

## 1. THE ORGANISATION AND OUR MISSION

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St Vincent's Health Australia (SVHA) 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, St Vincent's Hospital Melbourne (SVHM) and St Vincent's private Hospital Melbourne (SVPHM) provide 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.

SVHA's mission is to provide high quality and efficient health services to the people of Victoria in accordance with the philosophy of the mission of the organisation. 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>            | Registrar  | <b>Reports to:</b>     | Director of Endocrinology |
| <b>Program:</b>              | Medicine and Emergency Medicine  | <b>Department:</b>     | Endocrinology & Diabetes  |
| <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>Category:</b>       | A                         |

## 3. LOCAL WORK ENVIRONMENT

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The Department of Endocrinology at SVHM actively participates in the teaching program for medical undergraduates, residents and registrars in advanced training. The Department also participates in clinical and laboratory research in topics related to diabetes mellitus, pituitary disorders, and metabolic bone diseases. The Department of Endocrinology works in close liaison with the neurosurgery unit, the endocrine surgery unit, the renal unit and the nuclear medicine department. This position also involves the active medical management of patients at SVPHM under the direction of senior physicians that are visiting medical officers at this hospital.

## 4. POSITION PURPOSE

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The Department of Endocrinology at SVHM provides inpatient care and consultative services on clinical problems related to diabetes mellitus, general endocrinology, pituitary disorders and metabolic bone disease. To provide comprehensive perioperative care to patients at SVPHM.

## 5. POSITION DUTIES

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- Provision of proper care to patients admitted for the investigation of endocrine disorders;
- Provision of general medical and perioperative care to patients admitted to SVPHM
- To liaise with other health professionals at SVPHM
- Liaison with other units on the proper care of patients with diabetes mellitus and other endocrine problems
- Liaison with diabetes educators, dietitians and other health professionals;
- Supervision of a second-year resident on rotation when you are working in the public hospital setting
- Attendance in outpatient clinics in diabetes, endocrinology, pituitary, lipid and metabolic bone disorders at the discretion of the director of endocrinology

- Overseeing tests of endocrine function on an outpatient basis
- Reporting of endocrine tests under supervision
- Teaching medical students and hospital resident staff
- Participation in research and audit projects
- Regular presentations at the Department's weekly clinical meeting and various other clinical meetings
- Attendance at grand rounds and journal club meetings;
- Participation in the after-hours roster on call roster at SVHM (at the discretion of the director of endocrinology) and at SVPHM (at the discretion of the medical director SVPHM)
- Participation in clinical trials.

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

### **Clinical Quality and Safety**

- Attend appropriate clinical orientations upon commencement
- Maintain clinical registration and any required indemnity cover
- Always work within the 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

## 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

- MBBS or equivalent
- RACP or equivalent exams (or to have at least past the written exam)
- Medical Registration with AHPRA

### 8.2 OTHER ESSENTIAL REQUIREMENTS

- To have completed at least 3 years of RACP BPT training
- To display an interest in training in general medicine and endocrinology

### 8.3 OTHER NON ESSENTIAL REQUIREMENTS

- Ability to show flexibility and adaptability in working both in a public and private hospital setting
- This position has been granted “a core year of endocrine training status” by the RACP endocrine ATC.

## 9. PRE-EXISTING INJURY

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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.

## 10. 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: \_\_\_\_\_