

1. THE ORGANISATION AND OUR MISSION

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

Job Title:	Registrar	Reports to:	Director of Dermatology
Program:	Acute Services	Department:	Dermatology
Industrial Agreement:	Doctors in Training (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement 2022-2026	Classification:	HM25 – HM30
		Risk Category:	A

3. LOCAL WORK ENVIRONMENT

The Registrar position attends regular clinics at the Outpatient Clinic, sees patients via tele-health in the Department of Dermatology offices at 6 Gertrude Street, Fitzroy and attends inpatients at SVHM and SVPH.

Registrars rotate to attend some clinics at other hospitals, the Skin Health Institute and some country centres. The Director of Training and the Victorian Faculty of the Australasian College of Dermatologists administer the Registrar's weekly roster, including activities at SVHM and attendance at external clinics. This is to ensure a broad range of clinical experience and to fulfill position accreditation requirements of the ACD training program.

Administrative activities, meetings and some teach activities occur in the Department of Dermatology at 6 Gertrude Street, which is an old and charming two-storey terrace which has been refurbished by the Department upon relocation from decommissioned Aikenhead Wing. Registrars enjoy the welcoming work environment the hub provides with Registrars' study rooms and kitchen facilities, etc.

4. POSITION PURPOSE

The Dermatology registrar position at St Vincent's Hospital Melbourne is critical to the effective and successful running of the Dermatology service. The role of the Registrar is to provide excellence in clinical patient directed care, ensure vital communication and coordination occurs between various parts of the Department and the Hospital as a whole, and to be actively involved in education activities for personal professional development and that of your colleagues. You are an important member of the Dermatology team. The Dermatology Registrar, with supervision and support from the senior consultant staff, is responsible for ensuring the efficient delivery of outpatient clinical dermatology services, inpatient dermatology services (to dermatology inpatients and referrals from other units) and to support the ED Department for patients who present with acute dermatological issues. These tasks are shared and coordinated with the other Dermatology Registrars at SVHM. The position of Dermatology Registrar is accredited as a recognised training position of the Australasian College of Dermatologists and forms part of the pathway to FACD qualification.

5. POSITION DUTIES

Position duties include:

- Attendance at dermatology clinics at SVHM and other hospitals and country centres as detailed in the roster of the Victorian training program
- Care of dermatology inpatients and inpatient consultations. The registrar is responsible for
 - o coordinating inpatient admissions at SVHM and SVPH
 - o advising and discussing all new admissions with a consultant (needs to be documented in patient notes)
 - o development and implementation of the treatment plan
 - o day to day follow up of inpatients
 - o liaison with consultant staff as necessary
 - o cross referral or transfer to other units after consultation with senior staff
 - o supervision of junior registrars when they are on ward service
 - o answering outside queries
- Attendance at procedure clinics
- Follow up of patient investigations, treatment and queries
- Take part in the on-call after hours roster
- Clinical audit activities
- Various administrative activities of the Department of Dermatology
- Attendance and contribution to education and meeting program of the Department and Hospital
- Communication and liaison with consultant staff to ensure a high level of patient care as appropriate
- Work in conjunction with and, where appropriate, to share clinical responsibilities with the other registrars. Work in a team with the other Dermatology Registrars and Resident
- Teaching of the Resident and medical students

6. INCUMBENT OBLIGATIONS

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 2)

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

Capability		Demonstrated behaviour
Personal	Personal effectiveness	Takes responsibility for accurate, timely work results
	Learning Agility	Identifies personal development needs and seeks information from a range of sources
Outcomes	Patient/Resident/client centred	Strives to meet and exceed expectations, demonstrating sound judgement
	Innovation and Improvement	Contributes to improvement by reviewing strengths and weaknesses of current processes
Strategy	Driving Results	Manages own work load to deliver results
	Organisational Acumen	Understands the interdependencies between units/departments
People	Working with and Managing others	Takes responsibility for ensuring productive, efficient teamwork
	Collaboration	Works collaboratively within and outside the team

8. SELECTION CRITERIA

8.1 ESSENTIAL REGISTRATION, LICENSE OR QUALIFICATION REQUIREMENTS

Medical qualification recognised by AHPRA

8.2 OTHER ESSENTIAL REQUIREMENTS

Recognised trainee of the Australasian College of Dermatologists

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***
---	---

NOTE: Vaccination requirements may differ according to individual jurisdictional requirements and policy directives and where there is a conflict the higher directive will apply.

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 required 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

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: _____