

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 Medical Imaging
Program:	Acute Services	Department:	Medical Imaging Department
Industrial Agreement:	AMA Victoria – Victorian Public Health Sector - Doctors in Training Enterprise Agreement 2022 – 2026, or its successor	Classification:	HM 25-30
		Risk Category:	A

3. LOCAL WORK ENVIRONMENT

St. Vincent's is a leading teaching, research and tertiary health service which employs over 5,000 staff across 18 sites throughout Melbourne. St. Vincent's 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.

Medical Imaging at St Vincent's Hospital is provided by a comprehensive, integrated PACS based department, including PET/CT, and offers all diagnostic and general/neuroradiology interventional procedures. St Vincent's Private Radiology is a separate co-located private practice offering all diagnostic modalities to inpatients of St. Vincent's Private Hospital and privately referred outpatients. SVPR also provides the imaging services and requirements to the Royal Victorian Eye and Ear Hospital.

There are 3 MRI units, 3 multi-slice CT's, 7 Ultrasound machines, 5 gamma cameras (including 6 and 16 diagnostic SPECT/CT), PET/CT biplane angiography, digital mammography and fluoroscopy across the Campus.

4. POSITION PURPOSE

- To develop the knowledge base, clinical competencies, practical procedure skills, research basics and self-education habits.
- To undertake radiological service delivery to the Department's patients, consulting service to external clinical units, intra- and extra-Departmental teaching, and radiology research under the supervision of Consultant Radiologist staff.
- To progressively develop professional independence appropriate to own experience, skills and level of seniority in each of these areas.
- To participate in the afterhours roster under the supervision of Consultant Radiologist staff. To participate in extra-Departmental rotations (including rural) to achieve core competencies and fulfil curriculum requirements.
- To develop academic and research skills as appropriate to own inclinations and the academic program in the Department, and to contribute to the academic effort of the Department and of St Vincent's Health.

5. POSITION DUTIES

RESPONSIBILITY AREA 1: Delivery of Service

- Attend at work areas/modalities as rostered by Director of Training/Chief Registrar on registrar roster
- Maintain active communication with MIT and nursing staff rostered to that area and with the supervising consultant radiologist to ensure active management of daily work list and availability of medical staff
- Where appropriate, protocol requests and supervise acquisition of examinations
- Report acquired studies or perform procedures (as relevant to work area) within limits of own competence and under the supervision of consultant radiologist rostered to that work area
- Actively seek support and supervision from consultant radiologist rostered to that area as appropriate to own experience, skills and level of seniority.
- Authorise reports with the shortest possible turnaround; ring the parent unit or the responsible consultant with a verbal report if significant unexpected findings encountered
- Seek validation of own reports/procedures

Performance Indicators

RESPONSIBILITY AREA 2: Quality Improvement

- Participating in the quality improvement activities of the department.
- The registrar may be expected to conduct or contribute to radiological audit

RESPONSIBILITY AREA 3: Teaching

- The registrar will be actively involved in teaching, lectures and tutorials to external registrars, residents and medical students during the year
- The registrar will participate in Departmental educational meetings and the multidisciplinary clinic meetings as appropriate. Attendance for registrars at meetings is compulsory and as rostering allows (Departmental Continuing Professional Development meetings: mandatory; Departmental meetings: compulsory; multidisciplinary clinico-radiological meetings: compulsory as rostered).

Performance Indicators

RESPONSIBILITY AREA 4: Research

- The registrar will be encouraged to participate in research projects already established within the Department and to initiate research projects if desired.
- The Registrar will be encouraged and supported to present at national and international scientific meetings, and seek publication in peer reviewed literature.

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 Degree from a medical school recognised in Victoria
- Registration with Medical Board of Australia (current or eligible)
- Good standing with own Medical Defence Organisation
- Currently an accredited RANZCR radiology registrar or overseas equivalent

8.2 OTHER ESSENTIAL REQUIREMENTS

- Demonstrated experience of successfully working in a clinical team.
- Managerial and organisational skills sufficient to contribute to a team.
- Values and attitude.
- Personal values as expressed through demonstrated behaviour and personal track record are concordant with St Vincent's Health values of Justice, Excellence, Unity, Compassion and Human Dignity.
- Demonstrated commitment to radiology for positive motivational reasons.
- Track record of contribution in prior work areas over and above minimal required to complete workload.

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: _____