

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:	Rheumatology Registrar	Reports to:	Director of Rheumatology Unit
Program:	Medical & Speciality Services	Department:	Rheumatology Unit
Industrial Agreement:	Public Health Sector (AMA Victoria) - Doctors in Training (Single Interest Employers) Enterprise Agreement 2022-2026	Classification:	HM25 – HM30
		Risk Category:	A

1. LOCAL WORK ENVIRONMENT

The departmental offices, private consulting rooms and meeting rooms are located on the 3rd floor of the Daly Wing. The public outpatient clinic is on the ground floor of the Daly Wing and public in-patients are treating in the in-patient services (IPS) building or sometimes in the adjacent St Vincent's Private Hospital. The infusion centre is located at St Vincent's on the Park in East Melbourne.

2. POSITION PURPOSE

To provide for the day to day clinical management of patients under the care and direction of the Director of Rheumatology to ensure a high quality of patient care.
To undertake administrative duties for the Unit under the direction of the Director of Rheumatology to ensure that the Unit is run efficiently

3. POSITION DUTIES

RESPONSIBILITY AREA 1: Delivery of Service

- Assess and formulate a management plan for patients admitted to the Rheumatology unit.
- Ensure that accurate and relevant patient documentation including admission, progress documentation, treatment sheets, and discharge notes are completed by the resident or
- Communication of such assessment and management decisions to the appropriate Rheumatology Consultant, junior medical staff, nursing staff involved in the patient's medical care.
- Notification to the appropriate Rheumatology consultant of patients referred to the Rheumatology Unit.
- Attend Rheumatology ward rounds, at least twice weekly.
- Attend Rheumatology public Outpatient clinics including a weekly Immuno- Ophthalmology (RVEEH) and monthly Lupus Nephritis Clinics
- Attend the weekly multidisciplinary meetings and attending to the 'Organisational Tasks' required for these meetings.
- Communication & co-ordination of the management of patients assessed at meetings with other key stakeholders.
- To perform procedures in Clinics and on the ward such as joint aspiration and injection.

- To formulate a basic management plan, obtain informed consent for the plan from patients and their carers and communicate this plan in a timely fashion, to referring health care practitioners. The ARA outlines a core curriculum and the RACP has a series of learning objectives showing how the trainee should be performing in his/her relevant year.
- The registrar is required to participate in an alternating on-call weekend roster (alternating with the second rheumatology registrar) and conduct Saturday morning (and occasionally, Monday morning ward rounds, on long weekends) in conjunction with a rheumatology consultant. The registrar is otherwise called to respond to ambulatory patients out of clinic hours, to assess patients in the general wards of the Hospital, or the Emergency Department

St. Vincent's Private Hospital

- The registrar may be invited to participate in the assessment of patients at St Vincent's Private Hospital, but only if that patient has previously been a public patient or is likely to require immediate transfer to St Vincent's public hospital.
- Attend emergency calls from the ward or consultant if the consultant is not available but the registrar is.

Performance Indicators

- Attend daily rounds and twice weekly rounds with consultant on ward service.
- Assess 'urgent' patients and 'non-urgent' patients within 4 hours and 24 hours respectively of a referral.
- Liaise with parent unit or unit consultant.
- Ensure complete, timely and accurate documentation of admission and progress notes, treatment sheets and discharge notes in the medical record. Discharge summaries should ideally accompany the patient at the time of discharge.

RESPONSIBILITY AREA 2: Quality Improvement

- Participate in the quality improvement activities of the department.
- Assist in collection of data for audit purposes, in conjunction with Unit resident.

Performance Indicators

- Complete all information required for clinical audits and clinical indicators.
- Ensure that all documents and coding of patient information is completed at the time of discharge of the patient from the unit.

RESPONSIBILITY AREA 3: Teaching

- The registrar is expected to supervise the residents with respect to the writing of histories, ordering of investigations, treatment sheets and the performance of basic procedures (e.g. IV and indwelling catheter insertion) within the Rheumatology Department. If appropriate the registrar will also supervise the resident in performing procedures such as joint aspiration and injections.
- The registrar will be actively involved in teaching; lectures and tutorials to nurses, residents, basic physician trainees and medical students will be given during the year.
- The registrar will participate in the weekly Rheumatology educational unit meeting, including pathology and radiology meetings, and be required to present on specialised topics at the unit meeting
- The registrar will be responsible for orientation of junior staff to the unit, in conjunction with the Rheumatology Term Supervisor Consultant.

In accordance with relevant awards, all reasonable attempts will be made to provide sufficient time for personal continuing education, attendance at Hospital tutorials, Rheumatology registrar training seminars and travel to major Rheumatology conferences.

Performance Indicators

- Attendance at Rheumatology Unit meetings.
- Participation in orientation and teaching of junior resident staff

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.

RESPONSIBILITY AREA 5: Resource Utilisation

- Coordinate patient admissions and discharges to ensure efficient utilisation of beds by the unit.

Performance Indicators

- Commitment to efficient bed utilisation.

RESPONSIBILITY AREA 6: Technological Change

- Ensuring that a record of specialist medical opinion including Rheumatology unit consultants is annotated in the electronic medical record or paper record, whichever is relevant

RESPONSIBILITY AREA 7: Workplace Health & Safety

- Perform duties in accordance with St. Vincent's Health safety protocols
- Understand key OH&S policies and legislative requirements
- Comply with OH&S policies of St. Vincent's Health

RESPONSIBILITY AREA 8: Values Integration

- Demonstrate Commitment to the Mission & Values of the Sisters of Charity & St. Vincent's Hospital
- Demonstrates Compassion, Dignity, Excellence, Justice and Unity in all aspects of care.
- Staff and patients are treated with understanding and respect
- Confidentiality of patient and staff information is always maintained.
- All duties are performed to the maximum ability

RESPONSIBILITY AREA 7: Other

Any other duties at the direction of the Director of Rheumatology Services or his/her delegate.

4. 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

5. 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

6. SELECTION CRITERIA

6.1 ESSENTIAL REGISTRATION, LICENSE OR QUALIFICATION REQUIREMENTS

- MBBS or equivalent
- APHRA registration as a medical practitioner

6.2 OTHER ESSENTIAL REQUIREMENTS

- Successful completion of the Part 1 examination of the Royal Australasian College of Physicians (RACP) and be registered with the RACP for advanced training.

6.3 OTHER NON ESSENTIAL REQUIREMENTS

- Undertaking post graduate specialty training in Rheumatology.

- 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.

7. 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

8. 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.

9. 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: _____