

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:	Microbiology / Infectious Diseases Registrar	Reports to:	Head of Microbiology (6 months), Head of Infectious Diseases (6 months)
Program:	Medicine, Emergency and Infection Control	Department:	6 months Microbiology, 6 months Infectious Diseases
Industrial Agreement:	AMA Victoria – Victorian Public Health Sector - Doctors in Training Enterprise Agreement 2022 – 2026, or its successor	Classification:	HM25-30
		Risk Category:	A

3. LOCAL WORK ENVIRONMENT

St Vincent's Pathology provides services to a number of public and private hospitals, and has multiple collection centres for the general practice community. Broad coverage of teaching hospitals as well as community areas permits exposure to a comprehensive diagnostic service. The Registrar assists with the diagnostic and teaching functions of the Department of Microbiology. This Microbiology Registrar position is accredited with the RCPA for specialist Microbiology training and with the RACP for 6 months laboratory training, for advanced Infectious Diseases trainees.

4. POSITION PURPOSE

The Registrar is accountable for supporting the delivery of laboratory services to the patients of St Vincent's Hospital and clinicians referring work to St Vincent's Pathology, under the supervision of consultant microbiologist, contributing to service evaluation, improvement, development and research and displaying a commitment to ongoing learning and professional development in microbiology.

The Registrar demonstrates a commitment to fulfilling RCPA/ RACP training requirements in a timely manner, including participation in 3/6 monthly in training assessments.

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

5. POSITION DUTIES

RESPONSIBILITY AREA 1: Role

- Accredited advanced training positions will be available. These will be split positions, 6 months microbiology and 6 months clinical infectious diseases.
- The liaison between the ID and microbiology departments is strong. St Vincent's Pathology provides a microbiology service to the hospital and has a large network of community pathology sites.

- The registrar also has close involvement with the infection control service.
- One unaccredited general medical registrar rotates through the ID service every 3 months, and the accredited trainee has a role in mentoring this person.

RESPONSIBILITY AREA 2: Delivery of Service

Microbiology

- Provide a laboratory service to the requesting clinicians including notification of blood culture and sterile site isolates, and other significant results.
- Provide advice regarding collection, transport and storage of specimens, and selection of appropriate tests.
- Screen requests for microbiological investigations, to ensure appropriate work is performed in the laboratory.
- Provide a consultative service regarding interpretation of laboratory results and assistance in therapeutic decisions.
- Participate in routine diagnostic laboratory work.
- Attend infection control committee meetings and assist in development of infection control policies.
- Provide a consultative service in the area of infection control.
- Attend and participate in laboratory staff education sessions.
- Present at meetings both within and outside of the Department of Microbiology.
- Undertake research and any other activities required by the RCPA.

Infectious Diseases

- Assess and formulate a management plans for patients attending or referred to the Unit.
- Ensure that accurate and relevant patient documentation including admission, progress notes, treatment sheets and discharge notes are completed by the registrar or resident.
- Communication of assessment and management decisions to the appropriate specialties, junior medical staff and nursing staff involved in patients' medical care.
- Notification to the appropriate speciality (parent unit) of patients requiring unit review and/or admission.
- Communication with the patient, or with immediate family where appropriate about his/her condition and management.
- Communication and coordinating effectively with the parent unit in regard to admission, discharge, management plans, diagnostic requests and consultations. All major changes in the patient's condition should be conveyed to the parent unit.
- Ensure adequate handover of all ID patients.
- The registrar will also liaise and effectively communicate with ANUMS and nursing staff in relation to patient care/HEWS/By-pass.
- Ensure a working knowledge of all ID protocols including those relating to drugs, power failure, infection control, codes etc.
- Assist the ID Department in achieving its time-based targets.

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

- Current Registration, Medical Practitioner with the Australian Health Practitioner Regulation Agency (AHPRA).
- Bachelor or Medicine, Bachelor of Surgery (MBBS) or equivalent

8.2 OTHER ESSENTIAL REQUIREMENTS

- Commitment to the Values and Health Care Philosophy of St Vincent's Hospital.
- Ongoing involvement in and commitment to continuing education.
- Excellent communication skills with the ability to communicate effectively with colleagues at all levels both internal and external to the Department.
- Previous experience in Microbiology/Infectious Diseases.

8.3 OTHER NON ESSENTIAL REQUIREMENTS

- Excellent interpersonal skills with the ability to promote and facilitate and establish effective and fruitful working relationships and collaborations with departments, professional groups.

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.

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: _____