

## 1. General Information

<b>Position Title:</b>	Rehabilitation Registrar (Advanced Trainee)
<b>Division/Department:</b>	Epworth HealthCare – Geelong
<b>Position Reports to:</b>	Associate Professor Michael Vagg, Clinical Supervisor
<b>Enterprise/Individual Agreement:</b>	Individual Employment Agreement.
<b>Classification/Grade:</b>	Registrar (Based on level of accredited training)
<b>Location:</b>	Epworth Geelong
<b>Employment Status:</b>	Fixed Term, 6 – 12 months full time (43 hours per week which includes 5 hours training time)
<b>Key Relationships - internal and external</b>	Internal relationships include but are not limited to: Medical Director, Epworth Geelong Epworth Rehabilitation, Mental Health and Chronic Pain Clinical Institute Director and Executive Members Clinical Supervisors, Unit Head, Senior Medical Staff, Other Registrars and HMOs, Nurse Unit Manager and Nursing staff External relationships include, but are not limited to: Specialist Medical College (RACP)

## 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.

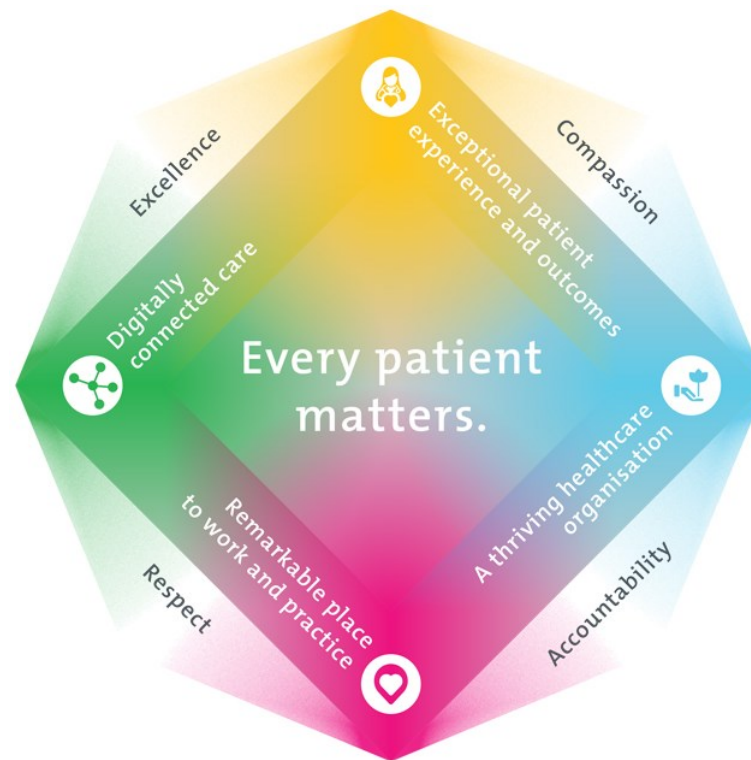
Our Vision is Delivering another 100 years of exceptional healthcare and innovation to the Victorian community. Epworth Rehabilitation as an integral component of Epworth HealthCare and has 270 beds for rehabilitation located at the following campuses:

- Epworth Rehabilitation Richmond 61 beds Epworth

# Position Description

- Epworth Rehabilitation Camberwell 84 beds
- Epworth Rehabilitation Hawthorn 30 beds
- Epworth Rehabilitation Geelong 29 beds

## 3. Epworth HealthCare Strategy



All roles are linked to the Epworth strategy and are fundamental in achieving its vision and purpose.
<b>Exceptional patient experience and outcomes</b> - To empower our patients and deliver compassionate, expert and coordinated care.
<b>A thriving healthcare organisation</b> - To adapt and grow in a changing healthcare landscape by delivering a unique private not-for-profit healthcare organisation.
<b>Remarkable place to work and practice</b> - To ensure Epworth is an outstanding place to work and practice through a culture of care and investment in our people.
<b>Digitally connected care</b> - To innovate and improve the digital experience, interactions and outcomes for our patients, staff and doctors.

## 4. Purpose of the Position

The Royal Australasian College of Physicians (RACP) Advanced Trainee (Registrar) in Rehabilitation Medicine is a full-time 1.0 EFT position based primarily at Epworth Geelong.

The Rehabilitation Registrar will be part of the Epworth Rehabilitation Team which aims to provide an individualised program for patients to achieve optimal functional potential in physical, psychological, emotional, social and community activities of daily living.

The Rehabilitation Registrar Training Position is designed to provide exposure to a wide range of clinical matters pertaining to Rehabilitation in a large complex health environment under the supervision of Rehabilitation Physicians.

