, people living with disability and those from a culturally and linguistically diverse background, are strongly encouraged to apply.

For more information, please click here.

Aboriginal and Torres Strait Islander Candidates

Eastern Health's First Nations Employment Plan 2026 – 2028 was released in July 2026. With a strong focus on cultural safety and belonging, actions included in the Employment Plan provide practical supports for all Aboriginal and Torres Strait Islander people.

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.

For support, please contact our Aboriginal Employment Coordinator, Aboriginal.Workforce@easternhealth.org.au

Important Information

All new and existing employees are committed to the following in order to uphold Eastern Health's Promise and Values

- Uphold confidentiality as per the Privacy Act 2000 and the Health Records Act 2001
- Comply with Eastern Health code of conduct and Policy and Procedures
- Comply with Eastern Health performance standards and industry professional standards
- Participate in continuous monitoring an improvement
- Comply with legislation and accreditation standards
- Ensure service and care is consistent with the Eastern Health approach to patient and family centred care
- Eastern Health is a child safe organisation, committed to promoting the wellbeing and cultural safety of Aboriginal children, children with disabilities and all children in their diversity. More information here

Occupational Health and Safety, Quality and Improvement

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, particularly 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.

Eastern Health employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:

- Participating in and actively contributing to quality improvement programs
- Complying with the requirements of the National Safety & Quality Health Service Standards
- Complying with all relevant clinical and/or competency standards
- Complying with the principles of Patient and Family Centred Care that relate to this position

For more information about Quality and Safety please click here or for Staff Wellbeing please click here.

Eastern Health is a child safe organisation, committed to promoting the wellbeing and cultural safety of Aboriginal children, children with disabilities and all children in their diversity.

Final 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.

Application Support

If you require supports or adjustments with submitting your application or throughout the recruitment process, you are welcome to contact the hiring manager or the Talent Acquisition Team on (03) 9955 7555 option 1 (for current employees please select option 2).

Candidate statement:

I _____ have read, understood and accepted the above Position Description and associated Attachments.

Signed: _____ Date: _____