

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:	Medical Education Registrar	Reports to:	Director of Education and Learning
Program:	Education & Learning	Department:	Education & Learning
Industrial Agreement:	Victorian Public Health Sector (AMA Victoria) – Doctors in Training Enterprise Agreement 2018-2021, or its successor.	Classification:	HM25 – HM30
		Risk Category:	A

3. LOCAL WORK ENVIRONMENT

The Education and Learning Centre provides a wide array of education activities for many craft groups and disciplines.

4. POSITION PURPOSE

The Medical Education Registrar will work within the Education and Learning Centre to meet the requirements of ACEM accreditation and the needs of the Education and Learning Centre.

5. POSITION DUTIES

1. Work Hours

The position of Medical Education Registrar is an 0.5 EFT appointment, ie, 21.5 hours per week. Full time registrars are entitled to 5 hours per week of protected teaching time. In keeping with this agreement, the 0.5 EFT registrar position is entitled to 2.5 hours of protected teaching time per week during their placement. Thus, the Medical Education Registrar is expected to be available for 19 hours of work within the Education and Learning Centre. This will usually be over 2 weekdays and for the most part, between the hours of 0800 and 1800.

Very occasionally, education sessions are conducted on weekday evenings or Saturdays and the registrar may be requested to assist with those sessions. Normal penalty rates would apply at those times.

2. Accountability

The registrar is ultimately accountable to the Director of Education and Learning. Day to day accountability will be to the Supervisor of Training and the centre's Simulation Coordinator.

3. Supervision

The designated Supervisor(s) will ultimately be responsible for supervision of all activities within the Centre. Other education centre staff will provide supervision for specific activities relevant to their field of expertise

and liaise with the nominated Supervisor. The designated supervisor will meet formally with the registrar on a weekly basis to discuss issues, review progress and review log book.

4. Record of Activities

It is an ACEM requirement that the registrar maintain a contemporaneous record that outlines the activities undertaken during the placement and shows evidence that it has been reviewed in conjunction with the designated Supervisor. This is required to be submitted to ACEM upon accreditation inspection.

The record should document the following information as a minimum:

- Activity undertaken
- Date and time
- Duration of activity
- Activity supervisor
- Participant demographic and numbers
- Format of activity (eg, skills, simulation, lecture etc)
- ACEM learning objectives addressed
- Learning points and reflections
- Suggestions or remedial actions for future activities
- Ongoing learning plan made in conjunction with the designated Supervisor

Learning outcomes documented in the log book are required to be documented in the ACEM Learning Needs Analysis (LNA) online.

5. ACEM ITA Completion

As per ACEM regulations, an In Training Assessment (ITA) will be completed every three months.

6. Learning Objectives

The following learning objectives are stipulated by the ACEM for Medical Education Registrar Special Skills posts. Potential or suggested activities are outlined in this table but others may arise during the course of the placement.

LEARNING OBJECTIVE	ACTIVITIES	ASSESSMENT
Understand educational principles	Regular attendance at Education Curriculum session with supervisors and clinical educators Formal short courses in educational techniques, e.g., "Teaching on the Run" via PMCV	Attendance and participation in activities
Gain knowledge and skills in various methods of education delivery	Observation and participation in delivery of education activities within the department. Develop, pilot and facilitate a specific simulation module Bedside teaching sessions	Appraisal of participation and facilitation of education activities Appraisal of module specifically developed by trainee.
Develop experience in teaching a range of participants	Involvement in medical student, intern, HMO, registrar and nursing education sessions as educator and facilitator. Facilitate a recognised simulation course, eg, ACME, EMAC, ARC ALS 2	Presence and involvement in all prescribed education activities. Presence and involvement as faculty in recognised simulation course.

Develop experience in teaching non-technical skills	Involvement in simulation courses. Debrief course participant initially, then faculty	Continuous appraisal and supervision
Understand the principles of CRM and human factors	Involvement in simulation courses, debrief course and ACME course as participant and faculty	Continuous appraisal and supervision
Understand the principles of assessment	Regular attendance at Education Curriculum session with supervisors and clinical educators Formal short course in education techniques, eg "Teaching on the Run" via PMCV	Attendance and participation in regular tutorials. Attendance at short courses.
Gain knowledge and skills in debriefing and feedback.	Participate in centre's Debriefing Course, facilitate debrief sessions	Attendance at Debrief Course, feedback / assessment of facilitated debrief sessions.
Develop skills in using medium and or high fidelity simulation equipment.	Instruction on technical aspects of using specific simulation equipment. Develop, pilot and facilitate a specific simulation module	Feedback and appraisal of technical management of simulation equipment. Review of simulation module and feedback on simulation session

The registrar may also wish to pursue a research activity while on placement to the Centre and this would certainly be encouraged by the Director and Supervisor. Such activities should also be recorded in the registrar's logbook.

7. Education Activities and Groups

The Education and Learning Centre provides a wide array of education activities for many craft groups and disciplines. The registrar is encouraged to, and will be expected to participate in many of these activities regardless of professional group should the need and opportunity arise. This includes:

- Intern, HMO and registrar training
- Consultant medical education
- Medical student education
- Nursing education
- Allied health education
- External health provider education

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

- 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

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 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: _____