The Workload is predominantly musculoskeletal, orthopaedic, neurological and pain management centred within which the number of new admissions varies considerably; maximum 5-6 per day; average 1-3 per day depending on discharges. The Registrar is required to also undertake outpatient clinic review of discharged patients. There are up to 20 inpatients allocated to five of the consultants.

## 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
<i>Leadership and culture</i>	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.
<i>Consumer Partnerships</i>	Understand and where relevant, ensure that each patient is actively involved in their own care and treatment including families/carers wherever possible.
<i>Effective Workforce</i>	Develop and maintain one's own competency, skills and knowledge to ensure high quality service provision and care.
<i>Clinical Safety and Effectiveness</i>	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.
<i>Risk Management</i>	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

KEY RESPONSIBILITIES	MEASURES/KPIs TO BE ACHIEVED
<ul style="list-style-type: none"> <li>• <b>Clinical Responsibilities</b></li> <li>• Patient Assessment and Management: Conduct patient assessments and manage care in consultation with the treating rehabilitation consultant.</li> <li>• Patient Care Coordination: Coordinate care and maintain liaison among various health professionals involved in patient care.</li> <li>• Communication and Liaison: Facilitate communication, feedback, and liaison with family members. Engage extensively with other health professionals, particularly the nursing and allied health multidisciplinary treating team.</li> <li>• Clinical Leadership and Team Involvement: Exhibit clinical leadership in managing and directing patient care processes. Actively participate in case</li> </ul>	<ul style="list-style-type: none"> <li>• Timely and accurate patient assessments.</li> <li>• Demonstrate leadership in complex patient situations.</li> <li>• Actively participate in meetings.</li> </ul>

<p>conferences, family meetings, and discharge planning to ensure cohesive and comprehensive patient care.</p>	
<p><b>Registrar Education</b></p> <ul style="list-style-type: none"> <li>• Participation in Educational Programs including:</li> <li>• Weekly clinical meetings</li> <li>• Clinical audit sessions</li> <li>• Regular graduate and postgraduate teaching seminars</li> <li>• Attendance at frequent national and occasional international symposia</li> <li>• These sessions are integral for continuing professional development and are available to health professionals across all disciplines.</li> <li>• Engagement in Rehabilitation Trainee Specific Activities:</li> <li>• Weekly tutorials in joint sessions with other Registrars at the Richmond campus.</li> <li>• Regular contact with the five permanent senior rehabilitation physicians as arranged.</li> <li>• Active involvement in the monthly Australasian Faculty of Rehabilitation Medicine (AFRM) training program.</li> <li>• Performance review will be undertaken at regular intervals as determined by the relevant training program and/or at least every 3 months. It is your responsibility to seek regular feedback on your progress with your consultant primarily, but also from other members of the team, especially the nurse unit managers on your wards.</li> <li>• Participation in trial examinations organized by Epworth Rehabilitation to prepare for formal assessments.</li> </ul>	<ul style="list-style-type: none"> <li>• Consistent attendance, punctuality, active engagement, and participation in all required meetings.</li> <li>• Make timely appointments mid-term and end-term to with consultants to facilitate feedback.</li> </ul>
<p><b>Administration Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Discharge Summaries: Complete discharge summaries for all patients under their care.</li> </ul>	<ul style="list-style-type: none"> <li>• Discharge summaries and documentation completed accurately and within set timeframes.</li> <li>• Timely submission of forms.</li> </ul>

<ul style="list-style-type: none"> <li>• Documentation Accuracy for DRG Coding: At the request of Health Information Services, address and complete details related to co-morbidity and complications in patient records to ensure accurate DRG coding.</li> <li>• Documentation Review: Collaborate with Health Information Services to review and complete documentation for patients with queried co-morbidity/complication records. Attend to these tasks in the HIS Department as requested by the Health Information Services Manager.</li> <li>• Maintain Up-to-Date Contact Information: Ensure that current contact information is always available to the hospital.</li> <li>• Communication of Absences: Notify relevant departments and supervisors in a timely manner of any inability to attend clinical duties or absences during rostered hours, including arrangements for cover.</li> <li>• Timesheet Submission: Accurately submit completed timesheets for each pay period, including any overtime.</li> <li>• Leave Forms: Complete the appropriate forms for annual leave, study/exam leave, and conference leave as needed.</li> </ul>	
<p><b>Prescriptions and Drug Charts</b></p> <p>The Rehabilitation Registrar can write up regular medications, confirm phone orders from consultants and enter such orders into the general chart, write authority prescriptions to facilitate the dispensing of medications to ward patients and to patients on discharge.s</p> <p>The Rehabilitation Registrar can initiate new medication orders but if in doubt should consult the Consultant, the Peri-operative Physician, other attending physicians and other clinicians, in particular Anaesthetists.</p>	<p>Accurate prescribing and compliance with protocols and consultants orders.</p>
<p><b>Customer Service</b></p> <p>Epworth is committed to the provision of excellent customer service to all of our people, customers and stakeholders including patients and external suppliers.</p>	<ul style="list-style-type: none"> <li>• Patient and customer service satisfaction surveys within agreed targets.</li> <li>• Use AIDET principles in all interactions.</li> </ul>

