

## 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

<b>Job Title:</b>	Emergency Registrar	<b>Reports to:</b>	Director, Emergency Medicine/Emergency Staff Specialists
<b>Program:</b>	Medical Workforce	<b>Department:</b>	Emergency Department
<b>Industrial Agreement:</b>	Doctors in Training (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement 2022-2026	<b>Classification:</b>	HM25 – HM30
		<b>Risk Category:</b>	A

## 3. LOCAL WORK ENVIRONMENT

The Emergency Department provides all tertiary level adult services (except Major Trauma).

## 4. POSITION PURPOSE

To provide for the day to day-clinical management of emergency patients under the care and direction of the Director, Emergency Medicine and Emergency Staff Specialists to ensure a high quality of patient care. To undertake administrative duties for the department under the direction of the Director, Emergency Medicine and Emergency Staff Specialists to ensure that the emergency department is run efficiently.

## 5. POSITION DUTIES

- Assess, treat and formulate management plans for patients presenting to the Emergency Department
- Ensure timely, accurate and relevant patient documentation occurs for every patient
- Communicate assessment and management decisions to the appropriate Emergency Department Consultant and nursing staff involved in their patients' medical care
- Communicate with the patient, or with immediate family/carers where appropriate about his/her condition and management
- Communicate and coordinate effectively with inpatient unit teams in regard to admission and management plans of all patients requiring admission. All major changes in the patient's condition should be conveyed to the inpatient unit
- Ensure adequate handover of all emergency patients
- Liaise and effectively communicate with ANUMS and nursing staff in relation to patient care and departmental patient flow
- Ensure a working knowledge of all unit protocols including medication protocols, clinical processes, power failure, emergency responses, infection control
- Assist the Emergency Department in achieving its time-based targets, including the National Emergency Access Target and Ambulance Victoria patient offload key performance indicators
- Work as rostered, which may include cover for annual or sick leave of other Emergency Registrars
- Consult with the Admitting Officer, Emergency Department Senior Medical Staff, Unit Registrars and/or Consultant Medical Staff regarding patient management

- Assist with the supervision of more junior colleagues
- Contribute to an inclusive, respectful and supportive work culture in the Emergency Department
- Contribute to the Emergency Department's positive working relationship with external stakeholders (e.g. police, correctional staff, department of health) through clear and collaborative communication about patients where required
- Ensure high acuity/resuscitation patients are seen and assessed rapidly and any clinical concerns rapidly conveyed to the supervising ED team leader Consultant
- Provide support and assistance to the Short Stay (Observation) Unit resident if required
- Occasionally perform Short Stay (Observation) Unit ward rounds on weekdays or on Saturday/Sunday as required by the absence of Emergency Department Senior Medical Staff
- Receive handover of patients at the change of shift
- Ensure complete documentation of emergency clinical notes, treatment sheets and discharge communication
- Participate in the quality improvement activities of the Emergency Department
- Participate in audits conducted in the Emergency Department
- Be actively involved in departmental teaching/education
- Participate in the weekly emergency medicine education sessions for FACEM training. Journal presentations and discussions on specialised topics will be required. Attendance of emergency registrars at education sessions is compulsory unless on night duty or on leave
- Assist with the orientation of junior medical staff to the department
- In accordance with relevant awards, attempts will be made to provide sufficient time for personal continuing medical education and professional development, attendance at hospital tutorials and travel to off-campus education forums
- Participate in and carry out research projects under the direction of the Emergency Department Senior Medical Staff, either on already established projects or initiation of new projects, Emergency registrars are expected to be working towards or having satisfied their ACEM fellowship research requirement
- Coordinate timely patient assessments and discharges to ensure efficient utilisation of departmental and hospital beds
- Commitment to the further development of departmental and hospital IT infrastructure including the introduction of any new electronic medical record system
- Any other duties at the direction of the Director, Emergency Medicine or Emergency Staff Specialists

## **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 2)**

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

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

### **8. SELECTION CRITERIA**

#### **8.1 ESSENTIAL REGISTRATION, LICENSE OR QUALIFICATION REQUIREMENTS**

- MBBS (Bachelor Medicine, Bachelor Surgery), or MD (Doctor of Medicine)
- General Registration, Medical Practitioners Board of Victoria

#### **8.2 OTHER ESSENTIAL REQUIREMENTS**

- Commitment to the Values and Health Care Philosophy of St. Vincent's Hospital
- Commitment to the Hospital Code of Conduct
- Clinical competence, appropriate to level of training
- Ability to contribute in a multidisciplinary team
- Demonstrated organisational skills
- Excellent written and verbal communication skills
- Commitment to the principles of the Patient Care Model
- Knowledge of and commitment to Continuous Quality Improvement

- Demonstrated understanding of professional medical issues
- Police Check

### 8.3 OTHER NON ESSENTIAL REQUIREMENTS

### 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
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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.*

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

#### 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):**

This is a '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: \_\_\_\_\_