

# Position Description

<b>Position Title:</b>	Medical Registrar
<b>Reports to:</b>	Chief Medical Officer
<b>Department:</b>	General Medicine
<b>Directorate:</b>	Clinical Operations
<b>Cost centre:</b>	A5205, A3603, A1803
<b>Code &amp; classification:</b>	Hospital Registrar (HM25 - HM30)
<b>Employment conditions:</b>	Doctors in Training (Victorian Public Health Sector) (AMA Victoria/ASMOF) (Single Interest Employers) Enterprise Agreement 2022 – 2026 and GV Health Policies and Procedures (and as varied from time to time)

**GV Health is an equal opportunity employer and continually strives to build a diverse, equitable and inclusive workforce that reflects our community. We encourage applications from people of all backgrounds.**

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required. GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

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## POSITION SUMMARY

The Medical Registrar is directly responsible to the attending Medical Consultant for day-to-day patient management, and ultimately to the Chief Medical Officer. They will provide the day-to-day clinical management of patients under the care and direction of the Consultant Staff of the Department of Medicine to ensure a high quality of patient care.

They will undertake administrative duties for the Department under the direction of the Consultant Staff to ensure that the Department is run efficiently.

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## RESPONSIBILITIES AND DUTIES

**The following duties are inclusive of but not limited to**

### **Delivery of Service**

- Ability to accurately order and interpret radiology/pathology results.
- Ability to work well in a team environment.
- Experience with management of patients on the Ward.
- Ability to communicate effectively and work collaboratively with nursing staff, senior medical staff and other relevant staff on ward or in clinics

**1. Provide appropriate level of senior medical cover on the ward and oversee the Hospital Medical Officer and intern.**

### **2. Communication:**

- The Registrar is expected to:
  - a) Treat all patients with empathy and dignity.

- b) Communicate effectively with patients, relatives and carers and members of the Nursing and Multidisciplinary team.
- c) Communicate with colleagues, general practitioners and other senior colleagues in a confident and polite manner.
- d) Be ready to organize family meetings and communicate the plan from Case Conferences effectively.

**3. Use the Consultant ward rounds as a vital experience and be fully prepared with:**

- a) Summary of patient presentation
- b) Distilling patient presentation into a problem list.
- c) Be aware of investigation results, outstanding investigations and provide interpretation of investigations in the context of the patient's clinical presentation.
- d) Be aware of recent trials, literature reviews and be enthusiastic about discussing with the Consultant the intricacies of pathophysiology and management.
- e) Encourage the junior members of the team to participate and delegate case presentation to the junior members.

**4. Manage / prioritise time and information effectively. The Registrar is expected to be punctual and instil a sense of punctuality in the team.**

**Attend the Patient Flow Handover Meetings at 9.30 am when on – call (including weekends). If there is a medical emergency, the Registrar should nominate someone from his team to attend.**

- a) Attend Handover Meetings at 8 am
- b) Firstly, gather information whether any of the patients have deteriorated overnight and prioritise clinical evaluation.
- c) Manage the referrals and review them. Once reviewed, discuss with Consultant.
- d) Make sure that all the patients are seen daily.
- e) Follow – up on the plan from the ward round.
- f) Be pro-active about discharges and ensure discharges occur smoothly and early in the day.
- g) Attend clinics as rostered and be proactive about specialty learning

**5. The Registrar is a senior medical position. The person taking up this role is expected to:**

- a) use logical / lateral thinking to solve problems and make decisions
- b) provide leadership and effectively manage others
- c) successfully manage conflict or difficult situations.
- d) participate effectively and appropriately in an inter-professional health care team
- e) ability to provide leadership and effectively manage others

**6. Mentoring:**

- a) The Registrar will mentor the juniors closely and will feedback any problems on the ground to the Consultant.
- b) Will be sympathetic to the workload of the juniors and serve as a conduit between the juniors and the Consultant.
- c) Prevent any problems / misunderstandings escalating by intervening appropriately and enlisting the help of the Consultant as required.

**7. Teaching & Training:**

- a) Be keen to teach, organise departmental teaching, and arrange to be a part of Clinical Audit presentations
- b) Participate in Medical Student Teaching, Grand Rounds and Journal Clubs.
- c) Participate in regular in – service teaching on the ward and run the Departmental Teaching program.
- d) Participate in the GV Health CPD programme and contribute to the interesting cases section.
- e) Organise meetings with Radiology Dept to review interesting images

- f) Facilitate CBDs, mini CEXs and DOPS for the juniors and arrange to have these reviews for self with the Consultant.

#### **8. Administrative:**

- a) Ensure that the discharge summaries are completed on time and as accurately as possible. All discharges meant for the following day should be completed the previous day by 3 pm unless the patient's clinical condition has changed. They do not necessarily have to do it themselves, but need to provide oversight.
- b) Ensure that documentation at Case Conferences and family meetings are accurate and representative.
- c) Ensure effective hand-over is done at the end of each shift in the template provided by GV Health. This is in line with the National Handover Template
- d) Affirm discharge planning with families, social work, nursing and allied health and keep to discharge dates.
- e) Be prepared to participate in Committees and Groups and represent the interests of the hospitals
- f) Understand and fulfill the documentation requirements of GV Health documentation policy and procedure.

