

## 1. THE ORGANISATION AND OUR MISSION

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St Vincent's Hospital Melbourne (SVHM) is a leading teaching, research and tertiary health service, which employs more than 7,500 staff across 18 sites throughout Melbourne.

Part of Australia's largest not-for-profit Catholic health and aged care network, St Vincent's Health Australia, SVHM provides a diverse range of adult clinical services including acute medical and surgical services, sub-acute care, medical diagnostics, rehabilitation, allied health, mental health, palliative care, correctional health and community residential care.

SVHM's mission is to provide high quality and efficient health services to the people of Victoria in accordance with the philosophy of St Vincent's Health Australia. This mission is based on the values of compassion, justice, integrity and excellence.

## 2. KEY POSITION DETAILS

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<b>Job Title:</b>	Addiction Medicine Registrar	<b>Reports to:</b>	Director of Addiction Medicine
<b>Program:</b>	Medical Services	<b>Department:</b>	Addiction Medicine
<b>Industrial Agreement:</b>	AMA Victoria - Victorian Public Health Sector - Doctors in Training Enterprise Agreement 2018 – 2021, or its successor.	<b>Classification:</b>	HM25-HM30
		<b>Risk Category:</b>	A

## 3. LOCAL WORK ENVIRONMENT

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The Department of Addiction Medicine at St. Vincent's (which includes Depaul House Alcohol and Drug Withdrawal unit) is one of Australia's leading centers for the medical treatment of drug or alcohol addiction. The work includes direct patient treatment (both inpatients and outpatients), research, education/training and policy development. Our multidisciplinary team includes doctors, nurses, nurse practitioners, social workers, specialist counselors, and lived experience workers. Our treatment services encompass both acute withdrawal and long term management, using state-of-the-art methods and facilities. We have a strong culture of education, outreach to community and rural settings, training and teaching, from undergraduate students to senior clinicians across a wide range of professional disciplines.

Addiction Medicine at St Vincent's strives to ensure that our clinical knowledge and experience informs public health policy, to achieve a more sophisticated understanding in the community of the nature and treatment of addiction, and to improve the health outcomes for those seeking assistance for drug or alcohol problems.

## 4. POSITION PURPOSE

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The position is to provide Addiction Specialist Services to the Department by providing excellence in outpatient and Depaul inpatient care as required. The Addiction Medicine Registrar is employed through the St Vincent's Department of Addiction Medicine, and participates in an Addiction Medicine Training Program approved by the Australasian Chapter of Addiction Medicine, Royal College of Physicians. The position will provide training experience at St Vincent's Department of Addiction Medicine Department and, as appropriate, at other external agencies that provide drug and alcohol services and with whom St Vincent's Department of Addiction Medicine collaborates. The Registrar will be accountable for the delivery of clinical services to the patients with drug and/or alcohol problems, through providing high quality clinical services, contributing to service evaluation and research and displaying a commitment to ongoing learning and professional development in Addiction Medicine. When employed on external rotations outside St Vincent's, the Registrar will provide care to patients under the supervision of Addiction Medicine specialists.

## **5. POSITION DUTIES**

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- Underake inpatient ward service in Addiction Medicine as per the consultant roster.
- When on inpatient ward service undertake 1 full round at least once per week
- Provide support to the unit Junior Medical Staff (JMS) during business hours.
- Assist in the achievement of the department's activity and quality targets
- Make an active contribution to medical student education and post graduate education sessions
- Provide mentorship to the Junior Medical Staff of the Department.
- Participate in Clinical Research Projects relevant to Addiction Medicine.
- Participate in the implementation of relevant policies and procedures within the Department and the Hospital as required

## **6. INCUMBENT OBLIGATIONS**

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### **General**

- Perform duties of the position to best of their ability and to a standard acceptable to SVHM
- Comply with all SVHM policies, procedures, by laws and directions
- Treat others with respect and always behave professionally and in accordance with the SVHM Code of Conduct
- Only access confidential information held by SVHM when this is necessary for business purposes, maintaining the confidentiality of that information once accessed
- Participate in the annual SVHM performance review process
- Display adaptability and flexibility to meet the changing operational needs of the business
- Comply with applicable Enterprise Bargaining Agreement provisions
- Display a willingness to develop self and seek to improve performance

