

1. General Information

Position Title:	Hospital Registrar
Division/Department:	Epworth Freemasons / Medical Services
Position Reports to:	ICU Registrar / Intensivist on Duty
Enterprise/Individual Agreement:	Individual Agreement
Classification/Grade:	Not Applicable
Location:	Epworth Freemasons East Melbourne – Albert Street and Victoria Parade
Employment Status:	Permanent, casual
Resource Management (for Management positions only) Number of Direct Reports: Budget under management:	N/A
Key Relationships - internal and external	ICU Registrar / Intensivists on Duty/On-call ICU Director; Director of Medical Services Epworth VMO's, nursing staff, specialists Patients & Visitors

2. Overview of Epworth HealthCare

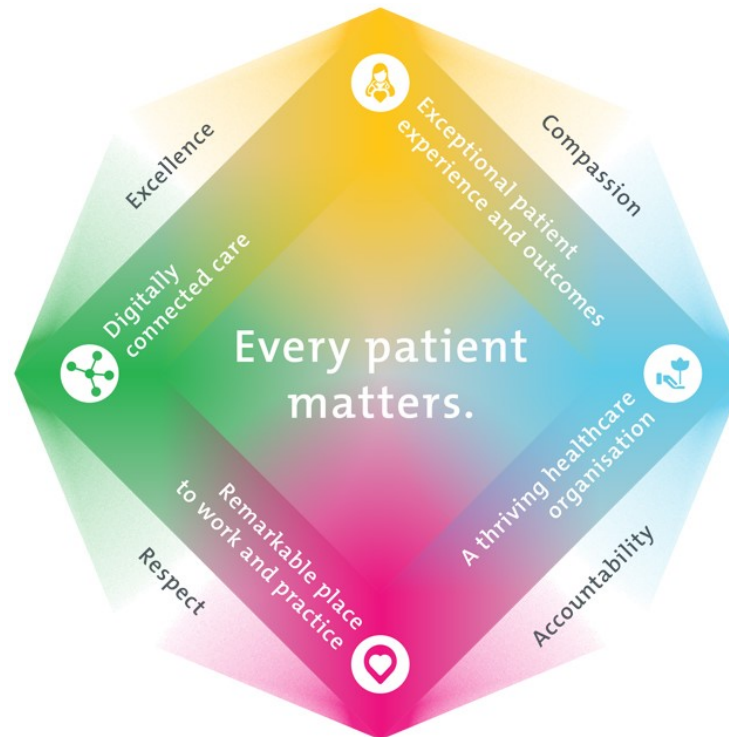
Epworth HealthCare is Victoria's largest not-for-profit private health care group, renowned for excellence in diagnosis, treatment, care and rehabilitation. Epworth is an innovator in Australia's health system, embracing the latest in evidence-based medicine to pioneer treatments and services for our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

The aim of the Hospital Registrar position is to provide a supportive learning environment for the acquisition of the skills necessary to care for a range of patients and for the Registrar to deliver exceptional medical care to the deteriorating and critically ill within the hospital. Whilst the Hospital registrar is based under the supervision of ICU, they will have a primary outreach focus, which provides care to deteriorating and unstable ward patients.

The position doesn't work in isolation, There are numerous supports available. The consultant admitting physician should be primary contact for the patient issues. The ICU registrar, Intensivist on duty/on-call are there to support the registrar, however, the Director of ICU, Supervisor of Training and nursing staff (especially the Liaison Nurses and hospital coordinator) are always immediately available and should be consulted should the need arise.

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
Clinical Care • Liaise with the Hospital coordinator and ICU Registrar at the start of the shift. • Carry After hours medical reg phone • Get handover as required from Day registrars • Round on all wards including Victoria parade during the shift and assist with any pending work • Review patients in the yellow zone referred for medical review by the nursing staff • Review any new admissions from the emergency department or director admissions to the ward from VMOs rooms if requested by the VMO/ Hospital coordinator • Attend MET calls and Code Blue at Albert Street and Victoria Parade • Attend any deteriorating patients and liaise with the VMO/ ICU as required • Prompt assessment of patients referred for medical review in the wards and assessment of transfers from the Post Anaesthesia Care Unit (PACU) and the Emergency Department. • Consult with the patients' specialists for any deteriorating patients. • Ensure the management of the patient is undertaken within the unit in a multidisciplinary manner, including open communication and discussion of pertinent issues with relevant nursing, & allied health staff.	• Proactive participation in management plan development. • Assessment and management of unstable patients in a ward setting • Extensive and up-to-date completion of clinical handover paperwork • Timely attendance and adept participation in MET-Code Blue calls. • Other reasonable duties as specified from time to time by the Director of Intensive Care Unit or Director of Medical Services. These include attendance and presentation at weekly educational sessions and participation in research activities within the Unit.
Communication	• Establishment of high quality communication with referring Consultants • Liaise and consult with patients, relatives, consultants and nursing and allied health staff. • Establish positive relationships with colleagues.

Quality Improvement	• Participate as appropriate in accreditation and quality activities aimed to maintain an environment that values and promotes quality in patient care. • Actively participate in the unit audit processes – mortality, morbidity, CVC audit etc
Education and Professional Development	• Attend and contribute to scheduled Registrar teaching sessions.
Customer Service Epworth is committed to the provision of excellent customer service to all of our people, customers and stakeholders including patients and external suppliers. Superior patient service leads to improved healing in a trusting, caring environment and creates a safe environment for patients and employees. • Provide excellent, helpful service to patients, visitors and staff • Communicate with clear and unambiguous language in all interactions, tailored to the audience • Build customer relationships and greet customers and patients promptly and courteously • Actively seek to understand patients' and their family's (customers) expectations and issues	• Patient and customer service satisfaction surveys within agreed targets
Safety and Wellbeing Participate actively and positively in the area of health and safety to reduce all hazards and incidents within the workplace • Report all hazards, incidents, injuries and near misses immediately to your manager and log them in RiskMan	• 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

7. Position Requirements/Key Selection Criteria

COMPONENT	
Qualifications	Essential • At least three (3) years post basic medical training • Previous work experience in general medicine/ Critical Care or emergency department . • Registration with AHPRA
Previous Experience	Essential • Demonstrated commitment to high quality patient care • Demonstrated ability to communicate with patients , relatives, and all levels of medical and nursing staff • Demonstrated ability to participate in a complex care team environment
Required Knowledge & Skills	Essential • Commitment to gain clinical experience • Commitment toward acquisition of personal knowledge and continuing education • Advanced computer skills • Effective communication skills with all principle medical staff involved in the care of a patient • High standard of documentation admission, progress and discharge notes should be recorded, as should key events such as critical incidents, procedures, family meetings and consultations • Thorough knowledge of admission/discharge procedures, paperwork and data required.
Personal Attributes & Values All employees are expected to consistently work in accordance with Epworth's values and behaviours • Compassion • Accountability • Respect • Excellence	Essential • Ability to work both autonomously and as part of a multi-disciplinary team • Well-developed or the ability to learn appropriate clinical skills for the care of the critically ill • Committed to ongoing professional development and learning • Prepared to make a commitment to Epworth's Values and Behaviours statement • Knowledge of health and safety issues that relate to medical practice • Effective communication, leadership and interpersonal skills • Ability to work unsupervised and to prioritise • Ability to adapt and foster technology utilisation to improve care delivery and outcomes

Position Description



Document Control

Date Developed:	Date Last Reviewed:	Developed and Reviewed By (Position Title):
March 2019	April 23	Vivek Nigam, Director of Medical Services

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: _____