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:	Rehabilitation Registrar	**Reports to:**	Director of Rehabilitation Services
Program:	Integrated Care Services	**Department:**	Rehabilitation Unit
Industrial Agreement:	AMA Victoria – Victorian Public Health Sector - Doctors in Training Enterprise Agreement 2022 – 2026, or its successor	**Classification:**	HM25 – HM30
		Risk Category:	A

3. LOCAL WORK ENVIRONMENT

The Rehabilitation Service has inpatient units based at the St George's Hospital Kew and the Fitzroy campus. The Service offers Neurological, Orthopaedic, Spinal and Amputee programs with a profile of a high proportion of young patients with complexion rehabilitation conditions. The Service provides extensive Community based services including Rehab@Home, Community Rehabilitation, Young Adults with Complex Disability Clinic, Polio Services Victoria, Amputee Clinic, Intrathecal Baclofen Clinic and Spasticity Management Clinic and participates in the SVH High Risk Foot and Lymphoedema Clinics. The St George's Rehabilitation team manages 20 rehabilitation patients divided between a Musculoskeletal and a Neurological team. The Registrar works with both teams under the direction of a Rehabilitation Consultant and with the assistance of 2 HMOs.

There are four AFRM accredited Rehabilitation Medicine training Positons

Neurological Rehabilitation Registrar	Fitzroy Campus
Musculoskeletal/Assessment Registrar	Fitzroy Campus
Rehabilitation Registrar	St George's Hospital
Community Rehabilitation Registrar	St George's Hostpial Campus

4. POSITION PURPOSE

To provide for the day to day clinical management of patients under the care and direction of the Director of Rehabilitation Services to ensure a high quality of patient care.

To undertake administrative duties for the Unit under the direction of the Director of Rehabilitation Services to ensure that the Unit is run efficiently.

The Rehabilitation registrar will undertake administrative duties for the Department under the direction of the Director of Anaesthesia to ensure that the Department runs efficiently.

5. POSITION DUTIES

Clinical management of Rehabilitation inpatients

- Supervision of the junior medical officers

- Clinical oversight of the rehabilitation patients.
- Rehabilitation medicine assessment and management of patients attending ambulatory rehabilitation programs
- Participation in in-service training program for the rehabilitation team
- Participation in undergraduate medical teaching
- Involvement in research and quality programs being undertaken by the rehabilitation service

Participation in after-hours on-call roster for St Georges Hospital.

- Participation in Rehabilitation Outpatient Services
- Rehabilitation Medicine Outpatient Clinic
- Rehabilitation Spasticity Management Clinic

Education Programme

- Weekly education sessions with supervisor,
- Weekly SVHM medical grand rounds,
- Fortnightly Rehabilitation Medical meetings,
- Weekly Geriatric Journal Club,
- Monthly Allied Health Presentations,
- Bi-monthly Sub Acute Clinical Review Meetings,
- Opportunity to attend numerous clinical meetings at both St Georges and St Vincent's Hospital Melbourne.

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 CAPABILIITY 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
- Undertaking training in Rehabilitation Medicine

8.2 OTHER ESSENTIAL REQUIREMENTS

- Commitment to the values of the Sisters of Charity being, Compassion, Justice, Human Dignity, Excellence, Unity and commitment to the Hospital's Code of Ethical Conduct.
- Excellent skills and competencies as a clinician and excellent communication
- Skills with patients, their families and one's colleagues.

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

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: _____