

1. General Information

Position Title:	Medical Administration Registrar
Division/Department:	Academic and Medical Services
Position Reports to:	Deputy Chief Medical Officer
Enterprise/Individual Agreement:	Individual Agreement
Classification/Grade:	Not Applicable (in alignment with Doctors in Training EBA)
Location:	Epworth Corporate Office, Richmond
Employment Status:	12 months full time (1FTE)
Key Relationships - internal and external	Chief Medical Officer Executive Director Clinical Services/Chief Nursing Officer Divisional Medical Directors, Specialist and Junior Medical Practitioners, Group Manager Medical Workforce Directors of Clinical Institutes, Divisional Executive Directors, Academic and Medical Services Staff External relationships include, but are not limited to: Specialist Medical Colleges

2. Overview of Epworth HealthCare

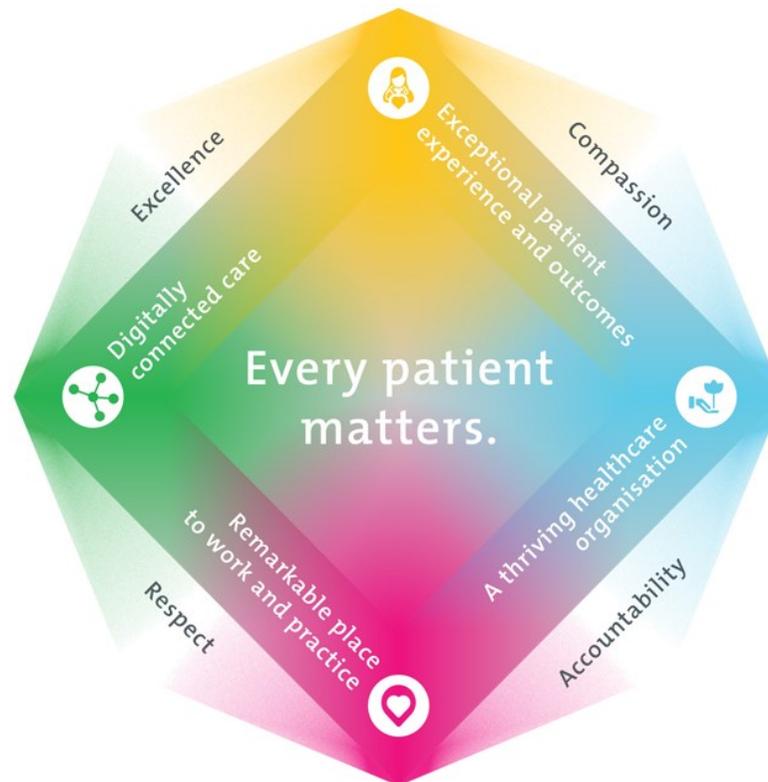
Epworth HealthCare is Victoria's largest not-for-profit private health care group, renowned for excellence in diagnosis, treatment, care and rehabilitation. Epworth is an innovator in Australia's health system, embracing the latest in evidence-based medicine to pioneer treatments and services for our patients.

Epworth's values define our approach and our delivery. We pride ourselves on communicating our values and delivering on them in a real and meaningful way. Our Values are Compassion, Accountability, Respect and Excellence. More information can be found on the [Epworth website](#).

Epworth's purpose is Every Patient Matters.

Our Vision is Delivering another 100 years of exceptional healthcare and innovation to the Victorian community.

3. Epworth HealthCare Strategy



All roles are linked to the Epworth strategy and are fundamental in achieving its vision and purpose.

Exceptional patient experience and outcomes - To empower our patients and deliver compassionate, expert and coordinated care.

A thriving healthcare organisation - To adapt and grow in a changing healthcare landscape by delivering a unique private not-for-profit healthcare organisation.

Remarkable place to work and practice - To ensure Epworth is an outstanding place to work and practice through a culture of care and investment in our people.

Digitally connected care - To innovate and improve the digital experience, interactions and outcomes for our patients, staff and doctors.

4. Purpose of the Position

To provide professional leadership and clinical guidance in relation to strategic and operational projects, with a focus on medical aspects. In particular these involve the following areas:

- Clinical governance and medical audit
- Clinical risk and incident management
- Clinical services planning
- Patient safety, quality improvement and change management
- Performance appraisals/management of medical practitioners
- Medico-legal management and coronial inquiries
- Medical appointments and credentialing
- Financial management
- New medical technologies and clinical practices
- Medical education, training and medical staff development
- Medical workforce planning

The role is integrated within the Academic and Medical Services portfolio, and may be expanded to include/ be based across relevant Epworth Divisions as appropriate. There is a focus on medical management within the context of Epworth’s vision to deliver “exceptional care and innovation to the Victorian community”.

5. Clinical Governance Framework

This role is required to put into practice the Clinical Governance Framework at Epworth as every employee is accountable for ensuring that our patients and community receive safe, high quality and person-centred care in every interaction with Epworth. This is achieved through active participation in the five domains of clinical governance at Epworth:

Clinical Governance Domain	Role
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Leadership and culture	Promote and participate in a supportive, fair and transparent culture where lessons from previous outcomes are learned and patient safety and quality is a priority at all levels of the organisation.
Consumer Partnerships	Understand and where relevant, ensure that each patient is actively involved in their own care and treatment including families/carers wherever possible.
Effective Workforce	Develop and maintain one's own competency, skills and knowledge to ensure high quality service provision and care.
Clinical Safety and Effectiveness	Understand and where relevant, ensure, that the right care is provided to the right person at the right time, in the right place and patient outcomes are monitored and improved.
Risk Management	Be responsible for identifying and reporting risks, hazards and near misses for people in our care and participating in risk mitigation strategies.