### **Clinical Quality and Safety**

- Attend clinical orientation upon commencement
- Maintain clinical registration and any required indemnity cover
- Always work within approved scope of practice under supervision by more senior clinical staff as appropriate.
- Take personal responsibility for the quality and safety of work undertaken
- Take all necessary care and precautions when undertaking clinical procedures
- Complete annual clinical competencies
- Maintain skills and knowledge necessary to safely and skilfully undertake clinical work
- Consult with peers and other experts and refer to other healthcare workers when appropriate and in a timely manner
- Collaborate and clearly communicate with patients/clients and the healthcare team
- Participate in clinical risk management and continuous quality improvement activities as part of day-to-day work

### **Person Centred Care**

- Ensure consumers receive information in an appropriate and accessible format
- Actively support consumers to make informed decisions about their treatment and ongoing care
- Ensure consumers are aware of their rights responsibilities and how to provide feedback

### **Health and Safety**

- Protect the health and safety of self and others, complying with all health and safety related policies, procedures and directions
- Complete required Fire and Emergency Training annually
- Complete required Workplace Culture and Equity Training annually
- Attend general hospital orientation within 3 months of commencement
- As required, comply with fit-testing and PPE requirements
- Participate in reporting and analysis of safety and quality data including risks or hazards,
- Report any hazards, near misses and incidents (regardless of whether an injury occurred or not) into Riskman

- Identify and report any variance to expected standard and minimising the risk of adverse outcomes

## 7. INCUMBENT CAPABILITY REQUIREMENTS (Level 1)

The incumbent of this position will be expected to possess the following core capabilities:

Capability		Demonstrated behaviour
Personal	Personal effectiveness	Operates within policies and regulations in line with the mission and values
	Learning Agility	Is open to learning new skills and ideas and applies these in the workplace
Outcomes	Patient/Resident/client centred	Responds to patients as individuals while delivering care according to prescribed guidelines
	Innovation and Improvement	Solves immediate problems on own tasks and is open to change
Strategy	Driving Results	Completes allocated tasks to prescribed standards and timeframes
	Organisational Acumen	Understands role of own department and related departments
People	Working with and Managing others	Modifies own behaviour and work style to be most effective
	Collaboration	Cooperates with team members to deliver team goals

## 8. SELECTION CRITERIA

### 8.1 ESSENTIAL REGISTRATION, LICENSE OR QUALIFICATION REQUIREMENTS

- Bachelor of Medicine, Bachelor of Surgery or equivalent
- To formally enter the training program for the Australasian Chapter of Addiction Medicine, applicants must be registered medical practitioners in Australia or New Zealand and hold Fellowship of one of the following Colleges or Faculties:
  - Anaesthetics (FANZCA)
  - Australian College of Rural and Remote Medicine (ACRRM)
  - Emergency Medicine (FACEM)
  - General Practice (FRACGP and FRNZCGP)
  - Internal Medicine (FRACP)
  - Paediatrics & Child Health (FRACP)
  - Pain Medicine (FFPMANZCA)
  - Psychiatry (FRANZCP)
  - Public Health Medicine (FAFPHM)
  - Rehabilitation Medicine (FAFRM)
- Doctors who have completed Basic Training (including success in the FRACP Examination) of the RACP are also eligible to train under the Chapter.
- In the case of overseas trained specialists (including general practitioners) they must have been considered equivalent by the relevant Australasian medical college, and should apply via the AMC.
- Registration with APHRA

### 8.2 OTHER ESSENTIAL REQUIREMENTS

- Either enrolled in , or intending to enrol in, training in RACP Chapter Addiction Medicine
- Team management skills

### 8.3 OTHER NON ESSENTIAL REQUIREMENTS

- Ability to work in a multidisciplinary team
- Good communication skills
- Good time management skills

### 9. REQUIRED IMMUNISATIONS

SVHM Employee Health Screening and Immunisation Policy outlines the requirements for staff working in SVHM facilities.