#### **9. Audit & Research:**

- a) Eager to participate in audit and demonstrate an understanding of the audit process and be willing to 'close the loop' of an audit.
- b) Understand the principles of Clinical Governance and work within the framework of the Clinical Governance guidelines within the hospital.
- c) If an opportunity arises, be ready to participate in research and link in with the University.

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### **KEY SELECTION CRITERIA**

#### **Formal Qualification(s) and Required Registration(s):**

- Current registration with the Australian Health Practitioner Regulation Agency as a Medical Practitioner

#### **Essential:**

- Commitment to the GV Health Values of Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour.
  - Current registration with the Australian Health Practitioner Regulation Agency as a Medical Practitioner
  - Highly effective communication and interpersonal skills, including the ability to relate positively with and appropriately with patients and others
  - High level of motivation
  - Ability to work collaboratively in a team environment
  - Professional collegiality towards peers and the wider health care team
  - Evidence of full immunisation against Influenza
  - Satisfactory National Criminal History Check prior to commencement of employment
  - Satisfactory Victorian 'Employee' Working with Children Check prior to commencement of employment
  - Completion of a Commonwealth of Australia Statutory Declaration prior to commencement of employment.
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## KEY PERFORMANCE INDICATORS

**Your performance will be measured through your successful:**

- Demonstration of GV Health values and behaviours, being a role model for living the values, Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Development and maintaining of collaborative relationships with all other teams and professionals;
- Promoting and enabling of efficient teamwork and service provision both within the department and/or organisation and with other service providers;
- Ability to contribute to a safe working environment and ensure compliance with legislative requirements concerning Occupational Health and Safety, anti-discrimination, and equal opportunity
- Registration is maintained and working within scope of practice.
- Attendance and active participation at meetings as required.
- 100% compliance with core competencies and training requirements as outlined in the GV Health Education Framework.
- Active participation in the Performance and Development review process.

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## AT GV HEALTH ALL STAFF ARE REQUIRED TO

- Demonstration of GV Health values and behaviours, being a role model for living the values, Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines;
- Development and maintaining of collaborative relationships with all other teams and professionals;
- This role may from time to time deal with distress, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. GV Health staff are required to comply with all safety related training, look after the safety and well-being of themselves and each other, and actively foster a safe working environment;
- Maintain a safe working environment for yourself, your colleagues and members of the public;
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce;
- Contribute to organisational quality and safety initiatives;
- Observe and comply with child safe principles, standards and expectations of appropriate behaviour toward and in the company of children;
- Complete the mandatory training requirements as defined by GV Health and actively engage in the Performance Development Review process;
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public;
- Seek internal customer or consumer feedback and respond accordingly to identify areas of needs;
- Comply with requirement of National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements;
- Comply with the principles of patient and family centred care;
- Not smoke or vape on GV Health premises;
- Comply with immunisation requirements as per the Department of Health Victoria;
- Comply with all applicable to position pre-employment checks, which may include but is not limited to; police checks, working with children's check (WWCC), National Disability Insurance Scheme (NDIS), Aged Care screening requirements.

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**ACCEPTANCE:**

I acknowledge and accept that this Position Description represents the general outline of duties, responsibilities and accountabilities that are expected of me in my employment in the position, and may not encompass every aspect of the position. I understand that The GV Health reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

I acknowledge and accept that I must complete and maintain all relevant pre-employment screening and checks for successful employment.

I acknowledge and accept that that I have read and fully understand this Position Description. I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.

I acknowledge I will be required to undertake the duties as set out in the position description (and any other duties as requested in accordance with my skills and experience) to the best of my ability and, at all times follow lawful direction.

By accepting the contract of employment, I am agreeing to duties and obligations within the Position Description.

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Clinical Operations	Medical Registrar
<b>Reviewed by:</b>	Clinical Director – Medicine
<b>Issue Date:</b>	March 2025

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## ABOUT US

Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura, Rushworth and Euroa. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional satellite sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services.

## OUR PURPOSE

To significantly improve the health and wellbeing outcomes and experiences of the people and communities in our care.

## OUR VALUES

GV Health's culture centres around our CREATE values and behaviours. Through these values and behaviours we commit to delivering ongoing quality healthcare for our community:



GV Health Vision and Values:

## OUR STRATEGIC PLAN

The Goulburn Valley Health Strategic Plan 2024-2026 provides the direction for GV Health with our five strategic pillars being:

- Health and Wellbeing Outcomes: Improve health and outcomes for the population in our region
- Community and Consumer Experience: Ensure everyone has an outstanding personalised experience
- Our Staff Experience: Our people feel connected, supported, safe and well
- Responsible Workplace: Be sustainable and efficient
- Health Equity: Embrace differences in how we design and deliver healthcare

GV Health Strategic Plan: [Strategic Plan 2024-2026 - GV Health](#)

## FOR MORE INFORMATION

Application tips: [Application Tips - GV Health](#)

GV Health: <https://www.gvhealth.org.au/about/>

Child Safety and Wellbeing: [Child Safety and Wellbeing - GV Health](#)

Living in Goulburn Valley: [Goulburn | Regional Living Victoria](#)

GV Community Connector: [Community Connector Program for Businesses](#)