6. Key Accountabilities

Under the supervision of the Deputy Chief Medical Officer:

- Provide professional support to medical staff across all Epworth sites
- Provide medical management advice to senior staff as appropriate
- Assist with and (where appropriate) lead clinical governance processes, including clinical audit, peer review, key performance indicators, incident investigations, root cause analysis and other patient safety and quality issues
- Assist and (where appropriate) lead change management, quality improvement and patient safety initiatives.
- Assist with and (where appropriate) lead medico-legal matters involving clinical staff including coronial and Ahpra matters
- Advise and assist with medical appointments and credentialing processes
- Advise and assist with processes relating to the introduction of new interventional technologies/clinical practices and prescriber approvals.
- Advise and assist with the planning and management of medical education, training and professional development of medical practitioners
- Engage with stakeholders, and analyse relevant information and evidence in formulating and informing healthcare policies and protocols
- Advocate for patient safety in all strategic and operational areas as indicated
- Assist with budget planning and financial management of medical services
- Assist with the medical workforce planning
- Assist with clinical services planning

KEY RESPONSIBILITIES	MEASURES/KPIs TO BE ACHIEVED
Providing medical leadership to professional staff at Epworth	Under the supervision of the Deputy Chief Medical Officer: <ul style="list-style-type: none"> • Assist in leading and managing strategic clinical services planning and operational projects

Position Description



	<ul style="list-style-type: none"> • Assist in the design and oversight of clinical governance systems, including clinical audit, peer review, key performance indicator analysis, incident investigations, root cause analysis and other patient safety and quality issues • Align competing interests, and resolve inter-personal conflicts in relation to initiatives and change management projects undertaken. • Develop, advocate for and implement strategies to enhance patient care within the work environment
<p>Bring medical input to organisational decision making and implementation of clinical governance systems</p>	<p>Under the supervision of the Deputy Chief Medical Officer:</p> <ul style="list-style-type: none"> • Provide medical management advice to senior staff as appropriate including in the areas of: <ul style="list-style-type: none"> ○ The introduction of new interventional technologies/clinical practices and prescriber approvals. ○ Medical education, training and professional development of medical practitioners ○ Medical appointments and credentialing processes ○ Medico-legal issues • Assist with medical workforce planning • Assist in providing medical input into clinical indicator monitoring, reporting and review processes. • Assist in preparing responses to coronial/ medico-legal/ other investigations • Participate in key committees (e.g. Group Executive Medical Services, Group Clinical Governance Committee)
<p>Engage, communicate and align competing interests in conducting clinical governance initiatives</p>	<ul style="list-style-type: none"> • Facilitate appropriate consultation and negotiate competing stakeholder interests in policy and process reviews. • Employ a range of communication modalities and styles to convey information (and education sessions as relevant) to junior/senior medical and non-medical staff. • Work with senior managers in key policy and legislative reviews (and broaden Epworth’s partnerships with government and non-government stakeholders) • Work effectively and appropriately in an inter-professional healthcare team • Engage in self-directed learning and demonstrate ability to modify behaviour in accordance with critical reflection.
<p>Manage operational oversight of key areas including medical workforce, medical education, hospital finance/budgets and medico-legal matters</p>	<ul style="list-style-type: none"> • Manage and lead a complex patient complaint and/or medical practitioner performance issue and/or an investigative review of a major clinical incident • Assist with junior and senior medical staff credentialing, recruitment and appointment processes. • In collaboration with Director Medical Services, assist in the performance appraisals and management of junior and senior medical staff • Assist with the planning and development of budgets.

<p>Safety and Wellbeing</p> <p>Participate actively and positively in the area of health and safety to reduce all hazards and incidents within the workplace</p> <p>Report all hazards, incidents, injuries and near misses immediately to your manager and log them in RiskMan</p>	<ul style="list-style-type: none"> • Adhere to infection control/personal hygiene precautions • Implement and adhere to Epworth OHS policies, protocols and safe work procedures • Mandatory training completed at agreed frequency
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Overall this position links to the following elements of the Epworth Strategy
Attract and retain excellent specialists who are committed to Epworth
Enable our staff to be their best and give their best
Advance and promote research and education that translates to further improvements in healthcare

7. Position Requirements/Key Selection Criteria

COMPONENT	
Qualifications	<p>Essential</p> <ul style="list-style-type: none"> • Medical Practitioner General or Specialist registration with Ahpra • Enrolment as a candidate with the Royal Australasian College of Medical Administrators. <p>Desirable</p> <ul style="list-style-type: none"> • Sound clinical knowledge, skills and experience in contemporary medical and evidence-based practise of health management. • Evidence of leadership and management skills in clinical settings • Knowledge of and experience in patient safety and quality reviews and implementing hospital quality processes. • Interest in teaching junior medical staff.
Context of Previous Work Experience	<p>Essential</p> <ul style="list-style-type: none"> • Experience in a health care environment. <p>Desirable</p> <ul style="list-style-type: none"> • Experience in working with medical leaders in a private healthcare setting.

Position Description



Required Knowledge and Skills	Essential <ul style="list-style-type: none">• Computer literacy• Ability to work as an effective member of a multidisciplinary team.
Personal Attributes and Values	Essential <ul style="list-style-type: none">• Commitment to accountability, excellence and integrity• Motivated to learn and grow through practical experience and teaching.

Document Control

Date Developed:	Date Last Reviewed:	Developed and Reviewed By (Position Title):
March 2022	May 2025	Deputy Chief Medical Officer

8. Employee Position Declaration

I have read and understand the requirements and expectations of the above Position Description. I agree that I have the physical ability to fulfil the inherent physical requirements of the position, and accept my role in fulfilling the Key Accountabilities. I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

Employee Signature: _____

Print Name: _____ Date: _____