**Table 1: Vaccine Preventable Diseases for which vaccination and/or assessment is required within SVHM**

Chicken pox (varicella) Hepatitis B Measles Mumps Rubella	Whooping cough (pertussis) Diphtheria Tetanus Influenza Tuberculosis COVID-19 ***
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*NOTE: Vaccination requirements may differ according to individual jurisdictional requirements and policy directives and where there is a conflict the higher directive will apply.*

*\*\*\*Following direction from the Victorian Chief Health Officer, under the Public Health and Wellbeing Act 2008 (Vic); Section 200; the COVID-19 Vaccination is mandatory for all employees (regardless of risk category), provided the individual does not have a medical contraindication according to the Australia Technical Advisory Group on Immunisation.*

SVHM has grouped individuals according to their risk of transmitting vaccine preventable diseases and their risk of exposure to blood or body substances (Table 2).

**Table 2: Health Care Worker Risk Categorisation**

Risk Category	Description	Vaccination requirement
Category A	Vaccination is <b>required</b> for this category of health care worker. Healthcare workers within this category have the potential to transmit Vaccine Preventable Diseases to vulnerable patients most at risk of mortality and morbidity from these diseases within SVHM. This includes employees with direct physical contact with patients/clients, deceased persons, blood, body substances or infectious material or surfaces/equipment that might contain these or contact that would allow acquisition and/or transmission of a specific infectious disease by respiratory means. This includes laboratory workers.	Required
Category B	Vaccination is recommended for this category of HCW. This includes individuals who do not work with the risk of exposure to blood or body substances, their normal work location is not in a clinical area (e.g. chef, administrative staff) and only attends the clinical area for short periods of time. Essentially, these individuals have no greater level of risk than that of the general community.	Recommended

### 10. PRE-EXISTING INJURY

Prior to any person being appointed to this position it will be required that they disclose full details of any pre-existing injuries or disease that might be affected by employment in this position.

## 11. AGREEMENT

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### **National Police Check:**

I understand that it is a condition of my employment to provide SVHM with a current National Police Certificate PRIOR TO COMMENCING WORK and this is at my own cost.

I understand that regardless of the frequency, if I am working and or visiting in a designated 'high risk area' of SVHM (as defined in the SVHA Pre-employment/Appointment Safety Checks Policy) I will be subject to periodic Police Checks every three years at my own cost.

### **NDIS Clearance (if applicable):**

If you are working in a designated 'Risk Assessed Role' (as defined by the National Disability Insurance Scheme NDIS) regardless of frequency, you will be subject to periodic NDIS Worker Screening Checks every five years at your own cost. 'Risk Assessed Roles' are defined as (a) key personnel as defined in the *National Disability Insurance Scheme Act 2013*; (b) any role that directly delivers a set of specified supports or services in the [NDIS \(Practice Standards – Worker Screening\) Rules 2018](#); (c) any role where normal duties are likely to require 'more than incidental contact' with people with disability. The designation of 'Risk Assessed Roles' are subject to change, please refer to NDIS Practice Standards for further information.

### **Required Immunisations:**

Individuals who will be working in Category A positions will only be able to commence employment following assessment of their vaccination status. The decision to proceed with the commencement of employment will be at the discretion of the ICP in consultation with the Hiring Manager and may in some instances, require additional vaccinations to ensure full compliance with the SVHM Employee Health Screening and Immunisation Policy.

I understand that if additional vaccinations are required to comply with pre-employment prerequisites, this will be at my own cost. Where a state jurisdiction overrides this, the facility will bear the cost.

**I have read, understood and agree to comply with the responsibilities and accountabilities of this position description. I agree to comply with all SVHM requirements, policies, procedures, by laws and directions.**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_