

# Position Description

<b>Position Title:</b>	Emergency Registrar
<b>Reports to:</b>	Clinical Director of Emergency Department
<b>Department:</b>	Emergency
<b>Directorate:</b>	Clinical Operations
<b>Cost centre:</b>	B0005
<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 its successors 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).

---

## POSITION SUMMARY

The Emergency Registrar is directly responsible to the attending Emergency 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 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.

---

## RESPONSIBILITIES AND DUTIES

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

- Performing an initial assessment including a history and examination of all patients at the time of admission, initiating investigations and treatment and completing all appropriate documentation under the supervision of the Director of Emergency, Registrar or Admitting Officer.
- Admit and review patients as indicated to support effective admission and discharge process.
- Review and assess patients in the Emergency Department.
- Refer all AO calls to relevant personnel.
- Thoroughly document all aspects of patient care.
- To communicate with referring General Practitioners and other health care providers, community nurses and allied health staff regarding patient progress and care requirements.
- Ensure that each patient has an appropriate fluid balance plan.
- Participate in presentations at Ground Rounds, Journal Clubs and other educational activities as directed.
- Teaching of medical students and health students as requested.
- Completing discharge summaries in a timely manner.

- Completion of entries in the medical record, including appropriate entries of his or her own assessments.
- Planning and organising the structured and timely discharge of each patient and ensuring appropriate communication with treating doctors.
- Ensure that medication orders are printed and that items are prescribed generically.
- Responsible for helping to provide a safe working environment in line with Occupational Health and Safety guidelines, and for taking those steps necessary to ensure personal safety for self and others in the performance of duties.
- Understand and fulfil the documentation requirements of Goulburn Valley Health documentation policy and procedure.
- All relevant documentation for each patient must be completed before the end of each shift, as all data is transferred to the DHS and penalties will apply to Goulburn Valley Health for late or incomplete documentation.
- Provide high quality service to internal customers and consumers that reflects best practice and adds value to GV Health
- Assist the organisation in achieving clinical effectiveness by providing the appropriate systems, information or services to clinical areas
- Carry out duties as per the relevant duty routines

---

## **KEY SELECTION CRITERIA**

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

#### **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
- Minimum of 3 years postgraduate experience
- Demonstrated appropriate level of experience and skills in assessment and clinical management of critically ill patients
- Thorough understanding of the relevant legislation pertaining to Medical Officers
- Highly effective communication and interpersonal skills, including the ability to communicate confidently, relate positively and appropriately with patients, families and colleagues
- Evidence of on-going professional development to continually update personal medical knowledge and skills
- Ability to effectively use organisational skills (incorporating documentation, time management skills, and critical thinking and priority setting.)
- Ability to operate in an environment of change.
- High level of motivation and innovative thinking.
- Ability to work collaboratively in a multi-disciplinary team environment as well as independently (under appropriate supervision).
- Professional collegiality towards peers and the wider health care team
- Evidence of full immunisation against seasonal influenza where mandated
- Satisfactory National History Criminal 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.
- 

## **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;
  - 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
  - Completion of all information required for clinical audits and clinical indicators.
  - Attendance at Department meetings.
  - Participation in journal presentations and lectures.
  - To be familiar with The Australian Curriculum Framework for Junior Doctors, which is an educational template outlining the learning outcomes required of prevocational doctors, to be achieved through their clinical rotations, education programs and individual learning, in order to promote safe, quality health care.
  - 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
- 

## **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.
- 

## 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.

---

Clinical Operations	Emergency Registrar
<b>Reviewed by:</b>	Clinical Director of Emergency Department
<b>Issue Date:</b>	January 2025

---

## 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: [Values and Vision - GV Health](#)

## 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](#)