<p>Superior patient service leads to improved healing in a trusting, caring environment and creates a safe environment for patients and employees.</p> <ul style="list-style-type: none"> <li>• Provide excellent, helpful service to patients, visitors and staff.</li> <li>• Communicate with clear and unambiguous language in all interactions, tailored to the audience.</li> <li>• Build customer relationships and greet customers and patients promptly and courteously.</li> <li>• Actively seek to understand patients' and their family's (customers) expectations and issues.</li> </ul>	<ul style="list-style-type: none"> <li>• Issues are escalated to the manager and resolved in a timely manner.</li> </ul>
<p><b>Safety and Wellbeing</b></p> <p>Participate actively and positively in the area of health and safety to reduce all hazards and incidents within the workplace.</p> <ul style="list-style-type: none"> <li>• Report all hazards, incidents, injuries and near misses immediately to your manager and log them in RiskMan.</li> </ul>	<ul style="list-style-type: none"> <li>• Adhere to infection control/personal hygiene precautions.</li> <li>• Implement and adhere to Epworth OHS policies, protocols and safe work procedures.</li> <li>• Mandatory training completed at agreed frequency.</li> </ul>

## 7. Position Requirements/Key Selection Criteria

COMPONENT	
Qualifications	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Registration with the Australian Health Practitioners Regulations Authority (AHPRA).</li> <li>• Registered/eligible for registration with the Royal Australian College of Physicians, Faculty of Rehabilitation Medicine.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Sound clinical knowledge, skills and experience in contemporary medical and evidence-based practice of health management.</li> <li>• Evidence of leadership and management skills in clinical settings.</li> <li>• Knowledge of and experience in patient safety and quality reviews and implementing hospital quality processes.</li> <li>• Interest in teaching junior medical staff.</li> </ul>

<p>Previous Experience</p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>Professionalism: Strong commitment to ethical practices, understanding of medico-legal issues, and effective clinical risk management.</li> <li>Clinical Expertise: Maintains relevant clinical knowledge and skills, provides compassionate, patient-centred care, commits to quality and safety, and ensures clear, timely medical records.</li> <li>Technical Expertise: Suitable clinical knowledge and skills for a Rehabilitation Registrar role.</li> <li>Scholarly Attributes: Proven ability to evaluate information critically and apply it in clinical research, with a commitment to ongoing learning and development.</li> <li>Management and Leadership: Demonstrates clinical leadership and sound judgment.</li> <li>Teamwork: Demonstrated ability to work in collaboration with members of interdisciplinary team.</li> </ul>
<p>Required Knowledge &amp; Skills</p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>Ability to plan, prioritise, work under pressure and meet deadlines.</li> <li>Professional, respectful and consultative style.</li> <li>High level of confidentiality and discretion in a health services context.</li> <li>Committed to excellent customer service and continuous improvement.</li> <li>Proactive, cooperative and enthusiastic approach.</li> <li>Flexibility in working hours.</li> <li>Excellent written and verbal communication skills.</li> <li>Enthusiastic and committed to developing and empowering others.</li> <li>Passionate about the role and self-motivated.</li> <li>Flexible, adaptable and able to multitask.</li> <li>Calm in the face of adversity or challenge.</li> <li>High level of emotional maturity and personal integrity.</li> </ul>
<p>Personal Attributes &amp; Values</p> <p>All employees are expected to consistently work in accordance with Epworth's values and behaviours</p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>Commitment to accountability, excellence and integrity.</li> <li>Motivated to learn and grow through practical experience and teaching.</li> <li>The incumbent will undertake the role in a manner that demonstrates commitment to the positive leadership behaviours of Epworth HealthCare, to the principles of working together and to Epworth HealthCare's Values and Behaviours.</li> </ul>



# Position Description



<ul style="list-style-type: none"><li>• Compassion</li><li>• Accountability</li><li>• Respect</li><li>• Excellence</li></ul>	
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## Document Control

Date Developed:	Date Last Reviewed:	Developed and Reviewed By (Position Title):
July 2022	May 2025	A/Prof Michael Vagg Suzanne Jones Junior Medical Workforce

## 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: \_\_\_\_\_